



*403rd MEETING OF THE
MACKENZIE DISTRICT COUNCIL*

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

MEMBERSHIP OF THE COUNCIL

Claire Barlow (Mayor)

John Bishop
Annette Money
Graham Smith

Peter Maxwell
Graeme Page
Evan Williams

*Notice is given of the meeting of the Mackenzie District Council
to be held on Tuesday 15 November 2011 at 9.30 am.*

VENUE: Council Chambers, Fairlie

BUSINESS: As per Agenda attached.

**NATHAN HOLE
ACTING CHIEF EXECUTIVE OFFICER**

10 November 2011



AGENDA FOR TUESDAY 15 NOVEMBER 2011 AT 9.30 AM

I. OPENING

II. APOLOGIES

III. DECLARATIONS OF INTEREST

IV. BEREAVEMENTS

V. MAYORAL REPORT

VI. REPORTS REQUIRING COUNCIL DECISION

1. Appointment of Members to Tekapo Property Sub-Committee
2. Acting Chief Executive Officer's Activities

VII. INFORMATION REPORTS

1. Common Seal

VIII. COMMUNITY BOARDS

IX. COMMITTEES

1. Receive the Minutes of the meeting of the Finance Committee held on 8 November 2011 including such parts as were taken with the Public Excluded.
2. Receive the Minutes of the meeting of the Projects and Strategies Committee held on 8 November 2011.
3. Receive the Minutes of the meeting of the Planning Committee held on 8 November 2011.

X. CONFIRMATION OF MINUTES

- Confirm and adopt the Minutes of the Mackenzie District Council Meeting held on 4 and 28 October 2011 including such parts as were taken with the Public Excluded.

ACTION POINTS

IX PUBLIC EXCLUDED:

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

1. PE Minutes Council Meetings 4 and 28 October 2011
2. PE Minutes Finance Committee Meeting 8 November 2011
3. PE Minutes Twizel Community Board 25 October 2011
4. PE Minutes Tekapo Community Board 25 October 2011
5. Tekapo Property Group

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
1. PE Minutes Council Meetings 4 and 28 October 2011		48(1)(a)(i)
2. PE Minutes Finance Committee Meeting 8 November 2011		48(1)(a)(i)
3. PE Minutes Twizel Community Board 25 October 2011		48(1)(a)(i)
4. PE Minutes Tekapo Community Board 25 October 2011		48(1)(a)(i)
5. Tekapo Property Group	To protect information which is commercially sensitive	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: *Tekapo Property Group* section 7(2)(b)(ii)

X CONFIRMATION OF RESOLUTIONS TAKEN WITH THE PUBLIC EXCLUDED

XI VISITORS

9.30 am Civil Defence Officer

XIII ADJOURNMENTS

10.30 am Morning Tea
12.30 pm Lunch
3.00 pm Afternoon Tea

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: GENERAL ACTIVITIES REPORT
MEETING DATE: 15 NOVEMBER 2011
REF: PAD 2/3
FROM: MAYOR

ACTIVITY REPORT

COUNCIL, COMMITTEE AND COMMUNITY BOARD MEETINGS ATTENDED

7 October	Audit & Risk SubCommittee meeting
12 October	MTDT meeting
25 October	Twizel Community Board.
26 October	Audit & Risk Sub Committee Meeting. MTDT Meeting.
28 October	Audit & Annual report Signoff meeting.
8 November	Committee meetings.
15 November	Council Meeting

OTHER MEETINGS AND ACTIVITIES

6 October	Upper Waitaki Zone Committee Meeting
7 October	Simons Pass and Simons Hill Stations Tour and lunch
10 October	Met with Clive Callow & Liz Shea from Mid South Canterbury Community Trust
12 October	Spoke with Geoff Holgate – Walking Access Commission. Met with Blue Kerr regarding new defibrillator.
13 & 14 October	Upper Waitaki Shared Vision Forum in Twizel.
16 October	Attended Seafarer's Service and Trafalgar Luncheon in Timaru.
18 October	Orari Opihi Paereora Zone Committee Meeting. St John's AGM Meeting in Fairlie.
19 October	Spoke on Port FM. Met with Mark Adams regarding water.
20 October	Met with lake Tekapo Promotions Group regarding LTP Feedback Survey.
22-24 October	LT Roadshow in Tekapo, Twizel & Fairlie.
23 October	DVD History showing in Twizel.
25 October	Met with Mat Bayliss from Meridian Energy in Twizel. Upper Waitaki Working Groups Meeting in Twizel. LTP Community Meeting with the Twizel Promotions Association.
27 October	Met with Janie Annear and Paul Morris regarding tourism and development opportunities.

	LTP Feedback Survey meeting with Fairlie District Promotions Association.
28 October	Twizel Clinic Day: Twizel Early Learning Centre LTP Feedback Survey meeting and tour. Citizenship Ceremony in Twizel for Nordahl & Ursula Paul. Met with Alasdair Chapman & Others regarding Combined Services Art group concerns on Recreation Centre. Conference call with MSFT.
31 October	Met with Leslie Bessant regarding water at Manuka Terrace. Met with Frank Hocken. Met with Bryan Carpenter Chairman of Twizel Community Care Trust. Met with Mount Cook residents Association at Mt Cook regarding LTP Feedback Survey.
2 November	Spoke with OJ on PortFM. Upper Waitaki Shared vision Meeting.
3 November	Upper Waitaki Working Groups in Twizel.
9 November	Toy Library Open Day in Fairlie.
10 November	Upper Waitaki Zone Committee Meeting.
11 November	Armistice Day Ceremony in Albury.
14 November	LTP Feedback Survey meeting with Probus group in Fairlie. Met with Jay Graybill from Fish & Game.
15 November	LTP Feedback Survey meeting with St. John Ambulance in Fairlie.

RECOMMENDATION:

1. That the report be received.

**C BARLOW
MAYOR**

In addition to my activity report here are some brief notes:

Upper Waitaki Zone Committee meetings are progressing well. To date we have had input from various scientists and stakeholders, field trips to Grays Hills, Haldon, Glentanner, Benmore Dam, Mt. Cook Village, Moeraki Marae and we have recently divided into three working groups to address the issues of water quality, prosperity and biodiversity.

It has been a lot to take in and the discussions as a group have really only just begun in earnest, with public stakeholder meetings being scheduled for 15th November in Twizel and 16th November in Tekapo. These are an opportunity for stakeholders to meet individually with the committee before the public meetings that will be scheduled later but I will not be able to attend either due to prior commitments.

The owners of Simons Hill and Simons Pass wanted to explain to me their plans for irrigation and development of these stations and while I found the exercise to be very positive, I am aware from my contact with the public through the LTP activities that there is genuine concern from our communities regarding the impact this type of proposed activity may have on our landscapes and waterways. This is a hot topic and something that will be discussed and debated by both the Zone Committee and the Upper Waitaki Forum.

Speaking of the Forum, I was unable to attend the last meeting but had attended the one before in October. As far as I saw, the groups were still talking to each other (albeit with considerable tension at times) and one of the main concerns was whether there would be funding to support this process into the future. As a trustee, this is one of our tasks and getting the promised money from the government has not been as easy as Minister Nick Smith made it out to be. Toni Morrison attended the last meeting and I will endeavour to catch up with her before Tuesday's meeting to get a further update on progress.

The LTP stakeholder group meetings that Nathan and I have attended have been a great opportunity to engage with various groups and discussion often embraced more than just the question prompts. I have taken notes from all the meetings and will get one of the staff to try and compile them into something readable for you to peruse.

The fortnightly slot with O.J. on Port FM will be a regular occurrence and it would help me if you have anything that you think needs to be highlighted, let me know via email. I know it is easier to tell me things sometimes but by having it in an email it will sit in my inbox until dealt with and I don't have to rely on my memory so much (it's just not that reliable).

The Twizel clinics have been very well supported this year with people coming to speak about all types of concerns. These regular meetings with the public ensure that Council has a visible presence in Twizel and I am encouraged by the uptake of appointments each month.

If you haven't got a copy of the DVD "The History of Twizel" I recommend that you get access to one. It's a great history lesson and fun to see all the familiar faces on screen.

The meeting with Janie regarding tourism was very positive with nothing definitive being discussed but more a general conversation about whether there was an appetite to look at things from a more regional perspective.

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

FROM: ACTING CHIEF EXECUTIVE OFFICER

SUBJECT: APPOINTMENT OF MEMBERS TO THE TEKAPO PROPERTY SUBCOMMITTEE

MEETING DATE: 15 NOVEMBER 2011

REF: LAN 7/1/1

PURPOSE OF REPORT:

The Council has set up and adopted Terms of Reference for the Tekapo Property Group Subcommittee.

The Council needs to appoint members to the Subcommittee.

RECOMMENDATIONS:

1. That the report be received.
2. That the Council confirms the following as members of the Tekapo Property Group Subcommittee:
 - Cr Peter Maxwell
 - Leon O'Sullivan
 - Glen Innes (Chief Executive Officer)
 - Paul Morris (Manager – Finance and Administration)
 - Philip Brownie (General Manager – Destination Mt Cook Mackenzie)

NATHAN HOLE
ACTING CHIEF EXECUTIVE OFFICER

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL
SUBJECT: GENERAL ACTIVITIES REPORT
MEETING DATE: 15 NOVEMBER 2011
REF: PAD 2/3
FROM: ACTING CHIEF EXECUTIVE OFFICER

ACTIVITY REPORT

COUNCIL, COMMITTEE AND BOARD MEETINGS

21 October	Tekapo Property Group workshop
25 October	Twizel Community Board meeting
26 October	Fairlie Community Board meeting
26 October	Audit & Risk Committee meeting
26 October	Mackenzie Tourism & Development Trust meeting
28 October	Extraordinary Council meeting – adopt Annual Report
8 November	Council Committee meetings

OTHER MEETINGS AND ACTIVITIES

18 October	Garth Nixon and I met with the Twizel Community Board and Phil Brownie regarding the Twizel Information Centre.
20 October	Mayoral LTP community consultation meeting with Lake Tekapo Promotions.
25 October	Attended the HANZ (South Canterbury) meeting in Fairlie.
25 October	Mayoral LTP community consultation meeting with Twizel Promotions and Development Association.
27 October	Mayoral LTP community consultation meeting with Fairlie District Promotions Association.
31 October	Mayoral LTP community consultation meeting with Mount Cook Residents Association.
11 November	Paul Morris and I attended the Alps to Ocean business plan meeting.
14 November	The Mayor and I met with Phil Brownie to discuss proposals for the Pukaki information centre site.
14 November	Mayoral LTP community consultation meeting with Fairlie Probud.

STAFF

Angie Taylor's last day of work was 4 November. Angie is on parental leave for 6 months and is expecting her first child later this month.

Erin Hawke commenced employment as a planner on 7 November. Erin will be based in the Council's Fairlie office and is employed on a 14 month fixed term contract. Erin will cover Anastasia Blignaut's position when she also takes parental leave at the end of January.

RECOMMENDATION:

1. That the report be received.
2. The Council considers an additional council meeting to address items that require a council resolution prior to the end of the year. A date of Tuesday 13 December is suggested.
3. That Council considers having a workshop on Wednesday 23 November or Thursday 24 November.

NATHAN HOLE
ACTING CHIEF EXECUTIVE OFFICER

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

SUBJECT: COMMON SEAL AND AUTHORISED SIGNATURES

MEETING DATE: 15 NOVEMBER 2011

REF: PAD 15/7

FROM: COMMITTEE CLERK

ENDORSED BY: CHIEF EXECUTIVE OFFICER

PURPOSE OF REPORT:

To advise of the documents signed under the Common Seal from 30 September 2011 to 10 November 2011.

STAFF RECOMMENDATIONS:

1. That the report be received.
2. That the affixing of the Common Seal to document numbers 722 to 724 be endorsed.

ROSEMARY MORAN
COMMITTEE CLERK

Number	Detail of Document	Date Signed & Sealed
722	Approval of Plan Change 15 to the Mackenzie District Plan.	4 October 2011
723	Warrant of Appointment for Keri Ann Little to act as a Dog Control Officer	10 October 2011
724	Contract Agreement 1197 – Clayton Road Seal Widening, Mackenzie District Council and Sicon Contracting Ltd	28 October 2011

MACKENZIE DISTRICT COUNCIL

REPORT TO: MACKENZIE DISTRICT COUNCIL

FROM: ACTING CHIEF EXECUTIVE OFFICER

SUBJECT: COMMUNITY BOARD RECOMMENDATIONS

MEETING DATE: 15 NOVEMBER 2011

REF: PAD 5

PURPOSE OF REPORT:

To consider recommendations made by the Community Boards.

RECOMMENDATIONS:

1. That the report be received.

TEKAPO COMMUNITY BOARD:

2. **Dog Control Bylaw:**
That the Council approves the recommendation that the Dog Control Bylaw be amended to permit dogs on leashes in the Lake Tekapo Village Centre.
3. **Safety Footpath Lakeside Drive:**
That the Council notes that the reinforced concrete path option is to be used on the safety footpath on Lakeside Drive and that the project will begin at each end of the footpath to provide two visual entrances to discourage pedestrians from walking along the roadside.
4. **Tekapo Community Centre:**
 - That the Council approves that the redevelopment of the Tekapo Community Centre proceed, that the design work be completed and that tenders called for the project.
 - That the Council approves the request to fund the establishment of three tennis courts from the Land Subdivision Reserve.

TWIZEL COMMUNITY BOARD

5. **Camping on Roadways and Reserves Bylaw:**
That the Council approves the recommendation that the following areas be added to the Schedules of the Amended Camping on Roadways and Reserves Bylaw 2006:
 - Schedule A *Schedule of Permitted Areas:*
 - The Lake Ruataniwha Rowing Course starting area.
 - Schedule B *Schedule of Prohibited Areas*
 - Adjacent to the Ruataniwha Camping Ground and on Twizel roadsides.
6. **Lake Ruataniwha Boundary Fence:**
That the Council notes that tenders are to be sought to erect a boundary fence using deer fencing material, between Council land and the Ruataniwha Camping Ground with the view to having the project completed if possible before 30 November 2011.

7. **Twizel Car Park Areas**
 - That the Council notes that the Wairepo Road car park is to be repaired in its entirety this season and programmed for a reseal in the next two years subject to available budgets.
 - That the Council notes that work on the Mackenzie Drive car park is to be delayed until the siting the proposed new Twizel medical centre has been confirmed.
8. **Mistletoe Market – Request for Rubbish Bins:**
That the Council notes that the request for rubbish bins to be supplied at the 2011 Mistletoe Market was granted.
9. **Cancer Society – Market Square Shade Development Project:**
That the Council notes that the Community Board declined to pursue the Cancer Society's shade proposal for the playground in Market Square.
10. **TPDA – Request for Financial Contribution:**
 - That the Council notes that the Twizel Community Board has contributed \$1,000.00 to the TPDA.
 - That the Council approves the recommendation that Council contributes \$1,000.00 to the TPDA.
 - That Council notes that the agreement with TPDA regarding payment for services to the Council is to be clarified.
11. **Twizel Volunteer Fire Brigade Fireworks Display – Request for Grant:**
That Council notes that a donation of \$200.00 is to be made towards the Twizel Volunteer Fire Brigade's fireworks display.

FAIRLIE COMMUNITY BOARD

12. **Fairlie Market Days:**
That the Council notes that the road area outside the Ski Shack be closed to traffic as per the following schedule:
 - 22 October 2011
 - 5 and 19 November 2011
 - 3, 10, 17 and 31 December 2011
 - 7, 14 and 21 January 2012
 - 4 and 18 February 2012
 - 3 and 17 March 2012
 - 7 and 21 April 2012
 - 5 and 19 May 2012
13. **Camping on Roadways and Reserves Bylaw:**
That Council approves the recommendation that the following areas be added to the Schedules of the Amended Camping on Roadways and Reserves Bylaw 2006:
 - Schedule B *Schedule of Prohibited Areas*
Roadways and Reserves in the Fairlie Township.
14. **Review of Dog Control Bylaw:**
That Council approves the recommendation that the Dog Control Bylaw includes provision for the enforcement of the requirement for dogs to be confined so that they cannot freely leave the owners' property.

15 **Princes Street and Township Footpaths:**

- That Council notes that information on the Fairlie Footpath Maintenance Programme including priority footpaths is to be provided for the next Community Board meeting.
- That Council notes that cost estimates are to be provided for a range of options for seal widening along the complete length of Princes Street, and beautification work.
- That the Council notes that full report on the proposed safety pathway along School Road to the Lovelock Track, including the funds available, is to be provided to the next meeting of the Community Board.

NATHAN HOLE
ACTING CHIEF EXECUTIVE OFFICER

ATTACHMENTS:

The minutes of the meetings of the Twizel Community Boards and Tekapo Community Board held on 25 October 2011 and the Fairlie Community Board held on 26 October 2011.

BACKGROUND:

The Community Boards have made a number of recommendations for the Council to consider.

POLICY STATUS:

N/A

SIGNIFICANCE OF DECISIONS REQUESTED:

No significant decisions are required.

CONSIDERATIONS:

The Council delegated a range of authorities to staff and other organisations on 14 June 2005 when it also confirmed that it did not need to make any specific delegations to Community Boards to have them better perform their role.

This policy was amended on 29 January 2008 when the Council resolved to delegate to the Fairlie, Tekapo and Twizel Community Boards, the following responsibilities:

- The ability to consider requests from local organizations for financial assistance in the form of grants, where budget exists for such matters and subject to no one grant exceeding \$1,000.
- The ability to appoint local representatives to organizations within the community board area and other organizations where local representation is requested.
- The ability to authorize, within approved budgets, board members' attendance at relevant conferences and/or training courses.
- The ability to provide or withhold affected persons approval for planning applications on land adjoining Council owned land within the community board area.
- The ability to approve routine changes in policy affecting locally funded facilities within the community board area.

In the absence of delegated authority to the Community Boards on other matters, the Council has the opportunity to note and consider the issues raised and matters promoted on behalf of the Townships by their Boards and to endorse them where appropriate.

MACKENZIE DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE TWIZEL COMMUNITY BOARD HELD IN THE SERVICE CENTRE TWIZEL ON TUESDAY 25 OCTOBER 2011 AT 4.00 PM

PRESENT:

Peter Bell (Chairman)
Cr John Bishop
Elaine Curin
Phil Rive

IN ATTENDANCE:

Claire Barlow (Mayor)
Nathan Hole (Acting Executive Officer)
Garth Nixon (Community Facilities Manager)
Bernie Haar (Asset Manager)
Suzy Ratahi (Manager – Roading)
Rosemary Moran (Committee Clerk)

I APOLOGY:

Resolved that an apology be received from Kieran Walsh.

John Bishop/Phil Rive

II DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

III MINUTES:

Resolved that the Minutes of the meeting of the Twizel Community Board held on 12 September 2011, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.

Phil Rive/Elaine Curin

MATTERS ARISING

1. Horse Trekking Proposal:

The Community Facilities Manager advised that the proposal for a horse trekking venture had been withdrawn.

2. Traffic Issues:

Phil Rive undertook to arrange a meeting with the Asset Manager to consider a range of Twizel traffic issues.

V VISITOR:

The Chairman welcomed Constable Joe Rush of the Twizel police to the meeting.

Constable Rush commented on the use of trail bikes in Twizel, noting that when people came to the police station asking where they could be used, it was his practice to direct them to areas as far away from the Township as possible.

He referred to surveillance cameras and said that since they had been put up there had been fewer issues around the swimming pool, skate park and Market Place areas. He suggested that a camera covering the front door of the Events Centre could be useful. The Community Facilities Manager undertook to look at that with Constable Rush.

The Community Facilities Manager also undertook to arrange for more camera boxes installed.

Constable Rush referred to the areas covered by liquor ban law and the difficulties faced by the police in enforcing it because of the lack of signs. He said the liquor ban law was a good tool for the police and recommended that appropriate signs be stencilled on pavements at the entrances to the areas to assist with policing. He said the police were happy with the extent of the existing area covered by the law.

The Asset Manager undertook to arrange for *You are Now Entering a Liquor Ban Area* signs to be stencilled on the appropriate pavements.

The Chairman thanked Constable Rush who left the meeting at 4.20 pm.

IV REPORTS:

1. FINANCIAL REPORT – AUGUST 2011:

This report from the Manager – Finance and Administration was accompanied by the financial report for the Board for the period to August 2011.

Resolved that the report be received.

Elaine Curin/John Bishop

2. FREEDOM CAMPING:

This report from the Community Facilities Manager referred to the need to make a bylaw consistent with the new Freedom Camping Act 2011.

The report was accompanied by the amended Camping on Roadway and Reserves Bylaw, the LGNZ Quarterly Review – September 2011 and an aerial photograph of the Twizel area.

Resolved that the report be received.

John Bishop/Elaine Curin

Resolved that it be recommended to the Council that the following areas be added to the Schedules of the Amended Camping on Roadways and Reserves Bylaw 2006:

- Schedule A *Schedule of Permitted Areas*:
 - The Lake Ruataniwha Rowing Course starting area
- Schedule B *Schedule of Prohibited Areas*
 - Adjacent to the Ruataniwha Camping Ground and on Twizel roadsides.

John Bishop/Elaine Curin

3. RUATANIWHA CAMPING GROUND – FENCING:

The Community Facilities Manager updated Board members on his discussions with the operator of the Ruataniwha Camping Ground regarding the fence which was to be erected along the boundary between Council land and the Camping Ground. He said it had been agreed that deer fencing material would be appropriate.

The Community Facilities Manager said quotations would need to be sought for the work and that about \$5,000.00 had been budgeted for unplanned improvements in the Ruataniwha area.

Resolved that tenders be sought to erect a boundary fence using deer fencing material, between Council land and the Ruataniwha Camping Ground with the view to having the project completed if possible before 30 November 2011.

John Bishop/Phil Rive

4. REVIEW OF DOG CONTROL BYLAW:

This report from the Manager – Planning and Regulations sought comment and feedback on aspects of the ‘Mackenzie District Council Dog Control Bylaw 2006 – Control of Dogs’ as they related to Twizel Township.

Resolved:

1. That the report be received.
2. That it be noted that the rules in the Dog Control Bylaw concerning residential zones would include the new Residential 3 and 4 Zones.

Peter Bell/Phil Rive

5. CAR PARKS ON WAIREPO ROAD AND MACKENZIE DRIVE OPPOSITE SIMONS STREET:

This report from the Manager – Roading referred to suitability and costs involved in retaining the two car parks on Wairepo Road and Mackenzie Drive.

Resolved:

1. That the report be received.
2. That the Wairepo Road car park be repaired in its entirety this season and programmed for a reseal in the next two years subject to available budgets.
3. That work on the Mackenzie Drive car park be delayed until the siting the proposed new Twizel medical centre has been confirmed.

Peter Bell/John Bishop6. MISTLETOE MARKET – REQUEST FOR RUBBISH BINS:

This letter from the Mistletoe Market Coordinator requested that rubbish bins be supplied at the 2011 Mistletoe Market.

Resolved:

1. That the letter be received.
2. That the request for rubbish bins to be supplied at the 2011 Mistletoe Market be granted.

Peter Bell/Phil Rive7. CANCER SOCIETY – MARKET SQUARE SHADE DEVELOPMENT PROJECT:

This letter from the South Canterbury Cancer Society referred to an opportunity to have shade cover erected over the playground in Market Square.

Board members expressed reservations about the proposal in terms of the vulnerability of canvas shades to high winds and snow, the need for them to be taken down and re-erected from time to time and the potential financial burden of on-going maintenance.

Resolved:

1. That the letter from the Cancer Society be received.
2. That the Community Board declines to pursue the Cancer Society's shade proposal for the playground in Market Square.

Elaine Curin/Phil Rive8. TPDA – REQUEST FOR FINANCIAL CONTRIBUTION:

This letter from the Secretary of the TPDA asked for a contribution of \$2,000 towards the cost of producing the *Twizel Update* and the Twizel Map. The letter was accompanied by an invoice to the Council for \$2,000.00.

The Community Facilities Manager suggested that, while the Board had traditionally provided a grant to the TPDA, the Council needed to clarify what TPDA expected Council to pay for and not pay for.

Resolved:

1. That the letter from TPDA be received.
2. That the Twizel Community Board contribute \$1,000.00 to the TPDA.
3. That it be recommended that the Council contribute \$1,000.00 to the TPDA.
4. That the agreement with TPDA regarding payment for services to the Council be clarified.

Peter Bell/Elaine Curin

The Acting Chief Executive Officer suggested that TPDA be advised not to generate invoices prematurely to preclude the necessity of through the process of disputing them.

9. TWIZEL VOLUNTEER FIRE BRIGADE FIREWORKS DISPLAY – REQUEST FOR GRANT:

This letter from Simon Fox requested a donation of \$200.00 towards a fireworks display.

Resolved:

1. That the letter be received.
2. That a donation of \$200.00 be made towards the Twizel Volunteer Fire Brigade's fireworks display.

Phil Rive/Elaine Curin

10. COMMUNITY WORKER'S REPORTS:

These were the reports from the Twizel Community Worker for May, June, July and August 2011.

Resolved that the reports be received.

Peter Bell/Phil Rive

11. REVIEW OF LOCAL AUTHORITY REMUNERATION SETTING:

This was a discussion document from the Remuneration Authority inviting submissions to facilitate a review of how the Authority goes about setting remuneration for elected members of local authorities in a way that meets the

requirements of the Local Government Act and the Remuneration Authority Act.

Resolved that the report be received.

Peter Bell/Elaine Curin.

The Acting Chief Executive Officer invited members to contact him or the Senior Planner if they had any comments or questions about the discussion document.

The Chairman requested that the opportunity for community board members to claim expenses, eg telephone expenses, be clarified.

12. NEW ZEALAND CYCLE TRAILS NETWORK EXPANSION PROJECT:

This letter from the Ministry of Economic Development advised of a new phase of work initiated under the New Zealand Cycle Trail. The project related to a long term vision for cycle trails which would link up existing routes.

Resolved that the report be received.

Peter Bell/Phil Rive

13. APPRECIATION FROM TWIZEL EARLY LEARNING CENTRE:

This letter from the Twizel Early Learning Centre expressed appreciation of the development of the concreted footpath in Market Place, Twizel.

Resolved that the report be received.

Elaine Curin/Phil Rive

14. WARD MEMBERS REPORT:

Cr Bishop reported on proposed developments with regard to the Twizel Information Centre.

He also referred to the Mackenzie Medical Trust and High Country Health Ltd and issues between the two bodies which he understood were causing frustration for the directors of High Country Health and the doctors in Twizel. He invited the Mayor to speak to the matter.

The Mayor explained the background and association between High Country Health Ltd and the Mackenzie Medical Trust. She referred to the strained relationship between the two bodies in recent years and the Council's work to revitalise the Mackenzie Medical Trust to enable its shareholding in High Country Health Ltd to be regularised. She said the Fairlie Lions Club had also requested that the Trust be revitalised to secure a body in the Mackenzie area to resource and fund medical centres and buildings.

She said that new Mackenzie Medical Trustee, Jim Scott, while not claiming to speak on behalf of the Trust, maintained there was a business perspective to consider with regard to the High Country Health Ltd directors' request that the Medical Trust's shares in the company be transferred to them. His view was that the Trust was obliged to follow due diligence in the matter.

The Mayor noted the perception that Twizel was being dictated to by Fairlie interests with regard to the proposed new medical centre. She pointed out however, that Mr Scott did not come from Fairlie; he was focussing on the business case and the opportunity to investigate better ways of achieving facilities for the whole community.

She said that while she found that view difficult to challenge, she had written to Mr Scott advising that politically the Council was committed to the development of a new medical centre for Twizel and was keen to have the issues resolved. She had copied her letter to the other trustees and the councillors.

The Mayor said the Trustees had invited her to their upcoming meeting with the directors of High Country Health and their business manager Andrew Tucker. She called for patience and restraint while the situation was being sorted out.

VI PUBLIC EXCLUDED:

Resolved that the public be excluded from the following part of the proceedings of this meeting namely:
Twizel Information Centre

<u>General subject of each matter to be considered</u>	<u>Reason for passing this resolution in relation to each matter</u>	<u>Ground(s) under Section 48(1) for the passing of this resolution</u>
Twizel Information Centre	To protect the Privacy of Persons	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 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:
Twizel Information Centre, section 7(2)(1)(a).

Peter Bell/John Bishop

The Community Board continued in Open Meeting.

**THERE BEING NO FURTHER BUSINESS THE
CHAIRMAN DECLARED THE MEETING CLOSED AT 6.34 PM**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE TEKAPO COMMUNITY BOARD HELD IN THE LAKE TEKAPO COMMUNITY HALL ON MONDAY 25 OCTOBER 2011 AT 7.30 PM

PRESENT:

Murray Cox (Chairman)
Alan Hayman
Cr Peter Maxwell
Peter Munro
Ian Radford

IN ATTENDANCE:

Garth Nixon (Community Facilities Manager)
Bernie Haar (Asset Manager)
Suzy Ratahi (Manager – Roading)
Rosemary Moran (Committee Clerk)

II DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

III MINUTES:

Resolved that the Minutes of the meeting of the Tekapo Community Board held on 12 September 2011 be confirmed and adopted as the correct record of the meeting.

Peter Maxwell/Alan Hayman

MATTERS UNDER ACTION

1. **Correspondence from Pete Speedy – the area west of the Power Board Club House and Boat Ramp:**
The meeting with Mr Speedy had yet to take place.
2. **Community Facilities:**
Invoices had yet to be received for grants to be paid for the playground and sundial projects.
3. **Trees on the Corner of Aorangi Crescent and State Highway 8:**
The Community Facilities Manager displayed a plan for the planting and beautification of the area which had been drawn by Colin McLaren. The Community Facilities Manager expressed reservations about promoting the planting of Sorbus and Acer Rubrum trees. He undertook to finalise details with Mr McLaren having worked through the issues around the school boundary and tree species with him.

It was agreed that the plan be adopted in principle.

Ian Radford recommended Mr McLaren be publicly commended for his efforts.

3. **Unsealed Road Maintenance Budget:**

The Manager – Roading advised that the cost of upgrading Andrew Don Drive would be between \$5,000 and \$8,000. It had not been provided for in the current year's budget. In the meantime she suggested that the road could be graded.

4. **Lakeside Drive Walkway:**

Peter Maxwell advised that he was yet to convene an onsite meeting with the Asset Manager and Barry Green regarding the suggestion that more lighting was needed to encourage people to use the walkway.

5. **Civil Defence:**

The Chairman advised that he had provided Emergency Management Officer Ray Gardner with updated information following the meeting with Community Board members and that Mr Gardner would be approaching prospective wardens for the Tekapo area.

VISITOR:

The Chairman welcomed Sam Staley from the Balmoral Military Camp. Mr Staley advised of an upcoming military exercise which was to start on 31 October 2011 for about two weeks. He said the action was expected to culminate in the extensive use of mortars and artillery in the Tekapo area around 9 November 2011.

Mr Staley said tenure review negotiations had concluded and a substantive proposal had been signed off by Braemar Station. He said the Department of Conservation had negotiated a change to the initial plan, viz the proposed permit system for access to the Braemar Dome through Defence Force land had been replaced by a pedestrian accessway to the area. Access would not be permitted into the main part of the block in the interests of public safety.

Mr Staley referred to his desire to begin wilding tree control as soon as possible but said that it could not happen until the land ownership issues had been finalised.

He reported that, in terms of the Army's contribution to the community, the Camp had hosted about 115 cub scouts from Ashburton for three days and had plans for further camps for students from Ashburton College.

Mr Staley then referred to his role as a member of the Mackenzie Lakes Coast Guard Unit which recently, with four boats and 14 crew, had become a fully affiliated coast guard unit.

IV REPORTS:

1. **FINANCIAL REPORT – AUGUST 2011:**

This report from the Manager – Finance and Administration was accompanied by the financial report for the Board for the period to August 2011.

Resolved that the report be received.

Peter Maxwell/Ian Radford

2. FREEDOM CAMPING:

This report from the Community Facilities Manager referred to the need to make a bylaw consistent with the new Freedom Camping Act 2011.

The report was accompanied by the amended Camping on Roadway and Reserves Bylaw, the LGNZ Quarterly Review – September 2011 and an aerial photograph of the Lake Tekapo area.

Resolved that the report be received.

Ian Radford/Peter Munro

It was agreed that the issue be included on the Agenda for the next Community Board meeting by which time discussions should have been completed with the Mt Hay Station Trustees regarding potential camping sites in the Pines Beach area and with Genesis to ascertain if freedom camping might be permitted along the canal roads.

3. REVIEW OF DOG CONTROL BYLAW:

This report from the Manager – Planning and Regulations sought comment and feedback on aspects of the ‘Mackenzie District Council Dog Control Bylaw 2006 – Control of Dogs’ as they related to Lake Tekapo Township.

Resolved:

1. That the report be received.
2. That it be recommended that the Dog Control Bylaw be amended to permit dogs on leashes in the Lake Tekapo Village Centre.

Peter Maxwell/Ian Redford

It was requested that a kennel be provided in the Township to house dogs which were picked up.

The Chairman noted that provision had been made for a dog exercise area in the Regional Park.

4. LAKESIDE DRIVE SAFETY FOOTPATH:

This report from the Manager – Roading advised of the options for the construction of a concrete safety footpath on Lakeside Drive.

Resolved that the report be received.

Ian Radford/Peter Munro

The Manager – Roading circulated an update of her report which included pricing options.

Resolved that the reinforced concrete path option be used on the safety footpath on Lakeside Drive and that the project begin at each end of the footpath to provide two visual entrances to discourage pedestrians from walking along the roadside.

Peter Munro/Ian Radford

5. REVIEW OF LOCAL AUTHORITY REMUNERATION SETTING:

This was a discussion document from the Remuneration Authority inviting submissions to facilitate a review of how the Authority goes about setting remuneration for elected members of local authorities in a way that meets the requirements of the Local Government Act and the Remuneration Authority Act.

Resolved that the report be received.

Peter Maxwell /Alan Hayman

The Acting Chief Executive Officer invited members to contact him or the Senior Planner if they had any comments or questions about the discussion document.

6. NEW ZEALAND CYCLE TRAILS NETWORK EXPANSION PROJECT:

This letter from the Ministry of Economic Development advised of a new phase of work initiated under the New Zealand Cycle Trail. The project related to a long term vision for cycle trails which would link up existing routes.

Resolved that the report be received.

Peter Munro/Ian Radford

The Chairman suggested that comment on the project be included in the Long Term Plan. Peter Munro undertook to take account of the information in the development of the Walking and Cycling Strategy.

7. WARD MEMBER'S REPORT:

Cr Maxwell provided an update on the activities of the Tekapo Property Development Subcommittee.

8. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES:

Peter Munro reported that:

- The **Lake Tekapo Footbridge Committee** fundraising fashion show was to be held on 19 November 2011.
- The **Tekapo White Water Trust** had had its first release for the season. The 2011 NZ Pyranha *Tekapo Throwdown* was to be held on 5 and 6 November 2011. A schedule of events on the course was to be included on the Tekapo Promotions website and signs were to be commissioned. An international consultant had been employed to provide a plan for the upgrading of the course
- **The Mackenzie Alpine Trust** which operated the McCauley Hut and the Camp Stream Hut had applied for consent to relocate and rebuild the South Opuha Hut.

The Chairman referred to the **Lake Tekapo Regional Park** and advised:

- That the consent for the motor caravan park was awaited.

- Environment Canterbury was considering its spending on the park for the year including bollards, signs, kiosk and rabbit control.
- Night shooting had been carried.
- The Tekapo Lions Club had planted a stand of giant redwood trees at the Regional Park.
- Storage tanks were filling with water for fire fighting and irrigation purposes.

V PUBLIC EXCLUDED:

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

Tekapo Community Centre

<u>General subject of each matter to be considered</u>	<u>Reason for passing this resolution in relation to each matter</u>	<u>Ground(s) under Section 48(1) for the passing of this resolution</u>
Tekapo Community Centre	Commercial Sensitivity	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 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: *Tekapo Community Centre*, section 7(2)(b)(ii).

Peter Maxwell /Ian Radford

**THERE BEING NO FURTHER BUSINESS THE
CHAIRMAN DECLARED THE MEETING CLOSED AT 9.31 PM**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE FAIRLIE COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON WEDNESDAY 25 OCTOBER 2011 AT 7.00 PM

PRESENT:

Owen Hunter (Chairman)
Julia Bremner
Cr Graeme Page

IN ATTENDANCE

Nathan Hole (Acting Chief Executive Officer)
Garth Nixon (Community Facilities Manager)
Paul Morris (Manager – Finance and Administration)
Suzy Ratahi (Manager – Roading)
Rosemary Moran (Committee Clerk)

II APOLOGIES:

Resolved that apologies be received from Ron Joll and Ashley Shore.

Graeme Page/Julia Bremner

III DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

IV MINUTES:

Resolved that the Minutes of the meeting of the Fairlie Community Board held on 3 August 2011 be confirmed and adopted as the correct record of the meeting.

Julia Bremner/Graeme Page

V REPORTS:

1. FINANCE REPORT TO AUGUST 2011:

This report from the Manager – Finance and Administration provided an update for Board members on the financial performance of the Fairlie Community for the period to August 2011.

Resolved that the report be received.

Julie Bremner/Graeme Page

2. MARKET DAY CLOSURE:

This report the Asset Technical Assistant referred to an application to close the road area outside the Ski Shack for Mackenzie Market days.

Resolved:

1. That the report be received.
2. That the road area outside the Ski Shack be closed to traffic as per the following schedule:
 - 22 October 2011
 - 5 and 19 November 2011
 - 3, 10, 17 and 31 December 2011
 - 7, 14 and 21 January 2012
 - 4 and 18 February 2012
 - 3 and 17 March 2012
 - 7 and 21 April 2012
 - 5 and 19 May 2012

Graeme Page/Julia Bremner

3. FREEDOM CAMPING:

This report from the Community Facilities Manager referred to the need to make a bylaw consistent with the new Freedom Camping Act 2011.

The report was accompanied by the amended Camping on Roadway and Reserves Bylaw, the LGNZ Quarterly Review – September 2011 and an aerial photograph of the Fairlie area.

Resolved:

1. That the report be received.
2. That it be recommended to the Council that the following areas be added to the Schedules of the Amended Camping on Roadways and Reserves Bylaw 2006:
 - Schedule B *Schedule of Prohibited Areas*
Roadways and Reserves in the Fairlie Township.

Graeme Page/Julia Bremner

4. REVIEW OF DOG CONTROL BYLAW:

This report from the Manager – Planning and Regulations sought comment and feedback on aspects of the Mackenzie District Council Dog Control Bylaw 2006 – Control of Dogs as they related to Fairlie Township.

Resolved:

1. That the report be received.
2. That it be recommended that the Dog Control Bylaw includes provision for the enforcement of the requirement for dogs to be confined so that they cannot freely leave the owners' property.

Julia Bremner/Owen Hunter

5 REVIEW OF LOCAL AUTHORITY REMUNERATION SETTING:

This was a discussion document from the Remuneration Authority inviting submissions to facilitate a review of how the Authority goes about setting remuneration for elected members of local authorities in a way that meets the requirements of the Local Government Act and the Remuneration Authority Act.

Resolved that the report be received.

Julia Bremner/Graeme Page

The Acting Chief Executive Officer invited members to contact him or the Senior Planner if they had any comments or questions about the discussion document.

6. NEW ZEALAND CYCLE TRAILS NETWORK EXPANSION PROJECT:

This letter from the Ministry of Economic Development advice of a new phase of work initiated under the New Zealand Cycle Trail. The project related to a long term vision for cycle trails which would link up existing routes.

Resolved that the report be received.

Graeme Page /Julia Bremner

VI GENERAL BUSINESS

1. PRINCES STREET AND TOWNSHIP FOOTPATHS:

The Manager – Roading outlined options for the upgrading of Princes Street, including seal widening and streetscape work.

Resolved:

1. That information on the Fairlie Footpath Maintenance Programme including priority footpaths be provided for the next Community Board meeting.
2. That cost estimates be provided for a range of options for seal widening along the complete length of Princes Street, and beautification work.

Julia Bremner/Graeme Page

Resolved that a full report on the proposed safety pathway along School Road to the Lovelock Track, including the funds available, be provided to the next meeting of the Community Board.

Julia Bremner/Graeme Page

2 EASTERN ENTRANCE TO FAIRLIE TOWNSHIP:

The Community Facilities Manager reported that he had asked the contractor to mow the roadsides from the Township side of the bridge to the bottom of the Allandale Hill when the appropriate machinery was next in the area. He said his hope was this would enable the on-going maintenance of the area with a regular mower.

The Community Facilities Manager reported on his discussion with Environment Canterbury engineer Bruce Scarlett about proposed car parking area for the users of the Opihi River Walkway. He said Mr Scarlet was reluctant to allow the area to be filled and for any impact to be made on the trees, however he had agreed to its cleaning.

3. OLD LIBRARY CAFÉ:

The Manager – Finance and Administration advised that following the fire at the Old Library Café, the Council's insurance claim had been accepted. He said the Council was committed to making every effort to assist the business to become operational again as soon as possible.

The Manager – Finance and Administration noted that the Loss Adjustor, Geoff Cullen, not the Council, would be appointing the contractors involved in the reinstatement of the building.

4. LETTER FROM MIKE HOGAN:

The Chairman advised that he had received a letter from Mike Hogan expressing opposition to the decision to remove trees from the Fairlie Domain because one resident had objected to them. The letter had been copied to the Mayor. The Chairman noted that the trees had yet to be cut down.

V REPORTS (continued):

7. WARD MEMBER'S REPORT:

Cr Page referred to:

- the new solid waste regime and the new wheelie bins,
- the re-vitalised Mackenzie Medical Trust,
- the appointment of new trustees to the Mackenzie Tourism and Development Trust,
- the Long Term Plan,
- seal widening on Clayton Road,
- Lilybank Road issues, and
- The Transfund cocktail party to which he had been invited in Christchurch.

8. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES:

The Chairman advised that the final **Aged Persons Welfare** meeting was to take place on Thursday 27 October 2011 and he encouraged members to attend if they could.

The Chairman advised that he had attended the **Orari-Opihi-Pareora Zone Water Management Committee's public meeting in Fairlie** where members had updated the community on progress towards the Zone Implementation Programme.

The Chairman advised that the new **heat pump at the Strathconan Swimming Pool** was close to being commissioned.

Julia Bremner drew attention to the \$5,000 donation made to the Village Green Committee by Transpower/Alpine Energy Ltd as a gesture of goodwill following the recent power outage in the Township.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9:10 PM**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 8 NOVEMBER 2011 AT 9.30 AM

PRESENT:

Peter Maxwell (Acting Chairman)
Claire Barlow (Mayor)
John Bishop
Graeme Page
Annette Money
Evan Williams

IN ATTENDANCE:

Nathan Hole (Acting Chief Executive Officer)
Paul Morris (Manager – Finance and Administration)
Rosemary Moran (Committee Clerk) for part of the meeting
Julie Hadfield (PA) for part of the meeting

I APOLOGY:

Resolved that an apology be received from Graham Smith.

Evan Williams/Annette Money

II DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

III MINUTES:

Resolved that the Minutes of the meetings of the Finance Committee held on 23 August 2011 and 4 October 2011 be confirmed and adopted as the correct records of the meetings.

Annette Money/Claire Barlow

Resolved that the Minutes of the meeting of the Audit and Risk Committee held on 6 September 2011 be received.

Claire Barlow/Peter Maxwell

VII VISITOR:

The Chairman welcomed Pukaki Airport Committee members Bruce Anderson, Rick Ramsay and Cr Bishop to the meeting.

Mr Anderson offered the apology of Derek Kirk, the Chairman of the Committee.

III REPORT:

1. PUKAKI AIRPORT COMMITTEE – CHAIRMAN’S REPORT:

This report from the Chairman of the Pukaki Airport Committee provided an overview of the Committee’s activities and referred to Stages 1 – 4, Sewage, Fuel Facility, Subdivision Sales, Crosswind Runway, Signage, Gravel Extraction and Top Soil Sales, Finance, Hangar, Activity and the Future.

Resolved that the report be received.

Evan Williams/Annette Money

Messrs Anderson and Ramsay and Cr Bishop spoke to the report. They answered questions and commented on signage, the final cost of the hangar, cost of governance, marketing strategy, the formal opening of new hangar facility and the upcoming resumption of Air New Zealand flights to Mt Cook.

The Chairman thanked the visitors who left the meeting at 10.00 am.

2. FINANCIAL REPORT – SEPTEMBER 2011:

This report from the Manager – Finance and Administration was accompanied by the financial report for the period to September 2011.

Resolved that the report be received.

Claire Barlow/Graeme Page

The meeting was adjourned at 10.35 am for morning tea and reconvened at 10.50 am.

3. REVIEW OF LOCAL AUTHORITY REMUNERATION SETTING:

This report from the Senior Planner advised the Council of the proposal to review how the Remuneration Authority went about setting remuneration for elected members of local authorities, and sought feedback.

Resolved that the report be received.

Claire Barlow/Annette Money

It was generally agreed that the Council was comfortable with the pool approach to remuneration and being able to determine how it was allocated.

Resolved that a submission be made advising the Council’s concerns that:

- remuneration for community board members’ remuneration was insufficient,
- the rules relating to travel expenses were unfair, and

- councillors acting as commissioners for District Plan hearings were not eligible for remuneration.

Evan Williams/Graeme Page

4. BANCORP QUARTERLY REPORT – SEPTEMBER 2011:

This report from the Manager – Finance and Administration advised of the performance of the Council's investment portfolio which is managed by Bancorp Treasury Services Limited.

Resolved that the report be received.

Graeme Page/Evan Williams

5. MACKENZIE TOURISM AND DEVELOPMENT TRUSTEES TERMS OF OFFICE:

This report from the Manager – Finance and Administration referred to the terms of office for the Mackenzie Tourism and Development Trustees.

Resolved:

1. That the report be received.
2. That the Council confirms the following terms of office for the Mackenzie Tourism and Development Trustees:

1 year	Paul Morris and John Bishop
2 years	Cathy Hemsworth
3 years	Jim Scott and Ken Davidson

Graeme Page /Claire Barlow

6. ANNUAL REPORT TO 30 JUNE 2011:

This report from the Manager – Finance and Administration provided an analysis of the Annual Report for the year ended 30 June 2011.

Resolved that the report be received.

Claire Barlow/Evan Williams

7. SUMMARY OF ANNUAL REPORT:

This report from the Manager – Finance and Administration referred to the Annual Report summary 2010-2011. The Manager – Finance and Administration distributed an updated copy of the summary.

The Manager – Finance and Administration spoke to the updated Summary copy of the summary document and answered questions.

Resolved:

1. That the report be received.
2. That the Annual Report Summary for the year ended 30 June 2011 be adopted subject to final audit clearance, and that the Manager – Finance and Administration be authorised to publicly release the summary.

Annette Money/Evan Williams

7. PENSIONER HOUSING POLICY:

This report from the Community Facilities Manager sought a review and confirmation of the Fairlie and Twizel Pensioner Housing Policy.

Resolved:

1. That the report be received.
2. That the following amended Fairlie and Twizel Pensioner Housing Policy 2011 be adopted:

MACKENZIE DISTRICT COUNCIL

FAIRLIE AND TWIZEL PENSIONER HOUSING POLICY

Reviewed October 2011

Introduction

This policy sets out the Council's practice in regard to the provision, management and tenancy of pensioner housing in the Mackenzie District.

Objectives

The objectives of this policy are:

- To provide clear guidelines on tenant eligibility for persons wanting to live in Council-owned pensioner units.
- To provide clear guidelines for the level of rental, funding of the facilities and treatment of surpluses.

Principles

The principles underlying this policy are:

- Council sees its role in this area as “to respond to the community requirements for an appropriate level of pensioner housing”. It maintains the buildings and grounds, selects tenants, reviews tenancy agreements and rentals, and monitors long term demand for housing and maintenance

- That the Council's investment in pensioner housing will continue to be self-funding as much as possible without rates input. Relevant corporate overhead will be applied to the activity. Depreciation is recognised as an operating expense. The funded depreciation will be utilised to fund the on-going refurbishments of units on a cyclic basis.
- That the Council's pensioner housing units shall continue to be available for rental of 80% of private market rentals and no greater than 1/3 of National Superannuation
- Surpluses (or proceeds from divestment) will be applied to retire debt, support the Pensioner Flats Account for future maintenance, upgrades or development of pensioner units or considered for any other use which the Council at the time may think appropriate.

In developing this policy, the Council recognises that it is not the sole provider of accommodation for the District's elderly residents.

Definitions

"Current Market Rental" is the level of rental the units would attract if exposed to the open market, as determined by the local real estate market which will be reviewed annually.

Background

The Council owns a total of ten pensioner units, of which seven are located in Fairlie and three in Twizel.

The Fairlie units, when upgrades are complete, will consist of four two bedroom units suitable for elderly couples and three one bedroom units suitable for occupation by one or two persons. All units come with one or two bedrooms plus lounge/kitchen area, a storage space and a shower/toilet and separate laundry room.

The three Twizel units were constructed during 1992 and are made up of two one bedroom units and one two bedroom unit all with separate kitchen, bathroom, laundry and living areas

All units have off street parking.

All of the new Fairlie Units will have full level access, 810mm doors and wet floor bathrooms. One unit will be fully adapted for tenants with physical disabilities, however, handrails at entrances and wet area showers are provided as a standard.

For the complexes the Council provides vinyl floor coverings in the bathroom and kitchen areas, an oven, a storage unit, one smoke detector per unit, clothes-lines and all other fittings, furnishings and chattels are the responsibility of the tenant. Outdoor lawn and grounds maintenance is provided by the Council with the tenant being responsible for the small garden area adjacent to their unit.

Responsibility

The Manager Community Facilities has responsibility for review of this policy. The implementation of this policy is delegated to the Manager Community Facilities.

Policy Statement

Acceptance of an application for pensioner units

The acceptance (or otherwise) of applications remains at the full discretion of the Council. Amongst matters that the Council will take into account in the exercise of its discretion are the following selection criteria:

Whether the applicant can demonstrate a need for housing owing to

- Personal health and mobility
- Present Housing Situation
- Ability to care for themselves
- Age
- Marital Status
- Personal financial situation
- Waiting list position
- Residency in the district

Eligibility

To be eligible for a pensioner unit, prospective tenants must meet the following criteria:

- Pensioner – being a person of 65 years of age or more *or* a person who qualifies for National Superannuation or a War Pension
- The pensioner must be of low income and provide evidence of cash assets of less than \$100,000.
- All applicants must complete the application form
- Proof of income before tax will be required

Waiting List Management

Once the application form is submitted and there are no current vacancies, the forms will be kept on file.

Where a vacancy occurs all current applicants will be contacted to confirm their continued interest or any changed circumstances.

Applications will be evaluated by the local selection committee.

Tenant Selection

Selection of tenants will be carried out by the Selection Committee who will make a recommendation to the Chief Executive Officer of Council who may then enter into a Tenancy Agreement with the successful applicant. Applications will then be assessed In two stages

Stage 1: an informal interview with one of the Committee members to ascertain circumstances and suitability.

Stage 2: the Selection Committee using the selection criteria in the standard form (Pensioner Housing Eligibility Assessment Form) *Appendix 2*.

Selection Committee

The selection committee will be made up of the following persons:

Fairlie

- An Opuha Ward Councillor
- Practice Nurse
- The Community Facilities Manager
- Member of the Aged Welfare Association.

Twizel

- A Twizel Ward Councillor
- Practice Nurse
- Twizel Community Worker
- The Community Facilities Manager

Other Occupancy

Notwithstanding the above, where a vacancy cannot be filled and has been advertised, the units may be let to non-qualifying applicants at full market rental. Specific arrangements will be put in place to ensure the units are vacated in the event that they are required for Pensioner Housing.

Location Options

An applicant's preference for any particular location will be taken into account and accommodated where possible. Tenants can transfer to another Council unit or complex only in extenuating or special circumstances.

Changes in Circumstances

A tenant's eligibility to occupy a pensioner unit will be re-assessed if reasonable grounds to indicate a change in eligibility status exist.

Where it is suspected that there are existing or impending eligibility issues for medical reasons, the Council will in the first instance seek to facilitate the provision of the appropriate social service support. Subsequently, if the tenant is clearly unable to meet the eligibility on an on-going basis, the Council will give the tenant notice to vacate. This is based on the need to protect the interest and wellbeing of the tenant and the interests and wellbeing of other tenants.

Smoking

The Council does not support smoking. As at the adoption date of this policy, tenants will not be permitted to smoke within the units. This will not apply to tenants who were occupying units prior to the adoption of this policy. However, for these existing

tenants, planned refurbishments will be undertaken (approximately every seven years) only if the tenant agrees not to smoke in the unit, or to allow others to do so.

Animals

Pets such as one bird and/or one cat be permitted(upon application and at the Council's discretion) provided that any such animal must be well behaved, and properly cared for so it does not pose a nuisance to other tenants.

Rental

Rental for the units shall be set at 80% of the current market rental and no more than 1/3 of current National Superannuation is to be updated every year. Tenants are required to pay a bond of up to two weeks' rent on acceptance of a unit. Rent must be paid fortnightly in advance by automatic bank payment.

Level of Service

Through its draft Long-Term Council Community Plan 2006-2016, the Council has reviewed levels of service associated with pensioner housing 2006

Standards for Pensioner Housing

Council will provide a safe, secure, healthy, adequately designed unit in a good state of repair. The Council will conduct an annual feedback and suggestion survey of its occupiers to support communication with tenants.

Marketing and usage

The Council will maintain a waiting list of prospective tenants which will be regularly review and updated. If a waiting list does not exist the Council will market and promote its pensioner housing to ensure maximum usage.

Welfare

The Council acknowledges its role as landlord, and as such, will be accessible and diligent towards the general welfare of its tenants. This will not extend to the provision of social services to tenants as these services are better provided by other professional service providers.

The Council will endeavour to provide its tenants with the contact information for professional services and service providers. Council staff will consult with health, social welfare and other professional service providers where tenant concerns or difficulties arise outside of the Council's expertise.

Complaints Procedure

The Council wishes to be as flexible as possible in receiving complaints. All complaints will be registered

Your complaint will be:

- Dealt with as quickly as possible
- Handled fairly and politely; and
- Investigated thoroughly

Our Complaints Procedure is set out below:

If You Want To Complain

Register your complaint by the following means:

By letter, phone, email, fax or in person at the Council offices in Fairlie or Twizel.

We will acknowledge your complaint within 3 working days and aim to address the complaint within 10 working days.

The complaint will be dealt with by the Community Facilities Manager.

My Complaint Has Been Investigated, But I Am Still Not Satisfied

At this stage the complaint will be addressed by the Chief Executive Officer

Again we will acknowledge your complaint within 3 working days and aim to address the complaint within 10 working days.

If this target of 10 days cannot be met, you will be informed of the delay, the reason for the delay, and the new target for responding.

Not Satisfied, What I Can Do?

If your complaint has still not been settled to your satisfaction, the Chief Executive Officer may refer you to the Commissioner of Complaints known as the Ombudsman.

Our complaints procedure does not remove your right, at any stage of the process, to complain to the Ombudsman. However, the Ombudsman will normally expect you to have thoroughly gone through Council's complaints procedure first.

The Ombudsman is completely independent of Council and of Government and the
If you feel that your complaint has been dealt with unsatisfactorily please contact the Ombudsman on telephone (03) 366 8556 free call 0800 802 602

Management of Pensioner Units

The Mackenzie District Council currently administers and manages the pensioner units in-house. The Council may consider alternative arrangements or partnerships for the future administration and management of pensioner units if it is in the best interests of tenants and is cost-effective.

References and Relevant legislation

Residential Tenancies Act 1986

Appendices

Application Form

John Bishop/Evan Williams

VI **PUBLIC EXCLUDED:**

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

1. Bluewater Resort
2. Mackenzie Tourism and Development Trust Remuneration
3. Request to Terminate Agreement “Deed for Payment of Water, Sanitary Sewage and Stormwater Contribution”

<u>General subject of each matter to be considered</u>	<u>Reason for passing this resolution in relation to each matter</u>	<u>Ground(s) under Section 48(1) for the passing of this resolution</u>
Bluewater Resort	Commercial Sensitivity	48(1)(a)(i)
Request to Terminate Agreement “Deed for Payment of Water, Sanitary Sewage and Stormwater Contribution”	Commercial Sensitivity	48(1)(a)(i)
Mackenzie Tourism and Development Trust Remuneration	To protect the privacy of persons	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: *Blue Water Resort* section 7(2)(b)(ii), *Request to Terminate Agreement “Deed for Payment of Water, Sanitary Sewage and Stormwater Contribution”*, section 7(2)(b)(ii), *Mackenzie Tourism and Development Trust Remuneration* section 7(2)(a)

Annette Money/Evan Williams

RESOLUTIONS TAKEN WITH THE PUBLIC EXCLUDED:

Resolved that the following resolutions taken with the Public Excluded be confirmed:

Mackenzie Tourism and Development Trust – Remuneration:

1. That Council approves remuneration at \$25,000 per annum to be paid to the Mackenzie Tourism & Development Trust members.
2. That the approved remuneration be split amongst the Trustees as the Trustees see fit.
3. That Council recognizes that the first year’s remuneration is deficit funded and that subsequent years’ remuneration is funded from Tourism Targeted rates.

4. That a grant of \$16,000 (being 8/12 of the approved annual remuneration figure) be made to remunerate the Trustees for the remainder of the 2011/2012 financial year.

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 1.55 PM

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE PROJECTS AND STRATEGIES COMMITTEE HELD IN THE SERVICE CENTRE, TWIZEL, ON TUESDAY 8 NOVEMBER 2011 AT 2.00 PM

PRESENT:

Graeme Page (Chairman)
Claire Barlow (Mayor)
Crs John Bishop
Peter Maxwell
Annette Money
Evan Williams

IN ATTENDANCE:

Nathan Hole (Acting Chief Executive Officer)
Bernie Haar (Asset Manager)
Suzy Ratahi (Manager – Roothing)
John O'Connor (Assets Supervisor)
Carl McKay (Solid Waste Manager) for part of the meeting
Julie Hadfield (PA)

I APOLOGY:

Resolved that an apology be received from Graham Smith.

John Bishop/Evan Williams

II DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

III MINUTES:

Resolved that the Minutes of the meeting of the Projects and Strategies Committee held on 27 September 2011, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.

Annette Money/Peter Maxwell

MATTERS UNDER ACTION:

Lilybank Road Maintenance:

It was agreed to further investigate methods funding of the maintenance of both the Haldon and Lilybank Roads.

IV REPORTS:

1. ASSET MANAGER'S MONTHLY REPORT:

This report from the Asset Manager referred Project Progress - Council Priority List (Roothing, Sewerage, Water Supplies, Stormwater and Solid Waste), Roothing, Essential Services and Solid Waste.

Resolved that the report be received.

Claire Barlow/Annette Money

Resolved that, by 29 November 2012, Crs Page, Williams and Smith provide the Manager – Roothing with a list of projects to utilise the available budget from NZTA.

Claire Barlow/Annette Money

The Asset Manager advised that Unwin Place in the Mackenzie Park subdivision had been closed off at the last house to avoid further damage to the cul-de-sac edge by the ESL waste collection vehicle.

2. 2012/2015 NZTA BUDGET SUBMISSION:

This report from the Manager – Roothing presented the staff application to NZTA for the 2012/2015 roading programme, discussed the drivers used in developing the submission and sought approval for the submission.

The report was accompanied by graphs showing:

- Analysis of roading budgets
- Breakdown of Township budgets of submission
- Breakdown of submission into NZTA Parent Codes.

Resolved that the report be received.

Annette Money/Graeme Page

The Manager – Roothing gave a power point presentation regarding the submission which provided background information and referred to how the bid had been developed, Exceptions, Network and Asset Management, the Roothing Business Unit, Minor Improvements, and Structures/Components/Replacements.

Resolved that Council approves in principle, the draft three-year roading budget as submitted to NZTA for the 30 September 2012 cut-off date, subject to confirmation with the adoption of the 2012/2015 Long Term Plan.

Peter Maxwell/John Bishop

3. ASSET MANAGEMENT POLICY:

This report from the Asset Manager sought confirmation of the level of Asset Management Planning criteria for the preparation of the Council's various Activity Management Plans.

The report was accompanied by information from the International Infrastructure Management Manual – Version 3.0 *Core and Advanced Asset Management Practices*.

Resolved that the report be received.

Annette Money/Claire Barlow

Resolved that the level of Asset Management Planning Criteria be set at the Core level for all infrastructure assets.

Peter Maxwell/John Bishop

The meeting was adjourned at 3.40 pm for afternoon tea and reconvened at 3.55 pm.

4. ASSET MANAGEMENT POLICIES:

This report from the Asset Manager was accompanied by the schedule of policies for the Asset Management department.

It was agreed that the review and confirmation of the Asset Management policies be deferred until a workshop meeting on a date to be set.

FONTERRA TRUCK LOADS:

The Asset Manager referred to a newspaper article about Fonterra truck loads. He said that Fonterra had made an informal approach to the Council regarding the temporary raising of the HCV weight limit from 44 to 45 tonnes. He noted that weight was not the only issue with regard to road damage; the number of times the trucks travelled over the roads was also relevant. He said the Council could not effect the raising of the weight limit as NZTA had provided a nation-wide exemption to the HCV regulations to allow the increase in weight. This exemption was only available to the end of December 2011.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4.08 PM**

CHAIRMAN

DATE

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 8 NOVEMBER 2011 AT 4.10 PM

PRESENT:

John Bishop (Chairman)
Claire Barlow (Mayor)
Annette Money
Peter Maxwell
Graeme Page
Evan Williams

IN ATTENDANCE:

Nathan Hole (Acting Chief Executive Officer)
Julie Hadfield (PA)

I APOLOGY:

Resolved that an apology be received from Graham Smith.

Claire Barlow/Evan Williams

II DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

III MINUTES:

Resolved that the Minutes of the meeting of the Planning Committee held on 27 September 2011 be confirmed and adopted as the correct record of the meeting.

Annette Money/Evan Williams

IV REPORTS:

1. EMPLOYMENT OF A SOUTH CANTERBURY BIODIVERSITY OFFICER:

The Acting Chief Executive Officer referred to the following decision of the Planning Committee at its meeting on 10 September 2010:

Resolved that the invitation to join with the Timaru, Waitaki and Waimate District Councils in an application to the National Biodiversity Fund for financial support for the employment of a South Canterbury Biodiversity Officer be accepted, subject to the term of the position being linked to the availability of funding.

Leon O'Sullivan/Evan Williams

He explained that the Timaru and Waimate District Councils had decided not to be part of the joint application and also that subsequently it had become apparent that the employment of a South Canterbury Biodiversity Officer would require support from the participating councils in terms of administration and transport.

The acting Chief Executive Officer said the joint project would not proceed and that the position would only be with the Waitaki District Council.

**THERE BEING NO FURTHER BUSINESS THE
CHAIRMAN DECLARED THE MEETING CLOSED AT 4.15 PM**

CHAIRMAN: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 4 OCTOBER 2011 AT 9.33 AM

PRESENT:

Claire Barlow (Mayor)
Crs John Bishop
Peter Maxwell
Annette Money
Graham Smith
Evan Williams

IN ATTENDANCE:

Glen Innes (Chief Executive Officer)
Rosemary Moran Committee Clerk)

I OPENING:

The Mayor welcomed everyone to the meeting.

II APOLOGY:

Resolved that an apology be received from Cr Page.

Evan Williams/Annette Money

IV BEREAVEMENTS:

The Mayor referred to the recent deaths of Nix Buick, Evan Miller, Helen Darmody, Alan Hubbard, Molly Wood and Andrew Lane. A motion of sympathy was passed and the Chief Executive Officer was directed to pass this on to those concerned.

V MAYORAL REPORT:

This was the report of Mayoral activities for the previous six weeks.

Resolved that the report be received.

Annette Money/Graham Smith

VI REPORTS REQUIRING COUNCIL DECISION:

1. OMBUDSMEN – GUDEX ROAD:

This report from the Chief Executive Officer referred to the recommendations of the Ombudsman into the complaint of GB Stone against the Mackenzie District Council in respect of access to the Opuha River off Gudex Road.

Resolved that the report be received.

Annette Money/Evan Williams

Resolved:

1. That the Council accepts the suggestion of the Ombudsman to exchange its present legal road for the deer lane across Raincliff Station.
2. That the Council enters into negotiations with Mr David Morgan of Raincliff Station, to give effect to the Ombudsman's provisional recommendations.

Graham Smith /John Bishop

The Chief Executive Officer undertook to keep Councillors information of the issue.

2 LAKE ALEXANDRINA CONSERVATION TRUST – REQUEST FOR FUNDING:

This report from the Community Facilities Manager was accompanied by a request for funding from the Lake Alexandrina Conservation Trust.

Resolved that the report be received.

Annette Money/Graham Smith

Resolved that the Council supports in principle a grant to the Lake Alexandrina Conservation Trust, subject to the receipt of more detailed justification of the budget.

Graham Smith/Annette Money

3 LOCAL AUTHORITIES MEMBERS' INTERESTS ACT:

This report from the Senior Policy Planner advised of the proposal to review the Local Authorities (Members' Interests) Act 1968, and sought feedback from Councillors.

Resolved that the report be received.

John Bishop/Evan Williams

The Senior Planner circulated the following four questions for the Council to consider in response to the proposed review and the consensus was as follows:

1. Should members declare interests in advance, and should there be a register held?

The Council had already determined not to have a Register of Members' Interests.

2. What interests should be covered, in managing conflicts of interest? Should this be limited to pecuniary interest, or include non-financial interests?

The interests should include both pecuniary and non-financial interests.

3. How prescriptive should the rules managing conflicts be?

It was felt it would be helpful if the rules regarding the managing of conflicts were more prescriptive.

4. Should it left to the local authority to decide how best to manage conflict or should there be third party oversight?

It was generally felt that the Council itself should manage conflicts of interest - in the knowledge of the Auditor General's role as a backup.

The Senior Planner referred to the **review of Elected Members' Remuneration** about which information had been circulated to the Councillors. She noted that submissions would close on 10 November 2011, before the next Council meeting. It was agreed that the subject be included on the Agenda for the Finance Committee meeting to be held on 8 November 2011.

XIII ADJOURNMENT:

The meeting was adjourned at 10.35 am for morning tea and reconvened at 10.50 am.

VI REPORTS REQUIRING COUNCIL DECISION (Continued):

4. MACKENZIE TOURISM AND DEVELOPMENT TRUST – UPDATING OF TRUST DEED:

This report from the Manager – Finance and Administration sought the endorsement of amendments to the Mackenzie Tourism and Development Trust Deed.

Resolved that the report be received.

Graham Smith/Peter Maxwell

Resolved that the Council endorses the amendment of the Trust Deed of Mackenzie Tourism and Development Trust dated the 30th day of November 2007 in the manner as follows:

- 1 Clause 9.4 of the Trust Deed is deleted and a new clause 9.4 is hereby substituted in place of the original clause 9.4 of the Trust Deed in the form as follows:

"9.4 The Trustees shall prepare a draft Statement of Intent by 1 March of each year. The Trustees shall consider any comments on the draft Statement of Intent that are made to it in writing by the Council by 1 May in each year and deliver the completed Statement of Intent to the Council on or before 30 June in each year."

- 2 Clause 9.7 of the Trust Deed is hereby deleted and a new clause 9.7 of the Trust Deed is hereby substituted in place of the original clause 9.7 of the Trust Deed in the form as follows:

"9.7 The financial records and the annual accounts shall be available to be inspected by the Trustees, the Council or any person specified for such purpose by the Council at all reasonable times."

- 3 Clause 10.1 of the Trust Deed is hereby deleted and a new clause 10.1 of the Trust Deed is hereby substituted in place of the original clause 10.1 of the Trust Deed in the form as follows:

"10.1 The Trustees may from time to time appoint any committee and may delegate in writing any of their powers and duties to any such committee or to any person. The committee or person (as the case may be) may, without confirmation by the Trustees, exercise or perform the delegated powers or duties in like manner and with the same effect as the Trustees could have exercised or performed them until such time as the committee or the person (as the case may be) shall receive notice in writing of the revocation of any such power or duty."

- 4 Clause 10.3 of the Trust Deed is hereby deleted and a new clause 10.3 is hereby substituted in place of the original clause 10.3 of the Trust Deed in the form as follows:

"10.3 Every such delegation shall be revocable by resolution of the Trustees at will, and no such delegation shall prevent the exercise of any power or the performance of any duty by the Trustees. The revocation of every such delegation shall be given by notice in writing to the committee or the person to whom the powers and duties were originally delegated."

- 5 Clause 13.2 of the Trust Deed is amended by deleting the inverted commas from around the word "Trust" at the end of clause 13.2.

- 6 Clause 1.1 of Schedule 2 of the Trust Deed is hereby deleted and a new clause 1.1 of Schedule 2 is hereby substituted in place of the original clause 1.1 of Schedule 2 of the Trust Deed in the form as follows:

"1.1 The number of Trustees shall be not more than seven and not less than two."

- 7 Clause 1.3 of Schedule 2 of the Trust Deed is hereby deleted and a new clause 1.3 of Schedule 2 is hereby substituted in place of the original clause 1.3 of Schedule 2 of the Trust Deed in the form as follows:

"1.3 The Trustees shall not include more than two Council councillors (including for the purposes of this clause the Mayor) or employees of the Council at any one time."

- 8 Clause 2.1 of Schedule 2 of the Trust Deed is hereby deleted and a new clause 2.1 of Schedule 2 is hereby substituted in place of the original clause 2.1 of Schedule 2 of the Trust Deed in the form as follows:

"2.1 Subject to clause 2.3 of this Schedule 2, the term for which each Trustee shall be a Trustee of the Trust shall be three years from the date on which each Trustee takes up office as a Trustee or such lesser time as shall be specified in writing by the Council at the time of making any such appointment."

- 9 Clause 3.3 of Schedule 2 of the Trust Deed is hereby deleted and a new clause 3.3 of Schedule 2 is hereby substituted in place of the original clause 3.3 of Schedule 2 of the Trust Deed in the form as follows:

"3.3 A Trustee shall cease to be a Trustee from the date specified upon receipt of written notice from the Council terminating his or her appointment as a Trustee or if no date is specified then immediately upon receipt of any such written notice by a Trustee."

- 10 Clause 4.1 of Schedule 3 of the Trust Deed is hereby deleted and a new clause 4.1 of Schedule 3 is hereby substituted in place of the original clause 4.1 of Schedule 3 of the Trust Deed in the form as follows:

"4.1 The chairperson or any two Trustees (or where there are less than three Trustees, any one Trustee) may at any time summons a meeting."

- 11 Clause 6 of Schedule 3 of the Trust Deed is hereby deleted and a new clause 6 of Schedule 3 is hereby substituted in place of the original clause 6 of Schedule 3 of the Trust Deed in the form as follows:

*"6 Voting
All decisions of the Trustees shall be decided by consensus. However, where a consensus decision cannot be readily obtained on a question, unless otherwise specified in this Deed, it shall be put as a motion to be decided by a majority of votes."*

- 12 Clause 9.1 of Schedule 3 is hereby deleted and a new clause 9.1 of Schedule 3 is hereby substituted in place of the original clause 9.1 of Schedule 3 of the Trust Deed in the form as follows:

"9.1 If a quorum is not present within 20 minutes after the time appointed for any meeting, the chairperson of the meeting may adjourn the meeting to such date, time and place as the chairperson of the meeting may appoint."

Graham Smith /Annette Money

5. DISPUTE – ASHWICK - OPUHA WATER RACE CHARGE:

This report from the Chief Executive Officer referred to a dispute in respect of the Ashwick-Opuha Water Race.

Resolved:

1. That the report be received.

2. That the Council agrees to remit the water race charge of \$254.00 incl GST levied against Mr Graham McDermid for the 2011/2012 year.

John Bishop/Annette Money

LATE ITEM

Resolved that pursuant to the Local Government Official Information and Meetings Act 1987 the report 'Recycling Charges' be considered.

Evan Williams/Annette Money

The report was not included on the Agenda because it was not available in time. Consideration of the issue at this meeting is required to enable an anomaly in the new Solid Waste charging regime to be addressed.

RECYCLING CHARGES

This report from the Asset Manager recommended the Council reconsider the policy not to charge for recycling material at the Resource Recover Parks in Twizel, Tekapo and Fairlie.

Resolved:

1. That the report be received.
2. That charging for recyclable material delivered to the three Resource Recovery Parks be reintroduced at a rate of \$8.00/m³ or part thereof, effective immediately.

Peter Maxwell/Evan Williams

VII INFORMATION REPORTS:

1. CHIEF EXECUTIVE OFFICER – GENERAL ACTIVITIES REPORT:

This report from the Chief Executive Officer referred to Council, Committee and Board Meetings, Other Meetings and Activities, Leave, Long Term Plan, Annual Report, Policy Review, Tourism Trust, Mackenzie Medical Trust and Twizel Rating.

Resolved that the report be received

Annette Money/Graham Smith

Resolved:

1. That the Council notes that Nathan Hole will be acting as Chief Executive Officer during Glen Innes' leave between 17 October and 22 November 2011.
2. That Council notes the Long-Term Plan preparation is running behind schedule at this stage and that additional effort will be needed to make up lost ground.

3. That a meeting of the Audit & Risk Committee be convened to be briefed on progress with the annual audit.
4. That Council considers revised policies for adoption at its meeting on 15 November 2011.
5. That Council approves in principle changes to the rating boundaries and rating system in Twizel to better reflect growth and development in the area and that formal consideration and public consultation on these issues be part of the Long-Term Plan process.

Annette Money /Peter Maxwell

2. COMMON SEAL

This report from the Committee Clerk advised of documents signed under the Common Seal from 19 August 2011 to 29 September 2011.

Resolved:

1. That the report be received.
2. That the affixing of the Common Seal to document numbers 720 and 721 be endorsed.

Annette Money/Graham Smith

3. CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP JOINT COMMITTEE:

This report was the Minutes of the meeting held in the Selwyn District Council Chambers on 23 August 2011.

Resolved that the report be received.

Annette Money/Graham Smith

Cr Smith suggested that the new Emergency Management Officer attend the next Council meeting.

4. ALPS 2 OCEAN JOINT COMMITTEE:

This report was the Minutes of the meeting of the Alps 2 Ocean Joint Committee held on 17 August 2011.

Resolved that the report be received.

Annette Money/Graham Smith

The Chief Executive Officer circulated a copy of the *September 2011 Monthly Summary to Councils* from the Alps 2 Ocean Joint Committee.

The Mayor queried the reference in the Minutes to a proposal that more funding be sought from the local authorities for the development of a business plan. The Chief Executive Officer said that the Council had received no formal request for funding.

5. **SPORT SOUTH CANTERBURY ANNUAL REPORT:**

This report was the Annual Report from Sport South Canterbury to the Council for the period 1 July 2010 to 30 June 2011.

Resolved that the report be received.

Evan Williams/Claire Barlow

6. **STAFF TRAINING FOR THE LAST FINANCIAL YEAR:**

This report from the Chief Executive Officer provided a summary of all Council staff training that took place between 1 July 2010 and 30 June 2011.

Resolved that the report be received and the information noted.

Graham Smith/Annette Money

VIII COMMUNITY BOARD RECOMMENDATIONS:

This report from the Chief Executive officer was accompanied by the minutes of the meetings of the Twizel Community Board and Tekapo Community Board held on 12 September 2011.

Resolved:

1. That the report be received.

TEKAPO COMMUNITY BOARD:

2. **Request from Lake Tekapo Lions Club:**

That the Council notes that the Lake Tekapo Lions Club's request for land to be made available for amenity planting in the Lake Tekapo Township was approved in principle and that the Chairman, Peter Munro and the Community Facilities Manager are to liaise with the Lions Club regarding suitable sites and tree species and report back to the Community Board.

3. **Sundial Project**

That the Council approves the granting of up to \$7,000 to the sundial project for the completion of landscaping and signage.

4. **Trees Shading Aorangi Crescent:**

That Council notes that the shading of Aorangi Crescent is to be reduced by trimming and/or removing some of the trees adjacent to the road and that the corner is to be tidied up and beautified.

5. **Lake Tekapo Minor Improvements Budget:**

That the Council notes that costings are to be obtained for both chip seal and concrete for the Lakeside Drive safety footpath as the first priority project for the Minor Improvements fund.

TWIZEL COMMUNITY BOARD

6. **Alps2Ocean Cycle Trail:**

That the Council notes that the Twizel Community Board has responded to the letter from the Alps2Ocean Joint Committee as follows:

a) **Access/Exit Routes:**

That the recommended entry points in to Twizel are to be Glen Lyon Road, Ruataniwha Road and Ostler Road and that the exit points are to be Nunsveil Road and Northwest Arch.

b) **Speed Limit:**

That the request to reduce the speed limit on Glen Lyon Road was declined.

c) **Car Parks**

That the car park in front of the Musterer's Hut was the preferred car parking area for day tripper cyclists setting out from Twizel.

7. **Car Parks in Twizel Which Could Either be Resealed or Turned into Grassed Areas:**

That the Council notes the following decisions:

a) **Events Centre**

The car parking area near the Twizel Events Centre is to be retained and the boundary defined and the area resurfaced with shingle and grass.

b) **Wairepo Road:**

That a report is to be developed for consideration at the next Community Board meeting on what could be done with the car park on the Wairepo Road area.

c) **Glenbrook Terrace:**

That the car park in Glenbrook Terrace is to be returned to a grassed or similar surface to fit in with the surrounding area.

d) **Golf Club Lease:**

That the car parking area is to be inspected to ascertain its condition and retained in the meantime.

e) **Ohau Road, and Old Vet Clinic Site:**

That the car parking areas on Ohau Road and at the old Vet Clinic site are to be grassed.

f) **Access Road Down Past the Whitestone Depot:**

That sealed accessway down past the Whitestone Depot is to be retained but not maintained in the meantime, that the residents using the accessway are to be informed it is not legal access and that copies of the advice to the residents are to be included on the relevant property files.

8 **Horse Trekking Proposal**

That the Council notes that the Twizel Community Board supported the use of Lake Ruataniwha Reserve by Mackenzie Alpine Horse Trekking and that the Community Facilities Manager, in consultation with Phil Rive, was asked to provide further information and recommendations regarding conditions that would be appropriate to accompany resource consent for the activity.

9 **Ruataniwha Reserve:**

- a) That the Council notes that the reserve land adjoining Lake Ruataniwha Camp Ground is no longer to be leased to the camp ground because commercial activity on land zoned REC-P is a non-complying activity, and
- b) That a post and wire boundary fence is to be erected between the Ruataniwha Camping Ground and the adjacent reserve land.

Peter Maxwell/John Bishop

IX COMMITTEES:

Resolved that the Minutes of the meetings of the Finance Committee held on 23 August 2011, the Projects and Strategy Committee held on 23 August 2011 and 27 September 2011, and the Planning Committee held on 27 September 2011, including such parts as were taken with the Public Excluded, be received.

Graham Smith/Annette Money

X CONFIRMATION OF MINUTES:

Resolved that the Minutes of the meetings of the Mackenzie District Council held on 23 August 2011 and 30 August 2011, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct records of the meetings.

Claire Barlow/ Graham Smith

MATTERS UNDER ACTION

Twizel Transformer

Cr Smith suggested that a debt collector be charged with the recovery of the costs associated with the installation of a transformer for a two-lot subdivision in Twizel, which was not fully covered by the terms of the Resource Consent.

IX PUBLIC EXCLUDED:

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

- 1. Hayman Road Closure.

Reason for passing General subject of each matter to be considered	Ground(s) under this resolution in relation to each matter	Section 48(1) for the passing of this resolution
Hayman Road Closure	Commercial Sensitivity	48(1)(a)(i)
Public Excluded Minutes of Council meeting of		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: *Hayman Road Closure*, section 7(2)(b)(ii).

Graham Smith Evan Williams

The Council continued in Open Meeting.

X CONFIRMATION OF RESOLUTION TAKEN WITH THE PUBLIC EXCLUDED:

HAYMAN ROAD:

Resolved that the following resolution taken with the Public Excluded be confirmed:

That Hayman Road be closed under the Local Government Act 1974 from Friday 25 November 2011 to Sunday 11 December 2011.

Annette Money/Graham Smith

XIII ADJOURNMENT:

The meeting was adjourned at 12.10 pm for lunch and reconvened at 1.45 pm.

EXTRAORDINARY MEETING TO ADOPT ANNUAL REPORT FOR 2010/2011:

It was agreed that an extraordinary Council meeting be held at 9.30 am on Wednesday 26 October 2011 to adopt the Annual Report for 2010/2011. Cr Money offered her apology for the meeting.

WORKSHOP - INTERNAL DEBT FUNDING:

It was agreed that a workshop on Internal Debt Funding be held on Monday 7 November 2011 at 9.30 am.

AUDIT AND RISK COMMITTEE

It was agreed that a telephone conference call be arranged for the members of the Audit and Risk Subcommittee at 3.00 pm on Friday 7 October 2011 to update them on the audit process.

XI VISITOR:

The Mayor welcomed Barbara Nicholas, Environment Canterbury Facilitator for the Orari-Opihi-Pareora Water Zone Management Committee.

The Manager – Planning and Regulations, the Asset Manager and Utilities Engineer joined the meeting.

Ms Nicholas thanked the Councillors for the opportunity of meeting with them, noting her wish to ensure that elected members and staff were acquainted with the activities of the Zone Management Committee and the progress being made towards the completion of the Zone Implementation Plan.

Ms Nicholas explained the background of the Canterbury Water Management Strategy under the terms of which the ten zone committees and one regional committee had been established to give effect to the fundamental principles of the Strategy and targets for the zones. She then gave an update on the activities of Orari-Opihi-Pareora Zone Committee and outlined the progress which had been made.

The Mayor offered an apology from Melanie Schauer, the Environment Canterbury Facilitator for the Upper Waitaki Zone Water Management Committee who was unable to attend the meeting.

In Ms Schauer's absence the Mayor, in her role as a member of the Upper Waitaki Zone Water Management Committee, updated the Councillors and Staff on the progress which that Committee was making on the development of its Zone Implementation Plan.

The Mayor thanked Ms Nicholas who left the meeting at 2.20 pm.

**THERE BEING NO FURTHER BUSINESS,
THE MAYOR DECLARED THE MEETING CLOSED AT 2.20 PM**

MAYOR: _____

DATE: _____

MACKENZIE DISTRICT COUNCIL

MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON FRIDAY 28 OCTOBER 2011 AT 2.00 PM

PRESENT:

Claire Barlow (Mayor)
Crs Peter Maxwell
Annette Money
Evan Williams

IN ATTENDANCE:

Nathan Hole (Acting Chief Executive Officer)
Paul Morris (Manager – Finance and Administration)

I OPENING:

The Mayor welcomed everyone to the meeting.

II APOLOGIES:

Resolved that apologies be received from John Bishop, Graeme Page and Graham Smith.

Annette Money/Evan Williams

III DECLARATIONS OF INTEREST:

There were no Declarations of Interest.

IV APPROVAL OF ANNUAL REPORT 2010/2011:

The Manager – Finance and Administration referred to Annual Report 2010/2011 which had been circulated to Councillors.

Resolved that the Annual Report to 30 June 2011 be approved.

Annette Money/Evan Williams

V APPROVAL TO SIGN LETTER OF REPRESENTATION FOR THE FINANCIAL REPORT YEAR ENDED 30 JUNE 2011:

Resolved that the Mayor and Acting Chief Executive Officer be given approval to sign the Letter of Representation for the Financial Report Year Ended 30 June 2011.

Peter Maxwell/Evan Williams

VI ADOPTION OF ANNUAL REPORT FOR 30 JUNE 2011:

Resolved that the Annual Report for 30 June 2011 be adopted.

Claire Barlow/Annette Money

VII PUBLIC EXCLUDED:

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

Contract 1198 – Minor Improvements 2011/2012

<u>General subject of each matter to be considered</u>	<u>Reason for passing this resolution in relation to each matter</u>	<u>Ground(s) under Section 48(1) for the passing of this resolution</u>
Contract 1198 - Minor Improvements 2011/12	Commercial Sensitivity	48(1)(a)(i)

This resolution was 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 were as follows: *Contract 1198 – Minor Improvements 2011/2012* Section 7(2)(b)(ii).

Claire Barlow/Evan Williams

The Council continued in Open Meeting.

CONFIRMATION OF RESOLUTION TAKEN WITH THE PUBLIC EXCLUDED:**CONTRACT 1198– MINOR IMPROVEMENTS 2011/2012:**

Resolved that the tender of Ashburton Contracting Ltd for the Minor Improvements Contract for deceleration seal at Cricklewood Road and a Sealing Past Houses section on Clayton Road for the sum of \$64,614.00 be accepted.

Annette Money/Evan Williams

**THERE BEING NO FURTHER BUSINESS
THE MAYOR DECLARED THE MEETING CLOSED AT 2.17 PM**

MAYOR : _____

DATE: _____

MACKENZIE DISTRICT COUNCIL MATTERS UNDER ACTION

MANAGER – FINANCE AND ADMINISTRATION

Financial Support for Twizel Medical Centre:

Discussions on-going

19 July 2011

Insurance:

- Investigate joining the Local Authority Protection Programme Disaster Fund (LAPP) and bring back to Council a recommendation once premium costs are known. *Ongoing*

Dispute – Ashwick - Opuha Water Race Charge:

Remit the water race charge of \$254.00 incl GST levied against Mr Graham McDermid for the 2011/2012 year.

CHIEF EXECUTIVE OFFICER

5 March 2010

Purchase of Land for Twizel Sewerage Purposes

Resume negotiations with John Lyons for the purchase of land for the Twizel Sewerage purposes once his land use consent is finalised. *Still awaiting results of mediation before resuming negotiations.*

Twizel Transformer

- Seek to recover from the developer the amount to have a transformer installed for a two lot subdivision in Twizel which was not fully covered by the terms of the resource consent.
- Use debt collector suggested to recover the costs associated with the installation of the transformer.

31 May 2011

Alps2Ocean Cycle Way

- That the Alps 2 Ocean Joint Committee be instructed to constitute Alps 2 Ocean Cycle trail Ltd and deal with all matters in accordance with the Committee's terms of reference.
The committee is recommending a business plan be developed.
- That the Alps 2 Ocean Joint Committee be instructed to prepare and recommend to the Councils a Shareholders' Agreement for their approval.
Still outstanding.

4 October 2011

Enter into negotiations with Mr David Morgan of Raincliff Station, to give effect to the Ombudsman's provisional recommendations, and keep Councillors information of the issue.

MANAGER – PLANNING AND REGULATIONS

Animal Control Policy and Bylaw

To be reviewed at Council workshop within the next month.

EMO Officer

Invite new Emergency Management Officer attend the next Council meeting.

The EMO will attend the meeting at 9.30 am

COMMUNITY FACILITIES MANAGER**Twizel Early Learning Centre**

Enter into a lease arrangement with the Twizel Early Learning Centre whereby in return for a minimal rental, the Twizel Early Learning Centre maintains the building. *Outstanding*

19 July 2011

Trees in Fairlie Domain

Remove the two most northern trees from the Council reserve adjacent to Riverview Terrace, Fairlie, and retain the larger southern tree; the work to remove the trees to be undertaken by Council and that the agreed costs to be recovered from Mrs Mitchell. *The contract has been let. Contractor waiting for equipment to become available.*

Lake Alexandrina Conservation Trust – Request for Funding:

Support in principle a grant to the Lake Alexandrina Conservation Trust, subject to the receipt of more detailed justification of the budget.

Update to be provided at the meeting of 15 November 2011