



**TO THE MAYOR AND COUNCILLORS OF THE
MACKENZIE DISTRICT COUNCIL**

Membership of the Finance Committee:

Cr Graham Smith (Chairman)
Claire Barlow (Mayor)
Cr Russell Armstrong
Cr Murray Cox
Cr Noel Jackson
Cr James Leslie
Cr Evan Williams

Notice is given of a meeting of the Finance Committee to be held on Thursday, October 16, 2014, following the conclusion of the Forestry Board meeting.

VENUE: Council Chambers, Fairlie.

BUSINESS: As per agenda attached

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER



FINANCE COMMITTEE

Agenda for Thursday, October 16, 2014

APOLOGIES

DECLARATIONS OF INTEREST

MINUTES:

Confirm and adopt as the correct record the minutes of the Finance Meeting held on September 2, 2014, including such parts as were taken with the public excluded.

SUB-COMMITTEE MINUTES:

Receive the minutes of the Tekapo Property Group Meeting held on August 4, 2014, including such parts as were taken with the public excluded.

Receive the minutes of the Tekapo Property Group meeting held on October 7, 2014, including such parts as were taken with the public excluded.

REPORTS:

1. Financial Activity Report (attached).
2. Letter from Wendy Smith requesting sponsorship for Business Awards (attached).

PUBLIC EXCLUDED:

Resolve that the public be excluded from the following part of the proceedings of this meeting namely:

1. Public excluded minutes of the Finance Committee meeting held on September 2, 2014.
2. Public excluded minutes of the Tekapo Property Group meeting held on August 4, 2014.
3. Public excluded minutes of the Tekapo Property Group meeting held on October 7, 2014.

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Previous minutes of the Finance Committee, September 2, 2014	Enable commercial negotiations	48(1)(a)(i)

Previous minutes Tekapo Property Group, August 4	Enable commercial negotiations	48(1)(a)(i)
Previous minutes Tekapo Property Group October 7	Enable commercial negotiations	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Previous minutes of the Finance Committee and Tekapo Property Group under section 7(2)(i).*

RESOLUTION TO RESUME OPEN MEETING

ADJOURNMENTS:

10.30am: Morning Tea

12.00pm: Lunch

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY, SEPTEMBER 2, 2014, AT 9.30AM

PRESENT:

Cr Graham Smith (Chairman)
 Claire Barlow (Mayor)
 Cr Russell Armstrong
 Cr James Leslie
 Cr Noel Jackson
 Cr Evan Williams

IN ATTENDANCE:

Wayne Barnett (Chief Executive Officer)
 Paul Morris (Finance and Administration Manager)
 Arlene Goss (Committee Clerk)
 Gail Smits (Quotable Value) – from 11.30am
 Luke van den Broek (Quotable Value) – from 11.30am
 Alex Wills (Quotable Value) – from 11.30am
 Pauline Jackson (Rates Officer) – from 11.30am

APOLOGIES:

There were no apologies.

DECLARATIONS OF INTEREST:

There were no declarations of interest.

MINUTES:

The chairman asked a question regarding the resolutions related to the land sale to Meridian in the minutes. He wanted to know why this was not recorded as a unanimous decision. The Mayor said we don't usually record this. No changes were requested to the minutes.

Resolved that the minutes of the meeting of the Finance Committee held on July 24, 2014, including such parts as were taken with the public excluded, be confirmed and adopted as the correct record of the meeting.

Evan Williams/Claire Barlow

REPORTS:

FINANCIAL ACTIVITY REPORT TO JUNE, 2014:

This report is the financial report for council for the full year to June, 2014.

Resolved that the report be received.

Claire Barlow/Evan Williams

The chairman and Finance and Administration Manager Paul Morris went through the report one section at a time.

Governance – There has been a small overspend on two items. One was caused by unbudgeted employment, the other was extra meetings at Tekapo.

Cr Cox asked why the water zone committees were costing so much. Paul Morris said we are involved with two water zones, one we administer, the other we contribute to. Our contribution is 25% of the cost of each of those. Those costs involve members remuneration, food and accommodation. Ecan is paying 50% and other councils are paying 25%. Costs depend on the number of meetings, the distance people travel, and the time of day the meeting is held.

The chairman said we didn't know what it was going to cost when we started contributing. Paul Morris said there will potentially be extra costs coming through for extra water testing.

The Mayor asked how much the budget for the zone committees was increased for the coming year. \$45-\$47,000. The Mayor asked if anyone had written to the chairs asking them to reduce the costs. Cr Cox said the zone committee spends a lot of wasted time in the public forum not progressing far, so it would be better to have more workshops and take the results of those workshops to the public meetings.

The chairman said the council needs to look at ways to reduce these costs and he would like this recorded in the minutes.

The chairman said the by-elections for the Tekapo and Fairlie community boards also added to the cost of governance this financial year.

Corporate – The chairman noted that internal charges for motor vehicles were showing as a loss but the money had not been spent - it's just that people were not using the cars as often. He asked if we had over-budgeted on car use. Paul Morris said when we do the budgets we look at the mileage done in the past, likely changes in fuel costs, and maintenance costs. We were expecting more kilometres to be done and were expecting the fuel costs to be higher. Council has received a significant discount on its fuel bill with the all-of-government contract.

Consultancy expenses are a little over budget because we used Strategic Pay this year.

Water – The Albury Water Scheme has invested money previously which has now come back to council and shows as a credit.

Paul Morris said the financial contributions of \$134,000 will go into various water schemes and capital reserves.

Sewer - Notes 4 and 5 in the accounts are around the wrong way and need to be swapped.

Roading – This budget shows a loss for the year. This was because of extraordinary weather events. Paul Morris said page 37 of the agenda contains the details.

In the capital area on page 38 we have only spent \$80,000 on minor improvements from a budget of \$290,000, so the remainder can be carried over into this financial year to use on bridge replacements. This money has to be spent in the 2014/15 financial year.

The Mayor asked how much council was contributing from reserves towards emergency reinstatement work. The chief executive said it was a sliding scale depending on how much NZTA contributed. They paid 65% of minor works.

The chairman said rural reserves may need to come into play with the bridges. We will need to see how it goes.

The Mayor asked regarding the Alps2Ocean fund. The feasibility study for off-roading Haymans Road will come from this money.

Planning – This area is showing a loss of \$106,000 which is \$225,000 better than we thought it would be, however the reserve contributions have contributed to the lowering of the loss. If you take that out you are looking at a favourable variance of about \$80,000. This is mainly due to under spending in consultancy expenses because we are managing Plan Change 13 and the district plan review.

There is a \$1.236million deficit sitting in an operating reserve. No interest is being charged or any repayment made towards this. At the next council meeting when we do the wash-up of balances at year end, council will need to decide whether we should be transferring that deficit into a capital reserve and start charging interest on it. Part of the long term plan work will be how we are going to deal with this. Also need a plan to deal with solid waste deficits.

Regulatory – We are making surpluses in this area but this money is being used to fund an extra building inspector. The chairman said it's always hard to estimate building activity. If there is a downturn we could run into a deficit situation. Currently there is a \$144,000 surplus at year end in building. The Mayor asked if council could be taken to task over that surplus. Paul Morris did not think so. It was likely to disappear as soon as building activity dropped.

Solid Waste – The deficit is growing in solid waste. Now sits at \$766,000. Paul Morris said the tonnage of waste is increasing and the tonnage diverted to recycling is increasing, but as part of that there is also more being diverted to landfill. Despite the deficit we are only \$8,000 over budget. The chairman said the deficit is not going down. The issue of what to do with deficits will be discussed as part of the long term plan process.

Community Facilities – The chairman said the Twizel Events Centre is not earning the revenue it used to earn. There is still money available to spend on the new public toilets at Twizel.

Recreational Facilities – Paul Morris said the money that was stolen has been fully repaid and this has been included in these results.

Commercial – Council received \$255,000 worth of unbudgeted log sales due to trees falling down in windstorms, but the write down of the value of the forestry was more than this amount. The valuation of the forests is done at June 30 and takes into account log prices at that time, so this has impacted because log prices went down between selling the logs and valuing the forests. Pukaki Airport is showing lower costs. It is encouraging to see another building being built there. Council has spent nearly quarter of a million dollars on subdivision costs at Tekapo to date.

The meeting adjourned for morning tea at 10.25am and reconvened at 10.44am.

AORAKI DEVELOPMENT BUSINESS AND TOURISM QUARTERLY REPORT TO JUNE, FINANCIAL ACTIVITY REPORT TO JUNE, 2014:

This report is the quarterly report on activity carried out by ADBT. The chairman questioned the number of businesses using this service. The Mayor said it takes time for people to engage and this has only been going for six months. The chief executive said the feedback he has received is in line with what is expected. The chairman feels it is not being publicised. Cr Cox said the service was talked about at a promotions meeting in Tekapo and most businesses were aware of it.

Resolved that the report be received.

Claire Barlow/Evan Williams

The meeting adjourned at 10.47am to await the arrival of visitors at 11.30am.

At 11.30am the chairman reconvened the meeting and welcomed Gail Smits, Luke van den Broek and Alex Wills from Quotable Value, and rates officer Pauline Jackson.

The Finance Committee agreed to the presentation from Quotable Value being considered in public excluded due to the commercially sensitive nature of the information.

PUBLIC EXCLUDED:

Resolved that the public be excluded from the following parts of the proceedings of this meeting namely 'Presentation from Quotable Value'.

Claire Barlow/Murray Cox

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
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Presentation from Quotable Value	Commercial sensitivity	48(1)(a)(i)
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This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Presentation from Quotable Value under section 7(2)(b)(ii)*.

The Finance Committee continued in open meeting.

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 12.03pm

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE TEKAPO PROPERTY GROUP HELD IN THE LAKE TEKAPO COMMUNITY CENTRE, TEKAPO ON MONDAY, AUGUST 4, 2014, AT 10AM

PRESENT:

Cr Murray Cox (Chair)
Mayor Claire Barlow
Stella Sweney
Richie Smith
Wayne Barnett (Chief Executive)
Paul Morris (Finance and Administration Manager)

IN ATTENDANCE:

Arlene Goss (Committee Secretary)
Stephen Gubb (Hughes Developments)
Don Young (Lake Tekapo Scenic Resort)
Catherine Young (Lake Tekapo Scenic Resort)

APOLOGIES:

Apologies were received from Cr Graham Smith and Cr Russell Armstrong.

DECLARATIONS OF INTEREST:

There were no declarations of interest.

VISITORS:

Don and Catherine Young from the Lake Tekapo Scenic Resort were at the meeting to address property group members.

Don Young handed a paper to the meeting that outlines his concerns. This is attached to these minutes. He said their accommodation business is located in the middle of the village next to where construction activity will take place and he would like to address the property group with his concerns early on, rather than complain about things afterwards.

He would like to work with the council to manage the effects of the development so they can still operate their business. He would like to communicate with guests regarding construction so they know what to expect when they arrive. This includes telling guests in advance when construction will start, finish, and the effects it will have, so they can look at alternatives.

He asked for plenty of notice because people are booking well ahead and he is already taking bookings for next summer. With guest feedback being posted online, he is worried his business will suffer poor reviews if guests are not communicated with properly.

He would also like some say in the planning process, for example when there is construction immediately adjacent he would like guest friendly hours of construction rather than construction noise starting very early in the morning.

He would also like dust dampened if there is risk of it blowing across the town.

Mr Young asked for a contact person at the council he can go to if there is a problem.

Regarding the boundary issue they cannot afford to lose any guest car parks and would like to resolve the boundary issues in a way that allows them to keep their car parks.

They would also like to know of any access issues with heavy machinery blocking the road so they can let guests know how to access their business. Catherine Young said she has discussed car parking with Planning and Regulation Manager Nathan Hole and was hoping that council wouldn't take their car parks away.

The chairman asked if guest parking needs to be on the property. Catherine Young said people paying a motel rate want to see their cars from the motel. They are currently rated four star accommodation and this could be affected if there was not enough car parking on site.

The chairman said their concerns about construction were valid and would also apply to other businesses in town. Don Young said the development was for the good of the town but they need good information to mitigate the effects.

The Mayor appreciated them coming to the meeting and being constructive with their comments. Regarding the timing of construction, until the council has a signed contract they cannot give a time for construction. Chief Executive Wayne Barnett is the best person to contact with questions and concerns at this stage.

Catherine Young asked if there was progress regarding the boundary issue. The chief executive said at the moment the plan was for the land owner to give up their encroachment of six meters but the matter was still being discussed.

The chairman thanked Don and Catherine Young for coming and voicing their concerns.

Don and Catherine Young left the meeting at 10.23am.

MINUTES:

Correction: On page 7 Alan Gubb should read Alan McNabb.

Resolved that the minutes of the meeting of the Tekapo Property Group held on June 4, 2014, be confirmed and adopted as the correct record of the meeting, including those matters taken under public excluded, with the correction noted above.

Claire Barlow/Richie Smith

PUBLIC EXCLUDED

Resolved that the public, be excluded from the following part of the proceedings of this meeting namely:

1. Previous minutes, Tekapo Property Group, June 4.
2. Previous minutes, Finance Committee, July 24 (for information only)
3. Development Update (attached)
4. Tekapo Commercial Subdivision (attached)
5. Status of Land Sale (attached)
6. Development Proposal (attached)

7. Sale Contract Update (attached)
8. Development of Lakeside Drive Land (attached)

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Previous minutes Tekapo Property Group, June 4.	Commercial sensitivity	48(1)(a)(i)
Previous minutes Finance Committee July 24.	Maintain legal professional privilege	48(1)(a)(i)
Development Update	Enable commercial negotiations	48(1)(a)(i)
Tekapo Commercial Subdivision	Commercial sensitivity	48(1)(a)(i)
Status of Land Sale	Maintain legal professional privilege	48(1)(a)(i)
Development Proposal	Enable commercial negotiations	48(1)(a)(i)
Sale Contract Update	Commercial sensitivity	48(1)(a)(i)
Development of Lakeside Drive Land	Enable commercial negotiations	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Previous minutes of the Finance Committee, Status of Land Sale, Sale Contract Update, Development of Lakeside Drive Land all under section 7(2)(i). Previous minutes Tekapo Property Group, Development Update and Development Proposal under section 7(2)(b)(ii), Tekapo Commercial Subdivision under section 7(2)(g).*

Claire Barlow/Richie Smith

RESOLUTION TO OPEN THE MEETING TO THE PUBLIC

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 1.05pm**

CHAIRMAN: _____

DATE: _____

Tekapo Property Group Meeting

Lake Tekapo Scenic Resort

Don and Catherine Young

Objectives:

- We want to manage the effects of the development to firstly ensure the survival of our business, but preferably to minimise the effect on our guests so we can **maintain a viable, and trade-able business**.
- To do that, we need to be able to **communicate** with guests currently reserved, and prospective guests.
- We have a considerable number of reservations for next summer. To enable us to **accurately inform**, and **offer alternatives** if necessary, we require information on all activity that may affect us as soon as it is available.
- This is critical to our business with **long lead-times** for bookings where our entire facility can be reserved.
- As we are very **exposed to guest feed-back** on booking sites, social media and trip-advisor type mediums, complete transparency and integrity is essential to avoid long-term damage.
- This will be greatly assisted by being **proactive with information**, rather than having to respond to negative feedback.
- To assist us, **we need accurate information**, coming from:
 - **Engagement in the planning process**, and good information flow;
 - **Updates on timelines** for the development process;
 - Access to a **key contact within council** to assist with this communication.

Immediate concerns:

- If the boundary issue results in the loss of car-parks, we will not have sufficient to allocate one park for each accommodation unit.
- The current District plan would require us to have one park per unit plus 2 for managers.
- Any change to the Mini-golf will also directly affect us. If they require major changes, this may require an extended period of construction activity in our immediate vicinity.
- When construction for the road, and infra-structure begins, how long will we be exposed to dust, access issues, and will activity hours be considerate.

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE TEKAPO PROPERTY GROUP HELD IN THE LAKE TEKAPO COMMUNITY CENTRE, TEKAPO ON TUESDAY, OCTOBER 7, 2014, AT 1PM

PRESENT:

Cr Murray Cox (Chair)
Mayor Claire Barlow
Cr Graham Smith
Cr Russell Armstrong
Stella Sweeney
Wayne Barnett (Chief Executive)

IN ATTENDANCE:

Stephen Gubb (Hughes Developments)
Katherine Eveleigh (Aurecon)
Ari Fon (Aurecon)
Jane Rennie (Boffa Miskell)
Keri-Ann Little (Committee Secretary)

APOLOGIES:

Apologies were received from Paul Morris (Finance and Administration Manager) and Richie Smith (member).

Claire Barlow/ Graham Smith

DECLARATIONS OF INTEREST:

There were no declarations of interest.

MINUTES:

Resolved that the minutes of the meeting of the Tekapo Property Group held on August 4, 2014, be confirmed and adopted as the correct record of the meeting, including those matters taken under public excluded.

Claire Barlow/ Stella Sweeney

VISITORS:

Katherine Eveleigh and Ari Fon from Aurecon, and Jane Rennie from Boffa Miskell were present at the meeting to present the Tekapo Landscape and Transport Strategy to property group members.

Ms Rennie an urban designer with Boffa Miskell has been engaged along with Aurecon to undertake a landscape and transport study on the Tekapo development on behalf of the CEO and his team. Ms Rennie said she is progressing a lot of previous work that has already been done to the next level of investigation which she will go into depth shortly. Ms Eveleigh is heading up the team from Aurecon in regards to landscaping and urban

aspects and Ari Fon, Senior Engineer with Aurecon said his input will be parking and the transportation side of the project.

Ms Rennie began the presentation to run through the work that has taken place to date and to give the group an update. Ms Rennie said we are currently three quarters to half way through the process of investigating various technical issues, understanding what has changed in the last couple of years since the previous study had been done, while drilling down to more detail to a point where we would like to talk to numerous stakeholders and gain feedback including the public drop in this afternoon. We are looking forward to hearing what the feedback is, with some aspects of this work going into a bit more detail compared to where things were a couple of years ago.

Ms Rennie distributed an A3 coloured hand-out outlining their findings to date in respect to the Tekapo Landscape and Transport Study.

The CEO said the purpose of this meeting was to gather an idea of the stages the study has gone through and invited the group to stay at the completion of the meeting to view the consultation boards in more depth during the public drop in session.

Ms Rennie said as part of the brief received to us from the Council was to ensure as this development goes forward there is integration from a landscape perspective and obviously from a parking and transportation side of things so there is sufficient land set aside to achieve a good quality design outcome keeping in mind future town development.

Ms Rennie said they are starting to look into more detail regarding how the development will function and whether we have sufficient carparking to meet the growth demands as the town grows and obviously how that all connects in with pedestrian walkways etc.

Cr Smith asked is that the only two areas of parking the east carpark and the west carpark.

Ms Rennie said there will be carparking around the supermarket area and carparking along the commercial street and options for carparking along the commercial lane and development sites themselves will have sufficient space within their lots to provide carparking for their individual businesses aswell.

Ms Sweeney asked how the scenic resort would be affected noting they attended the last meeting with concerns with parking. Ms Rennie said the Council has recently indicated that the viewing shafts cannot have parking in them, so these view shafts are now landscape high amenity areas. The chairman noted that the scenic resort view shaft was incorrect and is actually carparking. The CEO added that in the case of the scenic resort which is owned by the landowners, council do not have control over what is a view corridor and what is parking in their case.

Cr Smith noted there is no parking in the middle of town. Ms Rennie said over time there will be some transition around areas that now look like storage areas that may be turned into parking.

Mr Ron said as a summary in terms of the development around some of the areas for the next section if that is fully developed and look at the existing development there is enough carparking in the existing layout to provide the plan requirements for the existing and developed case but in saying that while we can be compliant to the district plan however in the peak time there may not be enough carparking spaces. There will be that peak over the summer period where under this current scheme there is not enough carparks and hopefully that is something we can discuss today. Generally you don't provide for one

hundred percent parking all the time, to do that you provide a huge amount of asphalt that isn't used months of the year but there are some areas outside this footprint that could potentially be utilised for overflow parking if required. The most important thing is it will be plan compliant.

Ms Rennie said we have looked at the bus parking situation as well, Mr Fon said we would like to concentrate the buses at the eastern park and like to see buses parking reasonably close to where the new footbridge will go and on the western park the intention is for the buses is to bring them closer to the centre of town around the vicinity of where the mini golf course is, close to information centre and public toilets.

The Mayor added this highlights the need to have another set of toilets at the other end.

Ms Rennie said there is an error on the map and there is another little block which has been indicated, so people coming over the bridge and entering town can use these toilets.

Mr Armstrong noted at the eastern side carpark the buses would have to drive in and back out the same way adding this is a real nuisance to other traffic, is there a way they can drive in and then drive through and out.

Mr Fon said they looked long and hard and welcome any suggestions, stating it is really hard making it all work and even looked at re-rigging the existing state highway 8 entrance. Ideally it would be good to get the buses to circulate through and drive out but because of the amount of room you would need to do this you would lose a lot of carparking down the western side. This is the best fit at the moment but there is some manoeuvring required. Ms Eveleigh added there will be bigger parks for campervans etc and the Mayor stated that there will be a need for good signage to indicate these.

Ms Sweeney said that current buses using the carparking like to back into the parks so they can easily drive out when they have collected their clients.

Ms Eveleigh thank Ms Sweeney for her input and said they will look more closely at that.

Ms Rennie then moved on to the transportation aspects of the project in regards to the internal lane way and parking areas and also the commercial street. With the concept we retain the internal lane through the development which has developed over time as the town centre project has evolved, what we have been looking at is the scenarios as to whether that lane will be one way or two way lane way through the centre of the town. Overall we would want it to be quite informal and there are a lot of crossing across it with view shafts and we want people to feel comfortable in this lane way environment so we have been looking at those options and are interested in your feedback, keeping in mind there are pros and cons in regards to how many carparks can be provided within a one way or two way scenario and how important it is for tourists visiting Tekapo knowing how to get around while trying to keep parking and streets as legible as possible and finally whether a one way or two way assists with that.

Cr Smith asked is it wide enough for a two way.

Ms Rennie said yes but the option of one way would provide parking on both sides of the street opposed to two way providing parking on one side of the street. In some areas it is a wee bit tight.

Mr Fon said with a two way they have provided restrictions with width as you won't want the street to become a highway with a large volume of traffic, keeping in mind safety with pedestrians.

Mr Armstrong said emphasise is getting them out of the cars, agreed by Ms Rennie.

Ms Sweeney added the feedback from the workshops was that the community certainly want the development to be pedestrian friendly and with the lane way being two way I have a vision of two campervans coming in both ways and having ciaos. I would certainly opt for a one way.

Cr Smith asked would the one way be east-west or west-east.

Mr Fon said it would be from the west to east.

Ms Rennie said that is why if it was one way then there would have to be very clearly signposted with a possible internal link to allow for tourists to retreat if they do head up the wrong way.

Cr Smith said most tourists coming into Tekapo come from south or east so they would have to drive through down first and then drive down the one way.

Mr Fon said hopefully they would park at the west or east end and walk.

Mr Gubb added that in reality it may have to start off as a one way to restrict the over spending on the first stage by having to put a one way the whole way through the development. I agree that the development would be ruined if there was too much traffic down there. Ms Rennie said you can design it in a way to make it clear that this is a slow road by using paving with a softer design etc.

The CEO said something that hasn't been allowed for is the amount of parking in the front sites, for the new sites we are selling now we have the ability to under the district plan use a pay in lieu scenario. They can come to council and pay cash in lieu for carparks on their individual site, we are selling the parks so we have the ability to negotiate around that at the moment but the key choice for us is how much do we require parking to be onsite in those businesses which takes away demand on the parks on the end while bring traffic into the area, it will also reduce the value of the area potentially as well, have you worked through that in any detail.

MR Fon said no not for individual sites we have looked at the overall parking assessment in terms of analysis of the existing and in terms of the subdivision and those numbers. With that cash in lieu can you please clarify that does that give Council the ability with payment from the developer for someone not to have any parks onsite with the appropriate cash payment.

The CEO replied and said yes they can have none. We have recently looked at the district plan and if all of these sites get sold and take cash in lieu is only for the land value so the council has to conjure construction but it also has the ability to provide a dumbbell situation with the parking at the two ends of town and nothing in the middle, I am a little bit concerned what that will actually do to the development.

Mr Fon said I certainly would recommend that Council allows that cash in lieu of parking in the new development I think somewhere in the middle but where that maybe we will have to

go into more detail. With the expansion of the development there may be a change with visitors parking and staying longer generally speaking there will be some growth over time.

The Mayor asked if you could put a timeframe on parking and Mr Fon said yes that is an option but must come with reinforcement.

Ms Rennie concluded by summarising today's presentation.

Cr Cox thanked Ms Rennie, Ms Eveleigh and Mr Fon for their time and summary provided.

Mr Gubb said there are some elements we may need you to prioritise, they will need to reflect through into the changes to the application that is with Council now being stage one subdivision because we need those worked into the system quite quickly so we are in a position to let the contract to Fulton Hogan in November otherwise we miss the construction season and I may need to sit with you and work through what those key issues are.

The CEO asked Mr Gubb do you think there are issues around the landscape.

Mr Gubb said not so much landscaping but the street and the tree plant of that and also the parking design will be reasonably key so there will be some elements, relatively minor but I think we just need to pull them to the top so they get worked on immediately.

The CEO enquired if the final report could be presented at the next property group meeting in the next six weeks' time. Cr Cox said going back to the public pre-Christmas would be desired when there are more people in the town but clarifying to the public that this will essentially be the development with minor adjustments if required.

Ms Rennie suggested a signboard available for the public to view to update the public of developments and stages completed etc.

Mr Fon noted for a five week turn around we will require any feedback straight away with emphasis on the one way or two way lane way.

Katherine Eveleigh, Ari Fon and Jane Rennie left the meeting at 2:14pm

PUBLIC EXCLUDED

Resolved that the public, be excluded from the following part of the proceedings of this meeting namely:

1. Previous minutes, Tekapo Property Group, August 4.
2. Lakeside Drive Subdivision Project
3. Hughes Report to Tekapo Property Group.
4. RHD Agreement.
5. Possible Land Purchase.

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Previous minutes Tekapo Property Group, August 4.	Commercial sensitivity Maintain legal professional privilege Enable commercial	48(1)(a)(i)

negotiations.

Lakeside Drive Subdivision Project	Commercial sensitivity	48(1)(a)(i)
Hughes Report to Tekapo Property Group	Commercial sensitivity	48(1)(a)(i)
RHD Agreement	Enable commercial negotiations	48(1)(a)(i)
Possible Land Purchase	Enable commercial negotiations	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Previous minutes of the Tekapo Property Group and Lakeside Drive Subdivision Project under sections 7(2)(i), 7(2)(b)(ii), and 7(2)(g). Hughes Report to Tekapo Property Group under section 7(2)(b)(ii), RHD Agreement and Possible Land Purchase under section 7(2)(i).*

Claire Barlow/ Graham Smith

The Tekapo Property Group continued in open meeting.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:30pm**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

REPORT TO: FINANCE COMMITTEE

SUBJECT: FINANCIAL REPORT – AUGUST 2014

MEETING DATE: 16 OCTOBER 2014

REF: FIN 1/2/1

FROM: MANAGER – FINANCE AND ADMINISTRATION

ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

Attached is the financial report for Council for the period ended 31 August 2014.

STAFF RECOMMENDATIONS:

1. That the report be received.

PAUL MORRIS
MANAGER – FINANCE AND ADMIN

WAYNE BARNETT
CHIEF EXECUTIVE OFFICER

Mackenzie District Council
Finance Report
For The Period Ended August 2014

	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Governance					
Income					
General Rates	52,974	59,724	59,724	-	358,358
Targeted Rates	5,032	4,248	4,248	-	25,500
Other Income	-	-	6,124	6,124	36,750
Other Gains and Losses	-	-	-	-	-
Internal Income	-	-	-	-	-
Gain on Sale - Assets	-	-	-	-	-
Total Income	58,006	63,972	70,096	6,124	420,608
Expenses					
Employment Expenses	4,177	12,595	11,637	958	54,739
Members Expenses	38,570	46,896	54,666	7,770	317,380
Consultancy Expenses	-	720	-	720	-
Administration Expenses	4,836	7,766	11,934	4,168	50,310
Operational and Maintenance	-	-	-	-	-
Internal interest Expense	-	-	-	-	308
Depreciation	-	48	48	-	292
Internal Charges	378	-	1,000	1,000	6,000
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	47,961	68,025	79,285	11,260	429,029
Total Governance	10,046	4,053	9,189	5,136	8,421

Mackenzie District Council
Finance Report
For The Period Ended August 2014

	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Corporate Services					
Income					
General Rates	312,194	310,338	310,338	-	1,862,112
Targeted Rates	-	-	-	-	-
Subsidies and Grants	-	-	-	-	-
Other Income	26,453	30,538	22,168	8,370	133,000
Internal Income	17,102	-	-	-	130,342
Internal Interest Income	76	-	-	-	78
Gain on Sale - Assets	-	-	-	-	-
Revaluation Reserves	-	-	-	-	-
Total Income	355,674	340,876	332,506	8,370	2,125,532
Expenses					
Employment Expenses	157,552	203,541	238,803	35,262	1,340,923
Consultancy Expenses	22,952	40,097	28,146	11,951	130,241
Administration Expenses	3,670	34,406	65,813	31,407	327,299
Operational and Maintenance	50,969	29,323	45,798	16,475	272,877
Finance Expense	-	-	-	-	-
Internal interest Expense	547	-	-	-	13,563
Depreciation	-	30,998	58,756	27,758	161,014
Internal Charges	7,494	178	-	178	66,137
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	235,844	338,543	437,316	98,773	2,312,054
Total Corporate Services	119,830	2,334	104,810	107,144	- 186,522

Mackenzie District Council
Finance Report
For The Period Ended August 2014

Water	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Income					
General Rates	-	-	-	-	-
Targeted Rates	140,082	160,712	160,804	92	964,858
Investment Income	-	-	-	-	-
Other Income	3,004	1,646	5,918	7,564	86,054
Financial Contributions	5,238	6,000	-	6,000	158,716
Upgrade Contributions	-	-	-	-	-
Internal Income	500	-	-	-	3,000
Internal Interest Income	8,061	-	-	-	67,412
Gain on Sale - Assets	-	-	-	-	-
Vested Assets	-	-	-	-	118,402
Total Income	150,877	165,065	166,722	1,657	1,398,442
Expenses					
Employment Expenses	-	-	-	-	-
Consultancy Expenses	-	1,550	2,614	1,064	13,678
Administration Expenses	899	682	4,435	3,753	12,699
Operational and Maintenance	72,359	48,401	103,558	55,157	470,295
Finance Expense	-	-	-	-	-
Internal Interest Expense	10,415	-	-	-	372,418
Asset Impairment	-	-	-	-	-
Depreciation	-	86,150	82,441	3,709	476,134
Internal Charges	500	-	-	-	3,000
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	84,173	136,783	193,048	56,265	1,348,224
Total Water	66,704	28,282	26,326	54,608	50,218

Mackenzie District Council
Finance Report
For The Period Ended August 2014

Sewer	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Income					
General Rates	-	-	-	-	-
Targeted Rates	70,567	76,864	76,864	-	461,198
Subsidies and Grants	-	-	-	-	-
Other Income	59	1,568	-	1,568	-
Financial Contributions	4,172	-	-	-	132,965
Upgrade Contributions	-	-	-	-	-
Internal Income	-	-	-	-	-
Internal Interest Income	4,505	-	-	-	38,844
Gain on Sale - Assets	-	-	-	-	-
Vested Assets	-	-	-	-	222,479
Total Income	79,303	78,432	76,864	1,568	855,486
Expenses					
Consultancy Expenses	-	-	-	-	10,677
Administration Expenses	1,177	323	2,065	1,742	10,587
Operational and Maintenance	21,713	33,874	28,502	5,372	164,350
Finance Expense	-	-	-	-	-
Internal interest Expense	1,035	-	-	-	13,073
Depreciation	-	56,226	52,812	3,414	299,811
Internal Charges	-	-	-	-	-
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	23,924	90,422	83,379	7,043	498,498
Total Sewer	55,378	11,990	6,515	5,475	356,988

Mackenzie District Council
Finance Report
For The Period Ended August 2014

	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Stormwater					
Income					
Targeted Rates	12,082	13,592	13,592	-	81,546
Financial Contributions	-	-	-	-	20,677
Internal Interest Income	1,322	-	-	-	13,802
Gain on Sale - Assets	-	-	-	-	-
Vested Assets	-	-	-	-	132,000
Total Income	13,404	13,592	13,592	-	248,025
Expenses					
Consultancy Expenses	-	-	-	-	-
Administration Expenses	-	-	1,075	1,075	3,226
Operational and Maintenance	1,774	7,271	4,672	2,599	30,179
Internal interest Expense	-	-	-	-	-
Depreciation	-	10,322	10,322	-	61,943
Internal Charges	-	-	-	-	-
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	1,774	17,593	16,069	1,524	95,348
Total Stormwater	15,177	31,185	29,661	1,524	343,373

Mackenzie District Council
Finance Report
For The Period Ended August 2014

Rooding						
Income						
	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance		Full year Budget 30/06/15
General Rates	-	-	-	-	✓	-
Targeted Rates	218,240	219,788	219,788	-	✓	1,318,781
Subsidies and Grants	237,996	102,964	164,140	- 61,176	✗	1,505,430
Other Income	-	-	6,216	- 6,216	✗	37,300
Upgrade Contributions	-	-	-	-	✓	-
Internal Income	-	-	-	-	✓	83,932
Internal Interest Income	2,153	-	-	-	✓	373
Gain on Sale - Assets	-	-	-	-	✓	-
Vested Assets	-	-	-	-	✓	290,000
Total Income	458,389	322,752	390,144	- 67,392	✗	3,235,816
Expenses						
Internal income	-	-	-	-	✓	-
Employment Expenses	1,384	20,589	18,688	- 1,901	✗	107,587
Consultancy Expenses	12,816	33,431	6,757	- 26,674	✗	24,543
Administration Expenses	263	563	934	371	✓	5,602
Operational and Maintenance	-	-	-	-	✓	-
Internal interest Expense	42	-	-	-	✓	959
Rooding	293,063	220,331	241,828	21,497	✓	1,236,539
Depreciation	-	314,414	314,414	-	✓	1,886,574
Internal Charges	1,708	-	-	-	✓	151,152
Loss On Sale and Assets Written Off	-	-	-	-	✓	-
Total Expenses	309,276	589,328	582,621	- 6,707	✗	3,412,956
Total Rooding	149,113	- 266,577	192,477	- 74,100	✗	- 177,140

Mackenzie District Council
Finance Report
For The Period Ended August 2014

Roading Expenses	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Roading					
2546111. Sealed Pavement Mtce	26,889	26,024	20,000 -	6,024	172,300
2546112. Unsealed Pavement Mtce	49,495	77,178	58,830 -	18,348	353,000
2546113. Routine Drainage Mtce	4,396	9,335	11,866	2,531	71,200
25461131. Drainage Mtce - St Cleaning	4,297	4,141	8,832	4,691	53,000
2546114. Structures Maintenance Bridges	4,444	11,494	12,700	1,206	76,200
25461141. Structures Maintenance Cattlestops	-	-	4,266	4,266	25,600
2546121. Environmental Mtce	26,101	55,272	25,000 -	30,272	150,000
2546122. Traffic Services Mtce	5,157	5,091	10,232	5,141	61,400
25461221. Street Lighting - Maintenance	10,347	10,798	8,100 -	2,698	48,600
25461222. Street Lighting - Electricit	11,747	6,990	7,650	660	45,900
2546288. Emergency Reinstatement	138,405	-	-	-	-
2546301. Street Lights - Mtce - Trans	1,380	2,089	3,034	946	18,200
2546302. Street Lights-Elect - Transi	3,231	1,839	1,950	111	11,700
2546303. Drainage Mtce - St Cleaning Transit	4,586	3,842	4,084	242	24,500
2546304. Footpaths	2,146	6,238	11,824	5,587	70,945
2546305. New Year Road Sweep	-	-	106	106	640
2546306. Alps2ocean	441	-	53,354	53,354	53,354
Total Roding	293,063	220,331	241,828	21,497	1,236,539

Mackenzie District Council
Finance Report
For The Period Ended August 2014

	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Planning					
Income					
General Rates	26,194	39,318	39,318	-	235,913
Targeted Rates	-	-	-	-	-
Other Income	20,725	15,348	16,048	700	96,300
Reserve Contributions	8,696	2,701	-	2,701	120,000
Internal Income	-	-	-	-	-
Internal Interest Income	2	-	-	-	24
Gain on Sale - Assets	-	-	-	-	-
Total Income	55,617	57,366	55,366	2,000	452,237
Expenses					
Employment Expenses	17,323	48,963	62,646	13,683	354,722
Consultancy Expenses	5,826	55,472	47,500	7,972	285,000
Administration Expenses	738	1,022	4,278	3,256	25,672
Operational and Maintenance	-	253	1,456	1,203	8,728
Internal interest Expense	-	-	-	-	-
Depreciation	-	150	77	73	103
Internal Charges	1,117	-	-	-	6,500
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	25,005	105,861	115,957	10,096	680,725
Total Planning	30,612	48,494	60,591	12,097	228,488

Mackenzie District Council
Finance Report
For The Period Ended August 2014

Regulatory	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Income					
General Rates	15,696	43,318	24,982	18,336	58,218
Targeted Rates	24,610	25,812	25,812	-	154,882
Subsidies and Grants	-	-	-	-	-
Other Income	99,729	92,488	99,680	7,192	435,373
Internal Income	-	-	-	-	-
Internal Interest Income	133	-	-	-	624
Gain on Sale - Assets	-	-	-	-	-
Total Income	140,168	161,618	150,474	11,144	649,097
Expenses					
Employment Expenses	12,322	49,346	186,664	137,318	423,345
Consultancy Expenses	4,506	4,514	7,834	3,320	47,000
Administration Expenses	19,067	1,809	14,421	12,612	64,692
Operational and Maintenance	102,624	9,456	21,006	11,550	182,045
Internal interest Expense	832	-	-	-	5,957
Depreciation	-	7,562	7,562	-	45,375
Internal Charges	4,792	-	-	-	40,789
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	144,143	72,687	237,487	164,800	809,203
Total Regulatory	-	88,932	87,013	175,945	-

Mackenzie District Council
Finance Report
For The Period Ended August 2014

	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Solid Waste					
Income					
General Rates	30,548	22,010	22,010	-	132,074
Targeted Rates	71,851	83,766	83,766	-	502,608
Other Income	19,059	20,028	23,348	- 3,320	140,100
Internal Income	-	-	-	-	-
Internal Interest Income	-	-	-	-	-
Gain on Sale - Assets	-	-	-	-	-
Total Income	121,458	125,804	129,124	- 3,320	774,782
Expenses					
Employment Expenses	318	2,733	6,405	3,672	28,171
Consultancy Expenses	4,298	695	7,606	6,911	31,143
Administration Expenses	1,415	911	876	35	5,266
Operational and Maintenance	99,406	121,245	113,276	- 7,969	687,200
Internal interest Expense	2,747	-	-	-	26,532
Depreciation	-	13,266	8,338	- 4,928	25,407
Internal Charges	1,125	-	-	-	21,832
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	109,308	138,850	136,501	- 2,349	825,551
Total Solid Waste	12,150	- 13,046	7,377	- 5,669	- 50,769

Mackenzie District Council
Finance Report
For The Period Ended August 2014

	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Community Facilities					
Income					
General Rates	46,944	54,700	54,700	-	328,208
Targeted Rates	-	-	-	-	-
Subsidies and Grants	-	-	126	126	757
Other Income	21,686	16,815	19,650	2,835	117,893
Internal Income	-	-	-	-	-
Internal Interest Income	384	-	-	-	3,833
Gain on Sale - Assets	-	-	-	-	-
Total Income	69,014	71,515	74,476	2,961	450,691
Expenses					
Employment Expenses	-	-	-	-	-
Consultancy Expenses	-	-	-	-	-
Administration Expenses	1,519	-	20,917	20,917	31,271
Operational and Maintenance	70,720	65,630	61,284	4,346	367,751
Internal interest Expense	-	-	-	-	28,366
Depreciation	-	31,332	19,768	11,564	60,800
Internal Charges	-	-	-	-	-
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	72,239	96,962	101,969	5,007	488,188
Total Community Facilities	-	3,225	25,446	2,047	-

Mackenzie District Council
Finance Report
For The Period Ended August 2014

Recreational Facilities	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Income					
General Rates	19,940	19,200	19,200	-	115,199
Targeted Rates	182,764	228,806	228,806	-	1,372,893
Subsidies and Grants	13,274	4,455	3,568	887	21,407
Other Income	89,125	16,524	94,889	- 78,365	205,542
Internal Income	-	-	-	-	-
Internal Interest Income	345	-	-	-	32,414
Gain on Sale - Assets	-	-	-	-	-
Total Income	305,448	268,985	346,463	- 77,478	1,747,455
Expenses					
Employment Expenses	9,094	170	2,843	2,673	92,423
Members Expenses	-	-	-	-	-
Consultancy Expenses	-	-	-	-	-
Administration Expenses	38,411	14,732	150,641	135,909	282,083
Operational and Maintenance	103,987	94,005	366,939	272,934	1,293,214
Internal interest Expense	5,037	-	-	-	35,299
Depreciation	-	39,066	39,010	- 56	233,825
Internal Charges	488	-	-	-	-
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	138,829	147,973	559,433	411,460	1,936,844
Total Recreational Facilities	166,619	121,012	212,970	333,982	- 189,389

Mackenzie District Council
Finance Report
For The Period Ended August 2014

Commercial Activities	LYTD Actual August 2013	YTD Actual August 2014	YTD Budget August 2014	Variance	Full year Budget 30/06/15
Income					
General Rates	29,183	-	178,456	-	1,070,778
Targeted Rates	14,737	37,272	37,272	-	223,630
Investment Income	6,990	203,182	109,747	93,435	1,022,769
Other Income	109,090	21,934	22,225	291	194,616
Financial Contributions	-	-	-	-	-
Other Gains and Losses	20,000	7,470	-	7,470	789,033
Internal Income	-	-	-	-	46,084
Internal Interest Income	23,246	-	-	-	266,828
Gain on Sale - Assets	-	-	-	-	-
Vested Assets	-	-	-	-	-
Total Income	149,267	76,462	9,212	85,674	1,380,014
Expenses					
Employment Expenses	2,902	14,516	-	14,516	-
Members Expenses	2,308	2,692	3,334	642	20,000
Consultancy Expenses	22,665	28,271	14,582	13,689	87,491
Administration Expenses	169	354	44,188	43,834	78,140
Operational and Maintenance	22,039	29,903	75,380	45,477	463,481
Finance Expense	-	-	-	-	-
Internal Interest Expense	19,421	-	-	-	84,996
Asset Impairment	-	-	-	-	30,000
Depreciation	-	13,110	13,110	-	78,669
Internal Charges	-	-	-	-	-
Loss On Sale and Assets Written Off	-	-	-	-	-
Total Expenses	63,361	88,847	150,594	61,747	842,777
Total Commercial Activities	212,628	165,309	141,382	147,421	2,222,791

12 September 2014

Mayor Claire Barlow
Mackenzie District Council
PO Box 52
Fairlie 7949

Dear Claire,



On behalf of Aoraki Development Business and Tourism, we would like to offer our sincere thanks for your sponsorship of the awards workshops for the Business Excellence Awards 2014.

Once again we have been delighted with the enthusiasm from the business community about the entire awards process, from entries through to the gala event. We had 29 finalists in total over eight categories, and a sell-out night for the awards evening. The category and award winners have been thrilled with their success, and our supreme winner, Barker's of Geraldine is a popular and respected local business.

For ADBT, we are now looking ahead to 2015 and we are hopeful that Mackenzie District Council will once again join us as a sponsor. We would like to give you the opportunity to confirm your interest in supporting this event again in 2015, as this enables us to lock in our valuable supporters plus provide alternative opportunities for those who have expressed interest in sponsoring ADBT events. Please find attached a form to complete confirming your interest.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Wendy Smith', with a long horizontal stroke extending to the right.

Wendy Smith
Chief Executive



Please sign and return this page to Aoraki Development Business and Tourism as an expression of your interest in continuing support of the South Canterbury Chamber of Commerce Business Awards in 2015.

Email to:

Di Hay

Aoraki Development Business and Tourism and SC Chamber of Commerce

di@southcanterbury.org.nz

Yes, we are interested in being a category sponsor for the 2015 Business Excellence Awards.

Please contact us again early in 2015 to confirm the details of the sponsorship.

Business: MacKenzie District Council

Contact: Claire Barlow, Mayor

Signed: _____

Date: _____