



# **MINUTES**

**Ordinary Council Meeting**

**24 March 2020**

**MINUTES OF MACKENZIE DISTRICT COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COMMUNITY CENTRE LOUNGE, FAIRLIE  
ON TUESDAY, 24 MARCH 2020 AT 9.30AM**

**PRESENT:** Mayor Graham Smith, Deputy Mayor James Leslie, Cr Anne Munro, Cr Stuart Barwood, Cr Murray Cox, Cr Emily Bradbury, Cr Matt Murphy

**IN ATTENDANCE:** Suzette van Aswegen (Chief Executive), Chris Clarke (Communications Advisor), Charlotte Borrell (Community Services Officer), Stuart Grant (General Manager Operations), Arlene Goss (Governance Advisor), Paul Numan (General Manager Corporate Services), Alexis Gray (Manager People and Culture), Connie Gilquiel (Executive Assistant), Adrian Hodgett (Finance Manager), Scott McKenzie (Roading Manager), Katherine Hill (Senior Corporate Planner)

## **1 OPENING**

The Mayor opened the meeting. He noted it was a difficult time with the Covid19 shutdown beginning the next day, and he thanked staff and councillors for attending.

## **2 APOLOGIES**

There were no apologies.

## **3 VISITORS**

An invitation was extended to the former members of the Pukaki Airport Board, Derek Kirke, Grant Bisset, Rick Ramsay and Cr James Leslie to attend the meeting for a short ceremony to celebrate the success of the Pukaki Airport and recognise their governance efforts over the years.

Due to the situation with Covid19 this was unable to take place and apologies were received from Mr Kirke, Mr Bisset and Mr Ramsay.

Cr James Leslie was in attendance and the Mayor presented him with a rimu plaque to recognise his contribution to the airport board.

## **4 DECLARATIONS OF INTEREST**

It was noted that some members may have a conflict of interest related to Item 6.3: Pukaki Airport Landing Fees. This would be declared when that item was discussed.

## **5 BEREAVEMENTS**

The Mayor read out the following bereavements and a minute's silence was observed:

- Janet Ann Caddie (nee Crampton) – Died on March 7, 2020, aged 76. Wife of Ray Caddie.
- Fiona Moffat Coulter (nee Anderson) – Died on March 15, aged 88. Wife of Robert Coulter.
- Sharon Gail Johnstone (nee McClenaghan) – Died on March 6 while fishing the canals at Twizel. Wife of Ray Johnstone.

## 6 MAYOR'S REPORT

### 6.1 MAYORAL ACTIVITIES REPORT

It was noted that the complaints listed in the Mayor's report were not included in the chief executive's report as being listed in the complaints register. The Mayor said he would log complaints he received from now on. The chief executive said it was important to differentiate between a complaint and a customer service request. If people complain about something being broken it was usually treated as a customer service request.

Clarification was sought regarding the mention of a MOU with Stewart Island. This is an error and there is no MOU between Council and Stewart Island.

Other questions were asked about FENZ, and the costs of water regulation.

The local governance conference has been cancelled due to the Covid19 pandemic. The 3 Waters project is likely to be postponed until later.

Cr Munro asked for a further conversation to be held by Council regarding the use of road user charges to upgrade roads used by logging trucks. The Mayor asked for this to be recorded as an action point.

#### **RESOLUTION 2020/17**

Moved: Cr Anne Munro

Seconded: Cr Emily Bradbury

That the report be received.

**CARRIED**

## 7 REPORTS

### 7.1 CHIEF EXECUTIVE OFFICER'S ACTIVITIES REPORT

Some of the projects listed under Key Projects may need to be delayed due to the current pandemic.

An offer has been made to a person to take the position of General Manager Operations and he has accepted verbally.

Cr Leslie asked for staff to have another look at the design of the long vehicle carpark in Twizel before sealing takes place. He anticipates difficulties with the current design.

The Mayor asked why a lot of customer calls were going unanswered. The general manager of corporate services said there was a need to look at why this was happening. Some calls were sent to a message box. Discussion took place on this. A second administrator had been employed to take phone calls in the building department.

The chief executive spoke about her and Mayor Graham's meeting with the Minister of Conservation Eugenie Sage. Discussion included the Drylands Heritage Area that was planned for the basin. The need for DOC to fund the maintenance of the Cass Bridge was also raised.

Cr Munro asked if Destination Mackenzie was at risk. The chief executive said this was still with the runanga for consideration and would not advance during the pandemic.

A conversation took place on how Destination Mackenzie and the District Plan Review would fit together.

The Executive Assistant updated the meeting on progress with the terms of reference from the three runanga. The Mayor offered to phone David Higgins at Moeraki regarding this.

The Manager of People and Culture updated on the vacant positions at Council and explained the details of the Twizel car accident that is mentioned in the chief executive’s report.

The chief executive said there were problems with the water system at the Pukaki public toilets because of the ‘flour’ in the lake water, and also problems with cleaning. Cr Munro said the design of the hand basin was not appropriate for the numbers going through there. The lease of the visitor centre there ends in 2025. Staff are looking at options to solve the problems. The toilets were being shut tomorrow so that would give time to sort it out.

The General Manager of Operations was asked for an update on the deferment of the Fairlie water treatment plant. He said Council could not do anything until they had a secure supply and did not have this until they talked to the land owner and got a legal agreement in place. Once the supply was secured they could start with the planning and design of the work.

To date all discussions with the land owner had been verbal, with nothing in writing. Needed to get council’s lawyers and the landowner’s lawyers to reach an agreement and sign it off. This will be the first job for the new GM Operations. Cr Munro asked for this action to be noted. The Mayor and Cr Barwood asked to be involved in discussions with the land owner. A resolution was passed to ensure this happened urgently, as below.

Cr Munro asked if it was possible to carry over Council’s unspent funds to the next year. The Finance Manager said yes. Discussions are to be held with NZTA regarding the carryover of road funding.

Building contractors were home for four weeks so the planned renovation of the council office would be postponed. The only building work that can happen is associated with health and safety and critical infrastructure. Discussion took place on whether the council office was critical infrastructure. The answer to this was no.

<p><b>RESOLUTION 2020/18</b></p> <p>Moved: Cr Anne Munro                  Seconded: Mayor Graham Smith</p> <p>That the report be received.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>RESOLUTION 2020/19</b></p> <p>Moved: Cr Anne Munro                  Seconded: Cr Stuart Barwood</p> <p>That staff take urgent action to secure the land for the Fairlie water supply.</p> <p style="text-align: right;"><b>CARRIED</b></p>

## 6.2 COUNCIL FINANCIAL REPORT

The purpose of this report was to update the Council on financial performance.

The finance manager spoke to this report and explained the variances from budget. The water treatment plant in Fairlie would be postponed until next year. Staff costs were up because the Responsible Freedom Camping officers were not budgeted for, however the money was coming from an MBIE grant.

### RESOLUTION 2020/20

Moved: Cr Stuart Barwood

Seconded: Cr Matt Murphy

That the Mackenzie District Council financial report to January, 2020, be received.

**CARRIED**

## 6.3 PUKAKI AIRPORT LANDING FEES

The purpose of this report was for Council to formalise the landing fees for Pukaki Airport as part of Council's Fees and Charges for 2019/20.

Discussion was held on whether three council members who owned property or aircraft at Pukaki Airport had a conflict of interest and would be able to take part or vote.

The Mayor said he did not believe there was a conflict of interest and allowed the discussion to continue.

The senior corporate planner spoke to her report. She said the fees listed in the report were taken from the airport's website. Cr Leslie said the website was out of date and he would like to see the website become a council responsibility so it could be updated and managed in the future.

Cr Leslie said he would like to amend the motion to reflect the correct prices, and also add a motion that allowed for the continuation of a 20% discount as follows:

That all owners of sections and operators based at Pukaki Airport are able to claim a 20% discount on landing fees for their own aircraft on application to the Commercial and Economic Development Committee.

The Mayor asked who determines which users get a 20% discount. Cr Leslie explained the criteria and listed some of the users who were currently receiving the discount. He said his motion was worded so it was up to the committee to decide who would get the 20%. The discount had been introduced as an incentive to sell property at the airport. His amended motion would ratify the status quo, if passed.

The corporate services general manager said it was unusual for an airport to offer a discount on landing fees and this process should be documented. It was noted that all of council's fees and charges, including airport fees, would again come up again for review later in the year.

The councillors decided to retain the status quo in the meantime and reconsider the fees later in the year as part of the annual review. They passed a resolution to reflect this.

Council requested an action point that the website be updated as soon as possible to reflect the correct fees. Cr Leslie also asked staff to pass a message to the property manager that there was a 20% discount in place for some airport users and this was to continue.

**RESOLUTION 2020/21**

Moved: Cr Anne Munro  
 Seconded: Cr Stuart Barwood

1. That the report be received.

**CARRIED**

**RESOLUTION 2020/22**

Moved: Cr Murray Cox  
 Seconded: Mayor Graham Smith

2. That Council continue with the status quo for Pukaki Airport Landing Fees until the fees and charges are reviewed. These fees being:

For all aircraft (including helicopters but excluding parachutes) based on maximum all up weight;

Up to (kg) GST inclusive

0 - 1500	\$10
1501 – 2500	\$15
2501 – 3000	\$20
3001 – 4000	\$35
4001 – 5000	\$45
5001 – 15000	\$100

**CARRIED**

**6.4 COUNCILLOR APPOINTMENT TO SPACES AND PLACES GOVERNANCE GROUP**

The purpose of this report was to appoint a councillor to represent Mackenzie on the Sport Canterbury Spaces and Places Governance Group.

Cr Leslie was thanked for his work with this group. Council has a good working relationship with Sport Canterbury. Cr Leslie said there were some good opportunities in the Mackenzie to develop spaces for young people.

The governance advisor was asked to send out copy of the Spaces and Places plan to councillors.

**RESOLUTION 2020/23**

Moved: Cr Anne Munro  
Seconded: Cr Matt Murphy

1. That the report be received.

**CARRIED**

#### **RESOLUTION 2020/24**

Moved: Cr Anne Munro  
Seconded: Cr Emily Bradbury

2. That Cr James Leslie represent Mackenzie District Council on the Sport Canterbury Spaces and Places Governance Group.

**CARRIED**

### **6.5 MINUTES OF THE TWIZEL COMMUNITY BOARD MEETING**

#### **RESOLUTION 2020/25**

Moved: Cr Stuart Barwood  
Seconded: Deputy Mayor James Leslie

1. That the minutes of the Twizel Community Board Meeting held on Monday, January 27, 2020, be received.
2. That Council notes the following resolutions from the Twizel Community Board:
  - That the Twizel Community Board adopts the Twizel Community Board Standing Orders dated November 2019 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.
  - That the Twizel Community Board recommends to Council that the 30km/h speed sign on Mount Cook Street be shifted north to include the school in the 30km area.

**CARRIED**

### **6.6 MINUTES OF THE TEKAPO COMMUNITY BOARD MEETING**

#### **RESOLUTION 2020/26**

Moved: Cr Stuart Barwood  
Seconded: Deputy Mayor James Leslie

1. That the minutes of the Tekapo Community Board Meeting held on Monday, February 3, 2020, be received.
2. That Council notes the following resolutions from the Tekapo Community Board:
  - That the Tekapo Community Board recommends to Council the proposed shared pathway on the Tekapo waterfront go ahead as presented to the community board at

its meeting on February 3, 2020. (Note: This resolution was rescinded at the Tekapo Community Board meeting on March 11).

- That the Tekapo Community Board approve the use of Tekapo Township Project funds for the construction of the following items to ensure the playground complies with NZ soft fall safety standards, and to improve general safety and aesthetics:
  - Flying fox – erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
  - Playground - erect a railway sleeper edging to retain pea gravel to ensure soft fall remains at the required 300mm depth \$8,500 + GST (estimate).
  - Flying fox – Erect a timber barrier (to match existing) behind and on the lake edge of the flying fox platform \$1,500 + GST (estimate).
  - Slide – Build 1m railway sleeper steps, with shingle in each step, up the both sides of the slide \$6,000 + GST (estimate).
  - Slide – Erect a 1m high fence on the south side of the slide to promote access to the new stairs and prevent access up the steep side of the hill (to the left of the slide) \$2000 + GST (estimate).

**CARRIED**

## **6.7 MINUTES OF THE FAIRLIE COMMUNITY BOARD MEETING**

### **RESOLUTION 2020/27**

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

1. That the minutes of the Fairlie Community Board Meeting held on Thursday, January 30, 2020, be received.
2. That Council notes the following resolutions from the Fairlie Community Board:
  - That the Fairlie Community Board approves the final plans from the Fairlie Skate Committee to allow construction to begin on the Fairlie Skate Park, as long as the middle section is concrete and relevant consents are granted.
  - That the Fairlie Community Board adopts the Fairlie Community Board Standing Orders dated November 2019 pursuant to Clause 27, Schedule 7 of the Local Government Act 2002.
  - That the Fairlie Community Board grants a request from Andrew Hurst for \$230 including GST (\$200 excluding GST) for hall hire of the Community Centre to hold an auction evening, with the proceeds going to the Westpac Rescue Helicopter.

**CARRIED**



## 7 CONFIRM COUNCIL MINUTES

### 7.1 MINUTES OF COUNCIL MEETING - 11 FEBRUARY 2020

#### **RESOLUTION 2020/28**

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

That the Minutes of the Council Meeting held on Tuesday 11 February 2020 be received and confirmed as an accurate record of the meeting, including those matters considered in the public excluded part of the meeting.

**CARRIED**

### 7.2 MINUTES OF COUNCIL MEETING - 25 FEBRUARY 2020

#### **RESOLUTION 2020/29**

Moved: Cr Stuart Barwood

Seconded: Deputy Mayor James Leslie

That the Minutes of the Council Meeting held on Tuesday 25 February 2020 be received and confirmed as an accurate record of the meeting.

**CARRIED**

## 8 LATE ITEMS

### 8.1 COVID-19 EMERGENCY AND BUSINESS CONTINUITY

The purpose of this report was for Council to consider recommendations to ensure business continuity throughout the COVID-19 emergency situation.

The chief executive apologised for the lateness of the report. This was due to waiting for advice from SOLGM.

At the moment Council cannot hold meetings via Skype and still vote due to legislative difficulties. This situation may continue for nine months or until the end of the year, which would cause major problems.

There were some things that Council could not delegate to the chief executive and these were listed in the attachment to the report. But in the meantime there were some major contracts going through procurement. The Emergency Management Officer might also need delegations to carry out some activities.

The annual plan needs to be adopted by June 30. Council staff could still continue to work on this and might get the plan adopted in time. If not adopted, councils can strike the same rates as the current year and let them roll over until an annual plan is adopted.

The Mayor said he would need to contact the chairs of the community boards and ask them not to meet during this time.

Cr Murphy asked how community issues would be managed if all meetings were cancelled. Discussion took place on how elected members could discuss and contribute to the response.

The Mayor said a lot of people would be looking to the elected members for leadership. Councillors could still talk to the community and he encouraged them to do this.

The situation would be reviewed at the end of May and every two months after that.

Councillors asked the chief executive if they could be kept informed during the shut-down period. Cr Murphy suggested donating councillor salaries into a welfare pot and distributing it to the community. This was considered to be a good idea.

#### **RESOLUTION 2020/30**

Moved: Cr Anne Munro

Seconded: Deputy Mayor James Leslie

1. That the report be received.

**CARRIED**

#### **RESOLUTION 2020/31**

Moved: Deputy Mayor James Leslie

Seconded: Cr Stuart Barwood

2. That in order to ensure business continuity throughout the COVID-19 pandemic, Council delegates to the Chief Executive Officer the authority to make decisions on all Council business, except those that cannot be delegated under Clause 32 of Schedule 7 of the Local Government Act 2002, as attached, and in consultation with the Mayor. This level of delegation to remain in place from 25 March 2020 and until the return of Business as Usual as per the Green Alert Level of the Mackenzie District Council Pandemic Plan, as attached.
3. That all decisions made under this delegation be recorded and reported to the first ordinary meeting of the Council upon return of Business as Usual mentioned in recommendation 2 above.
4. That Council cancels the Schedule of Meetings until the end of May 2020.

**CARRIED**

### **1.2 TEKAPO PATHWAYS**

The purpose of this report was for Council to decide on the course of action for the proposed pathway upgrade on the Tekapo lakefront.

Scott McKenzie updated the councillors regarding his discussions with the community board and also with the acting chairman of the Church of the Good Shepherd.

He said he does not believe the money for the Pioneer Drive path can be used elsewhere, as suggested by the community board, because it was set aside in the Long Term Plan for lakefront development.

Cr Murphy said there were differing opinions in the community. Those not directly affected by the path were indifferent. There was a perception that improved footpaths were needed around Tekapo.

The current situation with Covid19 meant that council was on essential services only. This work was not essential so may not be able to be built until the end of the year. Cr Cox asked if it was possible to do the Lakeside Drive path at 2.5m wide. Scott McKenzie said the reason for the 1.8m was to fit in with the existing path.

Cr Cox asked if a path near Hamilton Drive from the bund to the beginning of Pioneer Drive, along the highway, would fit into the funding requirements. Yes. Scott McKenzie would need to have discussions with NZTA. Re-allocating the funding to this would not solve safety problems caused by people walking on the road on Pioneer Drive.

Cr Munro said this area was a heritage area and a unique situation. She wondered if there was an opportunity for Council to push back and get NZTA to appreciate Tekapo was a unique situation and deserved leniency. Scott McKenzie said the issue was not with NZTA but with the local share of the funding.

Concern was expressed that if Council did not go ahead with the path complaints would continue to come in about the safety of people walking on the road. The councillors would need to think about how they would defend deferring the path when it was a safety issue. They said it was a community board decision.

Scott McKenzie said if the path was not done now it would fall into a low priority list and may not get funding in the future. Regarding the safety issue, he was hoping to work on a speed limit bylaw review while working from home during the pandemic. This may improve the safety of the area.

The chief executive asked for clarity around work that should be done in Tekapo, because if staff were getting push-back on everything that was proposed, then nothing would happen in Tekapo.

Cr Cox said the overall plan for Tekapo, that was drawn up three to four years ago and consulted with the community, was no longer being communicated and projects were happening ad-hoc. Councillors agreed that there was a need to have a big picture plan for the Tekapo township.

The resolution that a concrete path be installed on Lakeside Drive was carried. It was agreed to set aside the staff recommendation for a concrete path on Pioneer Drive, meaning this would not go ahead.

**RESOLUTION 2020/32**

Moved: Mayor Graham Smith

Seconded: Cr Stuart Barwood

1. That the report be received.

**CARRIED**

**RESOLUTION 2020/33**

Moved: Cr Anne Munro

Seconded: Cr Matt Murphy

2. That a 1.8m wide concrete path be installed on **Lakeside Drive** to match the colour and finish of the existing path.

**CARRIED**

**The Meeting closed at 12.14pm.**

**The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 5 May 2020.**

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**CHAIRPERSON**