Kaiapoi-Tuahiwi Community Board

Agenda

Monday 18 March 2019

4.00pm

Meeting Room 1 (upstairs)
Ruatanwiha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:
Jackie Watson (Chair)
Chris Greengrass (Deputy Chair)
Neville Atkinson
Roger Blair
Martin Pinkham
Philip Redmond
Sandra Stewart
AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 MARCH 2019 AT 4PM.

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES
   3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 February 2019

   RECOMMENDATION
   THAT the Kaiapoi-Tuahiwi Community Board:
   (a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 February 2019, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS
   5.1 Inspector Peter Cooper and Senior Sergeant Reeves (NZ Police) will speak to the Board about criminal activity in the Kaiapoi area.

6 ADJOURNED BUSINESS
7 REPORTS

7.1 Application to the Kaiapoi-Tuahiwi Community Boards Discretionary Grant Fund 2018/2019 - Kay Rabe (Governance Advisor)

RECOMMENDATION

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 190213016248

(b) Approves a grant of $________ to Waimakariri Arts Trust Kaiapoi Art Expo Towards the running costs associated with the Kaiapoi Art Expo and Schools’ Art Expo, in particular promotional advertising in the Kaiapoi Advocate, venue hire and set up costs for the Kaiapoi Club.

OR

(c) Declines the application from the Waimakariri Arts Trust Kaiapoi Art Expo.

7.2 Activity on the Kaiapoi River – Simon Hart (Business and Centres Manager)

RECOMMENDATION

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 190306027166.

(b) Notes the information contained within this report relating to the work and conversations undertaking on Project Seven (Canal Boats/House Boats on the Kaiapoi River) of the Kaiapoi Town Centre Plan – 2028 and Beyond.

(c) Endorse staff finalising the content, format and design of the attached Approvals and Process Guides for public release.

(d) Circulates a copy of this report to the Council and other Community Boards for their information.

8 CORRESPONDENCE

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for February/March 2019

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190311030267.
10 Matters Referred for Information

10.1 Oxford-Ohoka Community Board meeting minutes – 7 February 2019 (Trim No 190131010946).

10.2 Woodend Sefton Community Board meeting minutes – 11 February 2019 (Trim No 190207013695).

10.3 Rangiora-Ashley Community Board meeting minutes – 13 February 2019 (Trim No 190207013828).

10.4 Youth Council meeting minutes – November 2018.

10.5 Family Violence Prevention – report to Community and Recreation Committee 12 February 2019 (Trim No 190131010856).

10.6 Aquatic Facilities Update – Community and Recreation Committee 12 February 2019 (Trim No 190116003969).

10.7 Capital Projects Report for the period ended 31 December 2018 – report to Audit and Risk Committee 12 February 2019 (Trim No 190128008548).

10.8 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 12 February 2019 (Trim No 190129009698).

10.9 Library Update to 31 January 2019 – report to Community and Recreation Committee 12 February 2019 (Trim No 190131011192).

10.10 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Rangiora Ashley Community Board 13 February 2019 (Trim No 190109001505).

10.11 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Rangiora Ashley Community Board 13 February 2019 (Trim No 190110001941).

10.12 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – report to Woodend Sefton Community Board 11 February 2019 (Trim No 190109001833).

10.13 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Woodend Sefton Community Board 11 February 2019 (Trim No 190110001871).


10.15 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – report to Oxford Ohoka Community Board 7 February 2019 (Trim No 190110001846).

10.16 Report on Notice of Motions of 4 December 2018 and 5 February 2019 re Fireworks and Nuisance – Geoff Meadows (Policy Manager) (Trim No 190226022485).

10.17 Murphy Park Reserve, Seasonal Alcohol Control Area – Lynley Beckingsale (Policy Analyst) (Trim No 190219019295).

10.18 Elected Members Remuneration and Expenses Policy Review – Sarah Nichols (Governance Manager) (Trim No 190224021130).

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.18.

Note: Items were circulated to Board members separately.
11 MEMBERS’ INFORMATION EXCHANGE

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

12 CONSULTATION PROJECTS

About Rural Residential Development

Consultation closes Friday 5 April.

https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/about-rural-residential-development

About Draft Annual Plan 2019 – 2020

Consultation closes Thursday 11 April.


13 REGENERATION PROJECTS

13.1 Town Centre, Kaiapoi

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:


13.2 Kaiapoi Regeneration Steering Group

The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 1 April 2019. This meeting is open to the public.

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant

Balance as at 12 March 2019: $3,798.

14.2 General Landscaping Budget

Balance as at 12 September 2018: $46,420.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS
NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 15 April 2019 at the Ruataniwha Kaiapoi Civic Centre.

Workshop

- Members Forum
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 FEBRUARY 2019
COMMENCING AT 4.00PM.

PRESENT
J Watson (Chairperson), N Atkinson, R Blair, C Greengrass, M Pinkham, P Redmond and S Stewart.

IN ATTENDANCE
D Ayers (Mayor), G Cleary (Manager Utilities and Roading), G Barnard (Parks Community
Assets Officer) and K Rabe (Governance Adviser).
Councillors A Blackie and J Meyer

1 APOLOGIES
Moved J Watson seconded N Atkinson
An apology for lateness was accepted for J Meyer who arrived at 4.02pm and was
absent for clauses 1-4.
CARRIED

2 CONFLICTS OF INTEREST
M Pinkham advised of a conflict of interest regarding item 7.2 a funding request from
Karanga Mai Early Learning Centre as he is a Trustee.
CARRIED

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 17 December 2018
Moved J Watson seconded R Blair
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community
Board meeting, held 17 December 2018, as a true and accurate record
subject to the amendment in clause 11 Members’ Information Exchange
– P Redmond Barkers Park should read Bakers Park.
CARRIED

4 MATTERS ARISING
No matters arising.

5 DEPUTATIONS AND PRESENTATIONS
No deputations or presentations.

6 ADJOURNED BUSINESS
No adjourned business
**REPORTS**

**7 Requested removal of the Oak Trees in Adderley Terrace Reserve, Kaiapoi – Greg Barnard (Parks Community Asset Officer)**

G Barnard spoke to the report and informed members of the measures taken to mitigate the problems raised by D Blackwell which included mowing the reserve with catchers to pick up excess leaves weekly when needed, providing bags for leaves in D Blackwell’s property and an arrangement to remove bags when full.

G Barnard also informed the Board that the report had been given to D Blackwell and that he had met with him prior to the Board meeting. D Blackwell had reiterated that all five Oak trees be removed but would accept a compromise that at least the largest middle tree of the three closest to his property be removed.

D Blackwell’s concerns were the large amount of leafing, and the shading effect when coming from sunlight into the shadow whilst driving. He perceived this as a safety risk as it was difficult for one’s vision to adapt quickly.

G Barnard also mentioned that the public consultation with other residents in the area overwhelmingly showed support for retaining all the trees in the reserve.

J Watson acknowledged that the biggest issue for D Blackwell was the amount of leaves in his property, especially when there was a nor wester and wondered if this could be addressed by getting community groups involved in helping with periodic clean ups on the property.

S Stewart commented that oak leaves made very good compost and could be utilised and suggested the community garden may be able to compost the leaves.

P Redmond noted that D Blackwell had cut down one of the trees on his own property recently. This was confirmed. P Redmond then asked about the problem of acorns with regards to health and safety risk of slipping on crushed acorns or having the acorns rolling underfoot. G Barnard confirmed that the Council had arranged for weekly sweeping of the area to mitigate the problem but this was hampered by parked cars.

N Atkinson told the Board that a local farmer regularly collected the dropped acorns for feeding his pigs.

N Atkinson empathised with D Blackwell but felt there were other ways of mitigating the problems raised rather than removing beautiful trees.

S Stewart said it would be a tragedy to remove the trees and agreed that the community gardens could utilise the leaves for composting and that the recently formed Waimakiriri Student Army might be able to help with regular clean ups.

R Blair requested clarification on a proposed compromise of removing the one tree that D Blackwell had suggested. G Barnard agreed that it would improve the light in the area and as this was the largest tree in the group would mean that fewer leaves fell in the short term. However with the biggest tree removed the other two would grow substantially bigger and quicker given the room and light and in the long term there would be very little difference in the leaf and acorn litter.

Moved N Atkinson seconded S Stewart

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 181205143817
(b) Approves the retention of the English Oak (*Quercus robur*) trees located in Adderley Terrace reserve
Notes that retention of the trees is consistent with section 3.3 of the Council’s standard operating procedure for the removal of trees and the Council’s Streets and Reserves Tree Policy s-CP4535

Notes that the concerns around the car parking, road use and road condition raised by Mr Blackwell is being managed by Council’s Roading Team who have undertaken to investigate the matters raised and bring them to the Board at a subsequent meeting.

CARRIED

7.2 Application to the Kaiapoi-Tuahiwi Community Board’s Discretionary Grant Fund 2018/2019 – Kay Rabe (Governance Adviser)

Moved P Redmond seconded J Watson

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 1901190002127.

(b) Approves a grant of $415 to Karanga Mai Early Learning Centre towards the cost of a washing line and a wireless speaker.

J Watson commented on the great work that this group does.

CARRIED

Moved J Watson seconded N Atkinson

(c) Approves a grant of $500 to Kaiapoi Baptist Church towards the cost of upgrading the Public Address system.

CARRIED

J Watson mentioned that this was a wonderful facility that was well used by the community.

S Stewart requested that consideration be given to advertising in local papers to encourage community groups to apply for funding from the Board. Staff advised of recent adverts place in the Chatter community newsletter.

7.3 New Zealand Community Boards’ Conference 2019 – Kay Rabe (Governance Adviser)

Moved P Redmond seconded J Watson

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No. 190109001650.

(b) Approves two members, being J Watson and R Blair attend the New Zealand Community Boards’ Conference to be held in New Plymouth from 11 to 13 April 2019.

(c) Notes the attendees will write an individual report on the conference sharing ideas/knowledge gained and present the report at their respective Board’s May 2019 meeting.

(d) Notes that the total cost for each attendee is approximately $1,821 (including GST).

CARRIED

P Redmond stated that earlier in the term there had been mention made of training through webinars and other forms of training which could be accessed but as yet no further information on that had been received. Staff to follow up.
7.4 Summary of Discretionary Grant Accountability 1 July 2017 to 30 June 2018 – Kay Rabe (Governance Adviser)

Moved J Watson seconded P Redmond

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No 190109001449.

(b) Circulates a copy of this report to all of the Community Boards.

CARRIED

7.5 Summary of Discretionary Grant Accountability 1 July 2018 to 31 December 2018 – Kay Rabe (Governance Adviser)

Moved J Watson seconded N Atkinson

THAT the Kaiapoi Tuahiwi Community Board:

(a) Receives report No 190110002007

(b) Circulates a copy of this report to all of the Community Boards.

CARRIED

8 CORRESPONDENCE

There was no correspondence.

9 CHAIRPERSON'S REPORT

9.1 Chair’s Diary for January/February 2019

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190211014638.

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 6 December 2018 (Trim No. 181128139880).

10.2 Woodend-Sefton Community Board meeting minutes – 10 December 2018 (Trim No 181205142989).

10.3 Rangiora-Ashley Community Board meeting minutes – 12 December 2018 (Trim No 181206144348).

10.4 Youth Council meeting minutes – October 2018.

10.5 Zone Implementation Programme Addendum (ZIPA) implementation - WDC role and funding options – report to Council 29 January 2019 (Trim No 181217148924).

10.6 Library Update to 30 November 2018 – report to Community and Recreation Committee 18 December 2018 (Trim No 181130141223).

10.7 Aquatic Facilities Update Report – report to Community and Recreation Committee 20 November 2018 (Trim No 181030126776).

10.8 Youth Development Annual Report 2018 – report to Community and Recreation Committee 18 December 2018 (Trim No 181205143969).
10.9 **Waimakariri Youth Strategy Review – report to Community and Recreation Committee 18 December 2018** (Trim No 181206144197).

10.10 **Community Team Update – report to Community and Recreation Committee 18 December 2018** (Trim No 181206144576).

10.11 **Report to Annual Plan on Town Centre Feature Lighting and Decorations – report to Council 29 to 31 January 2019** (Trim No 190111002267)

Moved J Watson   seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.11.

CARRIED

Note: Items were circulated to Board members separately.

11 **MEMBERS’ INFORMATION EXCHANGE**

S Stewart

- Update on the Water Zone Committee
- Minutes of the Cam River Enhancement Committee available
- Crime and anti-social behavior in Kairaki Beach area

P Redmond

- Concern regarding Police Stations not available to residents who need to report crime. Request that the Police be asked to report to the Board on crime statistics in Kaiapoi and surrounds. Staff advised of regular Police updates to All Boards.
- Enjoyable Board Christmas function
- Attended All Boards Briefing
- Attended Age Friendly workshop at Silverstream – good turn out
- Attended the Kaiapoi Regeneration Steering Group meeting
- Attended Waitangi Day celebrations, Pines Beach Gala and River Carnival – all great events and well attended

M Pinkham

- River Carnival – does not think it should be an annual event
- Working on You Me We Us fun run to be held on 17 March 2019

J Meyer

- Draft Annual Plan should be much easier to understand
- Roading in the Kaiapoi regeneration land area and update on dust issues
- Met with residents regarding their concern about the social housing on Butchers Road

A Blackie

- Attended Kaiapoi Regeneration Steering Group meeting
- Also agrees on the improvement of the Annual Plan process
- Silverstream Advisory Group update

C Greengrass

- Attended Pines Beach Gala, Waitangi Day celebrations and River Carnival
- Attended Kaiapoi Signage meeting
R Blair
  - Darnley Club meeting and update
  - Attended Historical Association meeting

N Atkinson
  - River Carnival – great to see people out enjoying the river
  - Portfolio Update – Communications Team now at full strength
  - Submission opportunities on the Draft Annual Plan and Draft District Plan
  - Update on Greater Christchurch Transport Plan
  - Roading issues – large number of potholes encountered in a newly completed road

J Watson
  - Kaiapoi Signage Group – interpretive signs in design stage
  - Thanked A Blackie and C Greengrass for their work on a successful River Carnival

12 CONSULTATION PROJECTS

About an Age-Friendly Community
Consultation closes Thursday 28 February 2019.

Staff advised the Board that public consultation on the Draft Annual Plan starts on 11 March and runs until 11 April 2019. The All Boards Briefing to be held on 6 March 2019 will focus on the Draft Annul Plan.

The Board decided to hold a Board workshop to formulate its submission on Monday 1 April 2019 at 3pm in the Meeting Room, Ruataniwha Kaiapoi Civic Centre.

13 REGENERATION PROJECTS

13.1 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

13.2 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 4 March 2019. This meeting is open to the public.

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 10 December 2018: $3,048 (including carry forward).
14.2 **General Landscaping Budget**  
Balance as at 12 September 2018: $46,420 (including carry forward).

15 **MEDIA ITEMS**  
A suggestion was made that allocations from the Discretionary Funding should be emphasized in the publicised outcomes of the meeting so as to advertise the fund to possible community groups.

16 **QUESTIONS UNDER STANDING ORDERS**  
Nil.

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**  
Nil.

**NEXT MEETING**  
The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 18 March 2019 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business the meeting closed at 5.07pm.

CONFIRMED

___________________________________________
Chairperson

___________________________________________
Date
1. SUMMARY

1.1 This report provides the Kaiapoi - Tuahiwi Community Board with an update on the recent work and conversations undertaken in relation to ‘Canal Boats/House Boats on the Kaiapoi River’. This is Project Seven in the recently adopted Kaiapoi Town Centre Plan – 2028 and Beyond; providing advice to interested parties on approvals and related processes.

1.2 This report seeks endorsement by the Kaiapoi – Tuahiwi Community Board of the Approvals and Process Guides attached to this report, with the aim of making these publically available.

1.3 This guidance information does not in itself determine appropriate locations for activities on the water, but assists interested parties ‘navigate’ the process by which these are considered.

Attachments:

i. Approvals Guide: Activity on the Kaiapoi River. (Trim190306027160)
ii. Process Guide: Activity on the Kaiapoi River. (Trim190306027163)

2. RECOMMENDATION

THAT the Kaiapoi – Tuahiwi Community Board:

(a) Receives report 190306027166

(b) Notes the information contained within this report relating to the work and conversations undertaking on Project Seven (Canal Boats/House Boats on the Kaiapoi River) of the Kaiapoi Town Centre Plan – 2028 and Beyond.

(c) Endorse staff finalising the content, format and design of the attached Approvals and Process Guides for public release.

(d) Circulates a copy of this report to the Council and other Community Boards for their information.
3. **BACKGROUND**

3.1 During 2018, a significant revision of the 2011 Kaiapoi Town Centre Plan was undertaken. Three full day ‘Inquiry by Design Workshops’ were held during the review process, with the purpose of providing key stakeholders, staff and consultants the opportunity to consider and discuss various opportunities and challenges related to the future development of Kaiapoi Town Centre.

One of the key themes that emerged was the importance of incorporating the Kaiapoi River as a key natural feature into future Town Centre development. The significant work and investment on the Kaiapoi Marine Precinct was also highlighted as linkage opportunity. This resulted in design of a ‘Master Plan’ that promoted future build projects being elevated to stop bank level within the Mixed Use Business Regeneration Areas so as to engage with, and link the river to the Town Centre.

3.2 A further opportunity to create activity in the Town Centre, and engagement with the river included the popular idea of Canal/House Boats on certain areas of the river. This idea was supported not only by key stakeholders, but also by a number of external parties that had been working on similar concepts.

As a result, the Draft Kaiapoi Town Centre Plan included a project (Project 7) that would see Council working with partner organisations and interested private sector parties on the concept of ‘Canal/House Boats’ on the Kaiapoi River.

3.3 In November 2018, after a period of public consultation which resulted in generally good support, Council adopted the revised ‘Kaiapoi Town Centre Plan – 2028 and Beyond’.

3.4 With a number of interested parties already working on concepts for ‘Canal/House Boats’, staff recognised the need to begin work on Project 7, and started to research and collate relevant background information from various sources.

This work culminated in a report which was presented to Council in a briefing session at the end of November 2018. The report aimed to provide some background context about the river environment, information on organisations that have various responsibilities for the River and their respective rules and regulations, engineering and servicing options and challenges, and other considerations such as various stakeholder views that might require consideration.

Council provided feedback at the briefing, and requested that staff refine the report with the aim of making it more easily used and understood by key stakeholders and end users. In addition, four Councillors expressed interest in being part of a ‘working group’ that helped to refine the document and considered the various projects currently proposed for the Kaiapoi River.

4. **ISSUES AND OPTIONS**

4.1 Since November, staff and the four nominated Councillors have met on a number of occasions. The first of these meetings provided an opportunity for discussion on the refined Approvals and Process Guides (attached), and the opportunities and considerations relating to a number of currently proposed projects. In attendance at this first meeting was the Acting Harbour Master from Environment Canterbury (ECan), who provided advice on the Ecan Navigation Safety Bylaw.
4.2. The second meeting took place on the river, with a boat trip to look at and consider various possible sites for Canal/House Boat projects. This helped to clarify the possible options, and their relative opportunities and constraints.

4.3. In addition to these meetings, various email correspondence between working group, and to and from key stakeholders has helped to refine the Approvals and Process Guides attached to this report.

4.4. However, it is important to also recognise that prior to, and alongside of the above mentioned work undertaken by the working group, three known and relevant projects/concepts have been progressed to various degrees by private organisations or individuals.

4.5. The first of these is a ‘Canal/House Boat’ project that has evolved over recent times through work undertaken by key staff at Ara Institute of Canterbury. This project proposes a floating structure of around 120m² in size for private residential living. The project owner has indicated that they are happy to consider a number of locations along the Kaiapoi River for their house boat, and in particular areas east and west of the Kaiapoi Marine Precinct have been discussed. The images below were provided by the project owner and show how the house boat may look.

4.6. The second project is that of a cruise boat known as the ‘River Queen’. The River Queen is a ‘historic type’ vessel that had been operating cruises in Marlborough, and in late 2018 was purchased and relocated to Kaiapoi by a local developer. The developer proposes to upgrade the vessel and operate river cruises from it once the Council has completed work on the Kaiapoi River pontoons in mid-2019.

It is understood that the boat is licenced to carry 99 people plus six crew members, and the owner would like to berth the vessel outside the Port and Eagle Brewery and bar along the Councils new pontoons. The vessel is currently stored at the Smith Street development site awaiting upgrades and repairs, and is pictured below.
4.7. The third known proposed project/concept for the Kaiapoi River is known as ‘Homes on the River’ and is being led by a Christchurch Based Real Estate Agent. The proposal is for the construction of private residential developments of 70m² or larger that float upon foundations on the river. It is understood that the project owner would like to pilot one of these homes on the river, and then use this model to develop and sell such homes to the market.

The project owner would like the opportunity to lease an area of land on the river bank alongside the ‘floating homes’ so that occupants have an area for cars, gardens, animals etc. The project owner has stated that they have looked at various sections of the river for their project that are wide in nature, predominantly tree-less, have reasonable infrastructure alongside, and are not too remote from existing housing. The image below was provided by the project owner as an example similar to that of this proposal.

4.8. All of the above private project owners have been advised of the work Council has been undertaking with regards to pulling together relevant ownership, regulatory and stakeholder information. Whilst some initial high level considerations have been discussed with these project owners, staff believe it would be appropriate to finalise the refined Process and Approvals Guides attached to this report, and to share them with these parties.

This would provide these project owners with some guidance relating to the conversations and processes that might be important during the early stages of their respective projects, should they not have undertaken these already.

4.9. Staff acknowledge that the Waimakariri District Council is only one of a number of organisations and/or stakeholders that might be involved in discussions with various project owners. Others might include Environment Canterbury, the Crown (LINZ), New Zealand Transport Authority, Local Iwi, and other existing River users.

With this in mind, and considering that there is likely to be considerable differences in the various projects that could be put forward (e.g. river location/site, functionality, servicing requirements, purpose/proposition etc.) staff believe it is important that the individual project owner should take the lead on their respective project, and that Council’s role would be to:

i. Provide early information via the attached Approvals and Process Guides to parties considering such project on the Kaiapoi River and;
ii. Consider any particular proposal that requests Council input on a case by case basis, and in conjunction with the relevant planning and legislative frameworks.

4.10. Should the Kaiapoi - Tuahiwi Community Board support the recommendations in this report, staff would pursue conversations with the above identifies project owners and working group members, with the aim of providing the attached information.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

5.1.1. The following groups/organisations were met and/or spoken with through the development of the initial report discussed in section 3.4:

- Land Information New Zealand (LINZ)
- Department of Conservation
- Environment Canterbury
- New Zealand Transport Agency
- Ngai Tuahuiriri
- Local Rowing and boating clubs
- Local property developers
- Kaiapoi businesses in close proximity to the Kaiapoi Marine Precinct

The level of feedback varied from discussion to discussion, and largely depended on the various group’s involvement and interests in the Kaiapoi River. On the whole, the majority of groups/organisations spoken with were not opposed to Canal/House Boat type developments on the Kaiapoi River, but expressed a desire for such developments to adhere to the appropriate planning rules, and to ensure they were serviced and maintained appropriately. Existing users of the River also expressed a need for new developments to consider existing uses of the river.

5.2. **Wider Community**

5.2.1. During the review of the Kaiapoi Town Centre Plan, there was generally good support for the Canal/House Boat project from stakeholders involved in the Inquiry by Design Workshops. These stakeholders included Enterprise North Canterbury, Local Developers and Business people, Kaiapoi – Tuahiwi Community Board Members, project consultants, Youth Council Representatives, and Council Staff.

5.2.2. Public Consultation of the revised Kaiapoi Town Centre Plan reflected generally good support from the wider community. The Plan was subsequently adopted by the Council in November 2019.

6. **IMPLIEDATIONS AND RISKS**

6.1. **Financial Implications**

6.1.1. There are no known cost implications related to the approval of the recommendations in this report. The finalisation and production of the attached Approvals and Process Guides would be covered by existing operational budgets.

6.1.2. It is anticipated any future projects that may wish to seek Council support would be considered on a case by case basis, and be subject to the normal Council policies and budget/funding processes.
6.2. Community Implications

6.2.1. Staff believe that community implications for any given river project proposal are likely to be assessed and considered appropriately through the various planning, regulatory and stakeholder engagement processes, as identified in the attached Approvals Process Guides.

6.3. Risk Management

6.3.1. The attached Approvals and Process Guides are aimed at reducing risk to any prospective project owner, regulatory authority, property owner, or community stakeholder.

6.4. Health and Safety

6.4.1. There are no specific anticipated health and safety implications resulting from the recommendations should they be supported. All relevant Council health and safety policies and procedures will be followed during the course of any normal activities that are required as a result of these recommendation.

7. CONTEXT

7.1. Policy

7.1.1. This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy.

7.2. Legislation

7.2.1. The attached Approvals and Process Guide highlights the appropriate legislative requirements related to Canal/House Boat type projects.

7.3. Community Outcomes

There is a healthy and sustainable environment for all

- Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised.
- Cultural values relating to water are acknowledged and respected.
- The demand for water is kept to a sustainable level.
- Harm to the environment from the spread of contaminants into ground water and surface water is minimised.

The distinctive character of our takiwā - towns, villages and rural areas is maintained

- The centres of our towns are safe, convenient and attractive places to visit and do business.
- Our rural areas retain their amenity and character.

Our community’s needs for health and social services are met

- Housing is available to match the changing needs and aspirations of our community.

People have wide-ranging opportunities for learning and being informed

- Our people are easily able to get the information they need.

Businesses in the District are diverse, adaptable and growing

- There are growing numbers of businesses and employment opportunities in our District.
- There are sufficient and appropriate places where businesses are able to set up in our District.
7.4. Delegations

7.4.1. The Kaiapoi – Tuahiwi Community Board has delegated responsibility for overseeing the implementation of the Kaiapoi Town Centre Plan and its stated projects.
Approvals Guide: Activity on the Kaiapoi River

This is provided as a guide and does not contain the full list of activities that may require approval from the relevant consenting authorities and parties.

Come and talk to us early in your planning stages to help avoid delays and frustrations down the track.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Land Use and Permanent Moorings</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you require a permanent mooring or landing place for your vessel/structure?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you currently own or are in the process of buying an existing swing mooring?</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you intend to moor your vessel/structure in the same/proximate river location for more than 14 days?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Building Requirements</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you intend to build a floating structure, i.e. on pontoons or other floatation devices?</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you building or operating a commercially oriented excursion or passenger vessel?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Natural Environment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is your project likely to disturb the riverbed (inclusive of deposits)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Is your project likely to require any riverbed draining or reclamation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Will you need to complete earthworks in the riverbed for your project?</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Will you need to complete earthworks close to the riverbed for your project?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Does your project use, alter or remove structures in, on, under or over the riverbed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Does your project necessitate discharges of any kind into the land or water?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Does your project require use of the river or groundwater?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Is your project likely to involve or disturb riverbank or riverbed vegetation?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Is your project likely to impact defence against water systems, i.e. the stopbanks?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Is your project likely to create construction noise (over and above relevant NZ standards)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Will your vessel create noise emissions, i.e. boat horn, PA system etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Will your vessel have a solid fuel cooking or heating device?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Services and Parking</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your project require the provision of utility services, i.e. power, water, sewer and wastewater?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Is your project self-contained for all its utility service needs, i.e. power, sewer, water and wastewater?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Will you require permanent car parking (depending on location)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Public Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will you be preparing food to be sold to the public?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Will you be selling liquor to be consumed on your business premise?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Will you be providing public accommodation facilities on your boat?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**KEY:**

Let’s Talk - Resource consent maybe required and should be investigated with the appropriate authority.

X - Regulatory and/or other approval or activation process is likely to be undertaken.
Process Guide: Activity on the Kaiapoi River

This table is provided as a guide only and may not contain the full list of steps required when seeking approval from the relevant consenting authorities and parties.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
<th>Comments</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Information gathering</td>
<td>Research brings you may need to consider as part of your project’s consenting process. Continue with next step.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/process/decisions-objections-and-appeals/">link</a></td>
</tr>
<tr>
<td>2</td>
<td>Draft outline of project and site plans</td>
<td>Based on your research (Phase 1), outline your project site including any rudimentary site plans. Continue with next step.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/notification-on-consents">link</a></td>
</tr>
<tr>
<td>3</td>
<td>Do you require site use consent?</td>
<td>NO - Continue to step 4. YES - Continue to step 5.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/notification-on-consents">link</a></td>
</tr>
<tr>
<td>4</td>
<td>Have you discussed river navigation, safety and moorings with Environment Canterbury?</td>
<td>Contact the Environment Canterbury to discuss river navigation, safety and moorings. Continue with next step.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/notification-on-consents">link</a></td>
</tr>
<tr>
<td>5</td>
<td>Have your site require amenity and/or car park servicing?</td>
<td>NO - Continue to step 6. YES - Continue to step 7.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/notification-on-consents">link</a></td>
</tr>
<tr>
<td>6</td>
<td>Is your proposed commercial in nature?</td>
<td>NO - Continue to step 7. YES - Continue to next step.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/notification-on-consents">link</a></td>
</tr>
<tr>
<td>7</td>
<td>Pre-application meeting with the relevant territory authority(ies)</td>
<td>Attend a pre-application meeting with relevant territory staff to determine the scope of your Hanover District Council and/or Environment Canterbury resource consent application and the information required. Bring along draft plans and your project proposal outline. Continue with next step.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/application-advice/">link</a></td>
</tr>
<tr>
<td>8</td>
<td>Resource Consent Required?</td>
<td>NO - Continue to step 9. YES - Continue to step 10.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/">link</a></td>
</tr>
<tr>
<td>9</td>
<td>Underwriter Consultation required?</td>
<td>NO - Continue to step 10. YES - Continue to step 11.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/">link</a></td>
</tr>
<tr>
<td>10</td>
<td>Final Plan and Documentation</td>
<td>Prepare final copies of your plans and documentation for your resource consent application based on feedback you have received. Continue with next step.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/">link</a></td>
</tr>
<tr>
<td>11</td>
<td>Lodge Resource Consent application</td>
<td>Remember to check your application for accuracy and completeness before you lodge it with your Hanover District Council and/or Environment Canterbury. Continue with next step.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/">link</a></td>
</tr>
<tr>
<td>12</td>
<td>Application completion assessment</td>
<td>Your application is considered by Hanover District Council and/or Environment Canterbury planning staff for completeness. Incomplete applications are returned to the applicant with an explanation and can be re-lodged after missing sections are completed. Continue with next step.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/">link</a></td>
</tr>
<tr>
<td>13</td>
<td>Request for more information?</td>
<td>NO - Continue to step 14. YES - Continue to step 15.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/">link</a></td>
</tr>
<tr>
<td>14</td>
<td>Notification / Limited Notification Required</td>
<td>NO - Continue to step 15. YES - Continue to step 16.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/">link</a></td>
</tr>
<tr>
<td>15</td>
<td>Application Decision</td>
<td>Notice of the decision (granted or declined) is made. You may wish to object to or support a decision made during the consenting process. See links in the adjacent box for more information about the process.</td>
<td><a href="www.waimakariri.govt.nz/planning/resource-consents/">link</a></td>
</tr>
</tbody>
</table>
1. **SUMMARY**

1.1. The purpose of this report is to consider an application for funding received from:

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Purpose</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waimakariri Arts Trust Kaiapoi Art Expo</td>
<td>Towards the running costs associated with the Kaiapoi Art Expo and Schools’ Art Expo, in particular promotional advertising in the Kaiapoi Advocate, venue hire and set up costs for the Kaiapoi Club.</td>
<td>$500</td>
</tr>
</tbody>
</table>

Total: $500


**Attachments:**

i. Application from Waimakariri Arts Trust-Kaiapoi Art Expo (Trim 190213016147).

ii. Spreadsheet showing previous two years grants.


2. **RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 190213016248.

(b) **Approves** a grant of $....................... to Waimakariri Arts Trust-Kaiapoi Art Expo towards running costs associated with the Kaiapoi Art Expo and Schools’ Art Expo, in particular advertising in the Kaiapoi Advocate, venue hire and set up costs for the Kaiapoi Club.

OR

(c) **Declines** the application from Waimakariri Arts Trust-Kaiapoi Art Expo.
3. **BACKGROUND**

3.1. *Waimakariri Arts Trust-Kaiapoi Art Expo* is seeking funds towards running costs of the Kaiapoi Art Expo and Schools’ Art Expo, particularly advertising in the Kaiapoi Advocate, venue hire and venue clearing costs. This event is scheduled for 14 and 15 July 2019.

4. **ISSUES AND OPTIONS**

4.1. Funding is being sought from all the District’s Community Boards as this is a major event in the District’s calendar. More than 3,500 people are expected, covering all demographics, and with 33% of participants coming from the Kaiapoi-Tuahiwi area.

4.2. The Expo allows new and existing Waimakariri artists public exposure and an opportunity to sell their work. The Schools’ Expo allows Waimakariri school students an opportunity to exhibit alongside amateur, hobby and professional artists.

4.3. If the Board chooses to support this event it would be acknowledged on the Sponsor’s board, in the Art Expo catalogue and on their website. The event will proceed if this application is declined.

4.4. Other funding sources have been listed along with the amounts applied for on the application form. The Waimakariri Arts Trust - Kaiapoi Art Expo was granted $500 by the Board towards advertising and venue clearing costs for the 2018 event.

4.5. All accountability forms have been received. Financial information has been included with the application.

4.6. The Board may approve or decline grants in accordance with the grant guidelines.

4.7. The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. Community organisations in applying to the Board’s Discretionary Grant, are seeking to assist sectors of the community.

6. **FINANCIAL IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The Annual Plan for 2018/19 includes budget provision for the Kaiapoi-Tuahiwi Community Board of $6,000. The requested grants for consideration in March 2018 total $500.

The current balance of the grant fund is $3,359.

The application criteria specify that grants are normally limited to a maximum of $500 any one financial year (July to June) but the group can apply up to twice in that year providing it is for different projects.

GST is paid to appropriately registered groups where applicable above the Board resolved values.

6.2. **Community Implications**

The event will benefit the community at large, bringing visitors to Kaiapoi and providing business in the town.

6.3. **Risk Management**

Not applicable.
6.4. Health and Safety

All health and safety issues will fall under the Waimakariri Arts Trust for the event.

7. CONTEXT

7.1. Policy
This matter is not a matter of significance in terms of the Council’s Significance Policy.

7.2. Legislation
Not applicable.

7.3. Community Outcomes
- People are friendly and caring, creating a strong sense of community in our District.
- There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

7.4. Delegations
Community Boards have delegated authority to approve such grants.

Kay Rabe
Governance Adviser
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: Waimakariri Arts Trust
Address: PO Box 389 Kaiapoi 7844
Contact Person within Organisation: Theresa Smith
Position within Organisation: Event Coordinator
Contact phone number: 021 659 127 Email: info@kaiapoiartexpo.co.nz

Describe what the project is and what the grant funding be used specifically for? (Use additional pages if needed)
Running costs associated with the KAIAPOI ART EXPO and SCHOOLS' ART EXPO in particular advertising in the Kaiapoi Advocate promoting the event as well as venue hire and venue clearing costs for the Kaiapoi Club.
For more details please see attached cover letter describing in detail the 2-day Kaiapoi Art Expo event.

What is the timeframe of the project/event date? July 12 - 14, 2019
Overall Cost of Project: $ 51,175 Amount Requesting: $ 500

How many people will directly benefit from this project? 3500+
Who are the range of people benefiting from this project? (You can tick more than one box)
[ ] People with disabilities (mental or physical) [ ] Cultural/ethnic minorities [ ] District
[ ] Preschool [ ] School/youth [ ] Older adults [ ] Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:
Kaiapoi-Tuahiwi 32 % Rangiora-Ashley 39 % Woodend-Seton 19 % Oxford-Ohoka 10 %

Other (please specify):

If this application is declined will this event/project still occur? [ ] Yes [ ] No
If No – what are the consequences to the community/organisation?
KAIPOI-TUAHIWI COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?
The Art Expo has strong relationships with local businesses who provide sponsorship, the venue, various goods and services such as catering, entertainment, floral arrangements, etc. Enables just over 100 new and existing local artists the opportunity to showcase and/or sell their work at an event attended by several thousand art lovers.

What is the benefit(s) to your organisation?
To provide another (14th) successful event for the Waimakariri District. Increase exposure and credibility of the Waimakariri Arts Trust which will enable the Trust to continue to foster and promote arts in the Waimakariri district.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?
This is a community-originated and positive event that is friendly, inviting and a low cost for all to participate in and attend. The Expo complements existing art events and activities in the Waimakariri and is a major event on both the Trust’s and the Waimakariri District’s calendar. The Expo attracts in excess of 3,500 visitors to the Kaiapoi community and Waimakariri District.

Is your group applying under the umbrella of another organisation (that is, Charity/Trust registered?) ✓Yes □No

If yes, name of parent group: Waimakariri Arts Trust

What is the relationship between your group and the parent group?
The Trust coordinates and delivers the annual Kaiapoi Art Expo.

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:
The Trust plans to apply for funding from: The Southern Trust, Postcards Dist 3,000 / Cert, Catalogue 3,000 / Air Rescue, Radio 800 / Lion Foundation, Lighting 4,000 / First Sovereign, Panel Hire 1,000 / Creative Communities, Promotion 2,000 / Other Waimakariri District Boards, various $1500 / Rata Foundation, Wages $5,000

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ✓Yes □No

If yes, please supply details:
Last year in March we applied to the Board for costs associated with running the Kaiapoi Art Expo 2018 and received $500.

Enclosed ✓Financial Balance Sheet and Income & Expenditure Statement (compulsory – your application cannot be processed without financial statements)
□ Supporting costs/quotes
✓ Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.
I declare that all details contained in this application form are true and correct to the best of my knowledge.
I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE - If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature:

Signed: ________________________________ Date: 14 February 2019
Waimakariri Arts Trust

Statement of Receipts and Payments (Cash Flows)

For the period 1 April 2017 to 31 March 2018

<table>
<thead>
<tr>
<th>Operating Cash Received</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Donations, Fundraising and other similar receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>$ 4,366</td>
<td>$ 3,879</td>
</tr>
<tr>
<td>CERT</td>
<td>$ 2,500</td>
<td>$ 2,228</td>
</tr>
<tr>
<td>Raffles</td>
<td>$ 1,149</td>
<td>$  967</td>
</tr>
<tr>
<td>Rata Foundation</td>
<td>$  7,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Waimakariri District Council Funding</td>
<td>$ 1,600</td>
<td>$ 1,578</td>
</tr>
<tr>
<td>Enterprise North Canterbury</td>
<td>$10,000</td>
<td>$   -</td>
</tr>
<tr>
<td>Air Rescue</td>
<td>$   500</td>
<td>$     -</td>
</tr>
<tr>
<td>First Sovereign</td>
<td>$  1,000</td>
<td>$ 800</td>
</tr>
<tr>
<td>The Southern Trust</td>
<td>$  5,000</td>
<td>$     -</td>
</tr>
<tr>
<td>The Lion Foundation</td>
<td>$  7,000</td>
<td>$     -</td>
</tr>
<tr>
<td>Private Sponsors (Note 7)</td>
<td>$15,300</td>
<td>$11,850</td>
</tr>
<tr>
<td><strong>Receipts from providing goods or services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gross Art Sales</td>
<td>$ 40,718</td>
<td>$ 38,644</td>
</tr>
<tr>
<td>Less: Remittance to Artists</td>
<td>($ 32,861)</td>
<td>($ 32,219)</td>
</tr>
<tr>
<td>Commission on Art Sales (Note 6)</td>
<td>$ 7,857</td>
<td>$ 6,425</td>
</tr>
<tr>
<td>Artist Entry Fee</td>
<td>$ 4,838</td>
<td>$ 4,815</td>
</tr>
<tr>
<td>Auctions</td>
<td>$     -</td>
<td>$ 800</td>
</tr>
<tr>
<td>Opening Night Ticket Sales</td>
<td>$   30</td>
<td>$ 30</td>
</tr>
<tr>
<td><strong>Interest, dividends and other investment Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>$   38</td>
<td>$ 87</td>
</tr>
<tr>
<td><strong>Other Receipts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry</td>
<td>$  225</td>
<td>$ 300</td>
</tr>
<tr>
<td><strong>Total Operating Cash Received</strong></td>
<td>$68,403</td>
<td>$42,958</td>
</tr>
</tbody>
</table>

Operating Cash Paid

<table>
<thead>
<tr>
<th>Expenses related to providing goods or services</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising and Promotion</td>
<td>$13,197</td>
<td>$12,935</td>
</tr>
<tr>
<td>Art Week</td>
<td>$  200</td>
<td>$ 1,410</td>
</tr>
<tr>
<td>Audit Fee</td>
<td>$  291</td>
<td>$  239</td>
</tr>
<tr>
<td>Coordinator/Treasurer</td>
<td>$12,866</td>
<td>$11,860</td>
</tr>
<tr>
<td>Event Expenses</td>
<td>$12,793</td>
<td>$10,885</td>
</tr>
<tr>
<td>Insurance</td>
<td>$   245</td>
<td>$ 245</td>
</tr>
<tr>
<td>Opening Night</td>
<td>$  3,987</td>
<td>$ 4,027</td>
</tr>
<tr>
<td>Stationery/Photocopy/Post</td>
<td>$  342</td>
<td>$ 1,107</td>
</tr>
<tr>
<td>Schools’ Expo</td>
<td>$  252</td>
<td>$  279</td>
</tr>
<tr>
<td>Signage</td>
<td>$  3,493</td>
<td>$ 2,659</td>
</tr>
<tr>
<td>Trustee Expenses</td>
<td>$  804</td>
<td>$ 1,143</td>
</tr>
<tr>
<td>Website</td>
<td>$  817</td>
<td>$  345</td>
</tr>
</tbody>
</table>

**Grants and donations made**

<table>
<thead>
<tr>
<th>Grants and donations made</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donation made to Oxford Arts Trust</td>
<td>$   -</td>
<td>$ 1,000</td>
</tr>
</tbody>
</table>

**Other Payments**

<table>
<thead>
<tr>
<th>Other Payments</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sundry</td>
<td>$   69</td>
<td>$ 234</td>
</tr>
<tr>
<td><strong>Total Operating Cash Paid</strong></td>
<td>$49,356</td>
<td>$48,367</td>
</tr>
</tbody>
</table>
# Waimakariri Arts Trust

## Statement of Resources and Commitments (Assets and Liabilities)

As At 31 March 2018

<table>
<thead>
<tr>
<th>Schedule of Resources (Assets)</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Accounts and Cash</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westpac Cheque Account</td>
<td>$24,106</td>
<td>$5,079</td>
</tr>
<tr>
<td>Westpac Simple Saver</td>
<td>$20,684</td>
<td>$20,663</td>
</tr>
<tr>
<td><strong>Money Owed to the Entity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Significant Accounts Receivable</td>
<td>$3,800</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Other Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Significant Fixed Assets at Cost - 20 Advertising Billboards</td>
<td>$5,500</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule of Commitments (Liabilities)</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Money Payable by the Entity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Significant Accounts Payable</td>
<td>$384</td>
<td>$ -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule of Other Information</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexpended Grants (Note 4)</td>
<td>$11,000</td>
<td>$2,228</td>
</tr>
<tr>
<td>Month</td>
<td>Group</td>
<td>Project</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>towards costs of a sign for the 2017 Waimakariri Light Party</td>
</tr>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
</tr>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
</tr>
<tr>
<td>September</td>
<td>Pegasus Residents Association</td>
<td>towards the costs of Christmas on the Lake</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards running costs in particular advertising in NC News and provision of music</td>
</tr>
<tr>
<td>June</td>
<td>Sefton Community Newsletter</td>
<td>towards the cost of delivery of newsletter</td>
</tr>
<tr>
<td>July</td>
<td>Rotary Club of Rangiora</td>
<td>Towards the costs of building a Fitness Trail/Circuit of up to 12 stations along the Rakahuri Trail.</td>
</tr>
<tr>
<td>July</td>
<td>Southbrook School Parent Teacher Association</td>
<td>Towards the costs of a cordless scanner for the school library.</td>
</tr>
<tr>
<td>August</td>
<td>North Canterbury Musical Society</td>
<td>Towards the costs of signage for Costume hire service</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of Children's Magic Theatre - light festival 31 October 2017</td>
</tr>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>Towards the cost of Welcome Bags</td>
</tr>
<tr>
<td>September</td>
<td>International Day Older Persons</td>
<td>towards afternoon tea to celebrate International Day of older persons</td>
</tr>
<tr>
<td>October</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group stories</td>
</tr>
</tbody>
</table>

Total for grants allocated: $2,034  Total unallocated: $1,135.97
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group stories</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Croquet Club</td>
<td>Towards costs of a new dishwasher</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>SeniorNet North Canterbury</td>
<td>Towards promotion of courses and workshops</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Lions Club Rangiora</td>
<td>Towards the costs of two shelters for the Millton Memorial Dog Park</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Loburn School</td>
<td>Towards the costs of Year 8 participating in the William Pike Challenge Award</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Presbyterian Support</td>
<td>Towards the costs of Suicide Prevention Event 28 February 2018</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>Trinity Methodist Mainly Music</td>
<td>towards the costs of creating lockable storage room for sound and musical equipment</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>February</td>
<td>Cust Bowling Club Inc</td>
<td>to purchase a second hand mower</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the costs of Kaiapoi Arts Expo and Schools Expo particularly advertising in the Northern Outlook</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Districts Early Records Society Inc</td>
<td>replace scanner</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Okuku Pony Club</td>
<td>coaching training</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>McAlpines Canterbury Pipe Band</td>
<td>towards the costs of new flashes for the band uniforms</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Athletics Club</td>
<td>towards the costs of club singlets for 7 to 14 year olds</td>
<td>$427</td>
<td>$427</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Playcentre</td>
<td>towards the costs of sensory and touch based play materials</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Ashley Playcentre</td>
<td>towards the cost of ink catridges</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of music</td>
<td>towards the end of year concert</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Friends of Rangiora Town Hall</td>
<td>towards the costs of auditorium CCTV and backstage screen to assist with productions</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of Music</td>
<td>towards the costs of replacement drum kit</td>
<td>$420</td>
<td>$420</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
<td>Amount</td>
<td>Allocated</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>July</td>
<td>Kaiapoi Cricket Club</td>
<td>Towards costs of signage to promote the Cricket Club’s 150th Jubilee in late September 2017</td>
<td>$600</td>
<td>$200</td>
</tr>
<tr>
<td>July</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of pre and post event advertising for the Waimakariri Light Party 2017</td>
<td>$460</td>
<td>$460</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Borough School</td>
<td>Sports equipment</td>
<td>$500</td>
<td>declined</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Riverside Bowls</td>
<td>towards the cost of a new set of bowls</td>
<td>$420</td>
<td>$400</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Community Watch</td>
<td>towards the cost of uniforms</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>August</td>
<td>You Me We Us</td>
<td>towards the cost of the Spring Festival</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi Pony Club</td>
<td>costs of events and coaching to improve the skill of young riders</td>
<td>$500</td>
<td>declined</td>
</tr>
<tr>
<td>September</td>
<td>Clarkville Play Centre</td>
<td>towards the costs of indoor tents and tunnels</td>
<td>$317</td>
<td>declined</td>
</tr>
<tr>
<td>September</td>
<td>Pines Karaki Beach Association Inc</td>
<td>towards the costs of a celebration to mark the opening of the new hall</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the running costs of Kaiapoi Art Expo and Schools Art Expo in particular advertising in the Kaiapoi Advocate, venue hire and set up costs</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Clarkville play centre</td>
<td>towards the costs of playdough equipment and wooden puzzles</td>
<td>$442</td>
<td>declined</td>
</tr>
<tr>
<td>May</td>
<td>KYDz (YouMeWeUs Youth Group)</td>
<td>towards advertising and promotion of ‘KYDz Mud Fest’ event</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>June</td>
<td>Karanga Mai Early Learning Centre</td>
<td>towards the costs of a new heavy duty washing machine</td>
<td>$439</td>
<td>$439</td>
</tr>
</tbody>
</table>

Total for grants allocated: $3,799  Total unallocated: $1,161

<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation</th>
<th>Description</th>
<th>Amount</th>
<th>Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Waimakariri Gorge Golf Club</td>
<td>Towards costs of tree replacement following the September/October 2013 storm, taking place between winter 2017 and winter 2018</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

Total for grants allocated: $10,347  Total unallocated: $1,917.04
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Initiative</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td>$500</td>
<td>lie on table</td>
</tr>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td>$500</td>
<td>declined</td>
</tr>
<tr>
<td>October</td>
<td>Oxford ICONZ (Boys and Girls Brigade)</td>
<td>Towards paint-balling supplies</td>
<td>$550</td>
<td>$500</td>
</tr>
<tr>
<td>October</td>
<td>Oxford Night Patrol Group</td>
<td>Towards the cost of reflective magnetic signs to identify patrollers using private vehicles</td>
<td>$239</td>
<td>$239</td>
</tr>
<tr>
<td>October</td>
<td>Oxford Community Mens Shed</td>
<td>Towards costs of the Spring into Oxford event</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>West Eyreton School</td>
<td>towards the cost of books focussing on healthy eating for the school library</td>
<td>$385</td>
<td>$385</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>promotional advertising in the Oxford Observer and Oxford Bulletin</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Ohoka School PTA plant sale sub committee</td>
<td>towards the costs of 'children size' gloves, garden tools, wheelbarrows and other items.</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>May</td>
<td>Eyreton PonyClub</td>
<td>Fencing to enclose learner rider area</td>
<td>$450</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Oxford Community Trust</td>
<td>towards the cost of a heat pump for the A&amp;P Building</td>
<td>$500</td>
<td>$663</td>
</tr>
<tr>
<td>June</td>
<td>Christchurch Western Riding Association</td>
<td>towards the cost of gravel for the entranceway</td>
<td>$500</td>
<td>$663</td>
</tr>
<tr>
<td>June</td>
<td>RSA</td>
<td>bronze cap -time capsule</td>
<td>$450</td>
<td>$450</td>
</tr>
</tbody>
</table>

Total for grants allocated: $5,400   Total unallocated: $0
Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

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**Examples (but not limited to) of what the Board cannot fund:**

- Wages
- Debt servicing
- Payment for volunteers (including arrangements in kind eg petrol vouchers)
- Stock or capital market investment
- Gambling or prize money
- Funding of individuals (only non-profit organisations)
- Payment of any legal expenditure or associated costs
- Purchase of land and buildings
- Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests
- Payment of fines, court costs or mediation costs, IRD penalties

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**Examples (but not limited to) of what the Board can fund:**

- New equipment
- Toys/educational aids
- Sporting equipment
- Safety equipment
- Costs associated with events
- Community training
Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2018 to June 2019) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- The group should have strong links with the Kaiapoi-Tuahiwi community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An accountability form must be provided to the Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440
Email: records@wmk.govt.nz

Or hand deliver to:
- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board’s decision and if successful an invoice and your organisation’s bank account details will be requested.
- On receipt of this information payment will be processed to your organisation’s bank account.
Chair’s Report for February/March 2019

1. SUMMARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 March</td>
<td>• Opened Port and Eagle with David Ayers, Matt Doocey and Paul Williams</td>
</tr>
<tr>
<td></td>
<td>• Kaiapoi Signage Working Group meeting</td>
</tr>
<tr>
<td>6 March</td>
<td>• Board Chairperson’s meeting with Edwina</td>
</tr>
<tr>
<td></td>
<td>• All Boards Briefing</td>
</tr>
<tr>
<td>8 March</td>
<td>• Meeting with Ed Sard (staff member) re obelisks reinstallation</td>
</tr>
<tr>
<td>12 March</td>
<td>• Kaiapoi Community Groups Networking meeting</td>
</tr>
<tr>
<td>14 March</td>
<td>• Meeting with the Kaiapoi High School staff regarding progress the Kaiapoi Student Army</td>
</tr>
</tbody>
</table>

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190311030267.

Jackie Watson
Chair
Kaiapoi-Tuahiwi Community Board