



*426<sup>th</sup> 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

Peter Maxwell

Annette Money

Graeme Page

Graham Smith

Evan Williams

*Notice is given of the meeting of the Mackenzie District Council  
to be held on Tuesday 6 August 2013 following the Mackenzie Forestry Board meeting*

**VENUE:** Council Chambers, Fairlie

**BUSINESS:** As per Agenda attached.

**WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER**

**31 July 2013**



## MACKENZIE DISTRICT COUNCIL

### Agenda for Tuesday 6 August 2013

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#### I. OPENING

#### II. APOLOGIES

#### III. DECLARATIONS OF INTEREST

#### IV. BEREAVEMENTS

#### V. MAYORAL REPORT

#### VI. REPORTS REQUIRING COUNCIL DECISIONS

1. Old Library Cafe

#### VII. INFORMATION REPORTS

1. Chief Executive Officer's Activities
2. Chief Executive Officer Report to Update on Various Matters - verbal
3. Common Seal

#### VIII. COMMUNITY BOARDS

#### IX. COMMITTEES

Receive the Minutes of the Meetings of the Projects and Strategies Committee, Planning and Finance Committee held on 30 July 2013, including such parts as were taken with the Public Excluded.

#### X. CONFIRMATION OF MINUTES

Confirm and adopt the Minutes of the Mackenzie District Council Meeting held held on 14 May 2013 and 25 June 2013 including such parts as were taken with the Public Excluded

#### ACTION POINTS

**XI PUBLIC EXCLUDED**

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

1. Public Excluded Minutes of the Twizel Community Board meeting held on 22 July 2013
2. Public Excluded Minutes of the Projects and Strategies Committee held on 30 July 2013
3. Public Excluded Minutes of the Finance Committee meeting held on 30 July 2013
4. Public Excluded Minutes of the Mackenzie District Council meeting held on 14 May 2013 and 25 June 2013

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Public Excluded Minutes of the Twizel Community Board meeting 22 July 2013	Commercial Sensitivity	48(1)(a)(i)
Public Excluded Minutes of the Projects and Strategies Committee 30 July 2013		48(1)(a)(i)
Public Excluded Minutes of the Finance Committee meeting 30 July 2013		48(1)(a)(i)
Public Excluded Minutes of the Council meeting held on 14 May and 25 June 2013	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 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: *Public Excluded Minutes for the previous Finance Committee, The previous Twizel Community Board Minutes and The Minutes of the previous Planning and Projects and Strategies and Council Minute's section 7(2)(b)(ii)*

**XII ADJOURNMENTS**

10.30 am	Morning Tea
12.30 pm	Lunch

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** GENERAL ACTIVITIES REPORT  
**MEETING DATE:** 6 AUGUST 2013  
**REF:** PAD 2/3  
**FROM:** MAYOR

### ACTIVITY REPORT

#### **COUNCIL, COMMITTEE AND BOARD MEETINGS**

30 July	Committees Day
6 August	Council meeting

#### **OTHER MEETINGS AND ACTIVITIES**

26 June	Met with Daniel Williams and Leola Ryder from SCDHB.
27 June	Attended Change of Officers Lions Club.
28 June	UWZC Meeting in Twizel.
1 July	Attended feedback session on " RIP Completing Annex 1" (Regional Zone Committee)
3 July	Met with Liz Stephenson – Community Advisor from internal Affairs – discuss funding for Community Development Worker Attended the BA5 function at Tekapo Springs with the CEO.
4 July	Solid Waste Sub-Committee meeting.
6 July	Lake Tekapo Volunteer Fire Brigade Gold Star presentation in Tekapo.
9-12 July	Unavailable – family.
15 July	Interview with Hide Ozawa's contact from Japan. Attended LT Property Board meeting in Tekapo with the CEO and Paul Morris. Met with Twizel Area School students to receive letter regarding SADD sign.
18 July	UWZC Public Meetings in Twizel & Tekapo.
19 July	Attended the Mayoral Forum and the CDEM Joint Committee with the CEO in Rolleston.
21-23 July	Attended the Local Government Conference with Cr Smith, Paul Morris and the CEO in Hamilton.
24 July	Met with Jessica Peterson, Brent Birchfield and the CEO regarding radio transmission during Civil

	Defence events. Met Gwen Bower from Arowhenua with the CEO.
25 July	Attended the funeral for Doug Alexander.
26 July	Attended luncheon with the Reserve Bank Governor Graeme Wheeler in Timaru with Paul Morris and the CEO.
31 July	Met with Japanese exchange students in Fairlie office.
1 August	Lake Tekapo Water catch-up meeting with stakeholders. Attended the opening of The Oxford Bar in Timaru.
2 August	Attended the Mackenzie Rugby Football Club Prizegiving Dinner.

**RECOMMENDATION:**

1. That the report be received.

CLAIRE BARLOW  
MAYOR

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL

**SUBJECT:** OLD LIBRARY CAFE

**MEETING DATE:** 6 AUGUST 2013

**REF:** WAS 4/4

**FROM:** CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

This report from the Chief Executive Officer was a late item at the recent Finance Committee meeting on Tuesday 30 July to update Council on direction from the Fairlie Community Board regarding options for repairing or replacing the Old Library Café building and to request funding for architectural services to implement the Community Boards Objectives.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Council accepts or rejects the provision of the \$6,340 funding requested by the Fairlie Community Board for architectural services.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

**BACKGROUND:**

The Chief Executive Officer has received direction from The Fairlie Community Board to go back to the architects and request a sketch of a potential replacement building for the Old Library Café to present to a public meeting. Since the Fairlie Community Board does not have a budget for such works they had requested funding from the Finance Committee for architectural services of \$6,340 to provide the sketch.

It was resolved at the Finance Committee meeting on Tuesday 30 July that the report be represented to Council. It is anticipated that cost estimates for the repair of the existing building will be available to be tabled on 6 August.

**ATTACHMENTS:**

1. Original report tabled at the Finance Committee on 30 July 2013

# LATE ITEM

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** FINANCE COMMITTEE  
**SUBJECT:** OLD LIBRARY CAFE  
**MEETING DATE:** 30 JULY 2013  
**REF:**  
**FROM:** CHIEF EXECUTIVE OFFICER

### REASON FOR REPORT:

To update the Committee on direction from the Fairlie Community Board regarding options for repairing or replacing the Old Library Café building.

To request funding for architectural services to implement the Community Board objectives.

### RECOMMENDATION:

1. That the report be received.
2. That the Committee accepts or rejects the provision of the \$6,340 funding requested by the Fairlie Community Board for architectural services.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**



**ATTACHMENTS:**

Fairlie Community Board Agenda Item (17 July) on Old Library Café.

**POLICY STATUS & SIGNIFICANCE OF DECISION:**

The purpose of staff investigations is to provide information to enable consultation and decision making in relation to the Old Library Café Building.

The decision will trigger the requirements of Council's Policy on Significance.

**ISSUES & OPTIONS:**

On 17 July, the Fairlie Community Board resolved that the CEO should seek prices for sketches (without design backing) of a potential replacement building.

The CEO was instructed to liaise with the Community Board Chairman to determine their preferred number of sketches for a replacement building and to request funding from the Finance Committee for this expenditure.

Since the Community Board meeting on the 17<sup>th</sup> July, the following information has been received:

- A first order estimate for structural repairs (\$290,000). This estimate does not include professional fees or finishing work. Staff are liaising with an Architect to quantify the total cost of repair.
- A rental valuation for the rebuilt building. As this information is commercially sensitive it has not been attached. Staff will liaise with the existing tenant regarding proposed lease conditions.
- Quotations from Architects ranging from \$2,840 to \$5,000 for sketches of a replacement building.

The Chairman of the Community Board has determined that it is most appropriate to seek sketches from the two lower cost Architects. The combined cost would be \$6,340 (excl gst).

**CONSIDERATION:**

The Fairlie Community Board consider that information illustrating the nature of a possible replacement building is required to ensure future consultation is able to occur in a balanced manner.

The cost of the architectural work is unbudgeted and is not expected to be claimable under insurance.

*The following extract from the minutes of the Fairlie Community Board, held on the 17 July 2013 at the Council Chambers in Fairlie.*

1. OLD LIBRARY CAFE:

This purpose of this report from the Chief Executive Officer was to update the Board on progress with determining options for repairing or replacing the Old Library Café building.

Resolved:

1. That the report be received.

**Ron Joll/Les Blacklock**

Resolved: that the CEO will go back to the architects and just request that sketch, pricing and work through funding.

**Trish Willis/Owen Hunter**

## MACKENZIE DISTRICT COUNCIL

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** GENERAL ACTIVITIES REPORT  
**MEETING DATE:** 30 JULY 2013  
**REF:** PAD 2/3  
**FROM:** CHIEF EXECUTIVE OFFICER

### ACTIVITY REPORT

#### **COUNCIL, COMMITTEE AND BOARD MEETINGS**

30 July	Committees Day.
6 August	Council meeting

#### **OTHER MEETINGS AND ACTIVITIES**

27 June	Met with Graham McDermid regarding the Old Library Café.
28 June	Met with the TPDA regarding arrangements for Twizel office.
1 July	Management Meeting. Met with Nathan regarding Waitaki Regional Plan. Weekly catchup with Mayor. Met with Rowan Townsend. Met with Trish Willis.
2 July	Met with Mrs Brien, Bernie Haar, Christine Scannell, the Mayor and Cr Page.
3 July	Met with Twizel office staff regarding changes. Attended the BA5 function at Tekapo Springs with the Mayor.
4 July	Met with Barbara Nicholas from the OOP Committee. Solid Waste SubCommittee. Workshop on strategy and tactics for road management with Bernie Haar & Suzy Ratahi.
8 July	Management Meeting. Weekly catch up with the Mayor.
9 July	Met with Derek Clarke regarding LIM information.
11 July	Met with Graeme Jenner from BECA, with Bernie Haar in Christchurch.
15 July	Management meeting. Weekly catchup with the Mayor. Attended property board meeting in Tekapo with the Mayor and Paul Morris.
16 July	Attended a Council Info Presentation by Stephen

	Barlow.
17 July	Snow Debrief with Bernie Haar, Suzy Ratahi, Cr Page and the Mayor. Met with Wendy Smith from ADBT regarding Economic Development.
19 July	Attended the Mayoral Forum with the Mayor in Christchurch.
21-23 July	Attended the Local Government Conference with Cr Smith, Paul Morris and the Mayor in Hamilton.
24 July	Met Gwen Bower from Arowhenua.
25 July	Met with management Team to discuss performance Appraisal process. Met with Mark Jones from Mackenzie College regarding School and Council relationship. Met with Bruce Pipe. Attended the Alpine Energy AGM with Cr Page and Paul Morris in Timaru.
26 July	Attended luncheon with the Reserve Bank Governor Graeme Wheeler in Timaru with Paul Morris and the Mayor.
29 July	Weekly PA Catchup meeting Management Meeting Weekly catchup with Mayor. Attended Info Council Presentation with Stephen Barlow.
1 August	ISCR Water Paper Meeting with the Mayor. Attended Sheila Hughe's afternoon tea in Twizel for her last day. Attended Election Information Meeting in Twizel with Paul Morris.
2 August	Strategic Planning Day with management, Suzy Ratahi, Pauline Jackson.
5 August	Weekly PA Catchup meeting. Management meeting. Weekly catchup with the Mayor. Attended Election Information Meeting in Fairlie with Paul Morris.
6 August	Attended Election Information Meeting in Tekapo with Paul Morris.

**RECOMMENDATION:**

1. That the report be received.

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**SUBJECT:** COMMON SEAL AND AUTHORISED SIGNATURES  
**MEETING DATE:** 6 AUGUST 2013  
**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 1 March 2013 until 21 June 2013

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the affixing of the Common Seal to document numbers 769, 770, 771 and 772 be endorsed.

**KERI-ANN LITTLE**  
**COMMITTEE CLERK**

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

Number	Detail of Document	Date Signed & Sealed
769	2013 Renewals Fairlie Water Supply Menzies Group Limited and Mackenzie District Council	1 March 2013
770	Deed of Lease between the Mackenzie District Council and Sam Bryan Bell	2 May 2013
771	Contract 1212 Market Place West Upgrade, between Mackenzie District Council and Whitestone Contracting LTD	28 May 2013
772	Local Government New Zealand proxy to vote on its behalf at the Annual General Meeting of Local Government New Zealand.	21 June 2013

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** MACKENZIE DISTRICT COUNCIL  
**FROM:** CHIEF EXECUTIVE OFFICER  
**SUBJECT:** COMMUNITY BOARD RECOMMENDATIONS  
**MEETING DATE:** 6 AUGUST 2013  
**REF:** PAD 5

### **PURPOSE OF REPORT:**

To consider recommendations made by the Community Boards.

### **RECOMMENDATIONS:**

1. That the report be received.

#### FAIRLIE COMMUNITY BOARD:

2. **Old Library Cafe:**  
That Council notes the Community Board's resolution regarding progress with determining options for repairing or replacing the Old Library Café building.

#### Resolved:

1. That the CEO will go back to the architects and just request that sketch, pricing and work through funding.

**Trish Willis/ Owen Hunter**

3. **Points from Enhancement Board:**  
That the Council notes the Community Board's resolution regarding points raised from the Enhancement Board's meeting.

#### Resolved:

1. That the Community Board should express a view on how these planter boxes are dealt with.
2. The Community Board should indicate their preference for the disposal of these trees.

**Graeme Page/ Trish Willis**

TEKAPO COMMUNITY BOARD:**4. Tekapo Plantation:**

That the Council notes the Community Board's resolution regarding Lake Tekapo Plantation.

Resolved:

1. That the Community Board supports the forestry board's initiative to have a variety of tree species to enhance the amenity value of the commercial forest to be planted on Section B and we encourage the Forestry Board to discuss with Colin Maclaren.

**Peter Maxwell/ Alan Hayman**

**5. Council Owned Units in Tekapo:**

That the Council notes and/or considers the Community Board's resolution regarding the Council owned old post office units leased in the motor camp being used for workers accommodation due to the shortage of available accommodation in Tekapo.

Resolved:

1. That the community board feels that the old post office buildings should be investigated for the possibility to be used as workers accommodation.

**Ian Radford/ Alan Hayman**

TWIZEL COMMUNITY BOARD:**6. Boundary Set Backs in Residential Zones 3 & 4 in Twizel:**

That the Council notes and/or considers the Community Boards resolution regarding boundary setbacks in Residential 3 & 4 in Twizel.

Resolved:

1. That the Community Board recommend to Council that Council change the boundary on residential zone 3 and 4 to 6 metres from side boundaries for outbuildings. Dwellings remaining at 10 metres from the boundary.

**Peter Bell/ Phil Rive**

**7. Golf Club Tree Planting:**

That the Council notes the Community Board resolution regarding The Chairman and Mr Nixons discussion outlining a list of matters the Golf Club have raised.

Resolved:

2. That the Community Board fix the leak in the pipeline running through the Golf Course and that Mr Nixon complete a tree planting plan and that the Community Board plant the trees at their expense.

**Peter Bell/ Phil Rive**

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**



**ATTACHMENTS:**

- The minutes of the meetings of the Tekapo Community Board and Twizel Community Board held on 22 July 2013 and the Fairlie Community Board held on 17 July 2013.

**BACKGROUND:**

The Community Boards have made a number of decisions for the Council to note and/or 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 A MEETING OF THE TEKAPO COMMUNITY BOARD HELD AT TEKAPO COMMUNITY HALL, LAKE TEKAPO, ON MONDAY 22 JULY 2013 AT 7:02PM

#### PRESENT:

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

#### IN ATTENDANCE:

Bernie Haar (Asset Manager)  
Garth Nixon (Community Facilities Manager)  
Councillor Graeme Page left 8:04pm  
Keri-Ann Little (Committee Clerk)  
Colin Maclaren left 8:04pm

#### I APOLOGIES:

Resolved: that apologies be received from The Mayor, Manager Finance and Administration and The Chief Executive Officer.

**Ian Radford/Peter Maxwell**

#### 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 4 June 2013 be confirmed and adopted as the correct record of the meeting.

**Alan Hayman/Peter Munro**

#### MATTERS UNDER ACTION:

##### 1. **Civil Defence:**

The Asset Manager will speak with the Civil Defence Officer regarding a civil defence plan for Tekapo; the Civil Defence Officer will liaise with The Chairman. *The Civil Defence Officer (CDO) is required to organise a meeting with controllers. Mr Hole to gather information onto a BSD stick. Mr Haar will follow up on Mr Gardner's (CDO) return.*

##### 2. **Review of Freedom Camping Bylaw and its Alignment with the Freedom Camping Act:**

The CEO will discuss with Mr Nixon, Community Facilities Manager and put a timeline in place with definite public consultation included. *On-going.*

##### 3. **Community Hall:**

*All completed but builders are finishing off the guttering and a few minor finishing touches, door locks in the kitchen, blinds and extra power points, coat hooks.*

*Mirrors in the ladies toilets need adjusting. Heating in the toilets dual circuited. Discussion moving the heaters. Adjustment to the dishwasher in the kitchen to line up. Caretaker role – discussion further with negotiations with applicants. The Community Board to meet before the next meeting if necessary to confirm appointment of successful applicants.*

**4. Car parking for Lake Tekapo Community Hall:**

It was noted that this issue was on-going and will be included in the Hall upgrade.

**7. Landscaping and Walkway – Church of the Good Shepherd:**

The Asset Manager advised that the Manager –Roading had received a price of \$8,000 for the sealing of footpaths, and further prices were expected from Fulton Hogan. Mr Nixon, the Community Facilities Manager informed the Board at this stage other pricings had not been provided yet; therefore this was on-going.

**8 The Mound by the Tennis Courts – to be grassed:**

Tennis Court upgrade as part of the Community Hall upgrade and landscaping of the grounds.

**9. Lighting Ordinances:**

This matter under action was also an agenda item – see below:

- Several lights for Asset Manager to assess and asked to report back.
- There are some signs that don't apply now –Planning and Regulations Manager has written to business owners regarding signs. Mayor Barlow will follow up.
- The Chairman - a review of current lighting re outside lighting and signs.
- The Asset Manager will speak with Mr Alan Gilmour.
- The Asset Manager has sent a letter to John Earnshaw regarding lighting ordinances and the current review of the district plan.
- Mr Munro said he had received a draft brochure from The Mayor and said it was a good start and will keep this progressing.

**10. Car Parking for Community Hall:**

It was noted that this issue was on-going and will be included in the hall upgrade.

**11. Lochinvar Subdivision:**

Town maintenance – maintenance of Lochinvar subdivision, work has been carried out to bring the subdivision back up to standard. Mr Nixon is proposing a programme sign off when work has been completed. Mr Nixon will compile a programme for the Board to sight.

**12. Elections:**

A reminder was circulated with the last rate demand circulation, in the form of the Mackenzie Messenger. A reminder needed/sole campaign/website. On-going. *The Chairman has spoken to Mr Morris regarding viewing Timaru District Council data and being distributed for Mr Morris to view and gain ideas. The Chairman has asked Mr Morris to ensure information required is displayed on the Council website.*

**13. Council Owned Units:**

The community board have asked Mr Morris to investigate the terms of the current lease. The community board resolved that the old post office buildings should be investigated for the possibility to be used as workers accommodation.

#### IV GENERAL BUSINESS:

##### 1. WATERING LAKESIDE DRIVE:

The Chairman has spoken to the new Manager's at the Motels and Backpackers Lodge. The Chairman said that along with the new Manager's they will present something back to the community board for consideration. There is some opportunity there to tidy up the area and specifically mark out where parking is available and where parking is not available by bollarding it, a possible expense the community board could undertake.

Mr Nixon said that along lakeside drive there are some trees that could be removed and suggested that this be included in the review.

Also part of the discussion as mentioned in Mr Speedy's original letter was the water points said the Chairman; it could be an expense when water is available to run from the other side of the road.

##### 2. TEKAPO PLANTATION:

Cr Page spoke to the Committee regarding the Tekapo Plantation. Cr Page said the market was 40% over what was estimated. Nigel Blair will be up in 2 weeks' time as there are a lot of areas that don't need to be put into wind rows. Something that needs to be looked at in the future as the next Community Board/Council whether it remains as a recreational forest.

Concerns regarding Section A which will be handed back to the Tekapo community. We need some agreement between Council and Forestry Board as to who is going to maintain the area. At the last Forestry Board meeting discussion was 10% of profit back to the community board which would be roughly 10,000 dollars. Whether you will get it replanted this season is up to you said Cr Page.

The Chairman said we do want to replant it into amenity planting but will be reviewed once it has been cleaned up, rabbit fencing and what sort of trees planted, watering and looking after this area will also have to be addressed. The Chairman said great opportunities exist around Section a in regards to the view etc.

Cr Page said the rest of the area was discussed today with Colin Maclaren as to what the rest of the section could be planted in. Could we plant alternative species along the side of the road to the resource recovery park to break the real hard edge.

The Chairman said that that decision or the lead has to come from the Forestry Board onto what to plant in that section and if you put it back to the community to get their feedback is fine, as it isn't our land.

Colin Maclaren who was present was invited speak to the community as to his thoughts of replanting species. Mr Maclaren said he is prepared to put together a planting plan for Section B.

The Chairman asked if it was Mr Maclaren solely or a group.

Mr Maclaren said it would be Anne, Stella and himself.

Cr Page said as pointed out it is more of a Forestry Board issue. The decision with Section B needs to be made shortly so it can get replanted.

Mr Munro asked when the work will restart, clearing the tracks etc and suggested an article in the next accessible informing residents due to weather work has been delayed etc. Mr O'Neill said people can go into the plantation and collect firewood.

Cr Page said the weather has delayed works however, rabbit control has started. Track a week ago was still very wet and Rob Allen is on standby. Possibility of supervised times over a couple of weekends to collect firewood with the Lions involved.

Resolved: that the community board supports the forestry board's initiative to have a variety of tree species to enhance the amenity value of the commercial forest to be planted on section B and we encourage the Forestry Board to discuss with Colin Maclaren.

**Peter Maxwell/ Alan Hayman**

Councillor Page thanked the Community Board for their input and along with Mr Maclaren left the meeting at 8:04pm.

### 3. WALKWAY AND CYCLEWAY STRATEGY

Mr Munro referred to the cycleway to the airport and how overrun it has become. Mr Munro has spoken to Richard and Sam and a way forward could be a third from each party including the community board to spray and maintain the track. Mr Munro said it then brings up other walking tracks around the town that many visitors use and are on our town map and are not looked after and thinks it may be time for the community board to put in a bit of emphasis and money.

Mr Nixon said we need to highlight the track and address the maintenance needed spraying, shingle etc.

Mr Munro said Andrew and Sam are keen to join the tracks up through the Cairns including the George Scott track.

Mr Munro will continue working with Sam, Andrew and Richard and Genesis Energy regarding the walkway around the power station.

The Chairman said we need a map of all tracks and the maintenance/ upgrading needed. Mr Nixon will work with Mr Munro going forward and present back to the community board for consideration.

## **VI REPORTS:**

### 1. FINANCIAL REPORT – MAY 2013:

This report from the Finance and Administration Manager was spoken to by the Community Facilities Manager with the purpose to update the Board for the period to May 2013 on the financial performance of the Tekapo Community as a whole for that period.

Resolved that the report be received.

**Peter Munro/ Alan Hayman**

Mr Nixon spoke to the Administration and Finance Manager's report in his absence and answered any questions board members had.

2. WARD MEMBER'S REPORT:

Councillor Maxwell informed the Board that Council agreed to match our contribution of \$1,000 to the Starlight Festival.

Property Committee meet last Monday Neil Slatter and Charlie Knot Architects. The Tekapo Development to progress ideas of size/retail space/ office space what people may need. Decisions can be made if Council would like to be landlords and secondly to let the market place know that there will be areas available.

Charlie Knot is coming on board as an Architect and will work on architectural style, we don't want a town centre with the old and the new , we need to tie it all in.

Oricon to come back to Council with the resource consent and the costing's of the subdivision work so this can be taken back to Council.

Still need to have a community get together along the track to keep the community informed, moving forward.

3. REPORTS FROM MEMBERS WHO REPRESENT THE BOARD ON OTHER COMMITTEES

The Chairman informed the Board that there is nothing new to report regarding the Regional Park.

4. GENESIS APPLICATIONS:

The chairman said applications for second round of the Genesis Energy grant will be advertised on the 22<sup>nd</sup> of July, closing on the 2<sup>nd</sup> of August. Mr Munro, Mr Hayman and Mr Radford will sit on the assessment committee. Consideration of all applications will take place during the first week of October.

5. COUNCIL OWNED UNITS:

The Committee asked if there was any progress with the Council owned units leased in the motor camp. The Committee asked if the units could be used for workers accommodation due to the shortage of available accommodation in Tekapo.

Mr Nixon said he will enquire with Mr Morris, Manager Finance and Administration regarding the terms of the current lease. This item is to be recorded under matters under action.

Resolved: that the community board feels that the old post office buildings should be investigated for the possibility to be used as workers accommodation.

**Ian Radford/ Alan Hayman**

Mr Haar informed the Board that after 17 years of service to Council Mr John O' Connor, Utilities Engineer will be retiring on Friday.

The Chairman on behalf of the Board said he would like to acknowledge the work Mr O'Connor has done and wishes him well in the future.

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9:16PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE TWIZEL COMMUNITY BOARD HELD IN THE SERVICE CENTRE, TWIZEL ON MONDAY 22 JULY 2013 AT 3PM

### PRESENT:

Peter Bell (Chairman)  
Kieran Walsh  
John Bishop  
Phil Rive

### IN ATTENDANCE:

Nathan Hole (Manager Planning and Regulations) from 3:13pm  
Bernie Haar (Asset Manager)  
Suzy Ratahi (Roading Manager)  
Garth Nixon (Community Facilities Manager)  
Keri-Ann Little (Committee Clerk)  
Pat Shuker  
James Lesley

### I APOLOGIES:

Apologies were received from Paul Morris, Manager Finance and Administration, Wayne Barnett, Chief Executive Officer and Mayor Barlow and Elaine Curin.

**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 10 June 2013 be confirmed and adopted as the correct record of the meeting.

**Phil Rive/ Kieran Walsh**

### MATTERS ARISING FROM THE MINUTES:

#### 1. **Untidy Section at 212 Mackenzie Drive:**

Mr Hole, The Manager – Planning and Regulations has spoken to the Owners of the section and was confident that many of the issues which had been raised with the Community Board would be dealt with by the Owner himself. It was the Owners intention in the first instance to remove the cars and also to remove the shed built without a Building Consent. *It was noted the section is the exactly the same. Mr Hole has provided a verbal update to the Chairman, they have removed part of a she, slow progress, cars outside have gone. Mr Hole has suggested that along with the Chairman to meet with the Owners and an agreement has been suggested with a timeframe allowing both sides a record of what is expected.*

#### **Slash Musters Hut:**

Garth has spoken to them they have made a start and making an impact but it is on their list to get sorted. Working on it and it is a whole lot better than what it was. *Three quarters done. Mr Nixon will contact and see where they are at.*



**Water supply:**

The CEO, Utilities Engineer and Asset Manager are meeting with an Opus Consultant in two weeks to map a way forward. *The meeting scheduled with Murray Petrie from OPUS was cancelled due to the snow event and Mr Petrie has since been unavailable on leave as soon as he is back the meeting will take place. John O'Connor, Utilities Engineer is retiring also slowing down the progress.*

**MATTERS UNDER ACTION:****1. Area Behind Tekapo Drive**

The Community Facilities Manager advised that the work was expected to be completed by 31 January 2013. He noted there was a large quantity of mulch available for use and also an opportunity to screen top soil. Other projects under action:

- *Dave O'Neill contracting has disked up the area where the wilding pines were and it looks great, they will come back in the spring to dress and mow it down.*
- *Also walk way through Mackenzie Drive following the pedestrian route currently out to Glen Lyon Road and link up with the existing walk way across Tekapo Greenway.*

**2. Twizel Events Centre – Carpet:**

Resolved: that the Twizel Events Centre carpet be replaced right through using carpet squares. *Carpet will be laid 23 July 2013.*

**Peter Bell/ John Bishop**

**3. Signage Strategy:**

The Asset Manager advised that a further price for the signs had been obtained which was \$1,500 above budget. He said that if the owner of the Camping Ground agreed to contribute a third share, the cost to the Board could remain within budget.

**4. Market Place Upgrade – Design Review**

The Asset Manager advised that Whitestone were the successful Tenders and that work had already started on sealing of the footpaths. Whitestone state they will have this work completed 30 November 2013. *Whitestone compiling a list of works to confirm their availability to complete the upgrade before the 30 November deadline.*

**5. Market Place Signage**

The Roding Manager informed the Board that the no dogs, no skateboards, no bikes signs around Market Place will be erected within the next two weeks. This works has been delayed due to Fulton Hogan.

**6. Bike Lock Ups**

Elaine Curin rose with The Board about an area being designed where namely Tourists using the Alps 2 Ocean Cycleway can lock their bikes and belongings in a lock up area or on bike racks whilst shopping and/or eating in the Market Place, this could help prevent bikes being ridden through and around Market Place. A possible lock up using a gold coin system was also discussed. The Community facilities Manger will investigate further into this idea or a lock up or building area.

**7. Tekapo Drive Trees**

Cr John Bishop and Chair Peter Bell have inspected the newly planted trees along Tekapo Drive and have expressed their concern with the amount of trees dying or already dead. Cr Bishop asked The Community Facilities Manager if these trees were being watered at all and expressed his

distress with the situation especially taking into consideration that the trees in question were donated to the Community Board for use and that they now seem to have been forgotten about. The Community Facilities Manager stated that he had received invoices from Whitestone stating that watering of the Trees had been taken out by Whitestone on several occasions. The Community Facilities Manager will re-assess watering needs and options for next year's watering.

#### **8. Litter Bins:**

The Community Facilities Manager spoke to Mr Hocken and he has said he is not interested in contributing to the either the bins or the emptying of the bins, therefore The Community Facilities Manager has not taken this matter further.

#### **9. Alleyways:**

Fencing will be completed before spring. *Underway.*

#### **10. Town Projects:**

1. Walkways:
  - Tekapo Drive from Mackenzie to Glen Lyon
  - Front of Town From Ruataniwha to Ostler Road
2. Tekapo Drive:
  - Complete levelling and resowing
  - Improve irrigation
  - Mulch trees
  - Supplement planting
3. Lake Ruataniwha:
  - Bollard fencing – *quote needed for posts etc.*
  - Tree felling
  - New road way
4. Frontage Planting:
  - New planting on Glen Lyon Road – *Planting list*
  - Extent Doc plantings
5. Tree Planting:
  - Golf course
6. Greenway fencing
7. Cemetery:
  - Tree removal and improvements
  - Gates at entrance/fenced off from Pony Club/Pedestrian gate into cemetery
8. Stump grinding

### **IV REPORTS:**

#### **1. FINANCIAL REPORT:**

The Community Facilities Manager spoke to The Manager Finance and Administration's report for the Board for the period to May 2013, the purpose of which is to update Board members on the financial performance of the Twizel Community as a whole for that period.

This report was taken as read.

Resolved:

1. That the report be received.

**Peter Bell/John Bishop**

2. WARD MEMBERS REPORT:

Councillor Bishop had been away and has asked his fellow Councillors if there was any information needed to be relayed back to the Twizel Community Board. Cr Bishop confirmed there was nothing of interest.

**V GENERAL BUSINESS:**

1. **Boundary Set Backs in Residential Zones 3&4 in Twizel:**

Mr Hole spoke to the board referring to a letter received from Rex Miller regarding 37 Boundary Terrace and Mr Miller's recent building consent application to construct a shed within the 10metre setback required by the district plan, which was changed in plan change 15 from 6metres to 10metres.

Mr Hole said allowing less than the outlined setback of 10metres is compromising the integrity of the plan and granting Mr Miller the consent would mean not being able to defend the 10metre set back in the future.

Mr Rive said he has met with Mr Miller and can understand his position and states that Mr Miller would have to build in the middle of the section when it is more practical to build on the boundary to allow for more available room.

The Chairman said that having a resource consent and neighbours permission and 10metres still remains on the street boundary, with another requirement of planting to soften the boundary then the consent should be granted.

Cr Bishop said the community board did originally decide on 6metres and Mr Miller planned to build at the 6metre boundary which was in accordance with the then plan and therefore Mr Miller has a strong case to exempt him on this and grant the consent.

Mr Hole said the new rules in terms of integrity are strong as no allowances or exceptions have been made on the plan. Mr Hole said his recommendation if you think the rule should be changed the best thing to do is to make a recommendation to Council to reflect this.

Resolved: That The Community Board recommend to Council that Council change the boundary on residential zone 3 and 4 to 6 metres from side boundary's for outbuildings. Dwellings remaining at 10 metres from the boundary.

**Peter Bell/ Phil Rive**

2. **Road Condition Information:**

Suzy Ratahi, Roading Manager showed the Committee the NZTA website stating that the only information on this website for the Mackenzie is relating to State Highways only and only updated by verification. Council Website and Facebook pages are updated regularly with information on local roads.

The Chairman said local radio stations do not seem to have any information on road condition information.

Mrs Ratahi will take the Boards concerns to NZTA with feedback relating to their website and the updating of road conditions.

### 3. **Golf Club Tree Planting:**

Mr Nixon said he and the Chairman met with the Golf Club to discuss a list of matters. The Golf Club wants to tidy up the area and beautify the frontage with plantings and the use of irrigation. There's also an internal leaking pipe line running through the Gold Course they would like the Board to repair which they would subsequently use for irrigation. While also asking the board to assist tree removal along the frontage and replanting. It appears lawn mowing and parking on the grass by Twizel Autos has now been resolved.

Resolved: that the community board fix the leak in the pipe line running through the Golf Course and that Mr Nixon complete a tree planting plan and that the community board plant the trees at their expense.

**Peter Bell/ Phil Rive**

## VI **PUBLIC EXCLUDED:**

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

1. Twizel Office Service Review

<b><u>General subject of each matter to be considered</u></b>	<b><u>Reason for passing this resolution in relation to each matter</u></b>	<b><u>Ground(s) under Section 48(1) for the passing of this resolution</u></b>
Twizel Office Service Review	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 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: *Twizel Office Service Review* Section 7(2)(b)(ii)

**John Bishop/Phil Rive**

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:42PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE FAIRLIE COMMUNITY BOARD HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON WEDNESDAY 17 JULY 2013 AT 7.07PM**

#### **PRESENT:**

Owen Hunter (Chairman)  
Cr Graeme Page  
Ron Joll  
Les Blacklock  
Trish Willis

#### **IN ATTENDANCE:**

Claire Barlow (Mayor)  
Wayne Barnett (Chief Executive Officer)  
Garth Nixon (Manager Community Facilities)  
Paul Morris (Manager Finance and Administration)  
Julie Hadfield (Executive Support)  
Toni Morrison (Senior Planner)  
Karina Morrow (District Plan Review Planner)

#### **I APOLOGY:**

Resolved that an apology be received from Bernie Haar (Asset Manager)

**Les Blacklock/Ron Joll**

#### **II DECLARATIONS OF INTEREST:**

There were no declarations of interest.

#### **III MINUTES:**

Resolved that the minutes of the meetings of the Fairlie Community Board held on 12 June 2013 be confirmed and adopted as the correct record of the meeting.

**Ron Joll/T Willis**

#### **MATTERS ARISING:**

##### **CHAIRMAN**

##### **Fairlie Western Catchments Project**

Asset Manager – Bernie Haar will liaise with Chairman Owen Hunter to confirm a date for a Public Consultation Meeting. It was noted that Cr Page will be unavailable from the 4<sup>th</sup> of May and is requested that the meeting date reflect this. The Asset Manager will also organise a refresher session for existing Community Board members and Council Staff as well as an informative session for new Community Board Members. The Asset Manager said this will be achieved with the aid of a PowerPoint presentation. No date been set yet for a public meeting.

### **Allandale Bridge – Walkway**

Bernie Haar – Asset Manager with Suzy Ratahi, Roading Manager met with NZTA in February regarding the Allandale Bridge Walkway and the response given was that there would need to be more incidents of close accidents and more use of the side of the bridge by residents. *Ms Willis asked could there be a system so that the Board knows about any incidences so that Council can report to NZTA or whoever. Ms Willis suggested a reporting system is made available for the community to use so that Council can accumulate a record of any incidents.*

#### Resolved:

1. that an article be published in the Accessible asking the community to supply incidences regarding the Allandale Bridge Walkway.
2. that a database is compiled of incidences and reported back to the Enhancement Board.

**Owen Hunter/ Graeme Page**

### **COMMUNITY FACILITIES MANAGER**

#### **SH 79 Approach to Fairlie – Signage**

It was instructed that - Community Board member Ron Joll is to carry out the following;

Gather more information, talk to Alister Gray and get a base sign, compile costing's of the sign/structure for Community Board to consider, site meeting with Ron and Grant Patterson from Opus. *Mr Joll has spoken briefly with Alister Gray but requires more discussion, also suggest that Mr Joll speaks with Mayor Barlow and The Mayor would also like input into the signage. The Chairman said a sign structure price has been received and he will clarify with the Promotions Association. Mr Nixon will speak directly with RTL to clarify.*

#### **Moreh Home Trust Board – Excess Water Rates**

The Asset Manager and Community Board will reply in writing to Mr Adams request asking the Community Board to consider increasing the allocation of water that Moreh receives, notifying Mr Adams that the Council will look into the request further with more historic information being required. The Asset Manager will also himself look into historic records and undertake investigations into the water supply to rule out any significant Leaks. *The CEO said Moreh Home receive an allocation per year and then pay a rate per unit after that. Cr Page asked about a bigger business like the pub, do they get charged more and will Moreh Home be coming to Council with water chares in excess every year until it is fixed. The CEO said the water leak man has been around and found no major leaks, found a small leak so no leakage now so hopefully they will come back within their usage allowance. The Chairman asked can we monitor their meter month to month but Council could raise their threshold so that they don't be an expense to Council. The CEO will check what rating system they are on compared to a residential block.*

## **IV GENERAL BUSINESS:**

### **1. PLANTER BOXES:**

Trish Willis Community Board member asked for discussion on the Community Enhancement Board meeting matters. Ms Willis said it was suggested that the planter boxes that were removed from Princes Street, be offered to residents for use as small vegetable patches. Ms Willis said they would be particularly good height for the older folk. Ms Willis asked for the board members consideration.

The Chairman stated that the boxes would have to be sold to the Council as the pensioner houses are Council owned.

Mr Nixon referred to his report.

The Chairman thought it is best to use them instead of selling them. But if Mr Nixon has been approached by people to buy them, then go ahead and sell them, price determined as \$200 a box and use the remainder around town.

Kowhai trees – some will be used on Princes Street again.

### **2. COMMUNITY BOARD PLANS:**

Ms Willis spoke to the agenda item also a matter from the Community Enhancement Board. Ms Willis asked if a Community Board plan exists for Fairlie and if not could we discuss and asked is the Board here as a reactive body for things that crop up.

The Chairman said there is a plan, more of a survey really. A lot of it is reaction to what the community does and doesn't want. Fairlie is an older small town which has been struggling with costs but seems to be doing quite well and getting things done. The biggest thing is the beautification project after surveys.

Mr Nixon said there is a town plan of projects when money allows for footpaths and infrastructural asset projects. The Twizel Greenway Project was driven by the Twizel Community Board. The Tekapo Plan came about from having funding especially from subdivision funding for the Tekapo Hall as an example, driven by the Tekapo Community Board. The town has to deal with governance driven projects first and foremost (infrastructure etc.) and then look at other priorities if funding remains.

Ms Willis thought that from the District Plan Review, a list of possible jobs will come out and the Board can look at the list and streamline it to get the highest priorities and possibly look at those as part of the Community Board Plan.

### **3. COMMUNITY SURVEY OF SWIMMING POOL:**

The third item in general business is also a request from Ms Willis again from the Enhancement Board meeting matters. Ms Willis said it was mentioned that funding was being sought by the CEB for the pool. It would be helpful also to gather input from residents about what they want from their swimming pool and would like to suggest, given the predominant age group that uses the pool that a

Facebook or similar campaign be created that would achieve effective and quick information. Ms Willis said we need to start this as if funding is being sought for the next swimming season a start will need to be made very soon.

The Chairman asked could Council or Enhancement Board do a survey through the community of what they want from the swimming pool, cheap and large reach of users – what do they want from the pool in the next 3-5 years.

The Chairman asked Mr Nixon if we have a pool supervisor yet. Mr Nixon said not as yet and will be advertised again shortly. The lessons that have been conducted in the last 2 season have been good for the pools offset of expenses.

Ms Willis asked if there is a job description for that supervisor role and could that person be the receiver of community feedback and why is there only very few kids there.

Mr Nixon replied that the Fairlie Pool is different from the Twizel Pool as it has a roof so on a good sunny day, most kids want to be outside not in the covered pool.

The CEO suggested mapping out ideas including identifying user groups, identify aspects of the pool which are liked or not liked. This will help the supervisor meet the challenge.

The Chairman said that it will depend on the successful supervisor and their attitude which will affect the users, usage etc. and asked Mr Nixon when the role will be filled – Mr Nixon hopes within the next six weeks.

It was suggested to the Board to have a session to find out what is wanted with Mr Nixon assistance providing feedback to the next meeting. A possible survey on the Council Facebook page, through school newsletters etc.

The item will be an agenda item at the next Fairlie community board meeting.

#### 4. PENSIONER HOUSING:

The CEO said there is a policy and process already, the first go to person is Mr Nixon, then the CEO. That process is appropriate but would hope the tenants do not feel daunted about approaching Council. There is an Aged Care group with the Resource Centre etc. Not a Community Board issue as it falls under Council.

Ms Willis stated that the CEO has responded to her email and she is happy with that response.



## V REPORTS:

### 1. DISTRICT PLAN REVIEW:

Senior Planner Toni Morrison introduced Karina Morrow as the District Plan Review Senior Planner.

The purpose of this report from Ms Morrow is to seek feedback on District Plan zoning in the Fairlie area to inform the on-going District Plan review and to update the Community Board on next steps and further consultation.

Resolved that the report be received.

**Graeme Page/Trish Willis**

Cr Page asked should the Reserve be rezoned as Residential.

Mr Hole explained resource consent issues that may apply. The Reserve is Rural as it was not considered good land for future development due to the sewer system and the flooding issue – the sewer issue is now resolved but the flooding issue remains.

Ms Morrow said consultation with the Community Board during the review process will be on-going and further feedback from the Board will be sought. Really asking for ideas to be flagged by the Board which Planning can look into and then provide feedback to the Board for the Council and then public consultation and submissions etc. Zoning can affect largely what can or cannot be done. The Review period is the time to look at what has changed since 2004 and what the town wants to achieve.

The Chairman asked would Planning think it appropriate to rezone residential land along Mt Cook Rd to be tourism zoning.

Ms Morrison spoke about the VC zone and providing for that activity, concentrating your businesses, traffic flow, beautification etc., letting it develop out of that zone will take away from that focussed area. Need to manage how the zones interact, differing rates sit in different zones, does the Board feel there is sufficient availability of residential (RES) land for town growth etc.

### 2. FINANCIAL REPORT – MAY 2013:

This report from Mr Morris, Manager – Finance and Administration is the financial report for the Board for the period to May 2013, the purpose of which is to update Board members on the financial performance of the Fairlie Community as a whole for that period.

Mr Nixon spoke to any significant variances.

Resolved that the report be received.

**Les Blacklock/Ron Joll**

Enid Hutt Account current balance is \$28,612.59. Interest is not calculated this year but last year it earned \$8,128.08, so this year will be a similar figure.

Floors were not sanded and painted in the Community Centre as the pricing was over \$30,000. There is a guy coming down to the school hall so could do both jobs at once but it will be over the \$20,000 budgeted. Board might like to look at other aspects of maintenance that is required in the Community Centre. Condensation is an issue above the theatre; aged building paper should be replaced under the roof over the stadium. Flooding from burst pipes on the weekend and insurance will be having a look to see what has been affected (caused by kitchen under floor heating was off and possibly the pink bats were not laid properly over the pipes in the ceiling.)

\$1,000 on cleaning supplies at the end of the season was spent on chlorine to fill up the tank when the truck was around, to use in the next year.

### 3. OLD LIBRARY CAFE:

The purpose of this report from the Chief Executive Officer was to update the Board on progress with determining options for repairing or replacing the Old Library Café building.

#### Resolved:

1. That the report be received.

**Ron Joll/Les Blacklock**

The CEO reported two further prices have been received from Architecture by Design \$3,500 estimate and also Rushton & Associates \$7,500 + GST and indications for a commercial building cost \$1,750-\$3,000 per m<sup>2</sup>.

The CEO said a price to repair for structural component from Fulton Hogan up from original estimate of \$227,000 including structural design to \$290,000 not including structural design. Graham McDermid will come back next week with a price for the fit out architectural side. He will offer his services for free if the Old Library is repaired.

Trish Willis declared an interest and stated that the Board needs to apply the same process and policy across all of the contractors.

The Chairman said that it would be Graham McDermid as well as Fulton Hogan's work together that would repair the Old Library. Two concepts plans are required – to replace and to repair then and would give the Board something to consult with the public.

The Chairman asked how the Council will fund the concept plans etc. that will be drawn up, the CEO will follow up with Mr Morris to confirm.

Ms Willis thought having 3 designs would be good to show the public. Ms Willis asked that the CEO ask them just for a sketch of what it is going to look like – don't need to know the layout of the internal fit at this stage.

It was decided that really all that is needed is just a sketch of possible designs to show people. The quoted prices would include the sketch, the building plans and

it taken to the stage where you could price it so the prices just for a sketch would be less.

Resolved: that the CEO will go back to the architects and just request that sketch, pricing and work through funding.

**Trish Willis/Owen Hunter**

The CEO will liaise with The Chairman to organise another public meeting to show plans for discussion after sketches are produced.

4. POINTS FROM ENHANCEMENT BOARD:

This report from the Community Facilities Manager, Garth Nixon to report on matters raised at the recent Fairlie Enhancement Board meeting.

Resolved:

1. That the report be received.
2. That the Community Board should express a view on how these planter boxes are dealt with.
3. The Community Board should indicate their preference for the disposal of these trees.

**Graeme Page/ Trish Willis**

5. WARD MEMBER'S REPORT:

Cr Page reported approximately \$1.2million flood bill, \$112,000 snow bill, a lot of trees are down. Cost of Solid Waste Recycling Bins is going up as the income from recyclables has reduced dramatically.

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

There were no further reports from members.

7. ELECTION PROTOCOL:

This information is to follow.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.53pm**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## MACKENZIE DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE PROJECTS AND STRATEGIES COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 30 JULY 2013 AT 10:12AM

#### **PRESENT:**

Graham Page (Chairman)  
 Claire Barlow (Mayor) left the meeting at 12:07pm due to illness.  
 Crs John Bishop  
 Graham Smith  
 Evan Williams  
 Peter Maxwell  
 Annette Money

#### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
 Bernie Haar (Asset Manager)  
 Suzy Ratahi (Manager – Roading) left at 11:20am  
 Angie Taylor (Solid Waste Manager) left at 11:34am  
 John O’Connor (Mackenzie District Council Contractor)  
 Keri-Ann Little (Committee Clerk)

#### **I APOLOGY:**

There were no apologies.

#### **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 11<sup>th</sup> of June 2013.

**Annette Money/ Claire Barlow**

#### **IV REPORTS:**

##### 1. ASSET MANAGERS MONTHLY REPORT – JUNE 2013:

Resolved: that the report be received.

**Claire Barlow / John Bishop**

This report from the Asset Manager referred to Asset Management progress report for June 2013 for Roading, Essential Services and Solid Waste.

Mr Haar thanked Mr O’Connor for his service and wished him well in his retirement.

##### **Water Supply:**

Mr O’Connor spoke to his report on Fairlie Water Supply operation and maintenance came in at \$18,800 under annual budget.

Fairlie Waste Water operation and maintenance expenditure was \$7,500 under annual budget. The areas of under expenditure were; reticulation maintenance \$6,200 and treatment plant maintenance \$1,000.

Fairlie stormwater operation and maintenance expenditure was close to budget, being only \$170 overspent.

Tekapo water supply operation and maintenance expenditure was \$21,200 under budget.

Tekapo waste water operation and maintenance expenditure was \$1,560 under budget and stormwater operation and maintenance expenditure was \$1,400 over budget.

Twizel water supply operation and maintenance expenditure was \$43,200 over budget and waste water operation and maintenance expenditure was \$3,200 under budget.

Allandale water supply operation and maintenance expenditure was close to budget, being \$200 over spent. Spur road section of Allandale water supply this pumped Spur Road section of the Allandale Water Supply also ran close to budget with an over expenditure of \$145.

Cr Smith thanked Mr O'Connor for his service and thanked him for a great job done.

The Chairman thanked Mr O'Connor for his service saying that his local knowledge will be missed, and wished Mr O'Connor the best of luck and presented him with a card of thanks.

Mr O'Connor thanked the Chairman and Committee for allowing him to work at the Council and has enjoyed his time here.

## **V ADJOURNMENT:**

The meeting was adjourned at 10:35am and reconvened at 10:59am.

## **IV REPORTS CONTINUED:**

### **1. ASSET MANAGERS MONTHLY REPORT – JUNE 2013:**

The Asset Manager's continued with his report.

#### **Roading:**

The Roothing Manager, Mrs Ratahi spoke to her report.

Mrs Ratahi, Roothing Manager asked the Council for their input into what level of repair they would like to see done to Askins Road Ford.

Cr Smith said it seems appropriate to leave the ford in the current state while the bottom of the ford settles opposed to spending money on repairing the ford and then another flood occurs and washes the ford out again.

Resolved: that in the interim the Askins Road Ford is left as is while the ford is given more consideration.

**Graham Smith/ Evan Williams**

Cr Smith thanks Mrs Ratahi for the way she has dealt with the recent weather events and said she is a credit to her job. Cr Smith said he has received great feedback from the ratepayer for the work Mrs Ratahi has completed.

Mrs Ratahi said this is the last meeting for 3 months and hopes to return October/November from maternity leave.

The Chairman thanked Mrs Ratahi and is proud of what they have done and said for the first time in history the Council has received more letters of praise opposed to complaints.

**Solid Waste:**

Angie Taylor, Solid Waste Manager spoke to her report.

**VI PUBLIC EXCLUDED:**

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

1. Tender Acceptance for Utilities Services Contract

<b>Reason for passing General subject of each matter to be considered</b>	<b>Ground(s) under this resolution in relation to each matter</b>	<b>Section 48(1) for the passing of this resolution</b>
Tender Acceptance for Utilities Services Contract	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 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: *Tender Acceptance for Utilities Services Contract* Section 7(2)(b)(ii)

**Graham Smith/ Annette Money**

The Project and Strategies Committee continued in open meeting.

**CONFIRMATION OF RESOLUTION TAKEN WITH THE PUBLIC EXCLUDED**

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

**Tender Acceptance for Utilities Services Contract:**

Resolved:

1. That the negotiated tender of \$1,340,087.80 from Whitestone Contracting LTD for the provision of Utilities Services for the period of 2013 to 2016 be accepted.
2. That the contract of 3 +2 years period be subject to electronic reporting being implemented within 1 year and subject to performance.

**Annette Money/ Peter Maxwell**

**THERE BEING NO FURTHER BUSINESS THE  
CHAIRMAN DECLARED THE MEETING CLOSED AT 12:13PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# **MACKENZIE DISTRICT COUNCIL**

## **MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE ON TUESDAY 30 JULY 2013 AT 3:34PM**

### **PRESENT:**

John Bishop (Chairman)  
Crs Graham Smith  
Annette Money  
Evan Williams  
Peter Maxwell

### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Nathan Hole (Manager – Planning and Regulations)  
Toni Morrison (Senior Planner)  
Keri-Ann Little (Committee Clerk)

### **I APOLOGY**

Resolved that an apology from the Mayor be received.

**Annette Money/ Graham Smith**

### **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 Tuesday 11 June 2013 to be confirmed and adopted as the correct record of the meeting.

**Graham Smith/Annette Money**

### **IV WELCOME:**

The Chairman welcomed all to the meeting and said there will be no workshop following today's Planning Committee meeting due to time constraints. The Chairman said the Mayor would also like to attend the workshop and is unable to today due to illness. The workshop will now be held following the Council meeting on Tuesday 6 August 2013.



#### **IV REPORTS:**

##### **1. APPLICATION TO MDC FOR ROAD SIGNAGE FROM TWIZEL SADD TEAM:**

The report from the Manager Planning and Regulation Mr Hole was accompanied by a letter from the Twizel SADD (Students Against Drunk Driving) which was part of the agenda.

Twizel SADD is writing to Council to make an application to obtain permission from Council to erect a billboard. They envisaged that the billboard could be erected on Ruataniwha Road between Simons Street and Mackenzie Drive on the left hand side coming into town but are open to suggestions by the Council. Twizel SADD have had an offer from a large organisation to create the billboard professionally and it would be erected permanently adhering to Council standards. We are at the moment gathering ideas for the billboard from our student body in the form of a competition.

Resolved: that the report be received.

**Evan Williams/ Peter Maxwell**

Mr Hole said it is a discretionary activity Rec P is not a designed activity, but then it is not a commercial sign. They would require resource consent costing \$300-400 estimated.

Cr Money said she feels Council need to see the sign first.

The Chairman said we could go back and say we are happy for the sign but would want to see the sign beforehand along with measurements of the sign.

Cr Page suggested this matter firstly goes to the Twizel Community Board.

Resolved: That this matter is referred back to the Twizel Community Board with the Council being in favour in principle.

**Graeme Page/ Annette Money**

##### **2. RESIDENTIAL 3 AND 4 BUILDING SETBACKS:**

This report from the Manager Planning and Regulation Mr Hole is to advise the Committee of the Twizel Community Board's recommendation that the building setback for Residential 3 and 4 zones in the District Plan be reduced.

Mr Hole provided feedback; District Plan zones, Residential (Res) 3 and 4 are only present in Twizel and were introduced as part of Plan Change 15. Res 3 has a minimum lot size of 2000m<sup>2</sup>, and Res 4 4000m<sup>2</sup>, providing low density residential living.

The building setback in both zones is 10m from all boundaries, for all buildings.

The setback the Council proposed in Proposed Plan Change 15 was 6m, but as a result of public submissions the Commissioners decided 10m was more appropriate. That decision was not appealed and is now of the Council's operative District Plan.

Resolved:

- 1. That the report be received

**Graeme Smith/ Annette Money**

Mr Hole said what he is looking for from Council is if they have an appetite for a shift in regards to the 10m setback.

The CEO said going forward to speak to the property owner and ask him to submit a resource consent which can be then tabled to Committee.

Resolved:

- 1. That The Planning Committee supports the Twizel Community Boards recommendation that Council change the boundary on residential zone 3 and 4 to 6 metres from side boundaries for outbuildings. Dwellings remaining at 10 metres from all boundaries.
- 2. That the Committee agrees to review the building setback for Residential 3 and 4 zones as part of the District Plan review.

**John Bishop/ Evan Williams**

3. RURAL SUBDIVISION SERVICING:

This verbal report from Mr Hole was to inform the Committee of a request of clarification regarding the district plan requirements of servicing in rural subdivisions.

The Chairman said this will be addressed more fully during the Planning workshop next week.

- 1. That the committee indicates its support for retaining the status quo in relation to the district plan requirements of servicing in rural subdivisions.
- 2. That the above provisions be included in the District Plan Review.

**Peter Maxwell/ Graeme Page**

**THERE BEING NO FURTHER BUSINESS THE  
CHAIRMAN DECLARED THE MEETING CLOSED AT 4:59PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# MACKENZIE DISTRICT COUNCIL

## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 30 JULY 2013 AT 12:13PM

### **PRESENT:**

Graham Smith (Chairman)  
Annette Money  
Graeme Page  
Evan Williams  
John Bishop

### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Paul Morris (Manager – Finance and Administration)  
Keri-Ann Little (Committee Clerk)  
Andrew Tombs (Alpine Energy) left 2pm  
Michael Boorer (Alpine Energy) left 2pm

### **I APOLOGY:**

Resolved that an apology be received from The Mayor

**Graeme Page/ Annette Money**

### **II MINUTES:**

Resolved that the Minutes of the meeting of the Finance Committee held on 13<sup>th</sup> of June 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.

**Graeme Smith/Annette Money**

### **Matters arising from the Minutes:**

#### *Update Section Sale:*

The CEO has spoken to Mr Armstrong regarding delay in power installation. Since then progress has been made, however yesterday it was heard that power was very slow. The CEO has asked the Surveyor to follow up on this.

#### *Old Library Café:*

This is an agenda item.

#### *Heat Pump Twizel Office:*

The heat pump has now been installed into the Twizel Office.

#### IV PUBLIC EXCLUDED

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

1. Alpine Energy
2. Sale and Purchase Agreement

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Alpine Energy	Commercial Sensitivity	48(1)(a)(i)
Sale and Purchase Agreement	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 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: *Alpine Energy and Sale and Purchase Agreement* Section 7(2)(b)(ii).

**Annette Money/ Evan Williams**

#### III REPORTS:

##### 1. FINANCIAL REPORT MAY 2013:

This report from the Manager – Finance and Administration, Mr Morris, was accompanied by the financial report for the period to 30 July 2013.

Mr Morris spoke to any significant variances.

Resolved that the report be received.

**Annette Money/ Evan Williams**

Cr Page asked if the Finance Committee could be provided with a quarterly report on trends in regards to Council car mileage.

##### 2. BANCORP REPORT:

The purpose of this report was to inform Councillors of the performance of the Council's investment portfolio, which is managed by Bancorp Treasury Services Limited. Attached to the report was the quarterly report from Bancorp Treasury Services to 30 June 2013.

Resolved:

1. That the report be received.

**Peter Maxwell/ Evan Williams**

Mr Morris spoke to his report.

3. GRANT FOR LANDSAR AND COASTGUARD FACILITY AT TWIZEL:

This report from the Chief Executive Officer was to provide information regarding a request from Dene Madden for Council to grant the amount of \$1,105.60 which was the cost of the building consent to construct a Landsar & Coastguard facility at Twizel.

Resolved: that the report be received.

**Graeme Page/ Evan Williams**

Resolved: that Council provide \$1,105.60 as a grant towards the project.

**Graeme Page/ Evan Williams**

Cr Bishop voted against this motion.

4. Honorarium to Canterbury Water Management Committee's:

This report from the Manager Finance and Administration was for Council to consider whether to increase the water zone committee honorarium.

Resolved: that the report be received.

**Annette Money/ Evan Williams**

Mr Morris spoke to this report. Mr Morris said the report is based on the submission to the Annual Plan from Environment Canterbury which Council rejected. Mr Morris said Environment Canterbury have now provided more information regarding the increase would be 2 x \$8,000 or for both committees at a maximum of \$8,000.

The CEO provided more information regarding the main impact stating it is a dollar issue or whether Council feels by reducing their input are they also reducing their input at the table.

Cr Williams clarified payment to members stating it is a reimbursement for travel and accommodation and is only the cost of running the committee.

Resolved: that Council increase the honorarium paid to zone committee members from \$12,000 to \$20,000.

**Graeme Page/ Peter Maxwell**

5. OLD LIBRARY CAFE:

This report from the Chief Executive Officer was to update Council on direction from the Fairlie Community Board regarding options for repairing or replacing the Old Library Café building and to request funding for architectural services to implement the Community Boards objectives.

Resolved: that the report be received.

**Evan Williams/ Annette Money**

The CEO spoke to his report.

The CEO said we have received from public consultation what the community would like via a public meeting and we now have an obligation to take feedback to the public.

The CEO said he has received a price from a structural engineering which is \$290,000.

Cr Page said Council should wait until the Council meeting next week when we will have a pretty good indication of pricings.

Resolved: that this document is tabled to be represented to Council Meeting next week on the 6<sup>th</sup> of August.

**Graeme Page/ John Bishop**

6. ELECTIONS:

The Manager Administration and Finance Mr Morris gave a verbal report to the Council.

Mr Morris informed elected members nominations are now open and close on the 16<sup>th</sup> of August at 12pm.

Mr Morris said any staff not acting appropriately in relation to candidates or any other issues regarding staff please direct to The CEO.

Mr Morris distributed two documents from the Auditor General the first local authority elections Part 12: issues to watch out for and a paper regarding good practice for managing public communications by local authorities for elected members' information.

**THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3:22PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL, HELD IN THE FAIRLIE COUNCIL OFFICE, FAIRLIE ON TUESDAY 14 MAY 2013 AT 9.30 AM**

#### **PRESENT:**

Claire Barlow (Mayor)  
Crs John Bishop  
Peter Maxwell  
Annette Money

#### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Garth Nixon (Community Facilities Manager) left at 9:47am  
Bernie Haar (Asset Manager) from 9:55am – 10am  
Suzy Ratahi (Roading Manager) from 9:55am - 10am  
Nathan Hole (Manager Planning and Regulations) from 9:47am - 9:55am  
Paul Morris (Finance and Administration Manager) from 10:05am – 12:04pm  
Toni Morrison (Senior Policy Planner) from 11:40-11:50am  
Keri-Ann Little (Committee Clerk)

#### **I     OPENING:**

The Mayor opened the meeting and welcomed all present.

The Mayor noted that Report 4, Architect's Fees for Twizel Toilets, has been removed as an agenda item at today's Council meeting and will be placed on the agenda of the next Finance Committee meeting, to be held on the 11<sup>th</sup> of June 2013. The item from the Community Facilities Manager was removed by the manager himself in light of not having gathered all of the necessary information needed to resolve the recommendation of accepting the fee proposal from DLA Architects.

Cr Bishop asked the Community Facilities Manager if he will negotiate the architect's fee, as he believes they are sill to high.

The Community Facilities Manager replied to Cr Bishop adding that he does not like the percentage fee the architect is commanding, however informed the elected members that the engineer's fees were included in the architects fee, this charge is historically included into the builder's fees. The Community Facilities Manager concluded by saying that he will review as to what is a realistic fee, aided by the quantity surveyor's result, over the next couple of weeks and report his findings at the Finance Committee meeting on 11 June 2013.

#### **II     APOLOGY**

Resolved that apologies be received from Councillors' Graeme Page, Graham Smith and Evan Williams

**John Bishop/Annette Money**

**III DECLARATIONS OF INTEREST:**

There were no declarations of interest.

**IV BEREAVEMENTS:**

The Mayor referred to the recent death of Helen MacKenzie, Don McMurtrie, Douglas Bailey and Heather Laurenson.

A moment of silence was observed and a motion of sympathy was passed and the Chief Executive Officer was directed to pass this on to those concerned.

The Mayor enquired if a Twizel office staff member or member from the Twizel Community could be approached to inform the Committee Clerk of bereavements in the Twizel area. The Chief Executive Officer said he would be happy to investigate this option.

**V MAYORAL REPORT:**

This was the report of The Mayoral activities to 14 May 2013.

Resolved that the report be received.

**John Bishop/ Annette Money**

**VI REPORTS REQUIRING COUNCIL DECISION:**

1. FEES AND CHARGES - CEMETERIES AND PENSIONER HOUSING:

This report from the Manager – Community Facilities requests Council to adopt the revised fees and charges for pensioner housing and cemeteries in the Mackenzie District.

Resolved:

1. That the report be received

**Annette Money/ Peter Maxwell**

The Manager Community Facilities spoke to his report saying that each year the Council revises its fees and charges ideally to stay up to date with inflation. This year proposed increases are based on a 2.5% increase and the number rounded to avoid small change.

Resolved:



2. That the Council adopt the Revised Fees and Charges as proposed for Pensioner Housing and Cemeteries.

**Annette Money/Peter Maxwell**

2. REGULATORY FEES AND CHARGES

This report from the Manager, Planning and Regulations was for Council to consider the proposed fees and charges for planning, building, animal control and environmental health activities for 2013/2014.

The Manager – Planning and Regulations spoke to his report stating for each group activity e.g. planning, building etc. he reviewed the income from our fees and charges to determine whether or not the activity is recovering sufficient income as per the charging policy. The Manager Planning and Regulations has then revised the fees to meet the policies.

Resolved:

1. That the report be received.

**Peter Maxwell/John Bishop**

Resolved:

2. That Council approves the proposed fees and charges.

**Annette Money/ John Bishop**

3. SPEED LIMIT BYLAW:

The report from the Roding Manager advised Council of the draft Mackenzie District Council Speed Limit Bylaw 2013. Stating it was appropriate for the purpose and be subjected to the Special Consultative Procedures as required by Section 83 of the Local Government Act 2002.

Background information was provided and the Roding Manager spoke to her report.

Resolved:

1. That the report be received.

**John Bishop/ Peter Maxwell**

2. That the draft Mackenzie District Speed Limit Bylaw 2013 is appropriate for the purpose and be subjected to the Special Consultative Procedures as required by Section 84 of the Local Government Act 2002, with changes to the Commercial Road in Lake Tekapo and Lilybank Road.

Peter Maxwell/John Bishop

**VII VISITORS:**

The Mayor welcomed Annabel Bray, Rowan Townsend and Caroline Blanchfield from Christchurch Canterbury Tourism to the meeting at 10am

Ms Bray spoke to the PowerPoint presentation and when concluded received feedback from both the Mayor and Cr Bishop complimenting Ms Bray on her report. Cr Bishop stated that he found her presentation and report refreshing and intensive and the Mayor continued to congratulate Ms Bray on her presentation adding it was very detailed and articulate and that she had heard very positive feedback from the Community regarding Ms Bray's representation of the Mackenzie District.

**VIII ADJOURNMENT:**

The meeting was adjourned at 10:38am for morning tea and reconvened at 11:02am.

**IX PUBLIC EXCLUDED:**

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

1. Alpine Energy

<b><u>Reason for passing General subject of each matter to be considered</u></b>	<b><u>Ground(s) under this resolution in relation to each matter</u></b>	<b><u>Section 48(1) for the passing of this resolution</u></b>
Alpine Energy	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 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: *Alpine Energy* Section 7(2)(b)(ii)

Annette Money/ Peter Maxwell

**VI REPORTS REQUIRING COUNCIL DECISION CONTINUED:**

4. NEW ELECTED MEMBER REMUNERATION MODEL:

This report from the Chief Executive Officer informing elected members of the Remuneration Authority's new model for setting elected members remuneration.

Resolved: that the report be received.

**Peter Maxwell/ John Bishop**

## **X INFORMATION REPORTS:**

### **1. CHIEF EXECUTIVE OFFICER'S GENERAL ACTIVITIES REPORT:**

This report from the Chief Executive Officer referred to Committee and Community Board Meetings, and Other Meetings and Activities.

Resolved that the report be received.

**Peter Maxwell/ John Bishop**

### **2. LOCAL GOVERNMENT ACTS: MINISTERIAL POWERS OF INTERVENTION:**

The information report from Toni Morrison, Mackenzie District Council, Senior Policy Planner is to update the Council regarding the recent publication of the formal list of matters the Minister of Local Government must have regard to when determining whether or not to intervene in the affairs of local authorities.

Resolved: that the report be received.

**John Bishop/ Peter Maxwell**

Ms Morrison, Senior Policy Planner spoke to her report and concluded by saying the publication of these principles, and other amendments to the Local Government Act form part of changing legislative environment for local government. Further changes to the Local Government Act and other legislation such as the Resource Management Act are expected in 2013. Staff will continue to update Council as these reforms progress.

The Mayor thanked Ms Morrison for updating the Council and Ms Morrison left the meeting at 11:50am.

## **XI COMMUNITY BOARDS:**

This report from the Chief Executive Officer was accompanied by the Minutes of the meetings of the Fairlie Community Board held on 22 April 2013 and the Tekapo Community Boards held on 17 April 2013.

Resolved that the report be received.

**Peter Maxwell /Annette Money**

FAIRLIE COMMUNITY BOARD:

**1. Princes Street Upgrade:**

That the Council notes the Community Board's resolution following the Princes Street Public Meeting held on Wednesday 3<sup>rd</sup> of April 2013.

Resolved:

1. That the planter boxes be removed as soon as possible and the Kowhai trees bagged up for replanting in late winter.
2. That the tree numbers be reduced and individual land owners be consulted on the location of the tree. In ground tree root confinement be used where ever needed and possible.
3. That the replacement trees be planted after winter.
4. That the Manager – Community Facilities investigate other suitable tree varieties for use in Princes Street and report to The Board.
5. That the overall plan be developed for future street scape improvements in Fairlie.

**Graeme Page/ Trish Willis**

**2. Village Green Tables and Shelters:**

That the Council notes the Community Board's resolution regarding the Village Green Tables and Shelters.

Resolved:

1. The Community Facilities Manager provide a more accurate picture and dimensions of the structure and a photo shop look of the structure in the trees for the Community to consider.

**Trish Willis/ Ron Joll**

**3. Moreh Home Trust Board – Excess Water Rates:**

That Council notes Moreh Home Trust Board requested to the Community Board to consider increasing the allocation of water that Moreh Home receives before an excess is applied. The Asset Manager, Mr Haar will himself look into historic records and undertake investigations into the water supply records and the site itself to rule out any significant leaks. Mr Haar will keep the Community Board informed of all investigations while also informing Mr Adams on behalf of Moreh Home Trust Board.

**4. District Plan Review:**

That Council notes that the Community Board Chair asked the Chief Executive Officer if the Community Board was able to review zonings around the Fairlie area and stated that the review of the District Plan would present as a good opportunity to do so. Mr CEO said that he will pass on the Chair's details to Ms Morrison, Senior Policy Planner, Mackenzie District Council for consideration.

TEKAPO COMMUNITY BOARD:**5. Lake Tekapo Plantation Harvesting:**

That the Council notes the Community Board's resolution regarding Lake Tekapo Plantation Harvesting

Resolved:

1. That the Forestry Board is notified of The Community Board expectations that as soon as felling is completed the area is cleaned up and the track is reinstated.
2. That future communications from The Forestry Board should be directed to the Community Board who will coordinate residence input.

**Peter Munro/Alan Hayman**

**6. Elections:**

That the Council notes that Community Board Chair asked Mayor Barlow if a letter could be sent to all non-resident rate payers encouraging them to enrol to vote in the Mackenzie District.

Resolved: that the recommendations of the Community Boards are noted by Council.

**John Bishop/ Annette Money**

**XII COMMITTEES:**

Resolved that Minutes of the meetings of the Mackenzie Forestry Board, Finance, Planning and Projects and Strategies Committees held on 23 April 2013, including such parts as were taken with the Public Excluded, *with the following corrections from the Finance Committee meeting be received.*

**John Bishop/ Annette Money**

Resolved:

1. To take \$107,000 out of the Rural Reserves fund which is the local share of the bridges. That \$40,000 is allocated from the District roading rate to create a District wide roading reserve.

**Graham Smith/ Annette Money**

Cr Bishop asked for clarification of resolution three of the Finance Committee, Cr Bishop stated that Cr Page voted against the motion which is not recorded. The Chief Executive Officer said that as Cr Page is absent from today's meeting his vote cannot be checked. The Chief Executive Officer will check with Cr Page on his return.

**XIII CONFIRMATION OF MINUTES:**

Resolved that the minutes of the meeting of the Mackenzie District Council held on 2 April 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting.

**Peter Maxwell/ John Bishop**

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 12:25pm**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **MACKENZIE DISTRICT COUNCIL**

### **MINUTES OF A MEETING OF THE MACKENZIE DISTRICT COUNCIL, HELD IN THE COUNCIL CHAMBERS, FAIRLIE ON TUESDAY 25 JUNE 2013 AT 9.30 AM**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

Wayne Barnett (Chief Executive Officer)  
Paul Morris (Manager – Finance and Administration)  
Garth Nixon (Community Facilities Manager)  
Bernie Haar (Asset Manager)  
Suzy Ratahi (Roading Manager)  
Keri-Ann Little (Committee Clerk)

#### **I OPENING:**

The Mayor opened the meeting and welcomed all present.

The Mayor welcomed Bernie Haar, Asset Manager and Suzy Ratahi, Roading Manager who presented photos from last week's two weather events, flooding and snow. Mrs Ratahi said in dollar terms the repair bill for the flood event would be \$100-200,000 and in regards to the snow event this will not be known until the end of this week.

The Mayor thanked Mr Haar and Mrs Ratahi for all their hard work and commended Mrs Ratahi on her establishment of the Facebook page. The Mayor said she has received great feedback from the Community.

Mr Haar and Mrs Ratahi left the meeting.

#### **II APOLOGY**

Resolved that apologies be received from Councillor's John Bishop and Annette Money.

**Graham Smith/ Evan Williams**

### III **DECLARATIONS OF INTEREST:**

Cr Page expressed a declaration of interest for The Lake Alexandrina Trust agenda item, Cr Page will exclude from all discussion.

### IV **BEREAVEMENTS:**

The Mayor referred to the recent death of William Dobbs, Anthea Kirke, Thomas Sutherland and Roy Morris.

A moment of silence was observed and 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 The Mayoral activities to 21 June 2013.

Resolved that the report be received.

**Peter Maxwell/ Evan Williams**

The Mayor said the Fairlie Lions change of officers evening and the Canterbury Mayoral Forum was postponed due the snow event.

### VI **REPORTS REQUIRING COUNCIL DECISION:**

#### 1. **TWIZEL NETBALL CLUB:**

This report from the Chief Executive Officer was to notify Council of the difficulties that have arisen from an administrative error within Council.

Mr Nixon joined the meeting and elaborated on the process of the assessment of the application. Total of SPARC funding granted this year was \$9,500.

The Mayor said the application should be referred back to the Rural Travel Fund Committee for a decision.

The Mayor said the Council has no authority to make a decision on the SPARC funding.

Mr Nixon said another avenue is approaching the SPARC Foundation themselves.

Resolved:

1. That the report be received

**Evan Williams/ Graham Smith**



Resolved: that Mr Nixon goes back to the SPARC Foundation and approaches them over the reallocation of money to Twizel Netball club and once spoken to SPARC and return to the SPARC Committee.

**Graeme Smith/ Graeme Page**

Mr Nixon left the meeting at 10:35am

## **VII INFORMATION REPORTS:**

### 1. ALPS 2 OCEAN CYCLE TRAIL:

This report from the Chief Executive Officer is to update Council in relation to a proposed change in governance structure for the Alps 2 Ocean (A2O) Cycle Trail and to update Council in relation to contractual negotiations for the implementation of the A2O business plan.

Resolved:

1. That the report be received

**Graham Smith/ Graeme Page**

The Chief Executive Officer spoke to his report.

Cr Smith said his biggest concern is that we must keep management of the track in our District. What will the term of contract be.

The Chief Executive Officer said the track is one track and should be marketed as one track. Tourism Waitaki will advertise the whole track. The contract will be 1+1+1, renewal each year on the proviso benchmarks are reached.

Cr Maxwell said we will benefit the most as it is the *Alps 2 Ocean* trail and we have the same objective as Waitaki. Cr Maxwell congratulated the CEO on his work.

Cr Page said he is nervous as this structure sounds like the information centre (I-site) and very much doubt it will be cost neutral and asks why we are going down this complicated structure.

The Chief Executive Officer said there are some risks with revenue but our cost is fixed. At this stage we are trying to manage around the risks with suitable CPI and contractual agreements.

Mr Morris, Manager Finance and Administration joined the meeting at 11:14am and spoke to the Council regarding the financial contribution to A2O.

Mr Morris said \$100,000 contribution will come out of the Tourism budget. We are looking at talking to other providers to see where we can remove nice to haves and free up some funding for Economic Development. Also the raise in the Tourism Rate was gathered to fund part of the A2O.

Is this \$50,000 for marketing for the next 3 years, asked Cr Smith, The Chief Executive Officer said there will be \$100,000 each year for 3 years with maintenance on top of that, this is of course dependent that the contract is on-going.

The Mayor said we need to establish this business and said we need to get on board and in the long term, 3-5 years it will become self-funded

Cr Smith thanked the Chief Executive Officer for the effort he has put into the contractual agreement, it is excellent.

Resolved:

2. That the Council authorises the Chief Executive to proceed with negotiating a contact with Tourism Waitaki for implementing the business plan for the A2O Cycle Trail.
3. That the Council indicate its support for the principle of a revised governance structure for the A2O Cycle Trail.

**Graham Smith/ Evan Williams**

2. LOCAL GOVERNMENT'S PLACE IN THE NZ CONSTITUTION:

The Mayor spoke to this report asking Council to consider support for Wellington City Council remit Local Government Conference in July 2013.

The Mayor said that it be recognised in the constitution that we are a separate body.

Resolved:

1. That the report be received.

**Graham Smith/ Evan Williams**

Resolved: that Council supports the remit.

**Graeme Page/ Graham Smith**

Mr Morris left the meeting at 11:41am.

3. KEEP NZ BEAUTIFUL BUTT BINS:

This report from Mr Nixon, Community Facilities Manager was for Council to consider a letter from the Medical Officer of Health in relation to Councils acceptance of Keep New Zealand Beautiful (KNZB) provision of Cigarette Butt Bins.

Resolved: that the report be received.

**Peter Maxwell/ Evan Williams**

Cr Maxwell said he supports Mr Nixon putting the bins throughout the Town and we need to accommodate tourists and smokers.

Cr Smith said he is disappointed with the Health Board and thinks they are being pedantic and agrees with Cr Maxwell's comments.

Cr Page thinks in a lot of respects this will help and a 0800 number on the bins, tobacco is still a legal substance and agrees with Cr Smith and thinks the Medical Officer is being a little PC. The bins will clean up the streets and our Towns.

Cr Williams supports the bins and there is a general swing against smoking in the Community so why not use this time to advertise. We are trying to deal with the problem and discourage it but not trying to ban it.

Resolved: That the butt bins remain and The Mayor relays Council's views to the Medical Officer of Health.

**Graham Smith/ Evan Williams**

Mr Nixon left the meeting 11:57am.

4. STARLIGHT FESTIVAL SPONSORSHIP:

This report from the Chief Executive Officer was to inform the Council the Community Board will contribute \$1,000 towards the Starlight Festival held by the Aoraki Mackenzie International Dark Sky Reserve from the 11<sup>th</sup> to the 13<sup>th</sup> of October 2013 in Tekapo if the Council contributes \$1,000 or more.

Resolved: that the report be received

**Graham Smith/ Graeme Page**

Cr Maxwell spoke on behalf of the Tekapo Community Board saying that the Community Board will fund black out blinds for the windows which will cost \$4,500 and realise the festival is being held in Tekapo.

Cr Page said this would be a good case for the Economic Development budget.

Mr Morris joined the meeting at 12:02pm.

Cr Page asked will there be more development money left over after funding the A2O.

Mr Morris said that is an unknown.

Cr Smith said we can take it out of this year's grants money. What is the grants budget.

Mr Morris said there is a substantial fund but a lot of that is allocated and said there would be roughly \$10,000 not allocated.

Resolved: that the Council contribute \$1,000 to the Aoraki Mackenzie International Dark Sky Reserve, Starlight Festival.

**Graeme Page/Evan Williams**

5. LAKE ALEXANDRINA CONSERVATION TRUST REQUEST FOR A GRANT:

This report from the Community Facilities Manager Mr Nixon was spoken to by Mr Morris, Manager Administration and Finance.

Resolved: that the report be received.

**Graeme Page/ Graham Smith**

The request from The Lake Alexandrina Conservation Trust to Council requesting a grant of \$10,000 to contribute to the completion of on-going improvement and conservation work around the lake.

Resolved: that the Council make a \$10,000 grant towards this project.

**Peter Maxwell/ Graham Smith**

**VII INFORMATION REPORTS CONTINUED:**

1. GENERAL ACTIVITIES REPORT:

This report from the Chief Executive Officer referred to Committee, Community Board Meetings, and Other Meetings and Activities.

Resolved that the report be received.

**Evan Williams/Peter Maxwell**

2. ADOPTION OF SPEED LIMIT BYLAW 2013:

This report from the Roading Manager was to seek Council's adoption of the Mackenzie District Speed Limit Bylaw 2013. The Mayor spoke to the report.

Resolved:

1. That the report be received.

**Graham Smith/ Graeme Page**

2. That the bylaw 2013 originally advertised is adopted for implementation on 1<sup>st</sup> of July 2013.

**Peter Maxwell/ Graham Smith**

3. ZONE 5 AND 6 REPORT:

This information report from the Mayor was to debrief elected members regarding the Zone 5/6 meeting in Queenstown on Friday 7 June.

The Mayor spoke to her notes.

The CEO spoke to defining the affordability of drinking water.

4. LETTER FROM HON CHRIS TREMAIN:

The Mayor said that the letter of response attached to the agenda referred to Mr Tremain's recent visit and was for the elected member's information.

**VIII ADJOURNMENT:**

The meeting was adjourned at 12:33pm and reconvened at 1:12pm.

**IX COMMUNITY BOARDS:**

This report from the Chief Executive Officer was accompanied by the Minutes of the meetings of the Fairlie Community Board held on 13 March 2013 and the Twizel and Tekapo Community Boards held on 11 March 2013.

Resolved that the report be received.

**Graham Smith /Evan Williams**

FAIRLIE COMMUNITY BOARD:

**1. World War I (WWI) Young Soldier Statue:**

That the Council approves the Mackenzie Enhancement Board's request.

Resolved: that the Council grants authority for the Statue of the WWI Young Soldier to be placed and remain on Council owned property at the Fairlie Village Green. Council undertakes to provide for the on-going maintenance of the statue and gardens in perpetuity.

**Owen Hunter/ Ron Joll**

**2. Lease Reserve 41131:**

That the Council notes the following decision on the lease of Reserve 41131.

Resolved:

1. That the Reserve 41131 be leased to Peter Johnson for three years at the agreed tendered rate of \$2,260 per annum including GST.
2. That the Community Board reduce the 1<sup>st</sup> year's rental by the sum of \$1,092 + GST to account for the spraying of the western boundary between the residents and the golf course.

**Graeme Page/ Les Blacklock**

**3. Moreh Home Trust Board:**

That the Council notes the following decision to grant a gift of \$2,000 to Moreh Home and the Board's request that Moreh Home undertake leak detection at their own cost.

Resolved:

1. A grant gifted to Moreh Home of \$2,000 on the proviso that the leak detection is undertaken at Moreh Home's own cost.
2. CEO investigates the issue of excess water charges.

**Graeme Page/ Trish Willis**

#### 4. **Old Library Café Public Consultation Report:**

That the Council notes the decision moving forward for the Old Library Café following the Public Consultation Meeting.

##### Resolved:

1. The CEO will engage with two architects to provide prices and concepts drawing for a replacement building.
2. Staff will liaise with the existing tenant in relation to a favourable layout of a new or repaired building.
3. Staff will seek a cost estimate for total repair of the existing building.
4. Staff will obtain a rental valuation for a repair or replacement building.

**Owen Hunter/ Ron Joll**

#### 6. **Village Green Tables and Shelters:**

That Council notes that after requesting the Communities feedback on the proposed new tables and shelters for the Village Green in Fairlie and only receiving one submission, Mr Nixon is now proceeding with the project.

##### TEKAPO COMMUNITY BOARD:

#### 1. **Starlight Festival Sponsorship:**

That Council notes the Community Board's resolution to contribute \$1,000 or more to the Aoraki Mackenzie International Dark Sky Reserve Board, Starlight Festival being held in Tekapo from the 11<sup>th</sup> to the 13<sup>th</sup> of October 2013.

Resolved: That The Community Board contributes \$1,000 towards the Starlight Festival as long as the Council contributes \$1,000 or more.

**Peter Maxwell/ Alan Hayman**

#### 2. **Tekapo Community Hall Fees:**

That Council notes the resolution from the Board in regards to a position of Community Centre Manager be created and that that position be advertised.

##### Resolved:

1. That the Tekapo Community Board recommends to Council the revised fees and charges and review suitability prior to 1 July 2014.
2. That the Community Board recommends to Council that a position of Community Centre Manager be created and that that position be advertised.

**Peter Munro/Alan Hayman**

### 3. **Tekapo Community Hall Furniture:**

That Council notes the resolved options to furnish the new Community Hall.

Resolved:

1. to investigate blackout blinds for the Hall, proceed with these unless it's over \$3,200.00.
2. Happy with plastic tables and meeting room tables, option F on the committee chair and the Bella chair for the Hall.

**Peter Munro/ Alan Hayman.**

### TWIZEL COMMUNITY BOARD:

#### 1. **Twizel Events Centre – Carpet:**

That Council note that the Board have resolved to replace the carpet right through the Twizel Events Centre.

Resolved: that the Twizel Events Centre carpet be replaced right through using carpet squares.

**Peter Bell/ John Bishop**

#### 2. **Public Toilet Progress Update:**

That the Council note that the Community Board are happy with the design and build option proposed by Calder Stewart LTD.

Resolved: the Community Board are happy with the design build option proposed by Calder Stewart LTD.

**Peter Bell/ Phil Rive**

### **X COMMITTEES:**

Resolved that Minutes of the meetings of the, Finance, Planning and Project and Strategies meetings held on the 11<sup>th</sup> and 13<sup>th</sup> of June including such parts as were taken with the Public Excluded, be received.

**Peter Maxwell/ Graham Smith**

### **XI CONFIRMATION OF MINUTES:**

Resolved that the minutes of the meeting of the Mackenzie District Council held on Thursday 13 June 2013, including such parts as were taken with the Public Excluded, be confirmed and adopted as the correct record of the meeting with the following changes:

**Claire Barlow/ Graham Smith**



**Submission 3****Bill Bayfield – ECAN:**

rejected but seek further information.

Resolved: that the submission be rejected.

**Graham Smith/ Evan Williams**

*Cr Page voted against the resolution.*

**XII PUBLIC EXCLUDED:**

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

1. Twizel Office Service Review
2. Robin Hughes Development

<b>Reason for passing General subject of each matter to be considered</b>	<b>Ground(s) under this resolution in relation to each matter</b>	<b>Section 48(1) for the passing of this resolution</b>
Twizel Office Service Review	Commercial Sensitivity	48(1)(a)(i)
Robin Hughes Development	Protect the privacy of natural 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: *Twizel Office Service Review* section 7(2)(b)(ii) and *Robin Hughes Development* Section 7(2)(a).

**Graeme Page / Evan Williams**

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 2:29PM**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_