

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 19 October 2026

5pm

Kaikanui Room
Ruātaniwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Russell Keetley (Deputy Chairperson)

Tim Bartle

Abbie Campbell

Henrietta Carroll

Philip Redmond

Sandra Stewart



WAIMAKARIRI
DISTRICT COUNCIL

AGENDA CONTENTS – KAIAPOI-TUAHIWI COMMUNITY BOARD MEETING

<u>Item Number</u>	<u>Item Topic</u>	<u>Page numbers</u>
3	Confirmation of Minutes	
3.1	Minutes of 21 September 2026	7-21
6	Staff Reports	
6.1	Request for Approval of Concept Plan and Allocation of Funds towards Installation Costs of Commemorative Seat in the Kaiapoi Community Hub	22-29
6.2	Application to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund	30-54
6.3	Kaipoi-Tuahiwi Community Board Meeting Dates from February 2027 to December 2027	55-57
8	Chairpersons Report	58
10	Members Information Exchange	
10.1	Philip Redmond	59-61
10.2	Sandra Stewart	62
10.3	Shona Powell	63-64
10.4	Brent Cairns	65-66

AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 OCTOBER 2026 AT 5PM.

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

	<u>BUSINESS</u>	PAGES
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 21 September 2026</u>	7-21
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 September 2026, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	
6	<u>REPORTS</u>	
6.1	<u>Request for Approval of Concept Plan and Allocation of Funds towards Installation Costs of Commemorative Seat in the Kaiapoi Community Hub – Julie Mason (Landscape Architect)</u>	22-29
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives Report No. 260924290550.	
	(b) Approves the Concept Plan (Trim: 260917283188) and installation of a commemorative bench and associated Camellia planting within the Kaiapoi Community Hub adjacent to the Kaiapoi MenzShed.	
	(c) Approves the allocation of \$1,300.00 from the Boards General Landscaping Budget for the installation of the concrete pad and mounted bench seat.	
	(d) Notes this is a community led initiative from Volunteering Canterbury with support of Kaiapoi MenzShed.	

- (e) **Notes** with appreciation the donation of the Camelias, bench and plaque from Volunteering Canterbury with support of Kaiapoi Menz Shed who are constructing the seat.
- (f) **Notes** should the recommendations in this report be approved the plaque will also acknowledge the support of the Kaiapoi-Tuahiwi Community Board.
- (g) **Notes** that the Board received an annual allocation of \$29,290, none of which has been currently allocated to projects. If approved, this would leave \$27,990 remaining for further allocation.
- (h) **Notes** that staff will bring a report to the Board for allocation of it Landscaping Budget in December 2026 however as the opening for the facility is planned for 3 December 2026, this project has been brought as a standalone request.
- (i) **Notes** should the Board not approve the initiative there is a risk that the seat will not be installed prior to the opening or until further funds are identified.

6.2 **Application to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund – Aislin Connor (Governance Support Officer)**

30-54

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 261006302793.
- (b) **Approves** a grant of \$..... to Comcol North Canterbury towards the Art Connect 2026/27 project.

OR

- (c) **Declines** the application from Comcol North Canterbury.

6.3 **Kaiapoi-Tuahiwi Community Board Meeting Dates from February 2027 to December 2027 – Aislin Connor (Governance Support Officer)**

55-57

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 261007303901.
- (b) **Resolves** to hold Board meetings at the Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi, commencing at 5pm, on the following dates:
 - 15 February 2027.
 - 15 March 2027.
 - 19 April 2027.
 - 17 May 2027.
 - 21 June 2027.
 - 19 July 2027.
 - 16 August 2027.
 - 20 September 2027.
 - 18 October 2027.
 - 15 November 2027.
 - 13 December 2027.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for September 2026

58

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 261014330487).

9 MATTERS REFERRED FOR INFORMATION

9.1 Oxford-Ohoka Community Board Meeting Minutes 2 September 2026.

9.2 Woodend-Sefton Community Board Meeting Minutes 14 September 2026.

9.3 Rangiora-Ashley Community Board Meeting Minutes 9 September 2026.

9.4 Approval of Draft North East Waimakariri Urban Plan: Shaping the Future of Woodend, Pegasus and Ravenswood as One Connected Community for Public Consultation – Report to Council Meeting 1 September 2026 – Circulates to all Boards.

9.5 Adoption of CCTV and Other Recording Devices Policy – Report to Council Meeting 1 September 2026 – Circulates to all Boards.

9.6 Annual Report to the Alcohol Regulatory and Council Meeting 1 September 2026 – Circulates to all Boards.

9.7 Method of Voting to be Used for 14 October 2028 Local Authority Elections – Report to Council Meeting 1 September 2026 – Circulates to all Boards.

9.8 Health, Safety and Wellbeing Report July 13 2026 to August 17 2026 – Report to Council Meeting 1 September 2026 – Circulates to all Boards.

9.9 Northern Pegasus Bay Bylaw update, Implementation Plan progress and results of the Beach User Survey 2026 – Report to Community and Recreation Committee Meeting 15 September 2026 – Circulates to all Boards.

9.10 Aquatics August Update – Report to Community and Recreation Committee Meeting 15 September 2026 - Circulates to all Boards.

9.11 Libraries Update to September 2026 – Report to Community and Recreation Committee Meeting 15 September 2026 – Circulates to all Boards.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items 9.1 to 9.11.

Note:

- 1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

10 MEMBERS' INFORMATION EXCHANGE

10.1 Philip Redmond

59-61

(Trim: 261013313700).

10.2 Sandra Stewart

62

(Trim: 261013313897).

10.3 **Shona Powell**

63-64

(Trim: 261013313999).

10.4 **Brent Cairns**

65-66

(Trim: 261013315057).

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.

Written information submitted by members is included in the agenda.

11 CONSULTATION PROJECTS

11.1 2026 Environmental Awards

<https://letstalk.waimakariri.govt.nz/2026-environmental-awards>

Consultation closes Friday 30 October 2026.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 30 September 2026: \$10,276.

12.2 General Landscaping Budget

Balance as at 30 September 2026: \$32,250.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 16 November 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

Workshop

- *Members Forum*

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 21 SEPTEMBER 2026, AT 5PM.

PRESENT

R Keetley (Chairperson), T Bartle, A Campbell, H Carroll, P Redmond and S Stewart.

IN ATTENDANCE

B Cairns and S Powell (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), K Straw (Civil Projects Team Leader), G Stephens (Design and Planning Team Leader), R Annan (Recreation Planner) and A Connor (Governance Support Officer).

1 APOLOGIES

Moved: T Bartle

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives and sustains** an apology for leave of absence from J Watson.

CARRIED

2 CONFLICTS OF INTEREST

- Item 6.3 A Campbell declared a conflict of interest as she owned a property near the proposed new bus shelter on Williams Street, Kaiapoi.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 17 August 2026

Moved: H Carroll

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 17 August 2026, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

P Redmond queried whether any progress had been made on the Pines–Kairaki Beach Roundabout Changes report that had been tabled at the Board's April 2026 meeting. C Brown undertook to request that staff provide an update on the matter.

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 **ADJOURNED BUSINESS**

5.1 **Application to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund** – T Kunkel (Governance Team Leader)

A Connor spoke to the report, advising that the report included the additional information the Board previously requested about where the North Canterbury Dive Club was based, where the event would be held, the event budget, and the expected ticket sales.

Elected members had no questions.

Moved: P Redmond

Seconded: H Carroll

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260915279972.
- (b) **Declines** a grant to the North Canterbury Dive Club Inc.

CARRIED

P Redmond noted that the application did not meet the Board's Discretionary Grant criteria, as the funding request of \$4,000 exceeded the maximum grant limit of \$750 per application per year. He further noted that only 25% of the members of the North Canterbury Dive Club were from the Kaiapoi–Tuahiwi area. On that basis, he considered that the application should be declined.

6 **REPORTS**

Item 6.4 'Liberty Swing Project' was taken at this time; however, for clarity, the order of the agenda was retained in the Minutes.

6.1 **Request to Approve No-Stopping Restrictions on Courtenay Drive, Kaiapoi** – N Puthupparambil (Transportation Engineer) and J McBride (Roading and Transport Manager)

J McBride advised that the report sought the Board's recommendation to the Utilities and Roading Committee to extend the no-stopping restriction on the northern side of Courtenay Drive, Kaiapoi immediately east of the railway line, by approximately 18 metres. The proposal arose from a service request about vehicles needing to cross the centreline to manoeuvre around vehicles parked on the northern side of the road. She highlighted that this created a safety concern for eastbound traffic, as motorists turning left from the adjoining side street might not expect to encounter vehicles crossing the centreline. J McBride noted that consultation on the proposal had been undertaken with affected property owners on both sides of the road.

T Bartle observed that the existing road layout had been in place for some time and queried whether similar concerns had previously been raised. J McBride advised that she was not aware of any previous complaints, although historical service requests had not been reviewed to confirm this. She noted that increased activity from nearby businesses may have increased demand for on-street parking, resulting in the issue becoming more apparent.

T Bartle further queried whether Courtenay Drive widened further to the east and whether the proposed no-stopping restriction would address the issue or simply relocate it further along the road. J McBride explained that the road was slightly wider further east; however, the primary benefit of the proposed restriction was that it would move parked vehicles away from the Kaikanui Street intersection, which was considered the main safety concern.

Moved: S Stewart

Seconded: A Campbell

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260722177126.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roothing Committee:

- (b) **Approves** installation of an additional length of 18m of No-Stopping restrictions on the north side of Courtenay Drive, from the end of the existing No-Stopping restriction to the driveway to No. 104 Courtenay Drive.
- (c) **Notes** that targeted consultation was undertaken with the two adjacent properties regarding the proposed No-Stopping restrictions on Courtenay Drive, and that positive feedback was received.

CARRIED

S Stewart supported the motion, noting the presence of businesses and associated on-street parking made it difficult for vehicles to safely pass along this section of Courtenay Drive. She considered the proposed no-stopping restriction a simple way to address the issue and improve safety.

A Campbell noted the narrow section of Courtenay Drive clearly presented a safety concern and considered the proposed no-stopping restriction would reduce the risk of near misses at the nearby T-intersection. She therefore also supported the motion.

6.2 **Approval of Consultation on Mobility Parking Programme** – N Puthupparambil (Transportation Engineer) and J McBride (Roothing and Transport Manager)

J McBride advised that the report sought the Board's recommendation to the District Planning and Regulation Committee to proceed with consultation on the installation of a mobility parking space on Williams Street, Kaiapoi, outside 129 Williams Street. Consultation was also proposed on the operating time restrictions for mobility parking spaces. She noted that the New Zealand Transport Agency (NZTA) recommended mobility parking restrictions always apply, whereas the Council's current rules allowed mobility parking spaces to operate only between 8.00am and 6.00pm. J McBride further advised that the proposed consultation followed the adoption of the Parking Management Plan and a subsequent review of mobility parking provision. The proposals had been presented to the Waimakariri Access Group and Whitiara, both of which had supported the proposed changes.

P Redmond noted the proposed mobility park outside the pharmacy appeared relatively short and asked whether there was a minimum size requirement for mobility parking spaces. J McBride advised mobility spaces were generally designed to provide additional length, particularly for vehicles with rear access. While the proposed space was relatively short, the adjacent access lane would provide additional room for rear access. She noted that increasing the mobility park's length would require changes to the remaining car parks and could result in the loss of a parking space.

P Redmond further questioned whether Blackwell's and the pharmacy had been consulted previously. J McBride explained that consultation with affected businesses would form part of the proposed targeted consultation process. Staff would engage directly with businesses in the identified areas and seek their feedback, and the consultation would also be included on the Council website for wider community feedback.

T Bartle enquired what initiated the change to the timing of mobility parks and whether it would apply to all mobility parks across the district. J McBride observed that the timing change was recommended by NZTA under the Land Transport Act, 1998. The intention was for it to apply to all mobility parks in the district; however, it would take into account feedback from consultation.

Moved: T Bartle

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 260625151099.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (b) **Approves** targeted consultation on the establishment of one new mobility park in the Kaiapoi town centre and the change in applicability of mobility parks to 24 hours, seven days/week.
- (c) **Notes** that a similar targeted consultation will be undertaken for the Rangiora town centre.
- (d) **Notes** that three (3) mobility parks on Charles Street, Kaiapoi, identified in this programme, have already been upgraded as part of a previous project.

CARRIED

T Bartle expressed support for undertaking consultation and noted that he would be interested in reviewing the outcomes of the consultation process.

P Redmond advised that he was uncertain whether the proposed location of the new mobility park was the most appropriate; however, he acknowledged that this would be assessed through the consultation process. P Redmond noted that he had understood parking restrictions to apply 24 hours a day, seven days a week, and considered that clarification of the restrictions would be beneficial for motorists.

6.3 Relocation of Bus Stop – Williams Street, Kaiapoi – K Straw (Civil Project Team Leader) and J McBride (Roading and Transport Manager)

Having previously declared a conflict of interest, A Campbell withdrew from the table and did not participate in the item's consideration or discussion.

K Straw advised the report was seeking approval to relocate the northbound and southbound bus stops on Williams Street, Kaiapoi, between Magnolia Boulevard and Sovereign Palms. The southbound bus stop had been identified for a shelter; however, consultation indicated the adjoining property owner was likely to object to a shelter at the existing location. Alternative locations approximately 20 metres either side had been considered but were found to be unsuitable due to proximity to another bus stop and poor visibility near a bend. A wider review of bus stop spacing identified an opportunity to relocate the stops to a more central location near Sovereign Preschool. The location also provided more even spacing between bus stops and benefited from an existing pedestrian walkway through to the adjoining subdivision. The proposed relocation was therefore considered more practical and accessible.

In response to a question from P Redmond, K Straw confirmed that the existing bus stops near the intersection of Sovereign Boulevard and Williams Street would remain in their current locations, with only the two bus stops proposed for relocation being altered.

P Redmond then asked if the residents in the vicinity were consulted when determining bus stop locations. K Straw advised that wider residents had not been consulted on the proposed relocation; however, the preschool and Environment Canterbury (ECan) were consulted. Residents would be notified in advance of the relocation through notices placed at the existing bus stops. J McBride added that wider consultation regarding bus stop locations generally sat with ECan. Staff considered that the proposed location near the existing walkway would improve accessibility for residents of the surrounding subdivision and provide a more convenient location for most bus users.

T Bartle questioned the estimated \$28,000 cost of the proposed relocation of the bus shelter. K Straw confirmed that most of the cost related to installing the bus shelter and associated concrete pad, which would have been incurred regardless of its location. The additional cost directly attributed to relocating the bus stop was estimated at \$500, primarily for a new sign footing, with the existing bus stop sign being relocated. He further advised that the existing seat would remain in its current location to save costs while still providing the public with a place to sit that was not associated with a bus stop.

Moved: H Carroll

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 260825251301.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the relocation of existing Bus Stop No. 13811 (northbound) to locate opposite No. 414 Williams Street, Kaiapoi.
- (c) **Approves** the relocation of existing Bus Stop No. 42260 (southbound) to locate at the southern boundary of No. 414 Williams Street, Kaiapoi
- (d) **Notes** that as per Section 339 of the Local Government Act 1974, all impacted properties have been consulted on the relocation of the bus stop, and the installation of the proposed bus shelter and that minor changes to the exact location were made as a result of this consultation.
- (e) **Notes** that Environment Canterbury has been consulted on the proposal, and they have no concerns.
- (f) **Notes** that should the recommendations of this report be approved, staff will proceed with the relocation of the bus stops, and the installation of the concrete foundation slab for the proposed bus shelter within the 2026 / 27 year, but that the installation of the shelter will not proceed until the 2027 / 28 year.

CARRIED

A Campbell returned to the table.

6.4 **Liberty Swing Project** – G Stephens (Design and Planning Team Leader) and M Pugh (Community Development Facilitator)

G Stephens presented the report, noting the revised recommendations had been circulated to streamline the approval process. If the Board approved the proposal, it could proceed directly to Council for consideration. He clarified that the Board's delegation was to approve the proposed location of the Liberty Swing, while Council would approve the acceptance of the swing as a Council asset and any associated financial implications.

P Redmond sought confirmation that the Council would not be funding the initial purchase and installation of the Liberty Swing. G Stephens confirmed the purchase and installation of the swing would be funded through community fundraising led by the Chris Ruth Centre and Driving Miss Daisy. He noted the Board needed to approve the proposed location, and Council needed to accept the swing as a Council asset, to give the groups certainty that their fundraising efforts could proceed.

H Carroll sought clarity on recommendation (b) Supports the concept of the provision of a Liberty Swing at Darnley Square. G Stephens clarified that the word 'supports' rather than 'approves' indicated that the Board was endorsing the concept in principle. The Council would give final approval.

T Bartle questioned what would happen if the \$100,000 fundraising target could not be achieved. G Stephens advised that if insufficient funding was raised, the swing would not be purchased or installed. Board and Council approval would provide the community groups certainty that the project had Council support and was viable, strengthening their fundraising efforts.

T Bartle further asked if the access ramp was detachable and if so, how it would be secured against theft or vandalism. G Stephens confirmed that the ramp formed a fixed part of the swing and could not be removed. The only part of the swing not attached was the key used to unlock it. Whilst the structure could still be subject to vandalism, it did not provide a higher risk than other playground equipment.

A Campbell noted that Darnley Square had been identified as the preferred location due to its low-sensory environment and, given the Liberty Swing's anticipated 25-year lifespan, queried whether its installation could limit future development or upgrades of the park. G Stephens advised that Darnley Square was not scheduled for renewal within the next 10 years and did not consider the swing would restrict future development opportunities. If the proposal was approved, staff would work with the fundraising groups to identify the most appropriate location within the reserve. C Brown added that the land was vested in the Council as a recreation reserve, which limited the types of activities and development that could occur.

Moved: P Redmond

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260901260708.
- (b) **Supports** the concept of the provision of a Liberty Swing at Darnley Square.
- (c) **Approves** Darnley Square as the preferred location for the proposed Liberty Swing installation should the Council approve the provision of a Liberty Swing, noting that at the July meeting of the Kaiapoi-Tuahiwi Community Board it was confirmed that Darnley Square is not programmed for renewal in the foreseeable future.
- (d) **Notes** that if the Board approves the location, staff will work with the community partners to set out responsibilities and timeframes of the project.

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

- (e) **Approves** the provision of a Liberty Swing at Darnley Square.
- (f) **Approves** additional funding, should the project go ahead, for maintenance of the asset, which is estimated at \$3,000 per annum and depreciation costs.
- (g) **Notes** that going forward, this asset would be included in the Council's Levels of Service and based on an estimated useful life of 25 years, annual depreciation costs are expected to be approximately \$5,000 per year.

CARRIED

P Redmond thanked the Chris Ruth Centre and Driving Miss Daisy for bringing this initiative to the Board. He noted Liberty Swings were relatively uncommon and considered the project would provide a valuable amenity for the Waimakariri District. He considered Darnley Square an appropriate location given its proximity to the town centre and the aquatic facility where the key would be located. P Redmond wished the groups well with their fundraising and highlighted that if successful, the project would provide a significant asset with minimal initial cost to Council.

T Bartle concurred with the previous comment and expressed strong support for the proposal. He noted it could be difficult for able-bodied people to appreciate the barriers experienced by wheelchair users and the lack of opportunities to enjoy simple recreational activities.

6.5 **Kaipoi Public and RSA Cemetery – Tree Removal and Replacement Vegetation – R Annan (Recreation Planner)**

R Annan presented the report, highlighting that it sought the Board's approval to remove trees and replace vegetation at the Kaipoi Public and RSA Cemetery, and welcomed questions from members.

S Stewart questioned what the distance was between Lot 3 and Lot 18. R Annan was unable to provide the exact distance; however, she undertook to find out the information.

S Stewart further asked whether the large trees proposed for removal would be replaced with species that would eventually grow to a similar size. R Annan advised that tōtara were included in the proposed replacement planting mix. While they would take several years to establish, they would ultimately grow into large trees. The planting plan included a mix of native species of varying heights, intended to provide greater vegetation cover along the fence line. R Annan observed that consideration had to be given to the site's urban setting, particularly the potential for larger trees to create shading.

S Powell referred to the proposed Kōhūhū hedge and queried whether the fast-growing species would be maintained as a well-manicured hedge, noting the potential maintenance costs associated with such an approach. R Annan advised that the planting was not intended to be maintained as a manicured hedge, but rather as a naturalised planting. She noted that in narrower areas, particularly adjacent to the children's burial spaces, the planting would be managed to prevent it from becoming excessively wide. The intention was to balance maintaining a natural appearance with ensuring appropriate access and space were retained.

Responding to T Bartle's question, R Annan confirmed the developer would meet the full costs of the proposed works

T Bartle noted that some of the existing trees were already approaching the end of their useful life and queried whether bringing forward their removal would reduce future costs to the Council. R Annan advised that the Council's Arborist had assessed the existing trees and estimated that they would likely require removal within the next three to five years. She noted that removing them as part of the current works would avoid the additional cost and complexity of removing the trees after adjoining development was established.

A Campbell sought clarification on whether the proposed bund would be similar to that already existing on the site. R Annan confirmed the majority would be similar to the already existing bund, apart from one section where a retaining wall was required.

A Campbell then questioned why the retaining structure would be located within the Council boundary rather than on the developer's property. R Annan explained the arrangement had been proposed by the developer and staff negotiated what they believed to be the most appropriate outcome. C Brown further advised that developers generally preferred to maximise the amount of level, developable land within their sites, which could result in land being graded towards the Council property and associated stormwater and retaining implications needing to be carefully managed.

In response to a further question from A Campbell, R Annan confirmed the developer would be required to provide appropriate stormwater treatment as part of the development and that drainage implications associated with the proposed earthworks and retaining structures would be considered as part of the design and consent.

S Stewart asked whether consideration had been given to the future use of timber from the trees proposed for removal, including whether it could be made available to the community rather than being chipped or otherwise disposed of. C Brown advised that the developer would be responsible for undertaking the tree removal works and that no arrangements had currently been made regarding the use of the timber. He noted, however, that the Board could request that the developer retain any suitable timber for potential use by local woodturners or other community members.

S Stewart further queried if these trees were of historic significance or heritage listed. R Keetley confirmed that he had confirmed with the Kaiapoi Historical Society that it held no records relating to the trees and that there was no documentation indicating they were of historical significance.

P Redmond questioned whether larger trees had been considered as part of the replacement planting, particularly near the northern cemetery entrance, noting that the removal of the existing mature trees would significantly alter the scale and character of the area. R Annan advised that whilst larger trees could be incorporated within the cemetery, staff would not recommend any be planted along the boundary due to constrained space and neighbouring residential properties. C Brown noted the report acknowledged the loss of vertical relief resulting from the removal of existing Lombardy poplars. If the Board wished, it could recommend incorporating additional larger exotic or native trees elsewhere within the cemetery or on suitable Council land within the Silverstream Estates area to restore height and scale to the landscape.

Moved: S Stewart

Seconded: None

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260805225326.
- (b) **Approves** the removal of existing trees (Trim: 260827255848).
- (c) **Approves** the Proposed Native Planting Plan (Trim: 260810230260).

- (d) **Approves** any minor changes to species (if required) under the delegated authority of the Greenspace Tree Asset Officer.
- (e) **Notes** that all tree removal and replacement planting costs will be met by the adjoining developer, including a 2-year defects liability period for new planting, with trees to be placed on the Council's asset register.
- (f) **Notes** that Greenspace staff will work proactively with the Communications Team to ensure the community is informed ahead of any tree removal. Given the prominence of the Lombardy Poplars within Kaiapoi Cemetery, communications will explain the condition and anticipated remaining lifespan of the trees, the reasons for their removal, and the proposed replacement planting outcome.
- (g) **Notes** that the proposed cemetery boundary interface forms part of the adjoining subdivision and engineering approval process, including the embankment and retaining treatments shown on the submitted plans.
- (h) **Requests** a plan for larger specimen trees, exotic or native, to be planted to provide immediate height and visual presence be brought back to the Board.

LASPED

Moved: H Carroll

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

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- (e) **Notes** that all tree removal and replacement planting costs will be met by the adjoining developer, including a 2-year defects liability period for new planting, with trees to be placed on the Council's asset register.
- (f) **Notes** that Greenspace staff will work proactively with the Communications Team to ensure the community is informed ahead of any tree removal. Given the prominence of the Lombardy Poplars within Kaiapoi Cemetery, communications will explain the condition and anticipated remaining lifespan of the trees, the reasons for their removal, and the proposed replacement planting outcome.
- (g) **Notes** that the proposed cemetery boundary interface forms part of the adjoining subdivision and engineering approval process, including the embankment and retaining treatments shown on the submitted plans.
- (h) **Requests** that a plan be created in which the developer contributes towards the planting of additional vertical relief trees to be approved by the Community Board.

CARRIED

H Carroll supported the motion, noting the removal of trees and the existing native planting plan needed to proceed, and the Board would have the opportunity to further approve the vertical relief planting plan at a later date.

P Redmond commended the staff on the maintenance and presentation of the cemetery. He noted the removal of existing trees would have a significant visual impact on the Adderley Terrace entrance and supported the planting of larger specimen trees in the area to help mitigate the change. P Redmond also noted that the lettering from the Kaiapoi Public Cemetery entrance signage appeared to be missing and requested staff investigate. Overall, he considered that the proposal presented a reasonable compromise between accommodating adjoining development and maintaining the character of the cemetery.

S Stewart endorsed previous comments, noting the mature trees provided significant landscape, environmental and amenity benefits that could take many years to replace. She considered that where mature trees of this scale were removed to facilitate development, replacement planting should go beyond standard planting requirements and include substantial specimen trees to provide greater height, canopy and visual impact. While she supported using natives when planting, she considered the priority should be achieving meaningful replacement for the significant tree canopy being lost.

6.6 **Application to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund** – T Kunkel (Governance Team Leader)

A Connor spoke to the report, noting that the North Canterbury Homeschoolers had applied for funding towards hosting an NZSO Composition Workshop for School Years 4 to 8 homeschooled children. However, the applicant did not submit the relevant financial information to prove they can deliver the project. In addition, the application did not provide evidence of participation from residents of the Kaiapoi-Tuahiwi area.

T Bartle sought clarification as to whether any participants from the Kaiapoi-Tuahiwi area would be attending the workshop. A Connor advised that the application indicated that 20% of attendees would be from the Oxford-Ohoka Ward, 50% from the Rangiora-Ashley Ward, and 23% from outside the Waimakariri District. The application did not identify any attendees from the Kaiapoi-Tuahiwi or Woodend-Sefton areas.

A Campbell questioned when the application was received, as it indicated the event was to be held on 15 September 2026. A Connor confirmed the application was received prior to the event occurring.

Moved: P Redmond

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260909272311.
- (b) **Declines** the application from the North Canterbury Homeschoolers.

CARRIED

P Redmond expressed concern regarding the application, noting they did not appear to be a legal entity and were likely a group of parents working together. He also expressed reservations about providing grant funding for homeschooling activities, as care should be taken not to fund activities within schools that Central Government considered its responsibility. While acknowledging the parents' right to choose homeschooling, he questioned the appropriateness of the Board funding activities associated with that choice.

S Stewart agreed with concerns raised by P Redmond, particularly regarding the Board's established position that activities forming part of the education system should generally be funded by the Ministry of Education. She also noted that if this was part of the students' curriculum, they should already be receiving financial assistance provided for their education.

6.7 **Appointment of a Board representative to the Silverstream Residents Volunteer Group – T Kunkel (Governance Team Leader)**

A Connor presented the report and welcomed any questions from Board Members.

H Carroll noted that there were differing expectations of Board representatives across the various community organisations to which members were appointed and sought clarification on the role that a Board member would undertake if appointed as the Board's representative to this group. A Connor advised that, when appointed to most community organisations, Board members were not appointed as voting members, as this could create potential conflicts of interest when matters relating to those organisations were subsequently presented to the Board for consideration. The primary purpose of the appointment was to provide a liaison link between the organisation and the Board.

P Redmond sought clarity on whether this appointment was to the Silverstream Residents Volunteer Group or the Silverstream Advisory Group. Staff undertook to clarify which group was seeking an appointee.

Moved: T Bartle

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Lay** the report on the table until clarification can be provided on whether the appointment was to the Silverstream Residents Volunteer Group or the Silverstream Advisory Group.

CARRIED

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 **Chairperson's Report for August 2026**

Moved: R Keetley

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 260916280732).

CARRIED

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 5 August 2026.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 10 August 2026.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 12 August 2026.
- 9.4 Review of Gambling (Class 4) Venue Policy and Totalisator Agency Board Policy – Draft Policies for Formal Public Consultation – Report to Council Meeting 4 August 2026 – Circulates to all Boards.
- 9.5 Health, Safety and Wellbeing Report 18 June 2026 to 20 July 2026 – Report to Council Meeting 4 August 2026 – Circulates to all Boards.
- 9.6 Adoption and Submission of North Canterbury Council Head Start Proposal – Report to Council Meeting 5 August 2026 – Circulates to all Boards.
- 9.7 Waimakariri Biodiversity Trust Deliverables for 2025/26 – Report to Utilities and Roding Committee Meeting 11 August 2026 – Circulates to all Boards.

9.8 Provision of Natural Burials Through a 24-Month Trial at Cust-West Eyreton Cemetery – Report to Community and Recreation Committee Meeting 18 August 2026 – Circulates to all Boards.

Moved: R Keetley

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) Receives the information in Items 9.1 to 9.8.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

A Campbell:

- Attended the Honda Forest StoryWalk opening.

S Powell:

- S Powell's information exchange was circulated as part of the agenda.

B Cairns:

- B Cairns' information exchange was circulated as part of the agenda.

S Stewart:

- Kaiapoi Promotions Association (KPA):
 - Attended two meetings as well as the Annual General Meeting. J Rule was re-elected as chairperson, A Woolcott as Vice-chair, G Coleman as Treasurer and M Pinkham as Secretary.
 - Had undergone a review of operations resulting in significant savings to its operational costs - \$7,500 from vacating its offices at Dynamic Co-working and also giving up its monthly business talks due to a lack of support from residents and businesses.
 - Concentrating on a few events – the Kaiapoi River Carnival, Christmas Parade, Waitangi Day and a retail promotion Shop Kaiapoi.
 - Awaiting the outcome of the Council's review of funding for district events and promotions associations.
- Greypower North Canterbury:
 - Attended the monthly meeting under new chair David Moffett, who was determined to spread the wings of the group to actively include residents of other North Canterbury towns with a new membership drive rather than concentrate the group around Rangiora.
- Darnley Club Annual General Meeting:
 - Are an excellent organisation. Shirley Hobson re-elected president, John Meyer vice-president, Sue Kilmartin treasurer and Rebecca Morgan secretary.
- Combined Rural Drainage Groups Annual meeting:
 - Good turnout.
 - Environment Canterbury's (ECan) Sean McCracken was the feature speaker on the Ashley-Rakahuri River Flood Resilience Scheme. This was ECan's biggest stopbank upgrade in decades. The initial \$15 million budget would likely fund one of the secondary south bank options, which would affect many landowners whose properties would be caught between two stopbanks. The aim was to increase the river's flood capacity from 2400 cumecs to around 4000 cumecs to protect Rangiora, Kaiapoi, and \$6 billion in assets from flooding caused by a river breakout.

- Central Rural Drainage Group meeting:
 - Dr Bex Dollery was the feature speaker and updated members on the reserve management plan process for the Revells/Lineside wetland sanctuary. There was scepticism and concern about how the reserve development would affect flooding on neighbours' properties.
- Waimakariri Biodiversity Trust:
 - Were invited as stakeholders to a workshop on Revells/Lineside wetland sanctuary development – draft plan would soon be out for public submissions.
 - Plantings on two Sefton properties from the Saltwater Creek Daiken Fund with 850 plants in the ground. Also planted 900 plants on Northeast Kaiapoi Wetlands.
 - The first talk of the Winter Lecture Series had around 35 people attend in person and online/ Councils freshwater ecologist, Sophie Allen, spoke on the fabulous freshwater critters in Waimakariri streams and wetlands. ECan's Makarini Rupene, pou matai ko, explained his role and experience.
 - Preparing to launch nominations for the 2026 Environmental Awards. They were seeking nominations for any young person, group or individual who had done outstanding environmental work in this district. They were planning a picnic presentation where landowners and supporters could celebrate the award winners and highlight excellent progress in protecting and enhancing Waimakariri's native ecosystems.
 - Had a stall at the Welcome the Birds event at the Waikuku Beach Hall. Co-ordinator Dr Noah David's microscope, with slides of freshwater bugs, had queues of children waiting to look. Was an excellent event.
 - Trees the Count – finalising its annual application on behalf of its landowners for free native trees through this excellent scheme. They requested around 7000 trees for 2027 planting on behalf of 19 Waimakariri landowners.

H Carroll:

- Nil.

T Bartle:

- T Bartle's information exchange was circulated as part of the agenda.
- Attended the All-Boards session, which was very enlightening.
- Attended the Drop-in session for the Waimakariri North East Urban Plan.

P Redmond:

- P Redmond's information exchange was circulated as part of the agenda.
- The balustrades on the Kaiapoi River Bridge were being finished being installed. Planning for an official opening was underway.

R Keetley questioned if a blessing had been organised for the bridge. C Brown confirmed it would be organised with the official opening.

R Keetley:

- Attended the Kaiapoi Museum monthly meeting.
- Attended the Sea Farriers and Merchant Navy service.
- Attended the Waimakariri Biodiversity Trust meeting.
- Attended the Kaiapoi RSA meeting. They were planning the installation of a plinth and trees, which would be a blessing on 11 November alongside Armistice Day
- Attended the All-Boards session.

11 **CONSULTATION PROJECTS**

11.1 **Waimakariri Youth Council Future Voices Survey**

<https://letstalk.waimakariri.govt.nz/waimakariri-youth-council-future-voices-survey>

Consultation would close on Friday 25 September 2026.

11.2 **Parking at Silverstream Shopping Centre**

<https://letstalk.waimakariri.govt.nz/parking-at-silverstream-shopping-centre>

Consultation would close on Friday 25 September 2026.

11.3 **Managing and Minimising our Waste**

<https://letstalk.waimakariri.govt.nz/managing-our-waste>

Consultation would close on Friday 2 October 2026.

11.4 **Waikuku Skate Ramp**

<https://letstalk.waimakariri.govt.nz/waikuku-skate-ramp>

Consultation would close on Sunday 4 October 2026.

11.5 **Draft North East Waimakariri Urban Plan**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-the-draft-north-east-waimakariri-urban-plan>

Consultation would close on Sunday 4 October 2026.

11.6 **Gambling Policies**

<https://letstalk.waimakariri.govt.nz/gambling-policies>

Consultation would close on Thursday 8 October 2026.

The Board noted the Consultation Projects.

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 31 August 2026: \$10,276.

12.2 **General Landscaping Budget**

Balance as at 31 August 2026: \$32,250.

The Board noted the Funding Update.

13 **MEDIA ITEMS**

Nil.

14 **QUESTIONS UNDER STANDING ORDERS**

Nil.

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

16 NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board was scheduled for 5pm, Monday 19 October 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6,19PM.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-26/TRIM: 260924290550

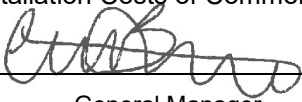
REPORT TO: Kaiapoi – Tuahiwi Community Board

DATE OF MEETING: 19th October 2026

AUTHOR(S): Julie Mason, Landscape Architect

SUBJECT: Request for Approval of Concept Plan and Allocation of Funds towards Installation Costs of Commemorative Seat in the Kaiapoi Community Hub

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek approval from the Kaiapoi-Tuahiwi Community Board for the allocation of \$1,300 towards the installation costs of a commemorative bench seat and required concrete pad from the Board's General Landscaping Budget.
- 1.2. This report also seeks the Boards approval of the Proposed Concept Plan (Attachment i) identifying the location and Setout of the proposed seat, concrete pad and a new garden bed within the Kaiapoi Community Hub precinct adjacent to the new Kaiapoi MenzShed building.
- 1.3. This is a community led project initiated by Volunteering Canterbury with the support of the Kaiapoi MenzShed. The proposal includes installation of one handcrafted commemorative bench seat constructed by members of the Kaiapoi MenzShed, a commemorative plaque recognising International Volunteer Day and community volunteering and three Camellia japonica 'Volunteer' specimens planted around the seat.
- 1.4. The installation is intended to commemorate International Volunteer Day and recognise the significant contribution volunteers make to the Kaiapoi and wider North Canterbury communities and is proposed to form part of an official community celebration to be held on Thursday 3 December 2026, marking both the opening of the new Kaiapoi MenzShed facility and International Volunteer Day.
- 1.5. While the purchase of the Camelias and the construction of the park bench and plaque is being paid for by Volunteering Canterbury, there is currently no budget for the installation costs including a concrete pad under the seat.

Attachments:

- i. Proposed Bench and Planting Concept Plan (TRIM: 260917283188)
- ii. Volunteering Canterbury and Menz Shed Kaiapoi Event Invitation (TRIM: 260924290514)

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260924290550.
- (b) **Approves** the Concept Plan (Trim: 260917283188) and installation of a commemorative bench and associated Camellia planting within the Kaiapoi Community Hub adjacent to the Kaiapoi MenzShed.

- (c) **Approves** the allocation of \$1,300.00 from the Boards General Landscaping Budget for the installation of the concrete pad and mounted bench seat.
- (d) **Notes** this is a community led initiative from Volunteering Canterbury with support of Kaiapoi MenzShed.
- (e) **Notes** with appreciation the donation of the Camelias, bench and plaque from Volunteering Canterbury with support of Kaiapoi Menz Shed who are constructing the seat.
- (f) **Notes** should the recommendations in this report be approved the plaque will also acknowledge the support of the Kaiapoi-Tuahiwi Community Board.
- (g) **Notes** that the Board received an annual allocation of \$29,290, none of which has been currently allocated to projects. If approved, this would leave \$27,990 remaining for further allocation.
- (h) **Notes** that staff will bring a report to the Board for allocation of its Landscaping Budget in December 2026 however as the opening for the facility is planned for 3 December 2026, this project has been brought as a standalone request.
- (i) **Notes** should the board not approve there is a risk that the seat will not be installed prior to the opening or until further funds are identified.

3. **BACKGROUND**

- 3.1. Volunteering Canterbury with the support of the Kaiapoi Menz Shed are jointly planning a community celebration on 3 December 2026 to acknowledge two significant milestones:
 - The opening of the Kaiapoi Menz Sheds new facility located within the Kaiapoi Red Zone;
 - and
 - International Volunteer Day celebrated globally each year on 5 December.
- 3.2. This is a community led initiative and invitations to the community for the event have already been distributed to the community by Volunteering Canterbury (Attachment ii).
- 3.3. As part of this celebration, Volunteering Canterbury has funded the materials required for a commemorative bench seat, a recognition plaque, and three Camellia 'Volunteer' specimens.
- 3.4. The Kaiapoi Menz Shed has committed to designing and constructing the bench through the voluntary efforts of its members. The below image shows an example of the proposed seat design intended for the space.



Image 1 above: Proposed Seat Design from the Kaiapoi Menz Shed

- 3.5. There have also been three Camellia 'Volunteer' plants donated for the project. These compact evergreen shrubs typically grow to around 2 metres in height and 1.5 to 2 metres in width, making them well suited to the proposed garden setting behind the commemorative seat. Their attractive form and manageable size will provide a lasting and appropriate tribute to volunteering.



Image 2 above: Camellia Japonica 'Volunteer'

- 3.6. Following discussions between Angela Breward (Kaiapoi Menz Shed), Nicki Carter (Volunteering Canterbury), and Council staff, a suitable site has been identified adjacent to the new Men's Shed building with views over the Mahinga Kai restoration area.
- 3.7. Staff have produced a Concept Plan for the proposed seat with concrete pad orientation and garden bed layout (Attachment i). The concrete pad is required for accessibility and ideal seat orientation and the location offers a peaceful setting and aligns with the community-focused purpose of the installation.
- 3.8. There is currently no budget to cover the costs of the seat installation, including the concrete pad and therefore a request for funding from the Boards General Landscaping Budget is being sought.

4. KEY ISSUES

Community Recognition

- 4.1. The proposed commemorative bench and camellia garden will provide a permanent and visible recognition of the contribution volunteers make throughout Kaiapoi and the wider North Canterbury community. The installation will celebrate the significant value that volunteers bring through their service, dedication, and commitment while creating an attractive space for reflection, connection, and appreciation within the Kaiapoi Community Hub area. Staff believe that the nature of the Community Hub is a very appropriate location for recognising volunteers within the community due to the significant portion of volunteers who support and manage the current and future groups located within the hub.

Community Partnerships

- 4.2. This project represents a strong collaboration between Volunteering Canterbury, the Kaiapoi Menz Shed, and the Waimakariri District Council. Volunteering Canterbury has funded the commemorative elements of the project, including the plaque and plantings, while members of the Kaiapoi Menz Shed are donating their time, skills, and craftsmanship to construct the bench. Council staff have assisted in identifying an appropriate location and if approved, will support the installation process. The project demonstrates the value of community partnerships working together to deliver lasting public benefits. The plaque will also acknowledge the support of the Kaiapoi-Tuahiwi Community Board should the recommendations in this report be approved.

Site Suitability

- 4.3. The proposed site is located immediately east of the new Kaiapoi Menz Shed and enjoys views over the Mahinga Kai restoration area within the Kaiapoi Red Zone. The location provides an attractive and tranquil setting that complements the surrounding landscape and community facilities. The site will offer a place for visitors and community members to sit, reflect, and enjoy the environment while recognising the important role volunteers play in strengthening local communities. The proposal will enhance the amenity value of the area and integrate well with the existing character of the Community Hub precinct. Staff have not identified any negative impacts on existing users or the local community regarding this location.

5. OPTIONS

- 5.1. The Board have the following options in relation to the decision s in this report.

Option 1 – Approve the Bench Seat and Camellia Garden (Recommended):

- 5.2. This option would allow the commemorative installation to proceed in time for the 3 December 2026 celebration event and provide a lasting community asset that acknowledges and celebrates the significant contribution volunteers make to the Kaiapoi and wider North Canterbury communities.
- 5.3. The installation would support a significant community event that marks both the opening of the new Kaiapoi Menz Shed and International Volunteer Day. It would enhance the amenity and visual appeal of the Kaiapoi Community Hub environment while providing a place for visitors to sit and enjoy views across the Mahinga Kai restoration area. The project would also strengthen community partnerships and demonstrate the value of collaboration between Volunteering Canterbury, the Kaiapoi Menz Shed, and the Waimakariri District Council.
- 5.4. This option does require installation works and would result in an ongoing Council responsibility for maintenance of the bench seat and associated planting. However, these maintenance requirements are expected to be minor and able to be met within existing Greenspace budgets.

Option 2 – Approve the location but decline installation funding.

- 5.5. This would see the location approved but no funding provided for the installation. Staff note that the group have indicated that they don't have capacity to fund the installation and as the opening is planned for International Volunteer Day, if external funding is not identified elsewhere, it is likely that the project won't be completed. This could result in the loss of an opportunity to formally recognise and celebrate the significant contribution volunteers make to the Kaiapoi and wider North Canterbury communities. It would also reduce the potential community benefits associated with the project, including the creation of a new community gathering and reflection space. In addition, this option would represent a missed opportunity to enhance the amenity and character of the new Kaiapoi Menz Shed precinct and would not support the collaborative efforts of Volunteering Canterbury, the Kaiapoi Menz Shed, and the Waimakariri District Council in delivering a lasting community asset.

Option 3 - Decline the Proposal

- 5.6. This option would decline the proposal and prevent the installation from proceeding at the proposed site. Staff do not recommend this option as it would remove the opportunity to establish the proposed volunteer recognition space within the new Community Hub precinct. The project partners would need to reconsider the proposal, including identifying an alternative location should they wish to progress the project in another form. Declining the proposal would also mean that the identified site would remain in its current form and the opportunity to integrate the project with the developing precinct would not be realised.
- 5.7. The primary advantage of this option is that it would not create any additional Council asset maintenance obligations associated with the commemorative bench seat, plaque, or planting.
- 5.8. 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.

Groups, Organisations and the Wider Community

- 6.2. There are groups, organisations, and members of the wider community who are likely to have an interest in this proposal. These include Community Hub stakeholders such as the Kaiapoi Menz Shed and Croquet Club, Volunteering Canterbury and local volunteers, nearby residents, and visitors to the Kaiapoi Red Zone
- 6.3. The proposal is expected to be positively received due to its commemorative and community-focused nature. Staff recommend that no wider engagement is required as the seat is consistent with the activities proposed within the Community Hub with no negative impacts identified.

Implications for Community Wellbeing

- 6.4. The proposal supports community wellbeing by recognising the valuable contributions of volunteers, creating opportunities for social connection, and enhancing the attractiveness of the public space. It also contributes to a stronger sense of community pride and identity by providing a lasting feature that acknowledges volunteerism and encourages community engagement.

Community Outcomes and Strategic Priorities

- 6.5. The Council's community outcomes are relevant to the actions arising from recommendations in this report.
- People and Communities: Fostering a sense of belonging, safety, inclusivity, connectedness, and cultural expression.
 - Places and Living Environments: Managing growth, supporting well-designed neighbourhoods, and ensuring access to public spaces.
- 6.6. The Council's Strategic Priorities are not relevant to the actions arising from recommendations in this report.

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

Financial Implications

- 7.1. There are financial implications for the decisions sought by this report.
- 7.2. The costs of providing the Camelia's and park bench are being met by Volunteering Canterbury (with support from Kaiapoi Menz Shed). Staff estimate the total value of this donation would be approximately \$1,400. They do not however have available funding for installation costs; Funding is therefore being sought from the Boards General Landscaping Budget.
- 7.3. A quote has been received from a local contractor for the installation of a surface-mounted bench seat and concrete pad at a cost of \$1,300.00 plus GST. The Board were allocated \$29,290 for this financial year and currently have not allocated budget to any projects. If approved, this would leave \$27,990 remaining for further allocation to other projects this year.
- 7.4. This option would result in an ongoing Council responsibility for maintenance of the bench seat and associated planting. However, these maintenance requirements are expected to be very minor and able to be met within existing Greenspace budgets.

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. Staff note that the group have indicated that they don't have capacity to fund the installation and as the opening is planned for International Volunteer Day, if external funding is not identified elsewhere, it is likely that the project won't be completed in time. This could have a reputational impact and could result in the loss of an opportunity to formally recognise and celebrate the significant contribution volunteers make to the Kaiapoi and wider North Canterbury communities.

Health and Safety

- 7.7. There are health and safety risks arising from the adoption/ implementation of the recommendations in this report. If approved, this will require work to be undertaken within Council reserves and in particular holes being dug and the use of tools and/or machinery. If approved, staff would require any contractors to be Sitewise approved and/or to submit an appropriate health and safety plan (Site Specific Safety Plan – SSSP).

8. CONTEXT

Consistency with Policy

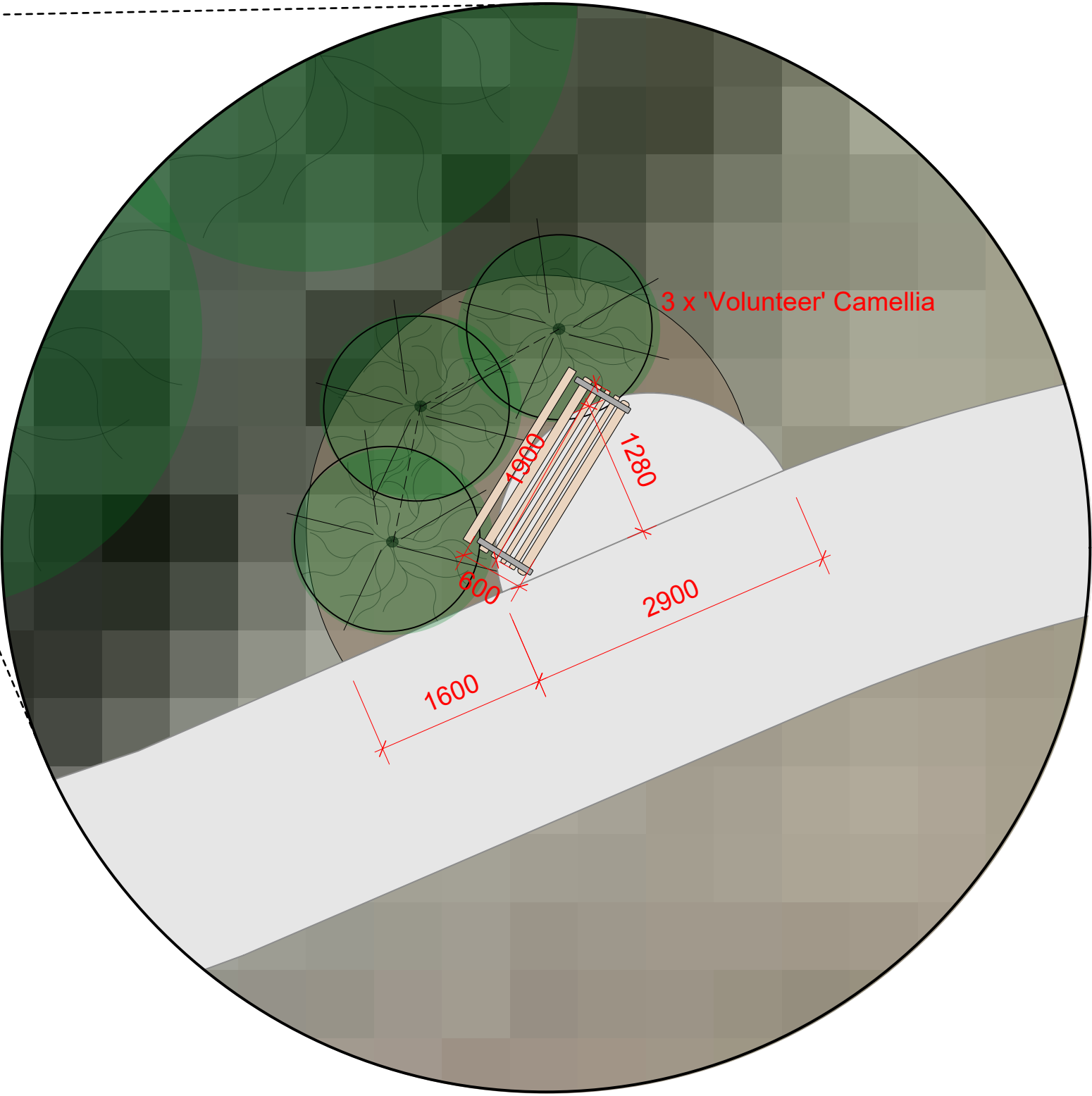
- 8.1. This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

Authorising Legislation

- 8.2. Local Government Act 2002.

Authorising Delegations

- 8.3. The Kaiapoi-Tuahiwi Community Board has the delegated authority to make decisions as outlined in this report.



You're Invited!²⁹

Volunteering Canterbury and
Menz Shed Kaiapoi Inc
invite you to



Celebrate



Thursday 3 December 2026
11.30am – 1.30pm



Menz Shed Kaiapoi Inc
50 Courtenay Drive, Kaiapoi



All are welcome!


Join us for a relaxed community BBQ as we celebrate the opening of the new Menz Shed Kaiapoi Inc, and the incredible contribution of volunteers across Waimakariri.

Together we'll also mark the occasion with the ceremonial planting of the **'Volunteer' Camellia** and the unveiling of a commemorative bench, in recognition of International Volunteer Year 2026.

Come along to connect, celebrate, and honour the people who make our communities stronger.



*Planting of the
'Volunteer' Camellia*



*Unveiling of the
Commemorative Bench*



Celebrate our
volunteers



Enjoy a relaxed
community BBQ



Honour and
recognise



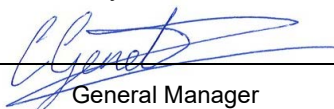
Connect with
our community



RSVP by Friday 27th November 2026

Nicki Carter: northoutreach@volcan.org.nz
Angela Breward: lavolee.ab@gmail.com

Thank you!

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 261006302793**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 19 October 2026**AUTHOR(S):** Aislin Connor, Governance Support Officer**SUBJECT:** Application to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

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

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria
Comcol North Canterbury	Towards materials for the Art Connect - Youth Voice for Nature project	\$700	This application partially complies with the Criteria: The application notes only 20% of people benefiting were from the Kaiapoi-Tuahiwi area.
Total		\$700	

1.2 The current balance of the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund is \$10,276.

1.3 Comcol North Canterbury has also submitted a Discretionary Grant funding application to the Rangiora-Ashley Community Board for \$1,000 for the Art Connect Project.

Attachments:

- i. An application from the Comcol North Canterbury (Trim 260925291033).
- iii. A spreadsheet showing the Discretionary Grant funding for the previous two years.
- iv. Board Discretionary Grant Funding Criteria for the 2026/27 financial year (Trim: 210603089725).

2. RECOMMENDATION**THAT** the Kaiapoi-Tuahiwi Community Board:(a) **Receives** report No. 261006302793.(b) **Approves** a grant of \$..... to Comcol North Canterbury towards the Art Connect 2026/27 project.**OR**(c) **Declines** the application from Comcol North Canterbury.

3. **BACKGROUND**

- 3.1 **Comcol North Canterbury** is seeking funding towards the delivery of the Art Connect 2026/27 project. This application did not meet the following Board Discretionary Grant Criteria:
- (a) Grant funding would primarily be limited to projects located within the Board's geographical area or providing a clear benefit to residents of the area. Only 20% of participants are anticipated from the Kaiapoi-Tuahiwi Board area.
- 3.2 The current balance of the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund is \$10,276.

4. **KEY ISSUES**

The Community Colleges New Zealand – Comcol North Canterbury (Comcol)

4.1 Information provided by Comcol:

- 4.1.1 For forty years, Comcol has been pioneering, innovating and delivering its vision of '*creating better lives for the community*'. In July 1983, this organisation began, literally, in the back of a bike shed on the grounds opposite Rangiora High School, a very humble start. Two local businessmen, Tony Hall and Alex Murray, established the Rangiora Enterprise Trust in collaboration with the Rangiora Borough Council. They based their model on the Scottish Enterprise Trust and began to provide training courses to meet the community's needs for vocational skills and pastoral care. The priority groups are aged between 15 and 24 years of age and who are not in education, employment or training and people with disabilities.
- 4.1.2 Comcol is seeking funding to support its Art Connect – Youth Voices for Nature Community Arts Project. The project will engage local young people aged 15 to 24 to design and create a series of outdoor mural panels at Comcol North Canterbury's Living Laboratory and Community Sustainability Hub in Rangiora. Under the guidance of local artist and muralist Amelia Green, participants will explore themes including biodiversity, pollinator pathways, native species, environmental stewardship, and connection to place, translating their ideas into vibrant public artworks.
- 4.1.3 The project aims to provide meaningful opportunities, in the form of art workshops, for young people to develop creative skills, contribute to a community asset, and increase awareness of environmental sustainability. By participating in the design and painting process, participants will strengthen their connection to the local environment while fostering pride, ownership, and community engagement.
- 4.1.4 Approximately 20% of students participating in the project reside within the Kaiapoi-Tuahiwi area, 10% within the Oxford-Ohoka Ward, 10% within the Woodend–Sefton area, and 60% within the Rangiora-Ashley Ward. While only 25 young people would directly benefit from the project, it is expected to create benefits that extend well beyond those directly involved. By creating a series of permanent outdoor mural panels, the project will add a vibrant community arts feature to Comcol North Canterbury's Living Laboratory, creating a welcoming and engaging space for students, volunteers, whānau, visitors, and the wider community to enjoy.
- 4.1.5 A grant of \$700 is sought to contribute to art materials, paints, brushes, and plywood panels needed to design and create the mural panels. This support will help ensure local young people can participate in a high-quality creative experience, develop new skills and confidence, and leave a lasting community art asset.

4.2 Council Evaluation:

- 4.2.1 The application partially complies with the Board's Discretionary Grant Application Criteria, as it is from a non-profit community organisation. The requested grant of \$700 does not exceed the Board's general limit of \$1,000 per financial year. However, only 20% of participants are expected to come from the Kaiapoi-Tuahiwi area.

4.2.2 The total cost of the Art Connect – Youth Voices for Nature project is estimated at \$5,355. To support delivery of the project, Comcol has submitted a funding application to the Creative Communities Scheme seeking \$2,500, and a further application to the Rangiora-Ashley Community Board requesting \$1,000. Comcol has advised that it is strongly committed to delivering the project, having observed the positive outcomes and benefits achieved through the Art Connect programme during 2025/26. Accordingly, the project will proceed regardless of the outcome of this application.

4.2.3 Comcol has received the following funding from the Community Boards in the last five years, and all Accountability Forms were received:

Date	Project	Board	Amount
July 2025	Towards the purchase of a solar panel, connectors and a battery for a compostable toilet.	RACB	\$1,000
November 2025	Towards materials and labour to install a mounting block	KTCB	\$500
Total			\$1,500

5. **OPTIONS**

5.1 The Board may approve or decline grants as per the grant guidelines.

5.2 The Management Team has reviewed this report.

6. **STRATEGIC ALIGNMENT AND COMMUNITY VIEWS**

6.1 **Mana Whenua**

The subject matter and/or recommendations contained in this report are unlikely to be of interest to mana whenua.

6.2 **Groups, Organisations and the Wider Community**

No other groups or organisations are likely to be affected by or to have an interest in the subject matter of this report.

6.3 **Implications for Community Wellbeing**

The issues and options discussed in this report have social, cultural, economic, or environmental implications for community well-being. Supporting community initiatives encourages social interaction, reduces isolation, which in turn enhances mental and physical wellbeing.

6.4 **Community Outcomes and Strategic Priorities**

People are friendly and caring, creating a strong sense of community in our District.

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1 **Financial Implications**

7.1.1 There are financial implications for the decisions sought by this report.

7.1.2 The Council's 2026-27 Annual Plan includes a budget provision of \$9,070 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2026/27 financial year (July 2026 to June 2027). A carry forward of \$2,839 from the 2025/26 financial year resulted in a total of \$11,909 available for the 2026/27 financial year.

7.1.3 Currently, the Board's 2026/27 Discretionary Grant Fund total is \$10,276. If the application is approved, the Board's Discretionary Grant Fund will have \$9,576 for allocation for the balance of the 2026/27 financial year.

7.2 Community Resilience and Sustainability

The recommendations in this report have no sustainability and/or climate change impacts.

7.3 Risk Management

There are no risks associated with adopting and implementing the recommendations in this report.

7.4 Health and Safety

All health and safety-related issues will be the responsibility of the organisations and groups that have applied for funding.

8. CONTEXT**8.1 Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

8.2 Authorising Legislation

Not applicable.

8.3 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

34

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

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. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2026/2027

Name of group: Comcol North Canterbury

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Project Support

Contact phone number: [REDACTED] Email: [REDACTED]

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

Art Connect – Youth Voices for Nature is a community arts project that will engage local young people aged 15 to 24 in the design and creation of a series of outdoor mural panels at Comcol North Canterbury's Living Laboratory and Community Sustainability Hub in Rangiora. Guided by local artist and muralist Amelia Green, participants will explore themes of biodiversity, pollinator pathways, native species, environmental stewardship, and connection to place, transforming their ideas into vibrant public artworks.

The grant funding will specifically be used for the materials required for the project.

Please refer to the attached pages for additional information about the project.

What is the timeframe of the project/event date? October 2026 to May 2027

Overall cost of project/event: \$5,355.00 Amount requested: \$700.00

How many people will directly benefit from this project? 25

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 ☐ Adults ☒ Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 10% Rangiora-Ashley 60% Woodend-Sefton 10% Kaiapoi-Tuahiwi 20%

Other (please specify): _____

Participants aged 15 to 24 years who are not in education, employment, or training, and who are part of Comcol's wellbeing, education, and work-readiness programmes, will have the opportunity to discover and develop their creative talents in a safe, supportive, and encouraging environment.

Please refer to the attached pages for additional information about the anticipated outcomes for participants.

What is the benefit(s) to your organisation?

Art Connect will strengthen Comcol North Canterbury's ability to provide meaningful, strengths-based opportunities that support the wellbeing, confidence, and future aspirations of local youth.

Please refer to the attached pages for additional information about the project benefits for our organisation.

What are the benefits, economic or otherwise, to the Kaiapoi-Tuahiwi community or wider district?

By sharing youth voices through public art, the project helps foster a stronger sense of belonging, pride, and connection within the Rangiora-Ashley community, and wider Waimakariri district.

Please refer to the attached pages for additional information to this question about the benefits for our community.

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

If yes, name of parent group: Community Colleges New Zealand

What is the relationship between your group and the parent group?

Community Colleges New Zealand is a registered charitable organisation, CC10303, and is the governing body of Comcol North Canterbury.

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for.

Creative Communities Waimakariri Scheme \$2,500.00 (advised 21 September 2026)

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e. other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

Rangiora-Ashley Community Board \$1,000.00

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:

Rangiora-Ashley Community Board \$1,000.00 (awarded in July 2025, accountability completed December 2025)
Kaiapoi-Tuahiwi Community Board \$500.00 (awarded in December 2025, accountability completed May 2026)

If this application is declined, will this event/project still occur? ☒ Yes ☐ No

If No, what are the consequences to the community/organisation?

We are strongly committed to delivering this project, having seen firsthand the positive difference Art Connect made for participants in 2025/26. If required, we will continue seeking support from other funding sources to meet the remaining project costs and ensure local young people can participate in this meaningful opportunity.

Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)

☒ Bank Statement (*Bank Statements will remain confidential*)

☒ Project Budget

☒ Quotes

☐ Costs

☒ 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 an Accountability Report.

☒ I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: 

Date: 24 September 2026

Additional information for Comcol North Canterbury

Kaiapoi-Tuahiwi Community Board Discretionary Grant Application

Describe your project or event and what the grant funding will specifically be used for.

Art Connect – Youth Voices for Nature is a community arts project that will engage local young people in the design and creation of a series of outdoor mural panels at Comcol North Canterbury's Living Laboratory and Community Sustainability Hub in Rangiora. Guided by local artist and muralist Amelia Green, participants will explore themes of biodiversity, pollinator pathways, native species, environmental stewardship, and connection to place, transforming their ideas into vibrant public artworks.

Over ten facilitated workshops, young people will learn mural design, visual storytelling, drawing, colour theory, and large-scale painting techniques while working collaboratively to create artwork that reflects their experiences, creativity, and connection to the natural environment. The project will culminate in a public unveiling event, celebrating the positive contributions and achievements of local rangatahi.

The grant funding of \$700 will be used to contribute towards the ten workshops required to design and create the mural panels. This support will help ensure local young people can participate in a high-quality creative experience, develop new skills and confidence, and leave a lasting community arts asset.

What are the direct benefit(s) to the participants?

Participants of Comcol's wellbeing, education, and work-readiness programmes, will have the opportunity to discover and develop their creative talents in a safe, supportive, and encouraging environment. Working alongside Amelia Green, a practising local youth artist and muralist, participants will learn artistic skills including mural design, drawing, colour theory, visual storytelling, and large-scale painting techniques while contributing their own ideas and creativity to a collaborative project.

For many young people, the greatest benefit will be the growth in confidence, self-belief, and sense of achievement that comes from seeing their ideas transformed into a permanent public artwork. Through working together, they will build positive relationships, strengthen communication and teamwork skills, and experience a greater sense of belonging and connection to their community.

The project also supports wellbeing by providing opportunities for creative expression, connection with nature, and participation in meaningful work that reflects young people's identities, experiences, and aspirations. By exploring themes of biodiversity, native species, and environmental stewardship, our local youth will deepen their connection to the natural environment while developing pride in contributing to something that will be enjoyed by whānau, visitors, and the wider community for years to come.

What is the benefit(s) to your organisation?

Art Connect will strengthen Comcol North Canterbury's ability to provide meaningful, strengths-based opportunities that support the wellbeing, confidence, and future aspirations of local youth. The project complements our existing programmes by offering a creative pathway for young people who may not otherwise have access to arts experiences, helping us engage participants in new ways and build on their individual strengths.

The project will further enhance the Living Laboratory as a vibrant community learning environment, adding a permanent youth-designed arts feature that celebrates creativity, environmental stewardship, and connection to place.

What are the benefits, economic or otherwise, to the Rangiora-Ashley community or wider district?

Art Connect will create benefits that extend well beyond the young people directly involved. Through the creation of a series of permanent outdoor mural panels, the project will add a vibrant community arts feature to Comcol North Canterbury's Living Laboratory, creating a welcoming and engaging space for students, volunteers, whānau, visitors, and the wider community to enjoy.

The project provides an opportunity for local youth to contribute positively to the community, celebrating their creativity, perspectives, and connection to the environment. By sharing youth voices through public art, the project helps foster a stronger sense of belonging, pride, and connection within the Rangiora-Ashley community, and wider Waimakariri district.

The murals will highlight themes of local biodiversity, pollinator pathways, and environmental stewardship, encouraging greater awareness of the natural environment and inspiring conversations about caring for our local ecosystems. Importantly, the project aligns closely with the Waimakariri District Council Youth Action Plan 2026-29 Environment Goal that seeks to ensure young people are informed about environmental issues affecting the district and feel equipped to make a positive impact. Through the co-design and creation of the murals, young people will create their own environmental communications, providing a platform for them to express their ideas, perspectives, and aspirations for the natural environment while sharing these messages with the wider community.

The public launch event to unveil the murals will bring together young people, whānau, community organisations, and residents, strengthening community connections and celebrating the positive contributions of local youth. The project will also support a local youth artist, provide a lasting community asset at no cost to visitors, and enhance the Living Laboratory as a unique destination for learning, creativity, wellbeing, and environmental engagement. By investing in young people and creating opportunities for them to contribute meaningfully to their community, Art Connect helps build a more connected, inclusive, and vibrant district for everyone.

In addition:

The people involved in making this project happen

The project will be facilitated by local artist Amelia Green. Amelia is a Rangiora-based practising artist and muralist whose work explores themes of nature, resilience, wellbeing, and human connection. She recently presented her first solo exhibition, *Flow State*, at the Chamber Gallery in Rangiora and has experience creating murals, commissioned artworks, and community-based art projects. Her practice combines environmental themes with creative storytelling and youth engagement.

Amelia is currently studying Psychology at the University of Canterbury, bringing additional insight into youth wellbeing, confidence-building, and creative engagement. She is passionate about creating safe, inclusive spaces where young people can develop artistic skills, express themselves creatively, and contribute meaningfully to their communities.

The project will involve young people participating in Comcol North Canterbury programmes. Many face social, educational, economic, or wellbeing challenges, or come from communities with inequitable access to opportunities. Our programmes provide inclusive, supportive environments where rangatahi improve their wellbeing, develop strengths, gain skills and qualifications, and contribute positively to their communities. Through Art Connect 2026/27, participants will extend their learning beyond their core Comcol programme, experiencing personal growth, teamwork, and creative expression through the design and delivery of a collaborative mural project.

Comcol North Canterbury's GROW Next Steps Facilitator, Youth Coaches, and Living Laboratory - Comcol Connect Coordinator will support the workshops, providing pastoral care, coordination, and a safe, encouraging environment for participants. Our organisation has extensive experience supporting at-risk and vulnerable rangatahi through strengths-based, hands-on learning programmes.

Our organisation and the place where this project will be delivered

Comcol North Canterbury is governed by Community Colleges New Zealand (CC10303), a registered charitable organisation committed to youth development, community wellbeing, and pathways into education, training, and employment.

Based at 140 East Belt, Rangiora, we are located on the urban-rural fringe of the town. Our site has been described as an "oasis", providing a welcoming environment where young people can learn, connect, and grow.

Comcol North Canterbury successfully delivered its first Art Connect project during 2025/26 in partnership with local artist Corina Hazlett. We have included Corina's letter of support, which accompanied our successful Creative Communities Scheme application and has been resubmitted with her approval.

Corina reflects on the impact of Art Connect:

"The programme provides valuable opportunities for rangatahi to engage in meaningful creative experiences that foster wellbeing, confidence, teamwork, and community connection. It enables young people to see themselves as capable contributors whose ideas and talents can create something lasting and inspiring for others.

"I have no doubt that continued investment in Art Connect will provide significant benefits for the participants involved and the wider community that will experience and enjoy the completed artworks."

The 2026/27 Art Connect project will be delivered within our Community Sustainability Hub, a purpose-built space for interactive, hands-on learning located at the heart of our Living Laboratory.

What makes the Living Laboratory unique is its ability to deliver environmental and social outcomes together. Through hands-on projects, rangatahi actively contribute to ecological restoration, food security initiatives, biodiversity enhancement, and creative community activities while developing confidence, wellbeing, practical skills, and pathways into education, training, and employment.

31 August 2026

Creative Communities Scheme – Waimakariri

Dear Assessment Committee Members

I am pleased to provide this letter of support for Comcol's Art Connect 2026/27 project.

As an artist and facilitator, I have had the privilege of working alongside Comcol rangatahi through the Art Connect workshops in 2025 and 2026. During this time, I have witnessed firsthand the positive impact that collaborative creative projects can have on young people.

Our Art Connect project involved rangatahi each creating an individual artwork panel that ultimately came together to form a large-scale wildflower mural. Throughout the process, I witnessed participants developing confidence in their artistic abilities, taking pride in their contributions, and building meaningful connections with one another. What began as individual creative efforts grew into a shared expression of teamwork, belonging, and achievement.

The project's theme, "Turn your face towards the sun and the shadows will fall behind you," provided a powerful metaphor for the students' own journeys. Through art-making, participants have been encouraged to explore creativity, reflect on personal growth, and recognise the value of their unique contribution to a larger collective outcome.

As the mural developed, it became evident that the benefits extend well beyond artistic skill development. The workshops created opportunities for communication, collaboration, problem-solving, and self-expression in a supportive environment. I observed participants encouraging one another, celebrating successes together, and developing a genuine sense of ownership of the shared artwork.

I strongly support Comcol's application for funding to continue the Art Connect project in 2026 and 2027. The programme provides valuable opportunities for rangatahi to engage in meaningful creative experiences that foster wellbeing, confidence, teamwork, and community connection. It enables young people to see themselves as capable contributors whose ideas and talents can create something lasting and inspiring for others.

I have no doubt that continued investment in Art Connect will provide significant benefits for the participants involved and the wider community that will experience and enjoy the completed artworks.

Yours sincerely,



Corina Hazlett

Owner Corina Hazlett Artist Studio

843 Marshmans Road, RD7 Rangioa 7477

New Zealand

Dip Child and Adolescent psychology

Website: www.corinahazlettartiststudio.com

Tel 0274545688

Instagram @corinahazlettdesign

Fb page Corina Hazlett Artist Studio

AMELIA GREEN

ARTIST & MURALIST

41

EMAIL : amelia.eve.g@gmail.com

PHONE : 027 587 5183

ADDRESS: 49 B Regency Crescent
Redwood 8051

QUOTE

Date: 21 August 2026

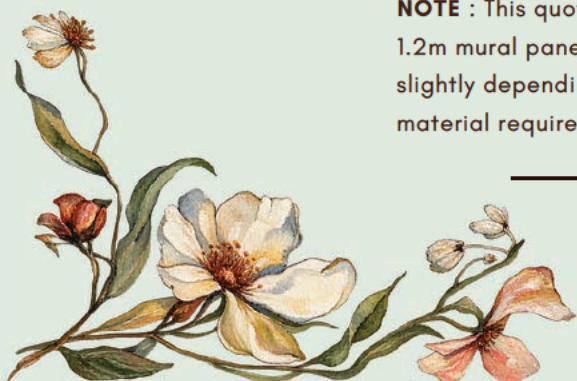
Valid until: 30 June 2027

Prepared for: Cathy Batchelor, Comcol

Address: Comcol North Canterbury, 140 East Belt, Rangiora

Project component	Estimated cost
Initial consultation & project planning	\$150
Concept development, mural design & revisions	\$500
Panel preparation & design transfer	\$250
Student workshop facilitation – 10 × 2 hour sessions	\$800
Workshop preparation, setup & clean-up	\$200
Artist refinement, finishing & detailing	\$500
Project coordination & delivery	\$350
Installation	\$250
Materials (3 × plywood panels, timber mounting rails, primer/sealer, exterior acrylic paints, anti-graffiti protective coating, brushes, rollers, fixings & other consumables)	\$1,200
Estimated total	\$4,200

NOTE : This quotation is based on the proposed project scope of three 2.4m × 1.2m mural panels and ten 1.5-hour student sessions. Final costs may vary slightly depending on the final design, number of participating students, material requirements and installation needs.



Budget for Art Connect – Youth Voices for Nature
Comcol North Canterbury

Project costs

Item	Detail	Amount
Artist fees and delivery	Refer to Amelia Green quote	\$3,000.00
Materials	Refer to Amelia Green quote	\$1,200.00
Project coordination	Provided by Comcol North Canterbury staff (in kind)	\$980.00
Venue space	Comcol Community Sustainability Hub – community asset	\$0.00
Mural installation	Provided by builder (time being provided in kind)	\$175.00
Total costs		\$5,355.00

Project income

Detail	Amount
Creative Communities Scheme grant – confirmed 21 September 2026	\$2,500.00
Application to Rangiora-Ashley Community Board	\$1,000.00
Application to Kaiapoi-Tuahiwi Community Board	\$700.00
Contribution from Comcol North Canterbury and community	\$1,155.00
Total income	\$5,355.00



Comcol

New Zealand
comcol.ac.nz

Statement of Service Performance

For the year ended 31 Dec 2025

**Creating Better Lives
For Our Community**

Mission, Vision & Values

Our mission is to provide an environment that creates opportunities for success in education, employment, wellbeing, and sustainability.

**"Poipoia te kākano kia puawai.
Nurture the seed and it will blossom."**

Our vision is creating better lives for our community.



Our values guide how we behave and act as we provide a nurturing environment to guide rangatahi on a positive pathway to education, employment and personal wellbeing.



We recognise the diversity of each other and our communities, and we all have something to share and learn from each other. We care about everyone's health and happiness, and ensuring sustainability for future generations.

Our Mahi

We are a catalyst for change for young people. Our youth coaches and tutors empower success through education, training and wrap-around support. While our front-line staff manage and find solutions for the increasing and complex challenges our young people face today, the rest of our organisation works to support this mahi.

We continue with our advocacy for rangatahi including meeting with ministers of the crown.

Our Rangatahi

Our kaupapa, our foundation for action, is finding solutions for our rangatahi to gain independence through education, training, work-based learning and employment.

Many of our rangatahi come to Comcol with low achievement in terms of qualifications, literacy, and personal experience. Developing opportunities to experience success is a key aspect on their pathway to positive growth.

Positive caring relationships are our strength and celebrating success and achievement is an integral pathway to personal development and independence.

Youth Service

We provide free Youth Service for 16 – 19 year olds and our focus is on supporting our taiohi into education, training, work-based learning and employment. But every day we do so much more. Our Youth Coaches provide intensive, tailored support to identify each individual's goals and the best path to reach them. Our wider communities also play an important role for our coaches, and we work collaboratively with many community organisations to provide a fully invested community wrap-around service. Our mahi, along with important wider community support, seeks to remove any barriers to success and create a better future for each and every young person we have the privilege of working alongside.

GROW Programme

An initial group programme with ongoing one-on-one mentoring free for 15-24 year olds. The programme includes growing and gathering kai; cooking; volunteering; driver learner licence training; barista skills with the aim to help participants prepare for work, learn team work, develop social connections and enhance their sense of self.

LEAP Programme

A 20 week programme with the opportunity to gain a New Zealand Certificate in Primary Industry Skills (Level 2) Qualification and 60 credits towards NCEA Level 1 and 2 with a focus on the environment, horticulture and sustainability.

Equine Programmes

Comcol offers three equine programmes:

- Equine Connect – a 10 week programme designed as a therapeutic space for people going through special challenges.
- Equine Career Link – a 10 week programme designed to help participants towards their goal of employment in the equine industry.
- Equine International Studies – a course for Rangiora High School international students combining learning equine skills with weekly riding lessons.

Living Laboratory

We are establishing a pocket native forest corridor on Rangiora's boundary known as Comcol Living laboratory.

Together with our community we are:

- planting the native biodiversity corridor and enhancing a natural ecosystem.
- restoring a podocarp forest and contributing to the Waimakariri district's goal of 10% biodiversity in the wider landscape.
- potting up native seedlings and growing on ready for planting.
- planting native trees on our tree planting days.
- Over 1,500 natives planted.

Service Performance 2025

Youth Service 2025

912 Youth Service taiohi were coached by our Youth Coaches within our five locations in three regions throughout the South Island - Canterbury, Otago and Southland.

GROW funded by HPR

Five programmes on site with ongoing mentoring for 50 students. Of the 50, 42 have completed with a positive outcome (education, training or employment) = 86%. 8 are still receiving pastoral support to help them into an outcome.

LEAP

11 students (10 Youth Guarantee, 1 unfunded). 10 students achieved a qualification.

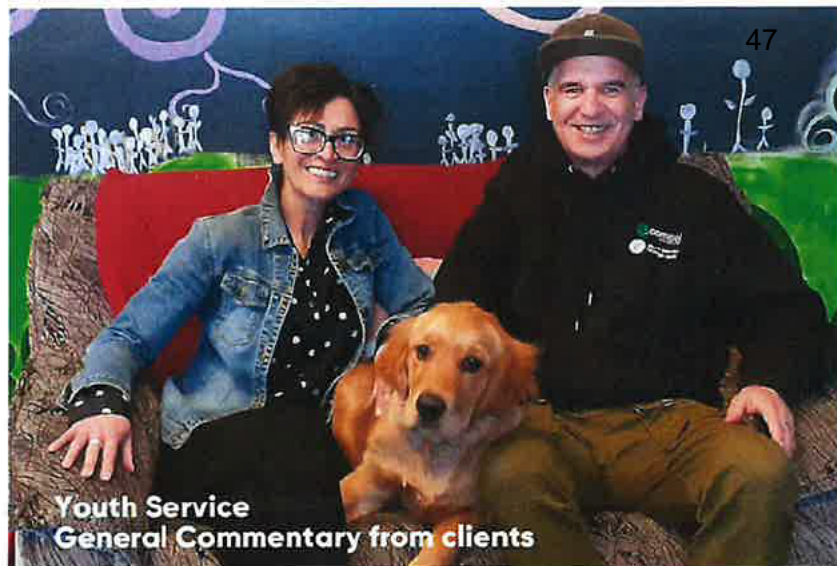
Equine International students with Rangiora High School Equine Studies
39 students with 426 hours of riding lessons and equine studies.

Equine Connect - 17 clients experiencing the positive impact of connecting with horses to improve their wellbeing.

Equine Career Link - 5 clients

Youth Shed - 14 participants

IHC North Canterbury - 6 participants took part in a Learner Licence Workshop.



47

**Youth Service
General Commentary from clients**

"They were always there to give me a hand when I needed it and I always felt valued and respected during every interaction."

"They treated me like an equal and are helping me reach my goals for the rest of the year."

"My youth coach is amazing she had helped get me into education and I am almost finished going from zero credits to getting my level 1s and 2s."

"I got the best support ever thank you."



GROW students

Comments from GROW whānau :

"It was great to see O excited and being positive about the future."

"Noticed a big difference in his attitude and time keeping, also focusing on what he wants to achieve."

"W became more motivated, happy and chatty. A brighter outlook. Very positive."

"H changed! He has a great attitude, happy to come to Comcol, more talkative and excited about his future."



LEAP Students

"Comcol LEAP is an overall great course, you learn a lot about horticulture and there are other bits and pieces such as cooking days & out days that you get to enjoy."

"The tutor helped me learn by letting me work at my own pace."

"I enjoyed learning about how to look after plants."



International Equine Students

"I really enjoyed the equine studies and the riding lessons are amazing."

"I loved the clipping, the pilates and just everything. The nice group energy was the best."

"I really enjoyed equine, especially the theoretical parts about horse health. I really like Liv's way of teaching and always felt safe and understood."

"I learnt so many new things and developed further. Everything was quite perfect."

Statement of Financial Performance

Community Colleges New Zealand Limited

For the year ended 31 December 2025

'How was it funded?' and 'What did it cost?'

	NOTES	2025	2024
Revenue			
General Grants		126,705	135,417
Capital grants		-	102,680
Government service delivery grants/contracts		3,193,024	3,669,506
Interest, dividends and other investment revenue		114,482	96,711
Other revenue		169,189	156,840
Revenue from commercial activities		70,350	73,230
Total Revenue		3,673,750	4,234,384
Expenses			
Employee remuneration and other related expenses		2,706,838	2,972,671
Expenses related to commercial activities		34,649	24,066
Expenses related to service delivery		887,098	925,884
Other expenses		153,475	197,648
Total Expenses		3,782,060	4,120,270
Surplus/(Deficit) for the Year		(108,310)	114,115

The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached Independent Auditor's Report.

Statement of Financial Position

Community Colleges New Zealand Limited

As at 31 December 2025

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 DEC 2025	31 DEC 2024
Assets			
Current Assets			
Cash and Short-term Deposits	1	934,008	753,738
Term deposits maturing within 12 months	1	859,034	817,971
Debtors and prepayments	1	206,419	162,935
Advance CC NZ Ownership Trust	1	28,753	220,821
Total Current Assets		2,028,214	1,955,465
Non-Current Assets			
Property, plant and equipment	3	1,312,834	1,341,253
Investments	4	629,328	565,316
Total Non-Current Assets		1,942,162	1,906,569
Total Assets		3,970,376	3,862,034
Liabilities			
Current Liabilities			
Employee costs payable	2	290,145	285,319
Creditors and accrued expenses	2	132,539	124,537
Unused donations and grants with conditions	2	327,544	120,560
Total Current Liabilities		750,228	530,415
Non-Current Liabilities			
Spark Loan	2	-	3,161
Total Non-Current Liabilities		-	3,161
Total Liabilities		750,228	533,575
Total Assets less Total Liabilities (Net Assets)		3,220,148	3,328,458
Accumulated Funds			
Share capital	6	1,000	1,000
Accumulated surpluses or (deficits)	6	3,219,148	3,327,458
Total Accumulated Funds		3,220,148	3,328,458

The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached Independent Auditor's Report.

Statement of Cash Flows

Community Colleges New Zealand Limited For the year ended 31 December 2025

'How the entity has received and used cash'

	2025	2024
Cash Flows from Operating Activities		
Receipts from Operating Activities		
Capital grants	-	102,680
Government service delivery grants/ contracts	3,344,682	3,601,715
Interest, dividends and other investment receipts	68,399	99,633
Non-government service delivery grants/contracts	133,143	135,417
Other cash received	168,745	156,840
Gross sales from commercial activities	75,825	87,374
Total Receipts from Operating Activities	3,790,794	4,183,660
Payments for Operating Activities		
Employment remuneration and other related payments	(2,700,875)	(2,973,259)
Payments related to commercial activities	(34,032)	(24,067)
Other payments related to service delivery	(880,789)	(975,798)
Other payments	(25,794)	(45,581)
Total Payments for Operating Activities	(3,641,490)	(4,018,705)
Total Cash Flows from Operating Activities	149,304	164,955
Cash Flows from Other Activities		
Receipts from Other Activities		
Receipts from sale of property, plant and equipment	29,397	19,578
Receipts from sale of investments	-	518,105
Repayment of related party advance	150,000	-
Proceeds from loans borrowed from other parties	-	3,161
Total Receipts from Other Activities	179,397	540,844
Payments for Other Activities		
Payments to acquire property, plant and equipment	(86,247)	(237,143)
Payments to purchase investments	(59,023)	(283,480)
Repayments of loans borrowed from other parties	(3,161)	-
Total Payments for Other Activities	(148,430)	(520,623)
Total Cash Flows from Other Activities	30,967	20,221
Net Increase/(Decrease) in Cash	180,271	185,176
Cash and Short-term Deposits		
Opening cash	753,738	568,562
Closing cash	934,008	753,738
Net change in cash for period	180,271	185,176

The accompanying policies and notes form part of the performance report. These statements should be read in conjunction with the attached Independent Auditor's Report.

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2026/27 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410		Carried forward 2025/26 = \$2,839	2026/27= \$9,070				\$ 11,909.00
	20-Jul	R13 Youth Development Trust	Signwriting for Community Service Programme vehicle		\$582.91	\$583	\$11,326
	20-Jul	North Canterbury Dive Club Inc	50th Anniversary		\$4,000	Declined	\$11,326
	17-Aug	Big Brothers Big Sisters of North Canterbury	Towards the production of a 15-second cinema advertisement		\$750	\$750	\$10,576
	17-Aug	All Stars Marching Teams	Towards accommodation for training camp	Withdrawn	\$750		\$10,576
	17-Aug	All Stars Marching Teams	Towards van hire costs for trip to South Islands in Dunedin December 2026		\$750	\$300	\$10,276
	21-Sep	North Canterbury Homeschoolers	Towards hosting a interacite music workshop		\$214	Declined	\$10,276
	19-Oct	Comcol North Canterbury	Towards materials for the Art Connect - Youth Voice for Nature project		\$700		

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410		Carried forward 2024/25 = 1,259	2025/26= \$8,790				\$ 10,049.00
	21-Jul	Kaiapoi Community Garden	Towards entertainment @ Jazz and Blues Festival	18-Mar-26	\$500	\$500	\$9,549
	21-Jul	Silverstream Residents Volunteer Group	Purchase of Bench		\$740	\$740	\$8,809
	21-Jul	Allstars Marching Teams	Hall hire for training/practice sessions for the year	6-Mar-26	\$750	\$750	\$8,059
	18-Aug	Kaiapoi Pony Club	towards attending the Springston Trophy in Blenheim	Declined	\$1,000	\$0	\$8,059
	18-Aug	Kaiapoi Garden Club	Towards hosting the Kaiapoi Garden Competition	9-Mar-26	\$600	\$250	\$7,809
	15-Sep	Menzshed of Kaiapoi Inc	towards hosting a Teddy Bear hunt	9-Mar-26	\$650	\$195	\$7,614
	15-Sep	The Chris Ruth Centre	Instalation of blinds	Declined	\$735		\$7,614
	17-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000	\$500	\$7,114
	17-Nov	Mahi Matatoa Trust	Towards first aid training	27-Mar-26	\$585	\$585	\$6,529
	17-Nov	Community Colleges New Zealand - Comcol North Canterbury	Towards materials and labour to install a mounting block	26-May-26	\$1,056	\$500	\$6,029
	16-Feb	Community Watch Kaiapoi Incorporated	Toeards an upgrade of the vehicle radio and purchase of four portable radios	13-May-26	\$750	\$750	\$5,279
	16-Feb	McCullough Guards Leisure Marching	Towards hosting the National Leisure Marching Event	Withdrawn	\$750 -\$1,000		\$5,279
	16-Mar	Kaiapoi Toy Library	LeapPad Academy Educational Tablet and Leap Frog LeapMove		\$810	\$500	\$4,779
	16-Mar	Rangiora Boxing Club	Towards medical care		\$500	\$500	\$4,279
	20-Apr	Chris Ruth Centre Trust	Towards a portable speaker	15-Jun-26	\$190	\$190	\$4,089
	20-Apr	North Canterbury Jamboree Scout Troop	Towards Pre-Jamboree camp	Declined	\$1,000	\$ -	\$4,089
	15-Jun	Kaiapoi Pony Club	St Johns Ambulence Services		\$750	\$ 750.00	\$3,339
	15-Jun	Menzshed	Purchase of a BBQ		\$500	\$ 500.00	\$2,839

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grant 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. 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 community-based project groups, non-profit community 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.

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 a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind e.g. petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ 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	

- The Board supports a wide range of community activities. However, an 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).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Grant funding will not be allocated for events/projects that have already occurred, i.e. retrospectively.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. However, schools themselves are not considered non-profit community-based organisations.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- Grant funding would primarily be limited to projects located within the Board's geographical area or providing a clear benefit to residents of the area. In exceptional circumstances, the Board may consider applications for projects outside its geographical area and, in such cases, would provide detailed reasons for exceeding its standard scope.
- Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the set limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a project budget, an organisational balance sheet/profit and loss, and a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form within 20 working days after the event, completion of the project, or when the funds were spent outlining how the funds were applied. Relevant proof of purchase, such as receipts, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new applications will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 261007303901

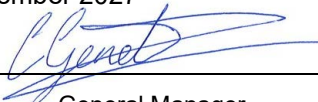
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD MEETING

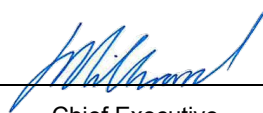
DATE OF MEETING: 19 October 2026

AUTHOR(S): Aislin Connor, Governance Support Officer

SUBJECT: Kaiapoi-Tuahiwi Community Board Meeting Dates from February 2027 to December 2027

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to adopt the Kaiapoi-Tuahiwi Community Board's (the Board's) schedule of meeting dates for the period from February 2027 to December 2027.
- 1.2. The dates are based on meeting each month on the third Monday of the month. The recommended meeting venue is the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre; however, this does not preclude other venues within the community if needed.

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 261007303901.
- (b) **Resolves** to hold Board meetings at the Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi, commencing at 5pm, on the following dates:
 - 15 February 2027.
 - 15 March 2027.
 - 19 April 2027.
 - 17 May 2027.
 - 21 June 2027.
 - 19 July 2027.
 - 16 August 2027.
 - 20 September 2027.
 - 18 October 2027.
 - 15 November 2027.
 - 13 December 2027.

3. BACKGROUND

- 3.1. To support the efficient and effective administration of the Board's business, the Local Government Act 2002 provides for the adoption of a schedule of meetings covering such a period as the Board considers appropriate.
- 3.2. Adoption of the meeting schedule, including any subsequent amendments, constitutes formal notification to Board members of all meetings included within that schedule or amendment.

- 3.3. The adoption of a meeting schedule does not prevent additional meetings, briefings, or workshops from being convened during the year. The Local Government Act 2002 also provides for the calling of extraordinary meetings where required.

4. KEY ISSUES

- 4.1 In previous years, the Board has not held meetings during January, and it is recommended that this practice continue. However, the Board may wish to consider holding a workshop in January 2026 to discuss the development of its Community Plan or any other matters requiring consideration.
- 4.2 Briefings and workshops are generally scheduled to follow Board meetings where practical. Where a substantial amount of time is required for discussion, a separate briefing or workshop may be scheduled at a time agreed upon by members.
- 4.3 The proposed meeting schedule has been developed to provide regular opportunities for the Board to consider governance matters, receive updates, and engage in strategic discussions throughout the year.
- 4.4 Concerns have previously been raised regarding the limited public attendance at Board meetings, other than for specific deputations. Holding meetings within the Board's geographical area is considered to improve public accessibility and provide greater opportunities for the community to observe local decision-making processes and democratic governance. Therefore, it is recommended that Board meetings continue to be held at the Ruataniwha Kaiapoi Civic Centre, Williams Street, Kaiapoi, to maintain consistency. However, with the Board's agreement, meetings may also be held at other locations within the community, such as Tuahiwi or The Pines Beach, where agenda items are of particular local interest.
- 4.5 In the event that there is insufficient business for a scheduled meeting, the Board may instead elect to hold a workshop on matters of current or strategic interest. Following consultation with relevant Council staff, the Chairperson and Chief Executive may determine that a meeting should be cancelled. Meetings may also be cancelled where circumstances such as severe weather events or the absence of a quorum prevent the meeting from proceeding.

5. OPTIONS

- 5.1. To adopt the recommended meeting schedule that is based on previous successful meeting patterns, factoring in elected member availability and public expectations.
- 5.2. The Board has the option to request that staff investigate alternative meeting locations within the Kaiapoi-Tuahiwi Board area.
- 5.3. The Management Team has reviewed this report and supports the recommendations.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

6.1 Mana Whenua Engagement

The subject matter and/or recommendations contained within this report are not likely to be of interest to mana whenua.

6.2 Groups, Organisations and the Wider Community

There are no 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. However, the established pattern of Community Board meetings has generally worked well for members, considering other community commitments.

6.3 Implications for Community Wellbeing

- 6.3.1 The matters considered by the Board have the potential to impact community well-being across a range of areas, including social, cultural, economic, and environmental outcomes. As such, it is important that the community has opportunities to be informed about and observe the Board's decision-making processes.

- 6.3.2 Establishing and publishing an annual meeting schedule provides the most effective means of ensuring that the wider community is aware of upcoming Board meetings.
- 6.3.3 In accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA), all Council, Standing Committee, and Community Board meetings are publicly notified. In addition, the Council promotes meeting dates and agendas through its website and displays them at Council Service Centres via internal information screens to maximise public awareness and accessibility.

6.4 Community Outcomes and Strategic Priorities

People are friendly and caring, creating a strong sense of community in our District.

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1 Financial Implications

- 7.1.1 There are financial implications associated with the decisions sought in this report. However, the cost of servicing Community Boards is accommodated within existing Council Governance Budgets, with funding provided through the Council's Annual and Long Term Plans.
- 7.1.2 Board meetings are generally held in Council-owned facilities, and accordingly no venue hire costs are incurred.
- 7.1.3 The remuneration payable to Community Board members for attendance at meetings is provided through an annual remuneration allocation determined by the Remuneration Authority. As a result, the proposed meeting schedule does not give rise to any additional remuneration costs beyond those already provided for within existing budgets.

7.2 Community Resilience and Sustainability

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

7.3 Risk Management

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

7.4 Health and Safety

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

8 CONTEXT

8.1 Consistency with Policy

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

8.2 Authorising Legislation

Local Government Act 2002.

8.3 Authorising Delegations

The Local Government Act 2002 provides for the Board to adopt a schedule of meetings that may cover any period the Board considers appropriate.

KAIAPOI-TUAHIWI COMMUNITY BOARD

CHAIRPERSON'S REPORT

For the month of October 2026

Name: Jackie Watson

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
<i>John Rule, chair of KPA</i>	<i>John asked for a workshop to get feedback on what the Board would like regarding events.</i>	<i>As the Council were to deliver a revised Events Plan for the district in November, an opportunity to give some feedback in a way yet to be arranged would be more productive once details were finalised with the Council.</i>
<i>Council briefing re Events Plan and resourcing</i>	<i>Board chairs were invited to hear the proposals of the new Events Plan.</i>	
<i>Opening of Pegasus Community Centre</i>	<i>A wonderful event for Pegasus people and their community board.</i>	<i>Kaiapoi's community centre serves other needs now albeit community needs but a space for big and small events is sorely lacking.</i>

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS' INFORMATION EXCHANGE FOR SEPTEMBER 2026

Member's Name: Philip Redmond

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Darnley Club AGM	- The AGM was held at the Kaiapoi Community Centre. - S Hobson was re-elected as Chairperson, Sue Kilmartin as Treasurer, and R Morgan as Secretary. - The Club celebrated its 35th anniversary.	
Drainage All Boards	Environment Canterbury presented flood-protection options along the Ashley River from Okuku to Waikuku, outlining the proposed primary and secondary stopbank options.	
Central Rural Drainage Advisory Group	A constructive discussion took place regarding wetlands and the need to balance biodiversity enhancement with effective drainage. It was acknowledged that both outcomes can be achieved concurrently and should be considered together in future planning.	
Kaipoi Promotion Association AGM	- Re-elected J Rule as Chairperson, M Pinkham as Secretary and G Coleman as Treasurer. - It was noted that membership would be free from next year. - A Council review of the Promotion Association and event funding arrangements was currently underway.	
Rossburn Subdivision Blessing	- A blessing was held on site. - The residential subdivision was being developed and managed in-house by the Sparks family, with a focus on delivering a well-planned community incorporating reserves and wetlands. - The development is proposed to include approximately 270 residential sections, together with a community hub and café.	
Solid Hazardous Waste Working Group	- Consultation on the Waste Minimisation Plan has concluded. - Attendance at consultation events was low.	

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Kaiapoi Bridge Balustrades	- The project was expected to be completed this month. - Funding for the project was provided through the bequest from the Estate of H. Harper. - The feature was particularly impressive when illuminated at night.	
2026 Community Service Awards	- Busy with the Mayor interviewing potential recipients. - The event will be held in November 2026 at the new Pegasus Community Centre.	
Motu Move Launch	- A unique fare system that links concession entitlements to contactless payment cards and pre-paid Motu Move cards. - The smart technology automatically applies and debits the correct concession fare, representing a world-first initiative.	
Rangiora Airfield Advisory Group	- The last meeting of the Group was held on 23 September 2026. - The Group has been restructured and will be replaced by the Rangiora Airfield Users Group.	
Visit to the Kaiapoi Wastewater Plant	- The plant was originally established by the former Kaiapoi Borough Council around 1970. - The plant complies with all current consent conditions, as does the ocean outfall.	
Gravel Haulage Reference Group	The Reference Group held its final meeting and presented a report outlining the available options to Council on 6 October 2026.	
Headstart 24 September 2026	- Placed on hold or back down? – Appropriately, no consensus between Waimakariri, Selwyn and Christchurch City, according to Minister Bishop. - The Waimakariri and Hurunui proposal had received endorsement from all three participating councils; however, members observed that it may not have aligned with broader political aspirations for a larger regional or "Super City" model.	

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Waimakariri Biodiversity Trust Winter Lecture Series	• A presentation from Environment Canterbury on biodiversity within the Waimakariri District, including information on native invertebrate species and their role in freshwater ecosystems. • The presentation also outlined the effects of sediment and silt on waterways, including impacts on water quality, habitat health, and aquatic biodiversity.	
The Council was focusing on the Long Term Plan and managing government reforms.		

Report to Kaiapoi Tuahiwi Community Board

From Sandra Stewart

October 12, 2026

September 22 – attended ECan’s Flood Resilience workshop on its Ashley-Rakahuri stopbank upgrade options – several options affect Waimakariri landowners caught between the existing and any proposed new stopbank. Aim is to upgrade the present river flood capacity from 2400cumecs to 3900 cumecs. ECan decision on favoured option by end of 2026.

September 28 – Final of three Waimakariri Biodiversity Trust winter lectures – new WDC ecologist and specialist entomologist Johnno Ridden talked about Waimakariri’s unique bugs in a journey from mountains to sea. WBT’s co-ordinator specialist freshwater ecologist Dr Noah Davis also spoke about connection and collaboration - the ripple effect – in delivering widespread environmental gains. WBT’s three winter lectures drew an audience of around 80 people – both in-person at Mainpower and on-line over the three talks.

September 29 – visited a Waimakariri Irrigation biodiversity project at Bennetts Stream which discharges into the Eyre River between Carleton and Harewood roads and their ambitious recreational and restoration plans for the site.

September 30 – Nominations opened for the Waimakariri Environment Awards – nominate your top individual, young person or group who has done outstanding environmental work in the Waimakariri. Nominations close October 30 and the award presentation will be held at a family picnic and BBQ on Sunday, December 6 at the newly opened Pegasus Community Centre.

Waimakariri Biodiversity Trust – is advertising for a new treasurer/trustee. Our present treasurer is retiring next year. WBT also has some vacancies for trustees as well.

October 6 – Greypower held its meet the general election candidates public meeting

Also attended the ECan workshop on the updated Canterbury Biodiversity Strategy – still to have actions and funding allocated to it!

October 8 – Met with the Ashley Gorge track group members and heard their exciting plans for some major development – very aspirational at this stage.

October 9 – Attended the opening of the new Pegasus Community Centre – lovely building on great lake site – sure to be well-used by the community.

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE FOR SEPTEMBER 2026

Member's Name: Shona Powell

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Pegasus Community Cuppa	Guest speaker from the Soroptimists. The usual questions and issues raised with me around the Woodend Bypass and Pegasus golf course.	
Waimakariri Access Group meeting	Group will be decorating a Christmas Tree for the Soroptimist Christmas Tree Festival in the Rangiora Service Centre during Nov/Dec to raise awareness around accessibility.	
Two public drop-in events for draft North East Waimakariri Urban Plan held at Woodend Rugby Club	The venue was not ideal with Gladstone Road being closed, however the discussions held were valuable. Encouraged people to put their written feedback in. A lot of feedback I have received is around the second access/exit for Pegasus.	Consultation has closed and we wait to find out what feedback has been provided through this.
Youth Action Plan Launch	A pleasure to attend this event to see young people have such an interest in the future, the environment and express what concerns them and their ideas is heartening.	Just ask everyone to always consider this action plan when making decisions.
Public drop-in for Waste Management and Minimisation consultation held in Kaiapoi	A slow start but some good feedback from people. Staff helped one couple get assistance for putting their bins out for collection and then in after.	
Items of Interest:		
- National party have announced if re-elected they will fund \$800m for the construction of the Woodend Bypass starting in 2027. No decision on tolling yet, despite some media reports. What is needed is certainty around the Bypass; including construction, funding, and timeframes. - Existing Pegasus Community Centre is being emptied in preparation for the move to the new Community Centre with official opening on 9th October and public open day on 10th October from noon to 4pm. - Head Start Amalgamation – Government announced a pause on announcing any decisions.		

Councillor role:	
• Participated in various Council meetings, briefings and workshops – 22 during the month, not including the below • LGNZ online briefings on various topics • Te Kōhaka o Tūhaitara Trust meeting • Waimakariri Access Group meeting • Creative Communities Funding Assessment meeting • Site visit to Kaiapoi Wastewater Treatment plant • Community Wellbeing North Canterbury Trust meeting • Attended various community events like the Woodend School Fair and spoke with many locals. •	Any questions let me know but you can see the Minutes of Council and committee meetings online and the recordings.

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE FOR SEPTEMBER 2026

Member's Name: Brent Cairns

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Passchendaele Memorial Service	At the Cenotaph in Kaiapoi. There was really good turnout.	
Darnley Club Annual General Meeting	Wonderful organisation providing a valuable service to the elder persons community.	
Food Secure North Canterbury monthly meeting	Setting themselves up as a charitable trust to continue the work they are doing across North Canterbury	
Kaipoi RSA monthly meeting	Organised the Passchendaele Memorial Service. On Armistice Day they would name the newly planted trees at Murphy Park with battle honours.	
Pegasus Community Cuppa	Received a presentation from Soroptimist.	
Kaipoi Promotions Annual General Meeting	Current committee was elected mainly unchanged.	
Sparks Farm Rosburn Development opening	Pleased they are repurposing the old buildings for markets/arts/events.	
North Canterbury Wearable Arts	Impressive range of garments on show. The youth section was excellent.	
Story Walk opening at Norman Kirk Park	Popular area, great to see the libraries and greenspace teams collaborating.	
Youth Action Plan Launch Event	Great turnout.	
East Waimakariri Urban Plan drop-in session at Gladstone Park		
Attended Woodend School Fair	Great attendance as usual.	
Met with Grant Harris	He was leading the homeless group. Spoke about helping get people into houses.	

Attended pre-meeting and the High Street retailer's info session to talk about planned works for High Street	Feedback has been provided to staff for consideration as to how works can have less impact on businesses.	
Attended Rangiora Market Day in Victoria Park	Was very well attended with good entertainment.	
Attended Waste Management drop-in session in Kaiapoi	Only one person attended	When leaving found two people struggling to find the venue. These should be held in more visible locations.
Attended Rangiora Town Hall 100 Year Celebration meeting	There is a small surplus after the weekends event, considering ideas on what it could be spent on.	
Opening night of the Rangiora Arts Exhibition and Big Brothers Big Sisters auction event	There were some very talented people within the community.	
Attended Woodend Spring Flower Show	Slightly smaller event this year but still well attended.	
Woodend Community Association Annual General Meeting	They were creating a charitable trust.	
North Canterbury Musicals production of Little Shop of Horrors	Very good show and well worth attending.	
Halloween Event on 31 October at Norman Kirk Park	The family fun event would involve local retailers as well as a small fireworks show.	