Waimakariri District Council

Facilities and Consents Fee Waiver Subcommittee

Agenda

Monday 9 November 2026
11am

Council Chambers
215 High Street
Rangiora

Members:

Cr Jason Goldsworthy (Chairperson)
Cr Wendy Doody
Cr Tim Fulton
Cr Bruce McLaren
Cr Shona Powell
Cr Philip Redmond
Mayor Dan Gordon (ex officio)

WAIMAKARIRI
DISTRICT COUNCIL

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The Chairman and Members
FACILITIES AND CONSENTS FEE WAIVER SUBCOMMITTEE

A MEETING OF THE FACILITIES AND CONSENTS FEE WAIVER SUBCOMMITTEE WILL BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON MONDAY 9 NOVEMBER 2026 AT 11AM

Recommendations in reports are not to be construed as Council policy until adopted by the Council

BUSINESS

Page No

1 APOLOGIES

2 CONFLICTS OF INTEREST

Conflicts of interest (if any) to be reported for minuting.

3 CONFIRMATION OF MINUTES

3.1 **Minutes of the Facilities and Consents Fee Waiver Subcommittee – 13 July 2026** *6-12*

RECOMMENDATION

THAT the Facilities and Consents Fee Waiver Subcommittee:

(a) **Confirms** the circulated Minutes of the Facilities and Consents Fee Waiver Subcommittee meeting, held 13 July 2026, as a true and accurate record.

3.2 **Matters Arising (From Minutes)**

4 REPORTS

4.1 **Menzshed Pegasus Woodend Community Trust Consent Fee Waiver Application – Ken Howat (Parks and Facilities Team Leader)** *13-17*

RECOMMENDATION

THAT the Facilities and Consents Fee Waiver Subcommittee:

(a) **Receives** Report No. 260824249420.

(b) **Approves** a Consent Waiver of 50% of the Building Consent fees, ($707) for Menzshed Pegasus Woodend Community Trust for the proposed Menzshed workshop extension.

(c) **Notes** that $3,473 has been spent on consent grants and facility hire fee waivers from 1 July this year and there is $37,207 available for remainder of the financial year from code RC Compliance W53000Operations.RC Compliance.

(d) **Notes** that the applicant satisfies the Fee Waiver criteria as a not-for-profit organisation delivering clear community benefit, and that granting the fee waiver would support the construction of additional workshop facilities for Menzshed Pegasus Woodend Community Trust, enhancing opportunities for social connection, skill sharing, volunteering, health and wellbeing, and community participation for residents of the Woodend-Pegasus area.

(e) **Notes** that following the approval of revised Terms of Reference at the March 31st Council meeting, all applications for building and resource consent fee waivers shall be presented to the Facilities and Consents Fee Waiver Subcommittee by staff through a formal Council report.

4.2 **St Barnabus Church Building Consent Fee Waiver – Ken Howat (Parks and Facilities Team Leader)**

18-22

RECOMMENDATION

THAT the Facilities and Consents Fee Waiver Subcommittee:

(a) **Receives** Report No. 261014330656.

(b) **Approves** a Consent Fee Waiver of 50% of Building Consent fees ($4,995) for St Barnabas Anglican Church Woodend associated with the construction of an extension to its existing church hall and community facilities.

(c) **Notes** that the Building Consent fee totals $9,990.

(d) **Notes** that $3,473 has been spent on consent grants and facility hire fee waivers from 1 July this year and there is $37,207 available for the remainder of the financial year from code RC Compliance W53000Operations.RC Compliance.

(e) **Notes** that the applicant satisfies the Fee Waiver criteria as a not-for-profit organisation delivering significant and ongoing community benefit through programmes that support children, youth, families, older adults and vulnerable residents.

(f) **Notes** that following the approval of revised Terms of Reference at the March 31st Council meeting, all applications for building and resource consent fee waivers shall be presented to the Facilities and Consents Fee Waiver Subcommittee by staff through a formal Council report.

4.3 **North Canterbury Freemasons Centre Consent Fee Waiver Application – Ken Howat (Parks and Facilities Team Leader)**

23-27

RECOMMENDATION

THAT the Facilities and Consents Fee Waiver Subcommittee:

(a) **Receives** Report No. 260824249453.

(b) **Approves** a Consent Waiver of 50% of the Resource Consent and Building Consent fees, ($5,406) for North Canterbury Freemasons Centre Ltd associated with the redevelopment and refurbishment of the former Coronation Hall, Rangiora.

(c) **Notes** that the Resource Consent fee is $2,732 and the Building Consent fee is $8,081.25, equalling a combined consent cost of $10,813.25.

(d) **Notes** that $3,473 has been spent on consent grants and facility hire fee waivers from 1 July this year and there is $37,207 available for remainder of the financial year from code RC Compliance W53000Operations.RC Compliance.

(e) **Notes** that the applicant satisfies the Fee Waiver criteria as a not-for-profit organisation delivering clear community benefit, and that granting the fee waiver would support the restoration of a historically significant community facility and support the ongoing activities of a long-established charitable organisation within the district.

(f) **Notes** that following the approval of revised Terms of Reference at the March 31st Council meeting, all applications for building and resource consent fee waivers shall be presented to the Facilities and Consents Fee Waiver Subcommittee by staff through a formal Council report.

5 QUESTIONS

6 URGENT GENERAL BUSINESS

NEXT MEETING

The next meeting of the Facilities and Consents Fee Waiving Sub Committee is scheduled for Tuesday 23 March 2027 at 9am in the Council Chamber, Rangiora Service Centre, 215 High Street, Rangiora.

Workshop

- *Fee Waiver Funding Scheme – Ken Howat (Parks and Facilities Team Leader)*

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE FACILITIES AND CONSENTS FEE WAIVER SUBCOMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON MONDAY 13 JULY 2026, AT 11AM.

PRESENT

Councillor J Goldsworthy (Chairperson), Deputy Mayor Redmond, Councillors W Doody, T Fulton, B McLaren and S Powell.

IN ATTENDANCE

K Howat (Parks and Facilities Team Leader) and K Rabe (Governance Advisor).

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no conflicts declared.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the Facilities and Consents Fee Waiver Subcommittee – 11 May 2026

Moved: Councillor Doody Seconded: Councillor Powell

THAT the Facilities and Consents Fee Waiver Subcommittee:

(a) **Confirms** the circulated Minutes of the Facilities and Consents Fee Waiver Subcommittee meeting, held 11 May 2026, as a true and accurate record.

CARRIED

3.2 Matter Arising (From Minutes)

There were no matters arising.

4. REPORTS

4.1 Fee Waiver Applications July 2026 – K Howat (Parks and Facilities Team Leader)

K Howat noted that the Facility Hire Charges applied to eligible not-for-profit and community organisations were already set at the Council's Community Hire Rate, which represents a subsidised, discounted fee compared with commercial hire rates. It was further noted that any fee waiver approved by the Subcommittee would provide an additional reduction on top of the existing subsidy, resulting in additional Council support for the organisation and its activities.

Councillor Fulton queried whether higher levels of fee discounting were generally considered for high-volume users, irrespective of the applicant organisation.

K Howat explained that the recommended discount amount was not primarily based on the volume of facility use. Rather, consideration was given to the level of fee waiver the organisation had previously received, the organisation's ability to pay, and the likely impact of the hire costs on its activities and members. participants. He highlighted the importance

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of the community hire rate, as it already provided a substantial discount to eligible groups, regardless of any additional fee waivers granted. Overall, the assessment focused on the organisation's circumstances, membership, and the genuine financial impact of the charges.

Responding to a further question from Councillor Fulton, K Howat confirmed that consideration was given to the availability of alternative venues for applicant groups, particularly where there were only a limited number of suitable facilities available, such as in Oxford. He noted that Council-owned facilities were generally the most affordable venue option available to community groups across the district. It was noted that, in most cases, Council venues offered the lowest-cost option when compared with other available facilities.

Deputy Mayor Redmond queried the rationale for providing a further fee waiver to organisations already receiving the Council's community hire rate, given that the community rate itself was a discounted, subsidised charge.

K Howat observed that some long-standing groups appeared to have become accustomed to receiving fee waivers through a recurring application process. However, it was recognised that applications continued to be assessed on the information provided by each organisation, and that some groups had received fee waivers for several years. K Howat questioned whether these organisations should continue to receive fee waivers indefinitely or, once established and financially sustainable, be expected to operate without additional Council support. He suggested that this matter could be considered further, including whether fee waivers should be limited to a defined period, such as one to three years, to assist organisations during their establishment phase before becoming self-sustaining.

Councillor Goldsworthy asked whether the stallholders participating in the Oxford Craft Market were themselves not-for-profit organisations, noting that the overarching organisation responsible for the event operated on a not-for-profit basis and returned proceeds to the community. K Howat advised that the stallholders were generally a mix of participants, including craft vendors, farmers, and small business operators, and were not necessarily not-for-profit organisations.

Moved: Councillor Fulton Seconded: Councillor Powell

THAT the Facilities and Consents Fee Waiver Subcommittee:

(a) **Receives** Report No. 260624148904.

(b) **Considers** a 25% fee waiver for the Oxford Craft Market for the use of Oxford Town Hall, equating to an annual reduction in facility hire charges of $416.62 for the 2026/2027 financial year.

CARRIED

Councillor Fulton supported the motion, noting that consideration should be given to an organisation's ability to absorb the costs involved, and acknowledging that while costs remained a factor, the financial impact on some groups may be manageable.

Councillor Powell also supported the motion for a 25% fee waiver. She commented that the Oxford Craft Market's fees remained relatively modest and were generally lower than charges applied at many other markets, including smaller community-based markets.

Councillor Doody observed that the Oxford Craft Market was held at the Oxford Town Hall; a significant proportion of attendees might not enter the building if the weather were favourable, as much of the market activity could take place outdoors. It was suggested that this factor should be borne in mind when considering the application and balancing the level of facility use against the charges being applied.

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Responding to Councillor Powell's question, K Howat confirmed that the Oxford Line Dancers held two sessions that attracted substantial participation. It was understood that attendees paid approximately $10 per session.

Councillor Doody queried whether the individual responsible for running the line dancing sessions received payment for delivering the activity. K Howat responded that, to his knowledge, they do.

Councillor Goldsworthy queried how this application would be assessed against the Council's criteria, given that the Oxford Line Dancers were not currently listed as a not-for-profit entity and an individual appeared to be deriving income from operating the activity. K Howat advised that several groups operating from Council-owned facilities could technically be considered commercial entities, particularly those providing activities such as children's arts classes. However, these groups were often eligible for the community hire rate due to the significant community benefit their services provided. He explained that charging the full commercial rate could result in increased fees being passed on to participants, which in some cases could create a financial barrier to access. Therefore, consideration was given to the overall community benefit delivered by the activity.

Moved: Councillor Doody Seconded: Councillor McLaren

(c) **Considers** a 25% fee waiver for the Oxford Line Dancers for the use of Oxford Town Hall, equating to an annual reduction in facility hire charges of $1,090.80 for the 2026/2027 financial year.

CARRIED

Councillor Doody supported the motion, noting that the Oxford Line Dancers provided a valuable community activity and made effective use of the facility. She acknowledged that the group had previously operated from the Workingmen's Club; however, that venue had not been large enough to accommodate its needs. Councillor Doody further noted that the activity provided exercise, social interaction, and wellbeing benefits for participants, many of whom may not otherwise engage in regular physical activity or community programmes.

Councillor Futon advised that Oxford Line Dancers was well supported by the Oxford community and encouraged people to participate in activities they might not otherwise take part in. He, therefore, also supported the motion.

Councillor Goldsworthy supported the motion, acknowledging the significant community benefit delivered by the activity, which provided strong justification for support. He advised that, on balance, he was persuaded by the wider community outcomes achieved and therefore supported the application.

Councillor Powell endorsed Councillor Goldsworthy's comments. She noted that she also supported the motion; however, should a similar application be received in the following year, a more detailed review of the organisation's financial position would be desirable to ascertain how profitable the line dancing was.

In her right of reply, Councillor Doody reiterated that regardless of whether the Oxford Line Dancers generated a profit, the activity continued to provide a significant community benefit by encouraging physical activity, improving mobility, and promoting wellbeing, particularly for those who may otherwise have limited opportunities for exercise.

Councillor Fulton queried whether the Steady As You Go (SAYGO) Falls Prevention Gentle Exercise Class programme received any funding or support from Health New Zealand, clinical practitioners, the Accident Compensation Corporation (ACC), or other agencies, given its focus on improving mobility and supporting older people to remain active. K Howat advised that the programme operated under the Age Concern umbrella; however, it did not receive any funding or support from any health agencies.

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Councillor Goldsworthy queried the governance arrangements of the various SAYGO groups, noting that they appeared to use any income generated in different ways. Clarification was sought as to whether, despite operating under the Age Concern umbrella, the groups were independently managed. K Howat confirmed that the groups operated independently and no specific governance direction or operational guidelines were imposed on the individual groups by Age Concern.

Moved: Councillor Doody Seconded: Councillor Powell

(d) **Considers** a 25% fee waiver for the Oxford SAYGO Falls Prevention Gentle Exercise Class for the use of Oxford Jaycee Hall, equating to an annual reduction in facility hire charges of $204 for the 2026/2027 financial year.

CARRIED

Councillor Doody supported the motion, noting that the primary aim of the SAYGO programme was to keep older people active, mobile, and engaged within the community. She commented that maintaining physical activity as people age was widely recognised as providing significant benefits, including supporting independence, mobility, health, and overall wellbeing.

Councillor Powell also supported the motion, observing that the SAYGO programmes were well attended and delivered significant benefits to participants. It was acknowledged that the programmes played an important role in helping older people remain active, maintain their mobility and independence.

There were no questions from elected members about the Oxford Spinning Group.

Moved: Deputy Mayor Redmond Seconded: Councillor Doody

(e) **Considers** a 25% fee waiver for the Oxford Spinning Group for the use of Oxford Jaycee Hall, equating to an annual reduction in facility hire charges of $400 for the 2026/2027 financial year.

CARRIED

Deputy Mayor Redmond supported the motion, noting that it was consistent with the outcomes Council sought to achieve through its support for community wellbeing initiatives. It was considered that the Oxford Spinning Group delivered clear benefits to the community. Deputy Mayor Redmond expressed support for the proposed 25% fee waiver for one year, noting that the application could be reviewed again in the following year and the level of support reassessed if required.

Councillor Doody noted that many participants in the spinning groups travelled from outlying areas to attend. She acknowledged that the groups offered more than just an opportunity to spin; they served as important social gatherings where members could connect, converse, and maintain community relationships. Councillor Doody further noted that many participants may not otherwise have similar opportunities for regular social interaction. She, therefore, supported the motion.

Councillor Powell also supported the motion, noting that the Oxford Spinning Group would need to identify additional funding to offset the reduction in the fee waiver, whether through increased membership subscriptions or other funding sources. However, she observed that any increase required in subscriptions would likely be relatively modest when spread across the membership. Councillor Powell further noted that the group utilised the facility weekly for approximately four hours at a time, indicating a significant level of use.

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Councillor Powell queried whether, given that the hire rate for the Pegasus Community Centre had not yet been set, a 25% fee waiver would remain appropriate under the future charging structure. K Howat advised that it was envisaged that the future rate for the Pegasus Community Centre would be aligned with charges at comparable community facilities, such as the Woodend Community Centre, and may therefore result in an increase from the current level. Despite this uncertainty, it was considered that a 25% fee waiver would likely remain a reasonable level of support for a community group of this nature.

Moved: Councillor Powell Seconded: Councillor Doody

(f) **Considers** a 25% fee waiver for the Pegasus SAYGO Falls Prevention Gentle Exercise Class for the use of Pegasus Community Centre, equating to an annual reduction in facility hire charges of $192 for the 2026/2027 financial year.

(g) **Notes** that the Pegasus Saygo Falls Prevention Gentle Exercise Class is scheduled to relocate to the new Pegasus Community Centre in November and that hire fees for the new facility are yet to be confirmed; therefore, current rates have been used and will be adjusted in line with the approved percentage fee waiver once confirmed.

CARRIED

Councillor Powell noted that the Pegasus SAYGO Falls Prevention Gentle Exercise Class was highly popular and well supported within the community, to the extent that a waiting list was currently maintained due to limited space. She observed that the move to the new Pegasus Community Centre may provide additional capacity and enable more people to participate in the programme. Consistent with the rationale applied to the Oxford SAYGO programme, Councillor Powell supported the motion, which was considered to represent a positive outcome for the group and the wider community.

There were no questions from elected members about the Oxford Lions Club.

Moved: Deputy Mayor Redmond Seconded: Councillor Fulton

(h) **Considers** a 50% fee waiver for the Oxford Lions Club for the use of Oxford Jaycee Hall, equating to an annual reduction in facility hire charges of $384 for the 2026/2027 financial year.

CARRIED

Deputy Mayor Redmond supported the motion, noting that this was the Oxford Lions Club's first application for a fee waiver and that staff had recommended a 50% waiver. He acknowledged that when the application was initially considered, there were suggestions that a 100% fee waiver could be granted; however, this was deemed overly generous. While recognising the significant contribution that service organisations such as Lions and Rotary make to their communities, Deputy Mayor Redmond considered that a 50% fee waiver represented an appropriate level of support.

Councillor Fulton observed that service organisations often contributed significantly to activities and initiatives that supported the Council and community outcomes, including assistance with community projects, recreational facilities, signage, and other community services. He acknowledged that the contributions of service clubs, including organisations such as the Oxford Lions Club, extended well beyond their own membership, providing substantial benefits to local communities. Councillor Fulton noted that, assessed on its merits, the application reflected the valuable role service clubs played and the broad range of community benefits they delivered. He, therefore, supported the motion.

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In addition, Councillor Doody supported the motion, noting the significant contribution made by the Oxford Lions Club to the local community. The Club consistently supported a wide range of community initiatives, events, and projects in the Oxford area and was readily available to assist as needed. The Club was recognised as a strong and valued community organisation, and it was considered that its ongoing service and commitment to the community warranted the level of support proposed through the fee waiver.

Councillor Goldsworthy advised that he supported the motion, noting that this was the first time the organisation had applied for such assistance.

Responding to a question from Councillor Goldsworthy, K Howat verified that all the fee waivers for the Steady as you go (SAYGO) programmes were for one year.

Councillor Powell questioned how long the Waikuku SAYGO Falls Prevention Gentle Exercise Class had been active. K Howat confirmed that classes have been hosted in Waikuku since 2018.

Moved: Deputy Mayor Redmond Seconded: Councillor Fulton

(i) **Considers** a 25% fee waiver for the Waikuku Saygo Falls Prevention Gentle Exercise Class for the use of Waikuku Community Centre, equating to an annual reduction in facility hire charges of $192 for the 2026/2027 financial year.

CARRIED

Deputy Mayor Redmond noted that, to be consistent with other similar applications, a 25% fee waiver was considered appropriate. He observed that, over the past six to seven years, a more consistent approach had developed and that a 25% fee waiver now appeared to represent a more balanced level of support. Deputy Mayor Redmond confirmed his support for the motion.

Councillor Fulton supported the motion, noting that consistency was an important consideration in the Subcommittee's decision-making. It was acknowledged that individual groups may have differing circumstances and needs; however, it was considered important to maintain a consistent approach across similar applications.

Councillor Doody queried why the Woodend Friendship Club was seeking a reduction in the fee waiver. K Howat explained that the Club was a long-established group that had historically received Council support through fee waivers. He noted that the Club had applied for a full fee waiver despite having attendance figures of up to 60 people. The question, therefore, was whether the Club remained in a position where financial assistance was necessary, given its membership numbers and the fact that it was already benefiting from the Council's subsidised community hire rate.

Councillor Goldsworthy queried how long the Woodend Friendship Club had been receiving fee waivers. K Howat advised that the Club had received a 50% fee waiver from 2021 to 2023 and had subsequently received a 25% fee waiver each year since 2023.

Moved: Councillor McLaren Seconded: Deputy Mayor Redmond

(j) **Considers** a 25% fee waiver for the Woodend Friendship Club for the use of Woodend Community Centre, equating to an annual reduction in facility hire charges of $226.87 for the 2026/2027 financial year.

CARRIED
Councillor Doody Against

Councillor McLaren and Deputy Mayor Redmond supported the motion.

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There were no questions from elected members about the Woodend Indoor Bowls Club's application.

Moved: Councillor Fulton Seconded: Councillor Powell

(k) **Considers** a 25% fee waiver for the Woodend Indoor Bowls Club for the use of Woodend Community Centre, equating to an annual reduction in facility hire charges of $326.70 for the 2026/2027 financial year.

CARRIED

Councillor Fulton commented that a cautious approach had seemed to have been taken regarding the application, given that the Woodend Indoor Bowls Club had received a 25% fee waiver the previous year. To maintain consistency with the approach used for similar organisations, Councillor Fulton supported the motion.

5. QUESTIONS

Nil.

6. URGENT GENERAL BUSINESS

Nil

7. NEXT MEETING

The next meeting of the Facilities and Consents Fee Waiving Subcommittee was scheduled for Monday, 10 August 2026, at 11am in the Council Chamber at the Rangiora Service Centre, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11:45AM.

CONFIRMED

_____
Chairperson

_____
Date

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WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	CPR-04-05-017-05/ 260824249420
REPORT TO:	FACILITIES AND CONSENTS FEE WAIVER SUBCOMMITTEE
DATE OF MEETING:	9 November 2026
AUTHOR(S):	Ken Howat, Parks and Facilities Team Leader
SUBJECT:	Menzshed Pegasus Woodend Community Trust Consent Fee Waiver Application

ENDORSED BY:
(for Reports to Council, Committees or Boards)

General Manager | Chief Executive

1. SUMMARY

1.1. The purpose of this report is to present a Fee Waiver application by Menzshed Pegasus Woodend Community Trust (MPWCT) for a full waiver of Building Consent fees associated with the construction of a new workshop extension at its existing facility located within Gladstone Park, 202 Gladstone Road, Woodend.

1.2. The proposed building will provide additional workshop space, improve health and safety outcomes, and support the continued operation and growth of the Trust's community-focused activities.

1.3. The proposed workshop extension is located within the area leased by Menzshed Pegasus Woodend Community Trust at Gladstone Park and is consistent with the permitted use of the site under the Trust's ground lease. The Woodend-Sefton Community Board previously approved the ground lease arrangement that authorises the Trust's occupation and use of the site.

1.4. MPWCT is requesting a full waiver of the Building Consent fee of $1,414 associated with the construction of a new workshop extension at its existing facility in Gladstone Park, Woodend. The Trust advises that all available project funding is committed to construction costs and seeks Council assistance to meet the consent fee requirement.

1.5. MPWCT is a registered charitable trust that provides opportunities for primarily older men to come together in a community environment to share skills, work on practical projects, support one another, and contribute to community initiatives. The organisation currently has approximately 30 members and operates three days per week from its existing facility at Gladstone Park.

1.6. The proposed project involves the construction of a new workshop building approximately 8.8m x 6.8m in size, providing additional workspace and separation from noisier workshop activities currently undertaken in the existing building. The extension is intended to improve health and safety outcomes, increase operating capacity, and provide a quieter working environment for members.

1.7. The total project cost is estimated at $65,272. Funding for the project comprises $22,485 generated through Menzshed fundraising activities and reserves, together with an approved grant of $42,787 from the Lotto Community Facilities Fund. The applicant advises that the project budget contains little flexibility and that consent costs were originally assumed to be nil based on the experience of the group's original building project.

2. RECOMMENDATION

THAT the Facilities and Consents Fee Waiver Subcommittee:

(a) **Receives** Report No. 260824249420.

(b) **Approves** a Consent Waiver of 50% of the Building Consent fees, ($707) for Menzshed Pegasus Woodend Community Trust for the proposed Menzshed workshop extension.

(c) **Notes** that $3,473 has been spent on consent grants and facility hire fee waivers from 1 July this year and there is $37,207 available for remainder of the financial year from code RC Compliance W53000Operations.RC Compliance.

(d) **Notes** that the applicant satisfies the Fee Waiver criteria as a not-for-profit organisation delivering clear community benefit, and that granting the fee waiver would support the construction of additional workshop facilities for Menzshed Pegasus Woodend Community Trust, enhancing opportunities for social connection, skill sharing, volunteering, health and wellbeing, and community participation for residents of the Woodend-Pegasus area.

(e) **Notes** that following the approval of revised Terms of Reference at the March 31st Council meeting, all applications for building and resource consent fee waivers shall be presented to the Facilities and Consents Fee Waiver Subcommittee by staff through a formal Council report.

3. BACKGROUND

3.1. MPWCT has a strong history of fundraising and financial self-support and has successfully leveraged external funding to deliver the project. The new facility will support the continued growth and operation of a recognised community organisation delivering positive wellbeing benefits to local residents.

3.2. MPWCT operates from leased land within Gladstone Park in Woodend. The organisation was established to provide a supportive and inclusive environment where members can socialise, share skills, undertake practical projects, and maintain social connections. The Trust is particularly focused on supporting the wellbeing of older men, while also contributing to community projects and initiatives.

3.3. Their current facility has reached capacity, and members have identified the need for additional workshop space. The proposed extension will provide a separate work area away from machinery noise, improving the usability of the facility and supporting health and safety outcomes for members.

3.4. The proposal involves constructing a new workshop building adjacent to the existing shed. The building will be approximately two-thirds the size of the current facility and will enable the Trust to accommodate increasing membership and provide a more functional work environment.

4. KEY ISSUES

4.1. Waiving of consents for building fees is intended to recognise exceptional circumstances and is intended to support community groups and organisations whose goals are aligned with Councils Community Outcomes.

4.1. Requests for funding support are considered on the following:

- The applicant is a not-for-profit, charitable organisation.
- Clear and ongoing community benefit and alignment with Council community outcomes;
- Evidence that payment of the full consent fees would create a significant financial barrier.

4.2. The Trust has demonstrated strong financial stewardship by undertaking extensive fundraising and securing significant external grant funding before seeking Council assistance. While the overall project is funded, the applicant notes that there is little contingency available and that consent costs would create additional financial pressure on an already fully committed project budget.

5. OPTIONS

5.1. **Option 1 – Approve a Full Fee Waiver**

Under this option, the Facilities and Consents Fee Waiver Subcommittee could approve a 100% waiver of the Building Consent fee associated with the proposed Menzshed Pegasus Woodend Community Trust workshop extension project. This option recognises that the organisation has demonstrated a strong commitment to the project by raising $22,485 through its own fundraising activities and securing a $42,787 grant from the Lotto Community Facilities Fund, effectively funding the entire project cost through its own efforts and external funding support.

The Building Consent fee of $1,414 represents a relatively modest cost to Council's Fee Waiver budget. Staff consider that a full waiver is justified in this instance given the community outcomes delivered by the project, the limited impact on the available budget, and the considerable contribution already made by the Trust towards funding the project.

5.2. **Option 2 – Approve a Partial Fee Waiver**

Under this option, the Facilities and Consents Fee Waiver Subcommittee could approve a partial waiver of the Building Consent fee which would provide meaningful financial assistance to the Trust while recognising the significant fundraising efforts and external funding secured by the organisation. A partial waiver would reduce the impact of consent costs on the project budget while ensuring the Trust continues to contribute towards the overall cost of the development. This approach is also consistent with the Subcommittee's historical practice of providing partial fee waivers.

Staff recommend this option.

Option 3 – Decline the Application

5.3. Under this option, the Facilities and Consents Fee Waiver Subcommittee could decline the request for a waiver of Building Consent fees. The Trust has successfully secured funding for the proposed workshop extension through a combination of its own fundraising activities and a grant from the Lotto Community Facilities Fund. As the project is substantially funded, the Subcommittee could determine that the organisation is in a position to meet the consent costs as part of the overall project budget. However, it would provide no financial assistance to a charitable trust that delivers recognised community wellbeing benefits and who relies heavily on volunteer effort and community support.

5.4. The Management Team has reviewed this report and supports the recommendations.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

Mana Whenua Engagement

6.1. The subject matter and/or recommendations contained within this report are not likely to be of interest to mana whenua as the report relates to a request for a waiver of Building Consent fees for the refurbishment of an existing building owned by a community-based organisation. The recommendation concerns a financial assistance decision and does not involve the disposal of Council land, changes to natural resources, impacts on sites of cultural significance, or matters that would ordinarily require engagement with mana whenua.

Groups, Organisations and the Wider Community

6.2. There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report. Members of the wider Woodend, Pegasus and surrounding communities are likely to have an interest in the proposal. The facility supports positive social interaction, volunteering, wellbeing and community connectedness among local residents.

Implications for Community Wellbeing

6.3. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The project is expected to contribute positively to community wellbeing by enhancing opportunities for social connection, reducing isolation, supporting volunteer activity, and providing a safe environment for practical learning and participation.

Community Outcomes and Strategic Priorities

6.4. The Council's community outcomes are relevant to the actions arising from recommendations in this report. The fee waiver scheme contributes positively to the following community outcomes:

- **Social** - A place where everyone can have a sense of belonging
- **Cultural -** Where our people are enabled to thrive and give creative expression to their identity and heritage
- **Economic -** A district supported by a resilient and innovative economy

6.5. The Council's Strategic Priorities are relevant to the actions arising from recommendations in this report.

- Enhance community wellbeing, safety, inclusivity and connectedness.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

7.1. There are financial implications for the decisions sought by this report. The Fee Waiver Funding Scheme (code RC Compliance W53000Operations.RC Compliance) has an annual allocation of $40,980 for the 2026/27 financial year.

To date $3,473 has been spent on consent grants and facility hire grants from 1 July this year and there is $37,207 available for remainder of the financial year.

7.2. Under the terms of the lease, previously approved by Woodend Sefton Community Board, all building improvements and associated costs are the responsibility of the Pegasus Menzshed. Accordingly, Council has no ongoing maintenance, operational, renewal, or financial obligations associated with the building.

7.3. Funding is currently provided within the Annual / Long Term Plan.

Community Resilience and Sustainability

7.4. The recommendations in this report do not have sustainability and/or climate change impacts.

7.5. **Risk Management**

7.6. There are risks arising from the adoption/implementation of the recommendations in this report. However, risks associated with the recommendation are considered low and primarily relate to the finite nature of the available budget and maintaining consistency in assessment of future applications. These risks are mitigated through adherence to established policy and transparent decision-making.

Health and Safety

7.7. There are no health and safety risks arising from the adoption/ implementation of the recommendations in this report.

8. CONTEXT

Consistency with Policy

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

Authorising Legislation

8.2. Local Government Act 2002

Authorising Delegations

8.3. The Facilities and Consents Fee Waiver Subcommittee has delegated authority to approve the recommendations in this report.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	CPR-04-05-017/ 261014330656
REPORT TO:	FACILITIES AND CONSENTS FEE WAIVER SUBCOMMITTEE
DATE OF MEETING:	9 November 2026
AUTHOR(S):	Ken Howat, Parks and Facilities Team Leader
SUBJECT:	St Barnabus Church Building Consent Fee Waiver.
ENDORSED BY: (for Reports to Council, Committees or Boards)	General Manager / Chief Executive

1. SUMMARY

1.1. This report seeks a decision from the Facilities and Consents Fee Waiver Subcommittee on an application by St Barnabas Anglican Church Woodend for a waiver of Building Consent fees associated with the construction of an extension to its existing church hall and community facilities located at 147 Main North Road, Woodend**.**

1.2. The applicant is seeking a 100% waiver of Building Consent fees totalling $9,990 relating to the construction of a new hall extension, upgraded kitchen facilities, bathrooms and associated community space.

1.3. The total project cost is approximately $600,000, with an additional $110,000 already spent upgrading the sewer connection to service the expanded facility. The church advises that consent related requirements and unforeseen project costs have placed pressure on available project funds. These costs include specialist reports, revised stormwater design requirements, backflow prevention infrastructure, professional fees and consent charges.

1.4. The church is undertaking the construction of an extension to its existing hall facilities in response to significant population growth within the Woodend and Ravenswood communities. The project will provide additional space to enable the expansion of current programmes and the development of new community initiatives including English language classes, crafts and cookery programmes.

1.5. During construction, the church has been required to relocate several community activities to alternative venues to ensure programmes can continue operating. The ongoing cost of hiring alternative facilities is approximately $590 per month.

1.6. St Barnabas Anglican Church is a registered charitable, not-for-profit organisation that provides a range of community-focused programmes and services throughout the Woodend, Ravenswood, Pegasus and Waikuku area. The church operates a weekly free food programme, an eldercare group, a toddlers group, and a youth programme led by a paid youth worker. These activities are intended to support community wellbeing, social connection and inclusion.

2. RECOMMENDATION

THAT the Facilities and Consents Fee Waiver Subcommittee:

(a) **Receives** Report No. 261014330656.

(b) **Approves** a Consent Fee Waiver of 50% of Building Consent fees ($4,995) for St Barnabas Anglican Church Woodend associated with the construction of an extension to its existing church hall and community facilities.

(c) **Notes** that the Building Consent fee totals $9,990.

(d) **Notes** that $3,473 has been spent on consent grants and facility hire fee waivers from 1 July this year and there is $37,207 available for the remainder of the financial year from code RC Compliance W53000Operations.RC Compliance.

(e) **Notes** that the applicant satisfies the Fee Waiver criteria as a not-for-profit organisation delivering significant and ongoing community benefit through programmes that support children, youth, families, older adults and vulnerable residents.

(f) **Notes** that following the approval of revised Terms of Reference at the March 31st Council meeting, all applications for building and resource consent fee waivers shall be presented to the Facilities and Consents Fee Waiver Subcommittee by staff through a formal Council report.

3. BACKGROUND

3.1. St Barnabas Anglican Church is located at 147 Main North Road, Woodend and serves the wider Woodend, Ravenswood, Pegasus, Waikuku and surrounding communities. The church has identified increasing demand for community programmes and social services resulting from rapid population growth within the area.

3.2. The church currently operates several community focussed programmes including:

- Weekly free food distribution programme.
- An eldercare group supporting older residents.
- A toddlers and caregivers group.
- Music and play group for under 5's
- A youth group led by a paid youth worker

4. KEY ISSUES

4.1. The existing hall facilities are over 30 years old and have limited the church's ability to accommodate growing numbers participating in programmes such as eldercare gatherings, youth activities and community support initiatives. As a result, the church commenced construction of an extension including a larger hall, upgraded kitchen facilities and additional bathroom amenities.

4.2. Construction is currently underway, with foundation works completed. During the construction period, community programmes have been temporarily relocated to alternative facilities, including the Woodend Community Centre and Methodist Hall, at a combined cost of approximately $590 per month.

4.3. While sufficient funding has been secured to complete the core building works, the church is continuing to fundraise for additional project elements including car park sealing, fencing, landscaping, seating, tables and audio-visual infrastructure, collectively estimated at approximately $200,000.

4.4. Waiving of consents for building fees is intended to recognise exceptional circumstances and is intended to support community groups and organisations whose goals are aligned with Councils Community Outcomes.

4.5. Requests for funding support are considered on the following:

- The applicant is a not-for-profit, charitable organisation.
- Clear and ongoing community benefit and alignment with Council community outcomes;
- Evidence that payment of the full consent fees would create a significant financial

4.6. The Facilities and Consents Fee Waiver Subcommittee does not generally support waivers for the full value of building and resource consent fees. Assistance is more commonly provided as a partial contribution, recognising both available funding constraints and the expectation that applicants contribute towards project costs where practicable.

5. OPTIONS

5.1. Option 1 – Approve Partial Fee Waiver (50%)

The Facilities and Consents Fee Waiver Subcommittee could approve a partial fee waiver of 50% which would provide meaningful financial assistance to the applicant while maintaining consistency with the Subcommittee's usual approach of requiring applicants to contribute towards consent costs. This option recognises the value the project provides to the community while ensuring available fee waiver funding remains available for other community projects and organisations.

Staff recommend this option.

5.2. Option 2 - Approve an Increased Consent Fee Waiver

The Facilities and Consents Fee Waiver Subcommittee could approve a fee waiver greater than the recommended 50% Building Consent fees associated with the redevelopment and refurbishment project. This would provide additional financial support to the church and further reduce the cost burden of the project. However, it would result in a greater draw on the available Fee Waiver Funding Scheme budget, reducing the funding available for future applications. In addition, a higher level of assistance would be less consistent with the Subcommittee's usual practice of providing partial fee waivers and maintaining an expectation that applicants contribute towards project costs where possible.

5.3. Option 3 – Decline the Application

The Facilities and Consents Fee Waiver Subcommittee could decline the application which would provide no financial support for a project that meets the fee waiver criteria and an organisation that delivers significant community benefits.

The Management Team has reviewed this report and supports the recommendations.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

Mana Whenua Engagement

6.1. The subject matter and/or recommendations contained within this report are not likely to be of interest to mana whenua as the application relates to a request for a consent fee waiver for an existing community facility. The report does not involve land use change, natural resources, statutory planning matters, sites of cultural significance, or matters that are likely to affect Māori interests beyond those of the wider community.

Groups, Organisations and the Wider Community

6.2. There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report. The application relates to a community facility that is used to deliver a range of programmes and services benefiting local residents, including support for families, older adults, youth, and vulnerable members of the community.

Implications for Community Wellbeing

6.3. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The church provides a range of programmes and services that support social connection, inclusion, and community participation for residents across the Woodend, Ravenswood, Pegasus, and Waikuku communities.

Community Outcomes and Strategic Priorities

6.4. The Council's community outcomes are relevant to the actions arising from recommendations in this report. The fee waiver scheme contributes positively to the following community outcomes:

- **Social** - A place where everyone can have a sense of belonging
- **Cultural -** Where our people are enabled to thrive and give creative expression to their identity and heritage
- **Economic -** A district supported by a resilient and innovative economy

6.5. The Council's Strategic Priorities are relevant to the actions arising from recommendations in this report.

- Enhance community wellbeing, safety, inclusivity and connectedness.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

7.1. There are financial implications for the decisions sought by this report. The Fee Waiver Funding Scheme (Code RC Compliance W53000Operations.RC Compliance) has an annual allocation of $40,980 for the 2026/27 financial year. To date, $3,473 has been committed from the budget since 1 July, leaving a remaining balance of $37,207 available for the remainder of the financial year.

7.2. The church has secured funding for the core construction works, which are estimated at approximately $600,000, and has previously funded substantial infrastructure works, including a $110,000 sewer upgrade. However, the project has experienced a range of unforeseen costs associated with consent requirements, specialist reports, engineering and design changes, and extended professional fees.

7.3. These additional costs have reduced available contingency funding and constrained the church's ability to complete supplementary project elements, including car park sealing, fencing, landscaping, seating and audio-visual equipment.

7.4. The church is in a relatively sound financial position, reporting net assets of approximately $1.14 million, including property and investments. However, much of this value is tied up in land, buildings, and restricted investment funds rather than readily available cash. At 31 December 2025 the parish held cash and short-term deposits of approximately $54,000 and investments of approximately $239,000.

7.5. While this demonstrates organisational sustainability, it also indicates that a significant proportion of resources are not necessarily available to absorb escalating project costs without affecting other church operations and community programmes.

7.6. Funding is currently provided within the Annual / Long Term Plan.

Risk Management

7.7. There are limited risks arising from the adoption/implementation of the recommendations in this report. Approval of a fee waiver would reduce the funding available within the Fee Waiver Funding Scheme budget for future applications. There is also a risk that approving a higher level of funding assistance may create expectations for similar levels of support from future applicants. However, this risk can be managed by assessing each application on its individual merits and against the approved fee waiver criteria.

Health and Safety

7.8. There are no health and safety risks arising from the adoption/ implementation of the recommendations in this report.

8. CONTEXT

Consistency with Policy

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

Authorising Legislation

8.2. Local Government Act 2002

Authorising Delegations

8.3. The Facilities and Consents Fee Waiver Subcommittee has delegated authority to approve the recommendations in this report.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO:	CPR-04-05-017/ 260824249453
REPORT TO:	FACILITIES AND CONSENTS FEE WAIVER SUBCOMMITTEE
DATE OF MEETING:	9 November 2026
AUTHOR(S):	Ken Howat, Parks and Facilities Team Leader
SUBJECT:	North Canterbury Freemasons Centre Consent Fee Waiver Application
ENDORSED BY: (for Reports to Council, Committees or Boards)	General Manager / Chief Executive

1. SUMMARY

1.1. The purpose of this report is for the North Canterbury Freemasons Centre Ltd (NCFCL) for a full waiver of Building Consent and Resource Consent fees associated with the redevelopment and refurbishment of the former Coronation Hall, Rangiora, located at 15 Coronation Street, Rangiora.

1.2. NCFCL is seeking a 100% waiver of Resource Consent and Building Consent fees totalling $10,813.25 to support the redevelopment and refurbishment of the former Coronation Hall in Rangiora. The building in question is owned by North Canterbury Freemasons Centre Ltd and Council has no ongoing operational costs associated with the building.

1.3. NCFCL is a not-for-profit organisation established to support and facilitate the ongoing activities of Freemasonry in North Canterbury. The company was created to provide governance and oversight for assets and initiatives that enable local Freemasons to continue their charitable, community, and fellowship activities. The organisation is administered by unpaid volunteer directors and exists to support the objectives of The Ashley Lodge No. 28, a Masonic lodge that has been active in Rangiora since 1878.

1.4. NCFCL is proposing to restore, strengthen, and refurbish the former Coronation Hall at 15 Coronation Street, Rangiora, to create a functional community facility for Masonic and affiliated activities. The project includes seismic strengthening, fire safety upgrades, building refurbishment, and associated consented works required to bring the building into compliance with current regulatory standards. Once completed, the building will provide a permanent base for The Ashley Lodge No. 28 and other affiliated Masonic organisations, while preserving a building of historical significance within the Rangiora community.

1.5. The Ashley Lodge No. 28 currently operates without a permanent facility, having been displaced since its former lodge building at 132 Percival St was demolished following the 2011 Canterbury earthquakes. The organisation continues to undertake its activities through temporary arrangements while working towards establishing a long-term base in Rangiora.

1.6. The community benefit arising from this project extends beyond providing a permanent meeting place for Freemasonry members. Freemasonry has a long history of supporting charitable, welfare, research, and community initiatives through fundraising, volunteer service, and financial assistance to individuals and organisations in need. The Ashley Lodge No. 28 has been part of the Rangiora community since 1878 and contributes to a wider network of charitable activities focused on supporting local communities and worthy causes.

1.7. Through its charitable and volunteer activities, the organisation contributes directly to the wider North Canterbury community, including providing financial support to Special Olympics, Red Cross, St John, and the Salvation Army. Members also volunteer their time at community events, including supporting Special Olympics activities held at Dudley Pool.

1.8. NCFCL funded the purchase of the Coronation Hall through the sale of the former Ashley Lodge site at 132 Percival Street and intends to fund the restoration and strengthening works through the sale of a property at Woodend, supplemented by funds already invested from the earlier property sale.

1.9. Refurbishment and strengthening costs for the building has been estimated at between $275,000 to $325,000 noting that firm quotes have not yet been received.

2. RECOMMENDATION

THAT the Facilities and Consents Fee Waiver Subcommittee:

(a) **Receives** Report No. 260824249453.

(b) **Approves** a Consent Waiver of 50% of the Resource Consent and Building Consent fees, ($5,406) for North Canterbury Freemasons Centre Ltd associated with the redevelopment and refurbishment of the former Coronation Hall, Rangiora.

(c) **Notes** that the Resource Consent fee is $2,732 and the Building Consent fee is $8,081.25, equalling a combined consent cost of $10,813.25.

(d) **Notes** that $3,473 has been spent on consent grants and facility hire fee waivers from 1 July this year and there is $37,207 available for remainder of the financial year from code RC Compliance W53000Operations.RC Compliance.

(e) **Notes** that the applicant satisfies the Fee Waiver criteria as a not-for-profit organisation delivering clear community benefit, and that granting the fee waiver would support the restoration of a historically significant community facility and support the ongoing activities of a long-established charitable organisation within the district.

(f) **Notes** that following the approval of revised Terms of Reference at the March 31st Council meeting, all applications for building and resource consent fee waivers shall be presented to the Facilities and Consents Fee Waiver Subcommittee by staff through a formal Council report.

3. BACKGROUND

3.1. NCFCL purchased the Coronation Hall at 15 Coronation Street, Rangiora following the loss of the Ashley Lodge building in Percival Street, which suffered irreparable damage during the 2010-2011 Canterbury earthquakes and was subsequently demolished. After many years without a permanent home and recognising that the construction of a new lodge building was beyond its financial means, the organisation invested proceeds from the sale of its former property to acquire the Coronation Hall.

3.2. The Coronation Hall is a building of local historical significance within Rangiora. The proposed restoration and strengthening works would enable North Canterbury Freemasons Centre Limited to establish a permanent base for the activities of the Ashley Lodge, which was founded in 1878, while retaining and continuing the use of an existing heritage building within the district.

3.3. Freemasonry is a long-established philanthropic and community-focused organisation that encourages its members to contribute positively to society through charitable giving, volunteer service, personal development, and support of local communities. In North Canterbury, Masonic activities have been centred around The Ashley Lodge No. 28, which was established in Rangiora in 1878 and is one of New Zealand's oldest surviving Masonic lodges.

3.4. The organisation provides opportunities for fellowship, leadership, community involvement, and fundraising, while supporting a range of welfare, research, charitable, and community initiatives that benefit local residents and worthy causes. Activities are undertaken and governed by volunteers, with a strong emphasis on service, integrity, and community contribution.

4. KEY ISSUES

4.1. While North Canterbury Freemasons Centre Ltd holds assets that are committed to the purchase, restoration, strengthening, and long-term operation of the Coronation Hall, it has limited discretionary funds available to meet additional consent costs. The project is expected to cost between $275,000 and $325,000 and will be funded through existing investments and the sale of a Woodend property.

4.2. The applicant's financial statements indicate assets of approximately $334,000 and net assets of approximately $84,000 after liabilities. These funds are intended to support a refurbishment project estimated at $275,000-$325,000. While staff consider the applicant has the capacity to contribute towards consent costs, a partial fee waiver would reduce pressure on the project budget and enable a greater proportion of available funding to be directed towards the restoration and strengthening of the building.

4.3. Significant expenditure has already been incurred on engineering, legal, and project-related costs. Payment of the full Resource Consent and Building Consent fees would place further pressure on the project budget and reduce the funding available for essential strengthening and refurbishment works. A fee waiver would assist in ensuring the project remains financially viable and can proceed as planned.

4.4. Once refurbished, the facility will be available for community use where activities are consistent with the conditions of the Resource Consent, particularly in relation to noise and hours of operation. North Canterbury Freemasons Centre Ltd has indicated a willingness to work collaboratively with Council to accommodate compatible community activities and groups where appropriate. This may include providing a meeting venue for community organisations that are unable to be accommodated within Council facilities, helping to increase the availability of community meeting space within the district and supporting wider community participation and connection.

4.5. Waiving of consents for building fees is intended to recognise exceptional circumstances and is intended to support community groups and organisations whose goals are aligned with Councils Community Outcomes.

4.1. Requests for funding support are considered on the following:

- The applicant is a not-for-profit, charitable organisation.
- Clear and ongoing community benefit and alignment with Council community outcomes;
- Evidence that payment of the full consent fees would create a significant financial barrier.

4.2. The Facilities and Consents Fee Waiver Subcommittee does not typically approve waivers covering the full cost of building and resource consent fees, with assistance more commonly provided as a partial contribution, reflecting both budget constraints and the expectation that applicants contribute where possible.

5. OPTIONS

5.1. **Option 1 – Approve Partial Fee Waiver (50%)**

The Facilities and Consent Subcommittee could approve a waiver of 50% of the Resource Consent and Building Consent fees, equating to $5,406. This option provides meaningful financial assistance towards the project, helps preserve a building of local significance, and is consistent with the Subcommittee's typical approach of providing partial rather than full fee waivers. The organisation would remain responsible for meeting the balance of the consent costs

Staff recommend this option.

5.2. **Option 2 – Approve an Increased Consent Fee Waiver**

Under this option, the Facilities and Consents Fee Waiver Subcommittee could approve a waiver greater than the recommended 50% of the Resource Consent and Building Consent fees associated with the redevelopment and refurbishment project. This would provide the greater level of financial assistance to North Canterbury Freemasons Centre Ltd, however, this option would result in a greater draw on the available Fee Waiver Funding Scheme budget.

5.3. **Option 3 – Decline the Application**

Under this option, the Facilities and Consents Fee Waiver Subcommittee could decline the request for a waiver of Resource Consent and Building Consent fees. However, it would provide no financial assistance to a not-for-profit organisation undertaking a significant community-focused project and may affect the affordability or timing of the proposed restoration and strengthening works. Declining the application would also mean Council is not providing support towards the preservation and continued use of a historically significant community building.

5.4. The Management Team has reviewed this report.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

Mana Whenua Engagement

6.1. The subject matter and/or recommendations contained within this report are not likely to be of interest to mana whenua as the report relates to a request for a waiver of Resource Consent and Building Consent fees for the refurbishment of an existing building owned by a community-based organisation. The recommendation concerns a financial assistance decision and does not involve the disposal of Council land, changes to natural resources, impacts on sites of cultural significance, or matters that would ordinarily require engagement with mana whenua.

Groups, Organisations and the Wider Community

6.2. There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report. These include members of The Ashley Lodge No. 28 and other affiliated Masonic organisations, as well as community groups and local residents who have an interest in the preservation and ongoing use of the former Coronation Hall. The proposed refurbishment and strengthening works will support the continued operation of a long-established community-based organisation and contribute to the retention of a building of local historical significance within Rangiora.

Implications for Community Wellbeing

6.3. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The proposed restoration and strengthening of the former Coronation Hall would support the continued operation of a long-established not-for-profit organisation, provide a permanent venue for community and charitable activities, and contribute to the preservation and ongoing use of a building of local historical significance within Rangiora. The project is expected to enhance opportunities for community participation, volunteerism, social connection, and charitable initiatives that benefit the wider North Canterbury community.

Community Outcomes and Strategic Priorities

6.4. The Council's community outcomes are relevant to the actions arising from recommendations in this report. The fee waiver scheme contributes positively to the following community outcomes:

- **Social** - A place where everyone can have a sense of belonging
- **Cultural -** Where our people are enabled to thrive and give creative expression to their identity and heritage
- **Economic -** A district supported by a resilient and innovative economy

6.5. The Council's Strategic Priorities are relevant to the actions arising from recommendations in this report.

- Enhance community wellbeing, safety, inclusivity and connectedness.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

7.1. There are financial implications for the decisions sought by this report. The Fee Waiver Funding Scheme (code RC Compliance W53000Operations.RC Compliance) has an annual allocation of $40,980 for the 2026/27 financial year. NCFCL is seeking a 100% waiver of Resource Consent and Building Consent fees totalling $10,813.25 to support the redevelopment and refurbishment of the former Coronation Hall in Rangiora.

To date $3,473 has been spent on consent grants and facility hire grants from 1 July this year and there is $37,207 available for remainder of the financial year

7.2. As the Coronation Hall is privately owned by North Canterbury Freemasons Centre Ltd, there are no ongoing operational, maintenance, renewal, or asset management costs to Council arising from the proposed redevelopment and refurbishment project. Council's financial involvement is limited to any approved waiver of Resource Consent and Building Consent fees.

7.3. NCFCL has committed its available funds and assets to the purchase, restoration, and strengthening of the Coronation Hall. With project costs estimated between $275,000 and $325,000, and significant expenditure already incurred on engineering, legal, and planning costs, payment of the full consent fees would place additional pressure on the project budget and reduce funding available for essential building works. A fee waiver would assist in maintaining the project's financial viability and support delivery of the proposed community facility.

7.4. Funding is currently provided within the Annual / Long Term Plan.

Community Resilience and Sustainability

7.5. The recommendations in this report do not have sustainability and/or climate change impacts. **Risk Management**

7.6. There are risks arising from the adoption/implementation of the recommendations in this report. However risks are considered low and primarily relate to the potential for demand to exceed available budget, which could result in the need to prioritise or decline applications. Additional risks include ensuring consistent and transparent application of assessment criteria to maintain fairness and public confidence in the decision-making process. These risks are mitigated through adherence to established policy, clear assessment frameworks, and regular monitoring of budget utilisation.

Health and Safety

7.7. There are no health and safety risks arising from the adoption/ implementation of the recommendations in this report.

8. CONTEXT

Consistency with Policy

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

Authorising Legislation

8.2. Local Government Act 2002

Authorising Delegations

8.3. The Facilities and Consents Fee Waiver Subcommittee has delegated authority to approve the recommendations in this report.