

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY 2 FEBRUARY 2022, COMMENCING AT 9AM

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors K Barnett, A Blackie, R Brine, W Doody (arrived at 12.45pm), N Mealings, P Redmond, S Stewart, J Ward and P Williams.

IN ATTENDANCE

J Harland (Chief Executive), J Millward (Manager Finance and Business Support), G Cleary (Manager Utilities and Roothing), C Brown (Manager Community and Recreation), T Tierney (Manager Planning and Regulation), D Young (Senior Engineering Advisor), K Simpson (3 Waters Manager), J McBride (Roothing and Transport Manager), K Waghorn (Solid Waste Asset Manager), C Roxburgh (Water Asset Manager), K LaValley (Project Delivery Manager), G MacLeod (Community Greenspace Manager), M Harris (Customer Services Manager), S Nichols (Governance Manager), D Roxborough (Implementation Project Manager – District Regeneration), W Taylor (Building Unit Manager), L Hurley (Project Planning and Quality Team Leader), A Coker (Community Facilities Team Leader), D Sewell (Information and Communications Technology Team Leader), R Thornton (Community Development Facilitator – Vibrant Communities), R O’Loughlin (Greenspace Asset and Capital Project Advisor), S Milosavljevic (Senior Policy Planner), B Wiremu (Emergency Management Advisor), H Street (Corporate Planner – Policy and Strategy), K Rabe (Governance Advisor), E Stubbs (Governance Officer), and A Smith (Governance Coordinator).

Meeting Adjournments:

The meeting adjourned at 10.28am for refreshments, and reconvened at 10.50am.

The meeting adjourned at 12.50pm and reconvened at 1.39pm.

The meeting was adjourned at 3.14pm for refreshments and reconvened at 3.30pm.

The meeting was adjourned for a short break at 4.45pm and reconvened at 4.55pm.

The public excluded portions of the meeting occurred from 11.59am to 12.24pm (Item 6.1) and from 4.05pm to 4.25pm (Items 6.2 and 6.3).

1. APOLOGIES

Moved: Mayor Gordon

Seconded: Councillor Atkinson

An apology for lateness was received and sustained from Councillor Doody.

CARRIED

ACKNOWLEDGEMENTS

Mayor Gordon acknowledged the passing of Denise Williams of Tuahiwi. Mrs Williams had advocated for a number of improvements in the Tuahiwi community, including the footpath.

2. CONFLICTS OF INTEREST

No Conflicts of Interest were recorded during the meeting.

3. OVERVIEW AND FINANCIAL STRATEGY

3.1 Overview - J Harland (Chief Executive) and J Millward (Manager Finance and Business Support)

J Harland provided a brief introduction to the Draft Annual Plan budgets, advising that staff had made best endeavours to keep within the district 4.3% average rates increase as signalled from the Long Term Plan (LTP). He noted that the financial rating agency Standard and Poors Ltd had recently indicated that they considered the Council in very stable and fiscally sound shape and therefore the Council would be maintaining its current rating of AA+. J Harland drew attention to the benefits of work that Council staff undertake and the future planning for the community, as it was not just the financial figures that should be considered during the meeting. It was acknowledged that going forward there was a strong focus on Covid, particularly Omicron implications and the organisational response was to prepare as best anticipated. Another issue for the Council to be mindful is the pressure on staff, particularly with 3Waters and Future for Local Government Reforms impacting on the organisation in the 2022 and 2023 years.

J Millward advised that the Council was not to expect a lot of change to the budget documentation being considered from the LTP budgets. He then outlined the upcoming timetable for the Annual Plan process, with consultation through March to early April followed by hearings and deliberation meetings in May before final adoption of the Annual Plan by mid-June.

J Millward spoke to a PowerPoint, which was subsequently circulated to the Council. He explained the documents and that no Audit NZ audit was required as there were no amendments of significance in the Draft Annual Plan and also no significant change to policies and assumptions. The rate movement of 4.3% average is very close to the LTP forecast. District rate areas were explained further in the presentation. A growth provision of 4,800 new properties over the next ten years had been factored into the budgets.

J Millward commented on the Consultation Document (CD) and the three topics that community views would be specifically sought on being:

- Service level changes to the roading network
- Kaiapoi stormwater and flooding improvements
- Funding required to complete the Kaiapoi Community Hub

Other issues and updates will also be included in the CD to inform the community of Council developments and actions.

The rates projections are currently on track from the LTP indications being 4.3% over the next two years before a slight decrease in subsequent years, cautioning that focus has been in the next three to five years and the outer year indications of 3% to 3.5% rates projections may well increase as that time draws closer.

J Millward spoke of the Local Government Cost Index (LGCI), Consumer Price Index (CPI) and Rate Movements mentioning a risk based in the Berl information and impact from cost of housing, restriction of supplies and interest (mortgage) rates. The labour index is currently 2% on staffing and the pressures on home budgets, wages and employer demands on top of Covid pressures was mentioned. He commented on interest rates and the Official Cash Rate (OCR) explaining the impact on the budgets. These forecasts of OCR movements is higher now than predicted when the LTP was adopted. The biggest budget movements were in the areas of 3waters, utilities and recreation, whilst the capital expenditure is declining over the coming years to 2026/27.

J Millward advised that rates are dropping against debt because of effectiveness and major capital works following the earthquakes being completed. Debt levels are less than half of what the Council could potentially borrow and this has assisted in receiving positive financial gradings from Standards and Poors.

J Millward spoke generally of rate cost drivers, LGCI, interest provision, salary movements and staff to meet levels of service, growth movement and rubbish bin factors explaining how the budgets came to an average district increase of 4.3%. A further explanation of overall rate movements was provided.

The impact of the Covid loan and absorbing costs due to closing of facilities during past lockdowns was commented on. J Millward spoke of the rates by district area which varied between 1.2% to 4.5% in rural areas, and in the more urban areas the rates varied between 4.6% to 9%, based on targeted services such as drainage and water services. It was noted that there is no property revaluation this year however it will occur next year to effect the last year of the LTP which will affect rates going forward.

Councillor Williams commented that without growth there could potentially be an 8% increase rather than the forecast 4.3%, enquiring what would happen if, in the future years, growth halts or slows significantly. J Millward commented that staff were keeping in mind not to extend past the projected growth (which was sitting on medium to high predictions) and capital works would be slowed. It is difficult to determine in these uncertain times particularly around inflation rather than growth factors.

In a supplementary question Councillor Williams asked what happens if inflation continues. J Millward advised the Council would cut the budget to the financial cloth and is currently using debt to push out the flow, noting that the Council has good headroom to cushion inflation currently. J Harland commented that expenditure such as consultancy or staffing levels etc would be reviewed and reduce if growth or peak demands reduced.

Councillor Barnett sought clarification that growth is applied area by area. J Millward confirmed that was the case, noting the targeted (area rate) is based on population growth. Areas such as Rangiora in the east, Ravenswood, and Pegasus have all been factored into the water costs.

In a supplementary question Councillor Barnett enquired if interest rates are likely to rise and was that factored into the LTP. Staff advised that interest rates were factored into the LTP at 2.3% however now predications are 3% based on information from Berl. These are factored in and averaged across the budgets. Councillor Barnett asked if a comment could be made about the interest rate factors in the CD. Staff assured the Council that a good commentary would be included about the rate interest aspects.

Mayor Gordon commented positively on the process and the information supplied.

The budget introduction concluded at 9.48am and the Mayor moved to the budget reporting section of the meeting where each unit presented reports followed by operational budgets before proceeding to the next unit. The order that operational units presented information to the Council was:

- *Utilities and Roading*
- *Community and Recreation*
- *Regulation and Planning*
- *People and Engagement*
- *Strategic Projects*
- *Finance and Business Support*

At this time the budgets were received Proforma, subject to debate and would be confirmed at the end of the meeting.

Moved: Mayor Gordon

Seconded: Councillor Atkinson

CARRIED

4. REPORTS

Utilities and Roading Unit

At this time, Item 4.3 “Smarts Road – Flooding Issues from the May 2021 flood” was taken. The Minutes have been recorded in the order of the Agenda.

4.1 Kaiapoi Stormwater and Flooding Improvements – Funding of Additional Budget – K Simpson (3 Waters Manager) and G Cleary (Manager Utilities and Roading)

K Simpson advised that the report related to the Kaiapoi Stormwater and Flood Improvements Project, to which the Council had approved a scope change in December 2021. The amendment removed some of the previously proposed works, and allocated funding to the McIntosh Drain pump station. Approval was being sought for the proposed funding approach of the additional \$4.175 million budget included in the draft 2022/23 Annual Plan.

K Simpson noted that it was proposed that \$705,000 be assigned to the North East area that would increase the storm water development contribution, and the remaining \$3.47 million would be funded from the District Drainage Account increasing the District Drainage Rate by \$8.22. The multiple changes to the budgets was outlined in the report.

Moved: Councillor Atkinson

Seconded: Councillor Brine

THAT the Council

- (a) **Receives** report No. 211207195102.
- (b) **Approves** funding the additional \$4.175 million partially from the Kaiapoi Urban Drainage North East Kaiapoi development contribution area (\$705,000) and partially from the District Drainage account (\$3,470,000).
- (c) **Approves** the following budget changes associated with the additional funding and scope changes:

Beach Road PS and Rising Main	Add \$2,190,000 to the 2022/23 financial year budget, comprising of \$1,600,000 of new budget and \$335,000 of reallocated budget (from Feldwick SMA and Drain Upgrade) and \$255,000 of reallocated budget (from Feldwick SW PS Upgrade)
Feldwick SMA and Drain Upgrade	Remove \$335,000 from the 2021/22 financial year budget, reallocated to Beach Road PS and Rising Main in the 2022/23
Feldwick SW PS Upgrade	Remove \$255,000 from the 2021/22 financial year budget, reallocated to Beach Road PS and Rising Main in the 2022/23
Otaki Flood PS and Rising Main	Add \$1,255,000 to the 2022/23 financial year budget, comprising of \$1,000,000 of reallocated budget (from McIntosh Channel Upgrade and SMA) and \$255,000 of reallocated budget (from Dudley SW PS Upgrade)
Otaki Basin Interceptor Pipeline	Add \$1,800,000 to the 2022/23 financial year budget, comprising of \$1,800,000 of new budget
Dudley SW PS Upgrade	Remove \$255,000 from the 2021/22 financial year budget, reallocated to Otaki Flood PS and Rising Main in 22/23

McIntosh Channel Upgrade and SMA	Remove \$890,000 from the 2021/22 and \$110,000 from 22/23 financial year budget, reallocated to Otaki Flood PS and rising main
McIntosh Drain Upgrade and Wetland - Growth	Remove \$705,000 from the 2021/22 financial year budget, reallocated to McIntosh PS - Growth
McIntosh Flood PS - Growth	Add \$1,410,000 to 22/23 financial year budget, comprising of \$705,000 of new budget and \$705,000 of reallocated budget
McIntosh Flood PS	Add \$70,000 to the 2022/23 financial year budget, comprising of \$70,000 of new budget

- (d) **Notes** that the revised District Drainage rate will increase by approximately \$8.22 to \$28.12 in 2023/24.
- (e) **Circulates** this report to the Kaipoi-Tuahiwi Community Board for their information.

CARRIED

Councillor Atkinson commented that the Council had previously discussed the proposed amendments which were deemed necessary.

4.2 Ashley Gorge Water Supply Compliance – C Roxburgh (Water Asset Manager) and C Brown (Manager Community and Recreation)

C Roxburgh highlighted the change in legislative status for the Ashley Gorge Water Supply that serviced the campground and reserve area following the passing of the new Water Services Act 2021 which came into effect in November 2021. Under the Act, the Ashley Gorge Water Supply was required to meet Drinking-water Standards of New Zealand (DWSNZ) with immediate effect. He noted that there were other supplies in the district (e.g. Rangiora Airfield) that were also now required to meet standards, however, the requirement did not take immediate effect and these supplies were therefore being treated with less urgency.

C Roxburgh explained that the Ashley Gorge Water Supply was similar to the Garrymere Water Supply, and assumptions were therefore based on the costs of the Garrymere scheme. Staff were requesting some budget for the 2021/22 financial year for the urgent installation of a chlorine analyser and associated SCADA equipment, as well as the commencement of an options investigation to determine the optimum long term option to achieve compliance with the DWSNZ. The rating impact was outlined in the recommendation and was consistent with the rest of the reserve area.

Councillor Stewart asked about the option to bring in other rural properties to join the scheme to spread the cost. C Roxburgh advised in general there was always that potential, however in this case it was unlikely as there were only one or two properties on the potential pipeline. For a location such as the airfield there was a greater potential for cost sharing and a longer timeframe to explore options.

Councillor Stewart enquired about options for Warren Reserve where there was very low water use. C Roxburgh advised that staff were in the process of a water tank upgrade and were also investigating other options, including filling by tanker.

Moved: Councillor Williams Seconded: Councillor Brine

THAT the Council

- (a) **Receives** Report No. 211208196326.
- (b) **Notes** that under the Water Services Act, the Ashley Gorge water supply has additional legislative requirements, meaning that it must now comply with the Drinking-water Standards for New Zealand.

- (c) **Approves** assigning \$45,000 of new capital budget to the current 2021/22 financial year to allow for the installation of a chlorine analyser and associated SCADA equipment, and the commencement of an options investigation to determine the optimum long term option to achieve compliance with the Drinking-water Standards for New Zealand.
- (d) **Approves** inclusion of \$50,000 in the 2022/23 financial year and \$400,000 in the 2023/24 financial year to allow for the upgrade of the treatment system at Ashley Gorge to meet Drinking-water Standards for New Zealand requirements, for inclusion in the Draft 2022/23 Annual Plan.
- (e) **Approves** assigning \$14,000 of annual operational budget for the 2022/23 year onwards to allow for operation, maintenance and sampling of the Ashley Gorge water supply in line with other public water supply schemes that the Council manages.
- (f) **Notes** that the upgrades to the water supply are to be funded from the general rate, via the recreation account, as the benefits of a safe and compliant water supply applies to the entire district who may utilise the reserve area, and that the rating impact has been forecast at \$1.03 per year in 2022/23, increasing to \$1.44 per year in 2024/25.
- (g) **Circulates** this report to the Oxford-Ohoka Community Board for their information.

CARRIED

Councillor Williams observed that the Waimakariri District had some of the best water supplies in the whole of New Zealand and wished for that to continue. It was important to show the public that the Council cared about water supplies.

Councillor Stewart commented on the opportunity to spread a good water supply into areas that were not on public supply. The requirements of the new Water Services Act 2021 opened the door to canvas local communities on whether they wished to join a scheme and contribute in order to have very good water.

Councillor Mealings acknowledged that it was a good report and commended staff on taking a pro-active approach. She particularly appreciated the consideration of sustainability and climate change impacts.

Councillor Barnett requested that she would like to see a comparison of costs over longer timeframes for connected versus standalone schemes.

4.3 Smarts Road – Flooding issues from May 2021 flood – D Young (Senior Engineering Advisor)

D Young commented on the background, including meeting with residents to work through issues. The roading infrastructure is undersized, and is difficult to upgrade due to the layout of the land, along with implications to the drainage and rating area. This proposal is a compromise and is not aiming for a specific level of service, but it will improve the situation. Staff are concerned about residents expectations and the Council contribution to improvements, noting it is difficult to justify subsidies.

Mayor Gordon commented that he was supportive of the staff recommendation having met with residents. He enquired if the residents understand what is being proposed and the continuation to work on it, once the direction is determined today, which would then involve an on-site meeting with staff, Councillors, Mayor and residents to explain the outcomes. Staff acknowledged the Mayors comments.

Councillor Atkinson enquired how does this proposal sit and can we defend precedent outcomes. Staff advised this situation is not a precedent but a response to issues with matters being identified. It was considered that a step into precedent levels would be setting up a new rating area.

D Young advised that if the recommendation was approved, funding would be in the roading budget as unsubsidised, rather than the drainage budget.

Councillor Stewart reflected on 3waters matters and having raised the issue of district wide rating, enquired where does the issue sit overall as she believed it was overdue for a review. G Cleary advised the Council has a District wide flood rate and that provides budget to intervene in some areas, but not enough funding in instances such as this. The District wide flood rate is useful and allocated regularly. This particular issue resulted from the flood event last year exacerbating matters. Staff advised that Councillor Stewart's question would be addressed next term in relation to 3waters rating, given previous decisions of the Council.

Moved: Mayor Gordon

Seconded: Councillor Atkinson

THAT the Council

- (a) **Receives** Report No. 211104177706.
- (b) **Allows** \$80,000 unsubsidised budget in 2022/23 in the draft Annual Plan, to carry out improvements to the Smarts Road/ Feathers Road drains and culverts.
- (c) **Notes** that this budget is not currently included in the current forecasts in the draft Annual Plan.
- (d) **Notes** that this work would represent an increase in the level of Service currently provided.
- (e) **Circulates** this report to the Utilities and Roothing Committee for its information.

CARRIED

Mayor Gordon commented that while there have been incidents over the years, it was not until residents raised matters last year that this step gained traction, remarking that it will not meet all expectations however residents can submit to the Annual Plan with further views. Mayor Gordon believed staff had done a good job in relation to this matter at this point in time.

Councillor Stewart noted comments about setting precedents, which was particularly common when land and drainage discussions occurred with residents.

4.4 2022/23 Development Contribution Schedules and Policy for Consultation with Draft Annual Plan – K LaValley (Project Delivery Manager)

K LaValley advised that the report sought approval for the Draft 2022/23 Development Contribution Schedules and Policy. Minor amendments had been made to the policy based on the review of the Hamilton City Council High Court case decision regarding development contributions. There were also a number of changes in the schedules mostly due to changes in growth projections and budgets. There were some large changes in development contribution areas based on work on servicing strategies for specific growth areas.

K LaValley noted corrections required to schedules in the report. Firstly the District Roothing Development Contribution was \$9,514 in the report while the actual number was \$8,950. Also there were late carry overs including the Red Lion corner development. The Loburn Lea sewer development contribution should be \$17,703.

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT the Council

- (a) **Receives** Report No. 220112003012.
- (b) **Approves** the Draft 2022/23 Development Contribution Schedules as per Attachment I for consultation with the 2022/23 Annual Plan (220112003021).
- (c) **Approves** an addition and amendment to the Draft 2022/23 Development Contributions Policy noting that projects related to a development contribution area and outline development area may be located outside of the area shown on the maps (220112002964).
- (d) **Notes** that the proposed policy update does not affect the draft scheduled amounts.
- (e) **Notes** that the recommended changes to the Development Contributions have been reflected in the draft Annual Plan for 2022/23 and beyond.
- (f) **Notes** that a project has been started to confirm that no DCs have been over-recovered. This is to improve our systems to comply with a recent court decision.
- (g) **Delegates** minor amendments to the Chief Executive.

CARRIED

Councillor Redmond believed it was a sensible policy update that reflected the court decision.

Councillor Doody arrived at 12.45pm following Item 4.4.

Community and Recreation Unit

4.5 Kaiapoi Community Hub – 2022/23 Annual Plan Budget Submission – D Roxborough (Implementation Project Manager – District Regeneration) and R Thornton (Community Development Facilitator – Vibrant Communities)

There were no questions from the Councillors.

Moved: Councillor Atkinson

Seconded: Councillor Blackie

THAT the Council

- (a) **Receives** Report No. 211206195018.
- (b) **Notes** the progress that has been made over the last year through staff working with the key Kaiapoi Community Hub user groups; including refinement of the site concept plan, individual building plans and layouts, infrastructure design, establishment of governance models and Hub purpose, vision and objectives.
- (c) **Notes** that the key user groups have expressed a commitment to being founding user groups at the hub development and founding members of the associated Kaiapoi Community Hub Trust that is proposed.

- (d) **Approves** additional budget of \$300,000 in the 2022/23 year and \$300,000 in the 2023/24 year for the WDC-funded development of the Kaiapoi Community Hub site; loan funded from the Recreation activity budget. This is in addition to the existing total budget of \$618,000 already approved in the 2021/31 Long Term plan and/or funded through external agencies.
- (e) **Notes** that the additional budget in the above recommendation (d) has been included in the budget spreadsheet and commentary for Earthquake Recovery and Regeneration.
- (f) **Notes** that a separate report is being presented to Council meeting in February 2022 regarding the funding of Project Management resourcing costs for the Community Hub project related to the Covid Recovery Loan drawdown in the 2021/22 year; and the budget request figure in recommendation d) is based on that separate Covid recovery loan draw-down being approved.
- (g) **Notes** that a further report will be brought to Council to seek approval of the Trust Deed and terms of the lease of the site to the Trust.
- (h) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board.

CARRIED

Councillor Atkinson commented that this was a worthwhile project that would positively impact the Kaiapoi community.

At this time, Item 6.1 "Contract 21/26 Wiltshire to Green Stormwater Upgrades – Tender Evaluation and Contract Award" was taken. The Minutes have been recorded in the order of the Agenda.

4.6 Rangiora Airfield Development – G MacLeod (Community Greenspace Manager) and R O'Loughlin (Greenspace Asset and Capital Project Advisor)

G McLeod spoke to the report noting the need for increased budget to cover water and waste water services, the installation of security gates and the re-seeding of critical areas of the runway at the airfield.

Councillor Williams stated that security gates would not be a deterrent as locks could easily be cut and added to the vandalism costs which were passed on to the ratepayers. In addition, some tenants may leave the gates open, as they were disinclined to close them when entering and exiting the restricted areas. G McLeod advised that, due to the increase in the Rangiora Airfield's landings, the Civil Aviation Authority (CAA) had advised that unauthorised vehicle access to the runway posed a serious health and safety risk. Hence the need for the installation of the gates to secure the runway.

Councillor Williams questioned whether it was possible to recover costs for services by targeting the commercial tenants at the airfield, while acknowledging that many other stakeholders that used the airfields facilities. G McLeod replied that an Airfield Masterplan was being developed which would address some concerns, however, he noted there was a balance which needed to be maintained. Further conversations with tenants would be required to achieve the desired outcomes. C Brown noted that fees and chargers had been reviewed some time ago, which had proved to be a resource heavy, complex and extremely drawn out exercise. It would therefore not be recommend that another review be carried out at the present time.

Councillor Barnett was concerned that these proposed increases had not been signalled during the 2021/31 Long Term Plan process. G McLeod explained that the scientific information regarding the need for the reseeding of the runway had just been received which meant that this project would move forward. The installation of the security gates had been scheduled for later in the development, however, due to the CAA's concerns this part of the project would also need to be moved forward. Also, the proposed development by DM and AD Smith Investments Ltd had impacted expected timelines.

Councillor Barnett sought confirmation that staff were satisfied that the projects would be completed during the 2022/23 financial year and would not be delayed which would result the funding to be unspent until later financial years. C Brown confirmed that they were confident that the budget would be spent and that projects would be completed in the 2022/23 financial year.

Moved: Councillor Ward

Seconded: Mayor Gordon

THAT the Council:

- (a) **Receives** Report No. 211208196015.
- (b) **Notes** the work being completed in relation to future development of the Rangiora Airfield and further information would be provided as this progresses.
- (c) **Approves** capital budget (loan funded) of \$74,000 for water services in 2022/23, and \$640,000 in 2023/24.
- (d) **Approves** capital budget (loan funded) of \$32,500 for wastewater services in 2022/23, and \$565,000 in 2023/24.
- (e) **Notes** that the water and wastewater budgets are dependent on successfully rezoning in accordance with the developers proposal, and if this is unsuccessful, then the budget would need reconsideration.
- (f) **Approves** capital budget (loan funded) for runway reseeding of \$60,000 in 2022/23.
- (g) **Approves** capital budget (loan funded) for installation of electronic gates of \$60,000 in 2022/23.
- (h) **Notes** that all of the budgets within this report had been included in the draft annual plan commentaries.

CARRIED

Councillor Ward supported the motion stating that the proposed development would provide greater potential for Rangiora and the district in the future. She acknowledged the improvement in communication which had resulted in the projects current progress.

Mayor Gordon commented that the developer was very committed to the project and would add value to the Rangiora Airfield upgrade.

Councillor Williams was supportive of the proposed development, however, requested staff to investigate means to recover costs to lessen the burden on ratepayers. He also cautioned that all services needed to be installed prior to the runway being reseeded.

Councillor Barnett noted that 40% of the Council's budget was currently committed to Community Development and Greenspace projects. She acknowledged that all the projects were worthwhile, however, she would have preferred that the projects be prioritised with some projects being delayed to a more appropriate time.

District Planning and Regulation

4.7 Consideration of a request to increase rates grant for landowners of Significant Natural Areas (SNAs) – S Milosavljevic (Senior Policy Planner)

C Brown spoke to this report which outlined the need for the existing rates grant of \$100 per rateable unit with a Significant Natural Area (SNA) be amended to improve value and equity.

Moved: Councillor Barnett

Seconded: Councillor Stewart

THAT the Council

- (a) **Receives** Report No. 211116182704.
- (b) **Approves** additional \$50,050 pa budget for Option 2 in Table 1 below which increases the rates grant for landowners of Significant Natural Areas to \$155 flat rate plus \$30 per hectare of Significant Natural Area in order to acknowledge the contribution landowners of Significant Natural Areas make to the District's indigenous biodiversity.
- (c) **Notes** that the funding requested has been included into the Draft Greenspace budget for consideration.

CARRIED

Councillor Barnett expressed her support for the motion.

Councillor Stewart was also supportive of the amendment to the existing rates grant for landowners of SNAs, and hoped that in the future this could be further increased.

Finance and Business Support

4.8 Review of Rating Policy – Remission of Rates on Maori Freehold Land – M Harris (Customer Services Manager) and J Schumacher (Rates and Debtors Team Leader)

M Harris and J Millward presented the report, seeking approval for a review of the Council's Rating Policy – Remission of Rates on Maori Freehold Land. This review was required by the enactment of the new Local Government (Rating of Whenua Maori) Amendment Act 2021. The changes included the removal of remission on un-used land as this was non-ratable under the new Act. There also needed to be clarification on the criteria of land that was being used for conservation purposes, as some land with conservation covenants became non-ratable.

The new Act required Councils to consider land under development to be remitted. The delegation for the approval of remissions would be with the Audit and Risk Committee, rather than being a staff decision.

Councillor Redmond enquired that if no rates were charged, were services still provided for the property. M Harris responded that services, such as water supply, would still be available, however, the property would not be connected to the services.

Moved: Councillor Redmond

Seconded: Councillor Stewart

THAT the Council

- (a) **Receives** Report No. 220113003258.

- (b) **Authorises** the inclusion of the draft policy for Remission of Rates on Maori Freehold Land in the 2022/2023 Draft Annual Plan for consultation, subject to recommendation (c).
- (c) **Authorises** the Mayor and Chief Executive to approve any wording adjustments after discussion of the Draft Revised Policy at the 8 February 2022 Mahi Tahī Joint Development Committee meeting.

CARRIED

Councillor Redmond noted that the Council had to meet the statutory requirements and the Policy covers these aspects.

5. **BUDGETS**

5.1 **Roading**

J McBride spoke on the impacts of funding levels from Waka Kotahi and reflected on previous briefings and reports to the Council in the last few months. She spoke of maintenance budgets and agreed delivery of services, as well as risks of roading projects scheduled to design level may need to be placed on hold due to Waka Kotahi funding. There was comment on Oxford township speed limit matters and costs associated with traffic calming and the linkage with the Council walking and cycling strategy. Staff commented on Rangiora-Ashley Community Board views and the Ashley Street improvements noting that these will not attract Waka Kotahi funding and staff recommend that these projects are considered as part of the next LTP process.

Staff spoke of the Rangiora Airfield development and Priors Road improvements costings being \$1.2m, noting there will be some development contribution of approximately \$700,000.

G Cleary mentioned one other capital works project not included in the commentary being the Rangiora car parking funding allocation currently at \$1.1m carryover plus \$3m for the 2022/23 year. The practice is that unless there is a clear line of sight and certainty, staff would push the project out and it is worth considering moving the majority to the 2023/24 year for investigations as it is likely to carry forward.

Mayor Gordon asked if a staff report is a better way of dealing with understanding matters with the staff thinking behind it. Staff advised a report could come back to the Council at the Annual Plan deliberations.

Mayor Gordon commented that the Oxford main street project has already come out of the budget following Council decisions and enquired if other investigations have occurred to consider other options to make residents, particularly those in the pensioner units feel safer. J McBride advised new road markings were being considered and whether a small relocation of the Town Hall crossing occurred to improve outcomes.

Councillor Atkinson queried the Coldstream Road, Ashley Street intersection, reflecting on events and pedestrian safety in the area, and how that could get moved to the priority list and what effect would that have on rates. Staff advised that if the Council were of a mind to bring forward the project it could be done. The Council requested that the matter comes back to the Council for consideration on 22 February prior to the matter going to consultation.

Councillor Williams expressed concern at the 50km speed limit and closing of Mulcocks/Lineside Roads, as it effects major business in area, stating that as portfolio holder he had not received sufficient information about it and it had not come before the Council previously. Staff advised the project was included in the LTP briefing and the reason for funding was to investigate if Mulcocks Road should be closed, particularly because of accidents, (including a fatality that had occurred at that intersection. Staff were also working with KiwiRail and Waka Kotahi when considering any impacts on road closure. Waka Kotahi have this project in their programme of safety improvements on Lineside Road which means the Council need to form opinions on the intersections. Staff assured the Council that a workshop will come to the Council in due course. Both Fernside and Flaxton rail crossing ties in with the Waka Kotahi work programme and this is significant for the Council and this fits in with Skew Bridge and the whole network connections. This budget and project is not predicting the outcomes but provides funding to the roading department to contribute to the overall investigation. This project came from a safety audit for the Council that recommended it be closed. Staff would assist Councillor Williams with response to concerned residents and businesses.

Councillor Ward sought clarification that the road was not completely closed. Staff reiterated that any final closure has yet to be determined as this is investigation only. There are three options to be worked through being; the road remains unchanged, or some restrictions applied to access or alternatively complete closure. It is still to be determined through discussions with Waka Kotahi, KiwiRail and the community. Staff assured the Council that there would not be closure to access of private property.

Councillor Barnett queried page 12 operating expenditure and the 2021/22 comparison to the LTP budgets 6% and now 2% (dropped from the forecast), querying that with growth figures, should this budget be increased rather than decreased. J Millward advised this figure is a reduction in depreciation. J McBride also advised the reflection of reduction in Waka Kotahi funding, however staff were aiming to achieve the same level of service with the budget.

Councillor Barnett requested carryover information and a small chart in the budgets to see pull forwards and carryovers. Staff noted the request, advising that this currently occurred for recreation projects but not roading, however it could be done.

Councillor Williams expressed concerned on maintenance of gravel roads and the structure of the gravel based on feedback from residents and grader drivers, enquiring if more budget is required to put more base course on roads. Staff commented on a 2008 report regarding gravel loss and outlined how much gravel was needed for replacements. The recommendation at the time was for high use roads every four 4years and low use roads every eight years, however staff do need to reassess that information and consider where traffic has increased. Sometimes roads have been sealed and come off listings which balances out. This will be reviewed in the next 12-18months. Staff noted that the roading department has not been receiving complaints. Mayor Gordon commented on the Sicon level of service being monitored.

Councillor Blackie queried the old Waimakariri Bridge hand rail budget. Staff advised it was 25% Waimakariri share with the balance shared between Waka Kotahi and Christchurch City.

Moved: Councillor Atkinson

Seconded Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the 2022 -2023 year.

- (b) **Notes** that Maintenance, Operations and Renewals funding endorsed by Waka Kotahi is less than requested by Council and this has resulted in a funding shortfall.
- (c) **Notes** that Council resolved at its December meeting that for Maintenance, Operations and Renewals the status quo for levels of service be retained and that the funding shortfall of \$637,392 be funded.
- (d) **Approves** for inclusion in the Draft Annual Plan, consultation on the allocation of additional budget of \$637,392 in the 2023/24 Year to cover the shortfall in Maintenance, Operations and Renewals funding to inform a decision around future levels of service.
- (e) **Notes** that Low Cost Low Risk funding endorsed by Waka Kotahi is also less than requested by Council and this has resulted in a funding shortfall.
- (f) **Notes** that consideration has been given to the option of reducing capital project spending to balance the shortfall and Council has resolved to take a multi-layered approach to progressing these projects. This approach includes allowing work to continue on the design of a number of declined projects so that if funding does become available over the next two years, Council will be well positioned to secure funding and progress projects quickly.
- (g) **Notes** that Council resolved at its December meeting to allocate additional budget in the area of Low Cost Low Risk over years two and three of the 2021-24 NLTP period, to partially cover a shortfall in funding of \$445,650 and allow the Minor Safety Programme to continue in full as planned and safety improvements to be delivered.
- (h) **Approves** for inclusion in the Draft Annual Plan, consultation on the allocation of additional budget of \$445,650 over years two and three of the 2021-24 NLTP period, to cover a shortfall in funding in the Low Cost Low Risk area, specifically the Minor Safety Programme.

CARRIED

The meeting adjourned for a break at 10.28am, reconvening at 10.50am.

5.2 Solid Waste

K Waghorn spoke to the report, highlighting that the kerbside rate income was projected to increase 6.4% over projected the Council's 2021/31 Long term Plan (LTP) budgets due to high district growth, a higher uptake of bins than predicted, and the proposed increase to the recycling rate to fund processing, collection and auditing. This was offset by staff recommending a slightly lower organics collection rate than indicated in the LTP. Staff were also recommending an increase in the price of rubbish bags from \$3.30 to \$3.60 per bag to help fund increases in bag supply, landfill levy, transport charges and bag collection costs.

With regard to capital expenditure, design on the two main upgrade projects were not likely to be completed until next year. Other smaller works had also been deferred.

Councillor Williams sought clarification on the proposed increase to bin rates, he believed that it should be cost neutral considering the high district growth. K Waghorn explained the income came under targeted rates and that the cost/income did balance out.

Councillor Stewart enquired if staff had received any feedback on the new rubbish bag design which had a different tie system and was made from lighter grade plastic. K Waghorn commented there had been some complaints. However, the bags were a temporary measure to assist in resolving supply chain issues with bags sourced locally.

Councillor Barnett questioned the reasoning behind reducing red and green bin costs from LTP forecasts while increasing recycling, as she believed that this would be a better opportunity to encourage diversion to recycling. K Waghorn advised staff had taken the approach to assign costs where they came in. It was a \$5 increase (\$3 more than projected in the LTP).

Councillor Barnett further enquired that if the green and red bin rates were being kept as they were in the LTP, what was the increase required in the recycling rate. K Waghorn replied it would be \$3 rather than the \$2 as projected in the LTP. It was a matter of shifting cost centres around meaning rubbish and organic collection would be subsidising the cost of recycling.

Councillor Brine asked for clarification on whether the refuse from green bins was going to Kate Valley and K Waghorn confirmed that it was not. He further asked if there would be staff expectation to continue to subsidise recycling rates. K Waghorn noted that staff would take direction from the Council on this matter.

Councillor Brine enquired if recycling rates had decreased. K Waghorn responded that rates had remained static, meaning on a per capita rate, recycling had reduced.

Councillor Redmond sought clarity on the size of recycling bins. K Waghorn explained that the most common size was 240L, however, there were also 140L and 80L bins. The recycling bin was the cheapest of all bins. G Cleary commented that recycling was already subsidised through the waste levy.

Moved: Councillor Barnett

Seconded: Councillor Mealings

THAT the Council

- (a) **Amends** the draft budget to retain the refuse and organics rates at LTP forecast levels and use this income to offset the rise in the recycling bin rate.
- (b) **Approves** the draft budget for the 2022-2023 Annual Plan with amendment.

CARRIED

Councillor Barnett understood the principal of keeping costs constant, however, the Waste Minimisation Policy clearly encouraged diversion from landfill, meaning that recycling bins should be used. In addition, those figures were already included in the LTP on which the community had been consulted. Retaining the rates at the LTP level meant there was a little extra revenue to offset the large increase in recycling that was required due to external factors. Councillor Barnett therefore supported the budget changes as there was no impact on rates, and it would mean the Council was slightly incentivising recycling which aligned with Council policy.

Councillor Williams supported the motion as he believed there had been a reduction in recycling in the community and education was required to increase and improve recycling.

Councillor Brine commented that it was a relatively small increase to the budget. He did not agree with the change as he believed that the budget should reflect where the costs fell.

Councillor Mealings noted that environmental benefits could not be measured in dollars and cents, and the Council had an obligation to waste minimisation including good recycling. There were far greater costs associated with no recycling, and it was therefore important to encourage the desired behavior, particularly when there was no cost to the ratepayer.

Councillor Barnett in her right of reply, commented that the Council had been criticised for being slow to respond to some policies including sustainability. This was a step in the right direction and a one-off opportunity that could be relooked at during the review of the Waste Minimisation Strategy.

5.3 Water

C Roxburgh provided an overview of the budget noting that prior to the notification of the District Plan in 2021, there had been an increase in subdivision applications. The granted subdivision consents had necessitated bringing forward growth driven projects on the Summerhill, Oxford Rural No 2 and Garrymere Water Supplies. In terms of compliance, the sector was in a state of rapid change and additionally interest rate increases had an impact on rates.

C Roxburgh referred to Table 1 in the report which provided an overview of the proposed changes. He advised that there had been further discussion around the Woodend Scheme which had a predicted percentage change of 9%. Finance believed the rate rise could be smoothed over time, based on the growth in Ravenswood, to a rate rise of 6.4%.

C Roxburgh raised key issues to consider in relation to changes in the regulatory environment. Firstly, there was a very quick timeframe to implement changes with regards to mandatory chlorination, and there was a high degree of uncertainty about the criteria for a potential exemption. In addition, the Fluoridation of Drinking Water Amendment Act 2021 gave the Director General of Health the authority to require a water supplier to fluoridate water. Advice was currently being sought on the potential cost implications. With regard to the Three Waters Reform, there was a provisional allowance to respond to the reform, with the presumption of 'no worse-off funding'.

In conclusion, C Roxburgh provided two corrections to Councillors' questions and noted that the Waikuku Beach Renewal Budget was for pipeline renewals, and nine out of 32 water heads district wide were below ground.

Councillor Barnett enquired when development needed to occur for expected growth, should the costs not be offset by development contributions, and what was the expectation on current landowners to pay for that growth. C Roxburgh explained the proposed upgrades at the Summerhill Scheme were to renew existing pipework as well as modifying tank mains throughout the scheme. It was therefore a Council led project with funding received from development contributions. This was a standard method of dealing with growth. G Cleary noted that while a large development was, on a whole, beneficial to the current ratepayers, there were times when current ratepayers were frontloaded, while operational costs were shared going forward. J Millward added that the Development Contributions Policy had been tested thoroughly. Developments were expected to take 10 years and the Council covered risk to future ratepayers by undertaking cost/benefit analyses and taking loans over a 25 year period. By taking a midway approach the Council balanced the benefit to current ratepayers while helping the development occur.

Councillor Barnett noted that the Summerhill Scheme was the most expensive in the district and questioned what was being done to address the high charges for the scheme. C Roxburgh commented that the rate increase to the Summerhill Scheme was 2%, which was lower than the inflation rate which meant the rate gap was closing. He further noted that the Poyntz Road Scheme had been assisted by a Government grant. Water scheme rates were targeted.

In response to a question from Councillor Barnett, C Roxburgh confirmed that water rates were charged even when water was not being used by property owners.

Councillor Redmond asked if the Waimakariri District needed to raise bore heads. C Roxburgh advised that Waimakariri was taking a multi-barrier approach which was different to the approach taken by Christchurch City, and reflected the different water supply characteristics. While this approach had not been specifically peer reviewed, staff were in contact with consultants and would address that matter with them. The uncertainty around the new legislation requirements for all those involved was noted.

Councillor Mealings sought clarification around unit connection price, and an error in the numbers was noted.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.
- (b) **Approves** the updated fees and charges for inclusion in the draft 2022-23 Annual Plan.
- (c) **Notes** that any new levels of service or other significant changes are to be provided within a separate report provided to the Council at a later date, once more clarity is gained with respect to the chlorine exemption process and the requirements and timeframes associated with the next revision of the Drinking Water following consultation on the standards signalled for early 2022.

CARRIED

5.4 Wastewater

K Simpson advised that further consideration of the Ohoka Utilities connection rate increase of 11.9% had brought to light that by adjusting the loan, the rate increase could be reduced slightly. He noted that the Finance Team had identified an error in the Rangiora Water Supply Scheme income, and the budget had been corrected accordingly.

K Simpson also highlighted some changes to the Capital Works Programme, noting that Stage 8 of the Rangiora upgrade in the King Street/ Queen Street area had been pushed out by 12 months due to resourcing. As a project of high importance, public consultation would begin well in advance.

Councillor Williams referred to the discolouration of water at the ocean outfall and questioned if there was enough funding to resolve the matter. K Simpson explained that warm temperatures in the wetlands effected odour and algae growth and staff were currently investigating various options. He noted that funding provision had been made for desludging in future years, which would assist with discolouration of water at the ocean outfall. The Council's ocean outfall consent was due for renewal in 2039, and a more detailed investigation was signalled for future LTPs.

Councillor Barnett enquired about the large increase in loan principal repayments. K Simpson advised that the Finance Team had undertaken a review of development contributions and the result was a correction that effectively increased the loan repayment amount.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.5 Drainage

K Simpson highlighted a few items in the drainage commentary, noting that the district drainage rates in Kaiapoi had increases of 20% and 27% driven by the Shovel Ready works. While Kaiapoi was not funding the works, the value of the infrastructure increased the depreciation amount, in addition, the interest rate increase had an impact. The increase to Oxford was due to a correction in the number of rateable properties. He also noted that for smaller schemes any change had a large impact on rates.

With regard to the Capital Works Programme, K Simpson advised that a thorough review of projects had been completed. In Woodend, the planned School Road drainage upgrade and box drain improvements had been deferred. In Rangiora, the proposed Lineside Road construction had been deferred due to lack of resource, however, it could be brought forward depending on the Southbrook Road upgrade work. The Church Street upgrade in Rangiora had also been deferred to align with kerb and channel work. The Rangiora Middlebrook Treatment Project was deferred due to land ownership issues.

K Simpson noted that new fees and charges were to be introduced for processing Stormwater Discharge applications for medium to high risk sites. It was a new role that the Council was taking over.

Mayor Gordon, on behalf of Councillor Doody, asked if the York Street Diversion Program was proceeding. K Simpson responded that a consultant had undertaken work on the proposed design and there had been positive support from affected landowners.

Mayor Gordon referred to concerns raised at public meetings in Waikuku regarding local flooding and enquired what the proposed drainage program for that area was and if staff had the capacity to address the flooding concerns. K Simpson explained that since the December 2021 flood event, staff had been seeking support from external consultants to work through a programme of works as a designated flood team. It was envisaged that the investigation could recommend upgrade work, and while there was some limited budget for upgrade work, anything larger would need the Council's approval. Mayor Gordon requested staff to maintain communication with residents on the progress to resolve the drainage problems.

Councillor Atkinson asked where the extra income for Kaiapoi drainage development contributions came from. K Simpson believed it related to an increase in development contributions from the Shovel Ready Project.

Councillor Williams enquired if there was sufficient funding for maintenance as maintenance of some drainage systems seemed to be below expectation. K Simpson noted that due to the June and December 2021 flood events there would be an overspend on current maintenance budgets. Staff would take a closer look at the standard of maintenance and raise where appropriate. With regard to budget, staff completed maintenance work and adjusted the budgets based on the historical spend. Due to the nature of the works the budget was constantly reviewed. He further noted there was an upcoming report on the December 2021 flood event to the Utilities and Roading Committee and the standard of maintenance could be addressed in that report.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.
- (b) **Approves** the new fees and charges for stormwater discharge approvals as set out in Section 5 of the Budget.

CARRIED

5.6 Stockwater Activity

K Simpson commented that there had not been significant changes to the budget and noted the Council's adoption of the Stockwater Race Bylaw 2021 earlier in the week.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.7 Utilities and Roading Overheads

G Cleary explained that the budget had been prepared on the basis of continuing as per normal. However, if the Three Waters Reform proceeded, then there would need to be significant change. He confirmed that allowance had been made for staff changes.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022-2023 Annual Plan.

CARRIED

5.8 Project Delivery Unit

K LaValley highlighted the proposed increase to training budgets to restore these back to pre-Covid levels. The Project Development Unit (PDU) was fully funded through charges and fees, hence there was no rating impact. PDU was also looking at an hourly charge rate increase for internal clients, however, rates were still substantially lower than market rates. K LaValley commented that resourcing was likely to continue to be an issue through the next financial year, and it had been challenging to attract and retain engineers.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022-2023 Annual Plan.

CARRIED

The meeting adjourned at 12.50pm for lunch, and reconvened at 1.39pm.

5.9 Libraries and Local Museums

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022-2023 Annual Plan.

CARRIED

5.10 Aquatic Facilities

Councillor Doody sought clarity on the status of resourcing at the Oxford Aquatic Facility. M Greenwood replied that staffing had been an ongoing problem and they had approached both Selwyn District Council and Christchurch City Council for assistance however to no avail.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.11 Community Development

Councillor Barnett queried the 'Grants' line item, to which T Sturley replied that the grants budget would be accessed to cover special projects when required.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023.
- (b) **Notes** that staff will prepare a report to the Community and Recreation Committee, detailing issues and options related to the inclusion of provision for the proposed maintenance of 2021/2022 levels of service for community development.

CARRIED

5.12 Greenspace and Community Facilities

G McLeod spoke to this item, highlighting the increase in vandalism which was impacting on the running costs of Council facilities, especially public toilets.

Councillor Williams enquired if it would be cost effective to purchase the building currently rented for the Pegasus Community Centre, as this would generate income from the other tenants using the building. C Brown replied that the current property price was not attractive when taking into consideration the costs required to repurpose part of the building for an effective community centre.

Councillor Barnett noted that the Council was still awaiting information regarding the Southbrook Sports Club, and queried if this item should be removed from the budget until a decision was made. C Brown advised that the Feasibility Report on the Club had just been received which needed to be analysed prior to preparing a report to the Council highlighting the various options going forward. The current budget would be required to cover maintenance and service costs for the Club until a decision could be made.

Councillor Barnett commented that staff had not had time to report to the Council on the feasibility of replacing the seating at the Rangiora Town Hall, and enquired if this project could be delayed until the following financial year. C Brown replied that the Rangiora Town Hall was able to service the loan, and the project could be delayed due to the Council's reluctance to assist. The Council could risk community condemnation for delaying the project. It was therefore suggested that the report be presented to the Council at the meeting to be held on 22 February 2022, prior to the draft Annual Plan being adopted for consultation.

Councillor Williams queried if it would be prudent for the Council to take responsibility for the Southbrook Sports Club, thereby enabling it to generate income by leasing it to the community as a community facility. C Brown explained that the Council charged the lowest hire costs in the district, it was therefore unlikely that the building would generate enough income to offset the maintenance costs.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022-2023 Annual Plan.

- (b) **Notes** that any new levels of service/performance measures are to be provided within a separate report provided to the Council.

CARRIED

Councillor Barnett reiterated that she believed that all the projects being presented were worthwhile including the new seating for the Cinema, however believed it would be some time before the community felt comfortable going to the movies and that was why she would suggest delaying this particular project until Covid posed less of a risk.

Mayor Gordon was supportive of the increases to the budgets and believed that the Council needed to be flexible, taking opportunities when they were presented. He was confident that the Rangiora Town Hall project would be repaid with little delay. The Southbrook Sports Club was in a difficult situation and needed all the support and assistance that the Council could offer at this time.

Councillor Atkinson supported the projects being included in the draft 2022/23 Annual Plan to provide the community with an opportunity to guide the Council on which projects needed to proceed and which could be delayed.

Councillor Williams was concerned that costs seemed to be spiralling out of control, hence priority should be given to 'must have' projects with the 'nice to have' projects being delayed. He also believed more consideration should be given to the ongoing costs such as maintenance, insurance and vandalism.

Councillor Ward commented that increased costs were offset by the increase in growth of the district and should be considered as an investment for the future.

Councillor Brine stated that the Feasibility Report on the Southbrook Sports Club had been extensive and that Greenspace/Recreation projects were easy targets for criticism, however, facilities and recreation were the items that the community had come to expect and enjoy.

5.13 Community and Recreation Overheads

C Brown provided a brief overview of the three new positions which were being requested.

Councillor Blackie acknowledged that currently G McLeod and G Reburn were carrying out the Airport Officer duties between them and enquired the percentage of the Full Time Equivalent (FTE) hours accounted for the role from each staff member. C Brown stated that the duties and responsibilities relating to the airfield were increasing, especially with the security and health and safety responsibilities imposed by the CAA. If the role was to be given the commitment that it should, then it was now too extensive to be incorporated into other roles.

Councillor Williams enquired what duties would replace the work currently being done by these staff members. C Brown replied that both staff members had sufficient duties pertaining to their core roles, and currently both staff had worked over and beyond their normal hours to enable the work at the airfield to progress. The removal of these duties from their workload would enable staff to concentrate on their core roles.

Councillor Barnett questioned why three new roles were being requested. C Brown explained that roles had been requested previously, however, had been declined. Workloads and standard practices had been reviewed to try and achieve more efficiency in relation to the Parks Officer position. The Biodiversity Officer had become a necessity with the Governments increased focus on environmental matters, and the release of the National Policy Statement on Freshwater Management. Currently this work had been contracted out, however having an in-house resource would be more efficient in the long run.

Councillor Barnett noted that there were currently two other similar roles in different Council departments and asked J Harland if there was a possibility of consolidating these positions. J Harland replied that this was the aim for the future.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022-2023 Annual Plan.

CARRIED

5.14 Earthquake Recovery and Regeneration

Councillor Barnett noted that most of the projects contained in this budget were Greenspace or Community Development projects and enquired when the departments would include this work in their normal budgets, and allow the Regeneration Budget to be discontinued. C Roxburgh replied that most of the projects were well underway and there was a strong likelihood that this budget would no longer be required by the next Long Term Plan.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.
- (b) **Notes** that a separate report will be presented to Council regarding the budgets and planned expenditure on the Kaiapoi Community Hub project.
- (c) **Notes** that a separate report will be presented to Council by the Community Team regarding additional budget allocation in the current 2021/22 year from Covid Recovery Loan for project management services for the Kaiapoi Community Hub project.
- (d) **Notes** that external funding provisions for the proposed Kaiapoi Community Hub Trust's development of buildings and associated facilities on site are not included in this budget and commentary.

CARRIED

Councillor Barnett again raised concern regarding the seeming lack of prioritisation of projects. She also stated that, in her opinion, Kaiapoi had received adequate assistance to overcome the damage caused by the earthquakes and believed that other areas of the district should now be the focus for community facilities and recreational assets. She noted that the Woodend/Pegasus area was the fastest growing area in the district, however, had received very little in the way of facilities and parks. Resources should be focused on where they would do the most good for the most number of people, whilst remembering that the rural areas had lagged far behind the main centres for years.

Mayor Gordon disagreed with Councillor Barnett's comments, reflecting that during the consideration of the 2021/31 LTP significant funding had been set aside to purchase land for community facilities in the Woodend/Pegasus area. With regard to the Regeneration Budget, he was comfortable with the advice from staff and the community when the promised projects had been completed.

Councillor Atkinson believed that natural progression should be allowed to enable the last projects to be completed. He also believed that while prioritising projects was advisable, the Council also had to take opportunities when offered as often delays could cost the Council more money in the long term.

5.15 Planning and Regulation Management Overhead

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.16 Plan Implementation Unit

The Mayor commended the initiative taken in regard to insurance and believed that this was a pragmatic and sensible approach.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.17 Development Planning Unit

Councillor Blackie requested that the Council be briefed on this matter in the near future.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

The meeting was adjourned at 3.14pm for refreshments and reconvened at 3.30pm.

5.18 Building Unit

W Taylor and T Tierney presented this budget, advising that the budget was based on approximately 720 houses in the next financial year, however, there had already been over 900 this year and if the budget continued, it would again reach 950 houses. Housing development did not appear to be slowing down and this presented challenges for staff resources in the Building Unit to meet the demand.

Councillor Blackie commented on tiny homes, and it was agreed that a briefing would be provided to the District Planning and Regulations Committee on the legislation pertaining to tiny houses.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

Councillor Redmond and Mayor Gordon relayed comments received from the public on the excellent customer service that they have received from the Building Unit staff.

5.19 Environmental Services Unit

T Tierney and W Taylor jointly presented this budget, noting there were no notable changes. It was proposed that the request for funding for a staff resource would be shared with the Planning Implementation Unit, noting that some of this cost was recoverable from fees. There were increases in some fees and charges in line with inflation. It was also anticipated there would be increased revenue from food premises, as a result of improved charging for time which may not have been as robust as it could have been in previous years.

Councillor Barnett asked about the increase in Pound charges from \$7,000 to \$28,000. T Tierney responded that this was a result of a review that had been undertaken that included the reallocation of staff time.

Councillor Barnett sought clarity on the definition of the budget line item "Random Property", in the Dog Control budget. T Tierney believed this may relate to the need for the Council to have access to properties to impound stock, in addition to the Dog Pound, however undertook to provide a more defined response to members via email.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.20 Civil Defence Emergency Management

T Tierney and B Wiremu presented this budget. Also present was the recently appointed Emergency Management Officer, Paul Cull. The budget included consideration for employing an additional Emergency Management Officer which would change the level of service (to three full time staff).

B Wiremu highlighted the need for an awareness of the Waimakariri District's risk profile. The proposal recognised the shift in natural hazard risk and the need for the right public engagement messaging to enable the community to understand and look after itself. B Wiremu suggested investment in the right resources would enable the Council to provide the best information.

Staff were aware of the need for the Council to save money, however, also acknowledged the difficulty and challenge that came with 'Mother Nature'.

Councillor Atkinson sought clarity on the removal of the funds from the budget for sandbags to which B Wiremu confirmed that it was still included in the LTP. Councillor Atkinson suggested that perhaps this budget should be increased, based on recent flooding events in the district. B Wiremu advised there were purpose made items that were easier for a single person to put out, rather than sandbags.

Councillor Redmond spoke on the cadet programme, which had been on hold for a number of months and would like to see this programme recommence. T Tierney commented that Covid had made cadet training events difficult, however there had been continued contact with the cadets. The status quo budget includes funding for the Cadet scheme to continue.

Following a question from Councillor Doody regarding the Get Ready programme and North Canterbury Neighbourhood Support, B Wiremu advised that it was intended to strengthen partnerships with these groups.

Moved: Councillor Atkinson

Seconded Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

Mayor Gordon commented that he would be open for some more work to be undertaken on the increase in resources, possibly this could be on a part time basis to be considered in the future, however not right now. He would also like to see more support for the Get Ready Group as there may be an opportunity to work with this group. Mayor Gordon commented on the continuation of the Cadet Programme in the district, querying whether this be led by Council staff or if there was capable volunteers or parents who could lead this group. He therefore requested that a workshop to be held on this matter.

Councillor Barnett noted the importance of the Cadet Programme which covered many aspects of life, not just civil defence training. Good connections with other groups was essential, and Councillor Barnett therefore supported having resources available to grow and assist during any future emergencies.

At this time, 4.05pm, the meeting went into public excluded to consider public excluded Agenda items 6.2 and 6.3.

The open meeting recommenced at 4.25pm.

5.21 Human Resources, Organisational Development and Safety and Risk

J Harland presented this budget, explaining that there had been an additional 100 staff members employed at the Council over the last five years, and in addition, in the last year staff turnover had increased to 15%. This resulted in an increase in the work load of the Human Resources Team, and there had not been any staff changes in the team for several years. The Human Resources budget therefore requested a staff resource increase of two full time staff in order to keep up with the employment and recruitment processes, being an additional Human Resource Advisor and a Human Resource Administrator. Human Resource Advisors gave advice to Line Managers on the recruitment and retention of staff, which needed to be provided in a timely fashion otherwise good candidates for vacancies could be lost. There was a lot of competition for suitable candidates and the administration work required also needed to be done on time.

J Harland noted that Health and Safety work was also increasing, requiring the need for additional resourcing, thus the request for budget funding for an additional 0.5 full time employee role. These staffing requirements were the main driver for this increased budget.

Councillor Barnett questioned if one additional resource could be appointed in this financial year, and one in the next financial year. J Harland advised that the Council had obligations to maintain a good work environment and needed to have sufficient resources to ensure this happened.

Moved: Councillor Atkinson

Seconded Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.22 Communications and Engagement

J Harland spoke to this budget, and noted that the communications rating for the Council was very high in NZ local government, which was a credit to the Communications and Engagement team.

Councillor Barnett noted the proposed increase of \$50,000 from the LTP budget, and that there seemed to be no commentary explaining this cost increase. Mayor Gordon agreed that confirmation of this increase was required, and advised that an e-mail would be sent to Councillors providing an explanation.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.23 Property, Housing for the Elderly

R Hawthorne presented this report, noting that it was anticipated that the Council IT Project Teams would continue to use the portacoms for the next 18 months to two years. Budgets for campgrounds were currently under review, as a result of changed circumstances since preparing the budget, and there would be a briefing and report to the Council in April 2022 and a further report in May 2022 on this matter which may have some impact on the budget allowances.

Regarding housing for the elderly, R Hawthorne advised that there would be a rent increase this year, after not having an increase in the previous year. The Council had recently completed a satisfaction survey which indicated that over 90% of respondents were either satisfied or very satisfied with the overall service received which was a pleasing result. A report would be submitted to the Council on the survey.

R Hawthorne highlighted that the budget included funding for the creation of a new role of Property Projects Manager, which was required following the adoption of the Council's Property Acquisition and Disposal Policy, which had generated the need for some implementation planning. It was also proposed to fill several other vacancies, which would also support business continuity and succession planning.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.24 Strategic Projects

S Hart presented this budget, explaining that the budget reflected the amalgamation of the Policy and Strategy Unit and Business and Centres Unit in late 2021, to the reformed Strategy and Business Unit. The operational budget has increased by \$60,000, which was predominantly required for bringing forward the Woodend Pegasus Strategy to the 2022-23 financial year, as resolved in the LTP during May 2021. Remaining budgets were unchanged, with the only changes to coding.

Councillor Williams questioned the increases in some budget figures from the LTP forecast and S Hart reiterated that these related to the reallocation of funds as a result of changes to budget codes.

Mayor Gordon asked if consideration had been given to a strategy for the Southbrook area. S Hart advised that there was an opportunity to include the commercial and industrial component as part of the Economic Development Strategy or to have a separate Strategy for the Southbrook area. There would be a briefing to the Council and Community Boards on the Economic Development in the coming months, noting Mayor Gordon requested this matter to be considered during this briefing.

Councillor Mealings questioned the inclusion of sustainability and climate change matters in strategies. S Hart replied that there was a portion of staff time across a number of areas in the operational budget that cover these aspects.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.25 Economic Development

S Hart presented the budget, noting that there were no changes.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.26 Finance and AIM (Asset Information Management)

J Millward presented the budget and highlighted that the staff resource to support the Payroll Officer was a full-time role, which had increased from a 30 hour per week role.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

(a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.27 Canterbury Museum

J Millward presented the budget noting that the Canterbury Museum's draft budget was forecasting a 5% movement from the previous budget presented to the Council. The museum development had a CPI adjustment and the overall rates for the levy and the development levy had decreased.

Councillor Williams enquired if a legal opinion had been sought on whether the Council had to pay the \$4 million development levy, noting that there had been no confirmation from the Museum of the Council's obligation to pay this levy. J Millward advised that a legal opinion had not been sought, however, advised that if the Council did not pay the development levy, the Museum could raise a loan for the work to be done. This would then become part of the operational levy and the Council could potentially end up paying more. It was confirmed that as this would then be under operating costs, it was within legal boundaries for the Museum to do this.

Mayor Gordon stated there was a briefing planned on 12 April 2022 for the Museum's management to provide an update on the development.

Moved: Councillor Atkinson

Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.
- (b) **Approves** a referral period of the Canterbury Museum 2022/23 of 6 weeks submission period from Friday 18 March 2022 concluding on Friday 29 April 2022.
- (c) **Advices** a suitable time for the Museum to present on its draft Annual Plan and the Museum Project is the 12 April 2022.
- (d) **Advices** that a six-monthly briefing presentation on the Redevelopment Project progress would be useful and welcomed by our Council.

CARRIED

5.28 Information and Technology Support

J Millward and D Sewell presented this budget, advising that it was envisaged that more Information and Technology Projects would be brought in-house in the future, hence the movement of \$200,000 from capital projects into operations budgets. There would be a revised capital works budget and report submitted to the Council at a future meeting.

Moved: Councillor Atkinson

Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.29 Water Unit

J Millward advised this budget included the employment of two apprentices in the coming financial year and two in the following financial year. It was difficult to find qualified water treatment staff in the current market. J Millward confirmed that there had been significant work done in the past 12 months on a Health and Safety Strategy for the Water Unit staff.

Councillor Ward highlighted that the figure for downtime, which was included in the Annual Plan budget, had increased to \$277,960. J Millward explained that this needed correcting and undertook to provide Councillors with an explanation via email.

Councillor Blackie questioned the increase in 'fees and subs' which had increased and J Millward also undertook to provide an explanation on this to Councillors.

Moved: Councillor Atkinson

Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

The meeting was adjourned for a short break at 4.45pm and reconvened at 4.55pm.

5.30 Customer Service

M Harris presented this budget, noting that income from Land Information Memorandum (LIMs) was down this year and the budget for the 2022/23 financial year had therefore been reduced accordingly. It is difficult to predict the property market ahead.

The other main change was an increase in staff numbers for this and the coming financial year. The previous budget had included a Cadet role, however the Council had been unable to fill that role, and was therefore looking for a Systems and Training role to provide more emphasis on keeping the team updated and getting the most out of the technology available. In the last two years, the team had lost four members to other units within the Council, three being in the last year, which made it difficult for the team because of the wide variety of skills and knowledge that was needed. A lot of effort had been made in bringing staff up to date with training, however this also took a staff member away from providing service to customers.

Councillor Barnett enquired about the staff capacity to handle a possible increase in the number of LIMs. M Harris stated that it was a matter of future proofing the role, to ensure that if the numbers of LIMs increase then there was enough staff in place to handle the workload. It was confirmed that staff had updated the budget, which had been at a higher level and was now reduced, to a similar level to that of the 2019 budget.

Following a question from Councillor Redmond, it was confirmed that there were currently 2.5 full time equivalent staff exclusively dealing with LIMs.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.31 Governance and Administration Creatives

S Nichols presented this budget, which was kept within the LTP guidelines.

There were no questions from Councillors.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

5.32 District Management

J Harland spoke to this budget, which was taken as read.

Moved: Councillor Atkinson Seconded Councillor Ward

THAT the Council

- (a) **Approves** the draft budget for the 2022 -2023 Annual Plan.

CARRIED

6. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Mayor Gordon

Seconded: Councillor Blackie

THAT the public be excluded from Item 6.1 of this meeting

CARRIED

The general subject of the matter to be considered while the public was excluded, the reason for passing this resolution in relation to the matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, were as follows:

Item No	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
6.1	Report of D Young (Senior Engineering Representative) and K Simpson (3 Waters Manager)	Contract 21/26 Wiltshire to Green Stormwater Upgrades – Tender Evaluation and Contract Award Report	Good reason to withhold exists under Section 7	Section 48(1)(a)

Moved: Mayor Gordon

Seconded: Councillor Atkinson

THAT the public be excluded from Items 6.2 and 6.3 of this meeting.

CARRIED

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

Item No	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
6.2	Report of Liz Smith (Manager People and Engagement)	Site Security Review and Associated Implementation of Actions - Annual Plan Report 2022/2023	Good reason to withhold exists under Section 7	Section 48(1)(a)
6.3	Report of A Keiller (Chief Information Officer) and G Busch (Business and Technology Solutions Team Leader)	Council Software (Line of Business) – Request for Proposal (RFP) approval	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
6.1 – 6.3	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

CLOSED MEETING

Resolution to resume in Open Meeting at 11.59am

Moved: Councillor Brine

Seconded: Councillor Ward

THAT the Council

6.1 Contract 21/26 Wiltshire to Green Stormwater Upgrades – Tender Evaluation and Contract Award

Resolves that the matter remain In-Committee until the contract was concluded at which time the motion be made publically available but that the report contents remain In-Committee as it contains commercially sensitive information.

CARRIED

Resolution to resume in Open Meeting at 4.25pm

Moved Councillor Atkinson

Seconded Councillor Ward

THAT the Council

6.2 Site Security Review and Associated Implementation of Actions – L. Smith

Resolves that the motion and contents of the report, attachment and discussion remain In-Committee for safety reasons.

CARRIED

6.3 Council Software (Line of Business) Request for Proposal (RFP) approval – A Keiller and G Busch

Resolves that the financial and timeline information detailed in the report and the recommendations remain In-Committee, until the Request for Proposal process has been completed.

CARRIED

The In-Committee/Public Excluded portions of the meeting were held from 11.59am – 12.24pm for Item 6.1 and from 4.05pm – 4.25pm for Items 6.2 and 6.3.

OPEN MEETING

7. CONFIRM RECOMMENDATIONS

Moved: Councillor Atkinson

Seconded Councillor Ward

THAT the Council

- (a) **That** all budget resolutions with reports be approved and recommended to Council for adoption on 22 February 2022.

CARRIED

Mayor Gordon took the opportunity to thank the Chief Executive, the Management Team and staff for their work in preparing the budgets.

Councillor Barnett extended thanks to the Governance Team for distributing the budget papers to Councillors early, enabling sufficient time for thorough reading.

8. **NEXT MEETING**

The next meeting of the Council was scheduled for 11.30am on Tuesday 22 February 2022 in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 5.24PM.

CONFIRMED



Chairperson
Mayor Dan Gordon

1 March 2022
Date