
Sustainability and Community Resilience Committee AGENDA

Notice of Meeting:

An ordinary meeting of the Sustainability and Community Resilience Committee will be held on:

Date: Thursday 24 September 2020
Time: 9.30am
Venue: Council Chambers, Civic Offices,
53 Hereford Street, Christchurch

Membership

Chairperson	Councillor Sara Templeton
Deputy Chairperson	Councillor Melanie Coker
Members	Mayor Lianne Dalziel
	Deputy Mayor Andrew Turner
	Councillor Jimmy Chen
	Councillor Catherine Chu
	Councillor Pauline Cotter
	Councillor James Daniels
	Councillor Mike Davidson
	Councillor Anne Galloway
	Councillor James Gough
	Councillor Yani Johanson
	Councillor Aaron Keown
	Councillor Sam MacDonald
	Councillor Phil Mauger
	Councillor Jake McLellan
	Councillor Tim Scandrett

18 September 2020

Principal Advisor

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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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Developing Resilience in the 21st Century

Strategic Framework



Whiria ngā whenu o ngā papa,
honoa ki te maurua tāukiuki

Bind together the strands of each mat and join
together with the seams of respect and reciprocity

Ōtautahi–Christchurch is a city of opportunity for all

Open to new ideas, new people and new ways of doing things – a city where anything is possible

Principles

Being open,
transparent and
democratically
accountable

Promoting
equity, valuing
diversity and
fostering inclusion

Taking an inter-generational approach
to sustainable development,
prioritising the social, economic
and cultural wellbeing of
people and communities
and the quality of the
environment, now
and into the
future

Building on the
relationship with
Te Rūnanga o Ngāi Tahu
and the Te Hononga–Council
Papatipu Rūnanga partnership,
reflecting mutual understanding
and respect

Actively collaborating and
co-operating with other
local, regional
and national
organisations

Ensuring
the diversity
and interests of
our communities
across the city and the
district are reflected in
decision-making

Community Outcomes

Resilient communities

Strong sense of community
Active participation in civic life
Safe and healthy communities
Celebration of our identity
through arts, culture, heritage,
sport and recreation
Valuing the voices of all cultures
and ages (including children)

Liveable city

Vibrant and thriving city centre
Sustainable suburban and
rural centres
A well connected and accessible
city promoting active and
public transport
Sufficient supply of, and
access to, a range of housing
21st century garden city
we are proud to live in

Healthy environment

Healthy water bodies
High quality drinking water
Unique landscapes and
indigenous biodiversity are
valued and stewardship
exercised
Sustainable use of resources
and minimising waste

Prosperous economy

Great place for people, business
and investment
An inclusive, equitable economy
with broad-based prosperity
for all
A productive, adaptive and
resilient economic base
Modern and robust city
infrastructure and community
facilities

Strategic Priorities

Enabling active
and connected
communities
to own their future

Meeting the challenge
of climate change
through every means
available

Ensuring a high quality
drinking water supply
that is safe and
sustainable

Accelerating the
momentum
the city needs

Ensuring rates are
affordable and
sustainable

Ensuring we get core business done while delivering on our Strategic Priorities and achieving our Community Outcomes

Engagement with
the community and
partners

Strategies, Plans and
Partnerships

Long Term Plan
and Annual Plan

Our service delivery
approach

Monitoring and
reporting on our
progress

SUSTAINABILITY AND COMMUNITY RESILIENCE COMMITTEE OF THE WHOLE - TERMS OF REFERENCE
/ NGĀ ĀRAHINA MAHINGA

Chair	Councillor Templeton
Deputy Chair	Councillor Coker
Membership	The Mayor and All Councillors
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Monthly
Reports To	Council

Delegations

The Council delegates to the Sustainability and Community Resilience Committee authority to oversee and make decisions on:

- Enabling active citizenship, community engagement and participation
- Implementing the Council's climate change initiatives and strategies
- Arts and culture including the Art Gallery
- Heritage
- Housing across the continuum of social, affordable and market housing, including innovative housing solutions that will increase the supply of affordable housing
- Overseeing the Council's housing asset management including the lease to the Otautahi Community Housing Trust
- Libraries (including community volunteer libraries)
- Museums
- Sports, recreation and leisure services and facilities
- Parks (sports, local, metropolitan and regional), gardens, cemeteries, open spaces and the public realm
- Hagley Park, including the Hagley Park Reference Group
- Community facilities and assets
- Suburban Master Plans and other local community plans
- Implementing public health initiatives
- Community safety and crime prevention, including family violence
- Civil defence including disaster planning and local community resilience plans
- Community events, programmes and activities
- Community development and support, including grants and sponsorships
- The Smart Cities Programme
- Council's consent under the terms of a Heritage Conservation Covenant
- Council's consent to the removal of a Heritage Conservation Covenant from a vacant section.

Bylaws

The Council delegates to the Committee authority to:

- Oversee the development of new bylaws within the Committee's terms of reference, up to and including adopting draft bylaws for consultation.
- Oversee the review of the following bylaws, up to and including adopting draft bylaws for consultation.
 - Alcohol Restrictions in Public Places Bylaw 2018
 - Brothels Bylaw 2013
 - Cemeteries Bylaw 2013
 - Dog Control Policy and Bylaw 2016
 - Freedom Camping Bylaw 2015
 - General Bylaw 2008
 - Parks and Reserves Bylaw 2018
 - Public Places Bylaw 2018

Submissions

- The Council delegates to the Committee authority:
- To consider and approve draft submissions on behalf of the Council on topics within its terms of reference. Where the timing of a consultation does not allow for consideration of a draft submission by the Council or relevant Committee, that the draft submission can be considered and approved on behalf of the Council.

Community Funding

The Council delegates to the Committee authority to make decisions on the following funds, where the decision is not already delegated to staff:

- Heritage Incentive Grant Applications
- Extensions of up to two years for the uptake of Heritage Incentive Grants
- Christchurch Heritage Festival Community Grants over \$5,000
- Applications to the Events and Festivals Fund
- Applications to the Capital Endowment Fund
- Applications to the Enliven Places Projects Fund
- Applications to the Innovation and Sustainability Fund
- Applications to the Metropolitan Strengthening Communities Fund *[The Funding Committee will make recommendations on applications to this fund and report back to this Committee]*

Limitations

- This Committee does not have the authority to set project budgets, identify preferred suppliers or award contracts. These powers remain with the Finance and Performance Committee.
- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary
- The Chairperson must then respond to the Committee Advisor in writing with their decision.
- If the Chairperson agrees to refer the report to the Council, the Council may then assume decision-making authority for that specific report.

Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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Karakia Timatanga

1. Apologies / Ngā Whakapāha

At the close of the agenda no apologies had been received.

2. Declarations of Interest / Ngā Whakapuaki Aronga

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

3. Confirmation of Previous Minutes / Te Whakaāe o te hui o mua

That the minutes of the Sustainability and Community Resilience Committee meeting held on [Thursday, 27 August 2020](#) be confirmed (refer page 8).

4. Public Forum / Te Huinga Whānui

A period of up to 30 minutes will be available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Deputations may be heard on a matter or matters covered by a report on this agenda and approved by the Chairperson.

There were no deputations by appointment at the time the agenda was prepared.

6. Presentation of Petitions / Ngā Pākikitanga

There were no petitions received at the time the agenda was prepared.

Sustainability and Community Resilience Committee OPEN MINUTES

Date: Thursday 27 August 2020
Time: 9.32am
Venue: Council Chambers, Civic Offices,
53 Hereford Street, Christchurch

Present

Chairperson Councillor Sara Templeton
Deputy Chairperson Councillor Melanie Coker
Members Mayor Lianne Dalziel
Deputy Mayor Andrew Turner
Councillor Jimmy Chen
Councillor Catherine Chu (via audio visual link)
Councillor Pauline Cotter
Councillor James Daniels
Councillor Mike Davidson
Councillor Anne Galloway
Councillor James Gough
Councillor Yani Johanson
Councillor Aaron Keown
Councillor Sam MacDonald
Councillor Phil Mauger
Councillor Jake McLellan
Councillor Tim Scandrett

27 August 2020

Principal Advisor

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Part A Matters Requiring a Council Decision

Part B Reports for Information

Part C Decisions Under Delegation

Karakia Timatanga: Delivered by Councillor Davidson

The agenda was dealt with in the following order.

1. Apologies / Ngā Whakapāha

Part C

Committee Resolved SACRC/2020/00003

That the apologies received from Councillors Chu, Gough and Keown for lateness and the apology from Councillor Scandrett for early departure be accepted.

Councillor Daniels/Councillor MacDonald

Carried

2. Declarations of Interest / Ngā Whakapuaki Aronga

Part B

Deputy Mayor Turner declared an interest in Item 12 relating to the Okains Bay Maori and Colonial Museum Trust .

Councillors Johanson and Mauger declared an interest in Item 20.

Councillor Cotter declared an interest in Item 9a relating to the former C F Cotter and Company building, 158 High Street, Christchurch.

3. Confirmation of Previous Minutes / Te Whakaāe o te hui o mua

Part C

Committee Resolved SACRC/2020/00004

That the open and public excluded minutes of the Sustainability and Community Resilience Committee meeting held on Thursday, 27 February 2020 be confirmed.

Councillor Scandrett/Councillor Coker

Carried

4. Public Forum / Te Huinga Whānui

Part B

There were no public forum presentations.

5. Deputations by Appointment / Ngā Huinga Whakaritenga

Part B

5.1 Phillipstown Community Centre Charitable Trust

Dr Viviana Zanetti (Manager) presented to the Committee regarding item 14. Lancaster Park Redevelopment.

6. Presentation of Petitions / Ngā Pākikitanga

Part B

There was no presentation of petitions.

Councillor Scandrett left the meeting at 9.48am and returned at 9.53am during consideration of item 7.

Councillor MacDonald left the meeting at 10.10am and returned at 10.16am during consideration of item 7.

7. Te Tira Kāhikuhiku Minutes - 1 July 2020

Committee Comment

1. Chrissie Williams, Chair of Te Tira Kāhikuhiku, joined the table for this item.

Committee Resolved SACRC/2020/00005

That the Sustainability and Community Resilience Committee receives the Minutes from the Te Tira Kāhikuhiku meeting held 1 July 2020.

Councillor Davidson/Councillor Cotter

Carried

8. Te Tira Kāhikuhiku Minutes - 5 August 2020

Committee Comment

1. Chrissie Williams, Chair of Te Tira Kāhikuhiku, joined the table for this item.

Committee Resolved SACRC/2020/00006

That the Sustainability and Community Resilience Committee receives the Minutes from the Te Tira Kāhikuhiku meeting held 5 August 2020.

Councillor Davidson/Councillor Cotter

Carried

14. Lancaster Park Redevelopment

Committee Comment

1. The Committee heard a deputation from Dr Viviana Zanetti, manager of the Phillipstown Community Centre Charitable Trust. Dr Zanetti asked the Committee to consider co-designing the community engagement process and the Spatial Plan with the local communities. The Committee requested the local Community Board to do this.
2. The Committee also added a request for staff to seek financial support for the project from the Government.

Officer Recommendations / Ngā Tūtohu

That the Sustainability and Community Resilience Committee:

1. Receive the information in the report.
2. Approves the commencement of market engagement for the delivery of land remediation works.
3. Notes that further work will commence on community engagement to progress design of the approved spatial plan elements in collaboration with the Waikura/Linwood-Central-Heathcote Community Board.

Committee Resolved SACRC/2020/00007

Part C

That the Sustainability and Community Resilience Committee:

1. Receive the information in the report.
2. Approves the commencement of market engagement for the delivery of land remediation works.
3. Notes that further work will commence on community engagement to progress design of the approved spatial plan elements in collaboration with the Waikura/Linwood-Central-Heathcote Community Board.
4. Requests staff to approach the Crown to seek support from Government funding sources for the Lancaster Park redevelopment.
5. Requests that the community board works with representatives of the local communities to co-design the community engagement process and the plan.

Councillor Johanson/Councillor Galloway

Carried

Councillor Keown joined the meeting at 10.51am during consideration of item 9.

Councillor Gough joined the meeting at 10.52am during consideration of item 9.

9. Approval of Extension of Time for Heritage Incentive Grants for 158 High Street and 26 Canterbury Street, Lyttelton

Committee Resolved SACRC/2020/00008

Original Officer Recommendation accepted without change

Part C

That the Sustainability and Community Resilience Committee:

1. Approve an extension of time of eighteen months for the uptake of the Heritage Incentive Grants previously approved for:
 - a. The former C F Cotter and Company building, 158 High Street, Christchurch; and
 - b. The former Kilwinning Lodge, 26 Canterbury Street, Lyttelton.
2. The new completion date for both projects will be 6 March 2022.

Councillor Coker/Councillor Chen

Carried

Councillors Daniels, MacDonald and Scandrett requested their votes against resolution 1b be recorded.

Councillor Cotter declared an interest and abstained from voting on resolution 1a.

Councillor Gough abstained from voting on this item.

10. Innovation and Sustainability Fund - update and amendments

Committee Comment

The Committee added a resolution changing the Fund's name to the Sustainability Fund. Otherwise the staff recommendations were accepted without change.

Committee Resolved SACRC/2020/00009

Part C

That the Sustainability and Community Resilience Committee:

1. Approve the revised Terms of Reference for the Innovation and Sustainability Fund (Attachment 1) to:
 - a) Focus the Fund toward supporting projects that reduce greenhouse gas emissions within Christchurch or that support resilience to the impacts of climate change;
 - b) Update the evaluation criteria;
 - c) Receive applications only from legal entities.
2. Approve an additional \$6,000 of funding for the Organic Composter Project by Living Springs (bringing the total to \$20,000).

3. Withdraw grant approval for the Power Pavilion project.
4. Note that due to Default, the following Grant Funding Agreements have been terminated and funding will be returned for reallocation:
 - a) Natures Rainbow (\$20,000)
 - b) Project Sea Change (\$12,000)
5. Agree that the fund be renamed the Sustainability Fund.

Councillor Templeton/Councillor Davidson

Carried

Councillors Daniels, Galloway, Mauger, McLellan and Scandrett requested their votes against resolution 5.

The meeting adjourned at 11.08am and reconvened at 11.21am. Councillor Chu joined the meeting via audio visual link at this time.

11. Events and Festivals Fund

Committee Resolved SACRC/2020/00010

Original Officer Recommendation accepted without change

Part C

That the Sustainability and Community Resilience Committee:

1. Receive the information in the Events & Festival Fund Assessment Matrix 2020/21 attached to this report as Attachment A
2. Approve the allocation of the Events and Festivals Fund as detailed in the Events & Festival Fund Recommendations 2020/21 attached to this report as Attachment B
3. Approve the establishment of an Events and Festivals Discretionary Response Fund as per the eligibility criteria attached to this report as Attachment C
4. Delegate to the Head Recreation Sport and Events authority to approve grants from the Events and Festivals Discretionary Response Fund of up to \$15,000 in accordance with the eligibility criteria of the fund.

Councillor Scandrett/Councillor Coker

Carried

Councillor Scandrett declared an interest in this item relating to Showbiz Christchurch and took no part in the debate or decision on the respective application.

Councillor Davidson declared an interest in this item relating to Le Race and took no part in the debate or decision on the respective application.

12. 2020/21 - Metropolitan Strengthening Communities Fund

Committee Comment

The Committee accepted the recommended allocation of the Metropolitan Strengthening Communities Fund as set out in officer recommendations 1-3.

The Committee discussed the apportionment of the additional \$500,000 in recommendation 4. and approved an amended apportionment of \$50,000 to each metropolitan Community Board, \$20,000 to the Banks Peninsula Community Board and the remainder to the Metropolitan Discretionary Response Fund.

Officer Recommendations / Ngā Tūtohu

That the Sustainability and Community Resilience Committee:

1. Consider all applications and recommendations for the 2020/21 Metropolitan Strengthening Communities Fund.
2. Approve allocations from the 2020/21 Metropolitan Strengthening Communities Fund detailed under the "Workshop Recommendation" column in Attachment A of this report subject to any changes at the decision making meeting.
3. Approve the transfer of any remaining unallocated monies from the 2020/21 Metropolitan Strengthening Communities Fund to the 2020/21 Metropolitan Discretionary Response Fund.
4. Approve the apportionment of an additional \$500,000 in the Metropolitan Strengthening Communities Fund, added through the 2020/21 Annual Plan, as follows. 55% to the Metropolitan Discretionary Response Fund, 45% to Community Board Discretionary Response Funds in the following ratio; \$15,000 to the Banks Peninsula Community Board and the balance to the other six Community Boards apportioned on a population basis; namely:
 - a. \$275,000 to the Metropolitan Discretionary Response Fund
 - b. \$15,000 to the Banks Peninsula Discretionary Response Fund
 - c. \$42,823 to the Linwood-Central-Heathcote Discretionary Response Fund
 - d. \$39,003 to the Fendalton-Waimairi-Harwood Discretionary Response Fund
 - e. \$45,223 to the Halswell-Hornby-Riccarton Discretionary Response Fund
 - f. \$28,904 to the Coastal-Burwood Discretionary Response Fund
 - g. \$27,290 to the Papanui-Innes Discretionary Response Fund
 - h. \$26,758 to the Spreydon-Cashmere Discretionary Response Fund

Committee Recommendation

Part C

Councillor Johanson moved, seconded by Councillor Coker, that the Sustainability and Community Resilience Committee:

1. Consider all applications and recommendations for the 2020/21 Metropolitan Strengthening Communities Fund.

2. Approve allocations from the 2020/21 Metropolitan Strengthening Communities Fund detailed under the “Workshop Recommendation” column in Attachment A of this report subject to any changes at the decision making meeting.
3. Approve the transfer of any remaining unallocated monies from the 2020/21 Metropolitan Strengthening Communities Fund to the 2020/21 Metropolitan Discretionary Response Fund.
4. Approve the apportionment of an additional \$500,000 in the Metropolitan Strengthening Communities Fund, added through the 2020/21 Annual Plan, as follows. 55% to the Metropolitan Discretionary Response Fund, 45% to Community Board Discretionary Response Funds in the following ratio; \$15,000 to the Banks Peninsula Community Board and the balance to the other six Community Boards apportioned on a population basis; namely:
 - a. \$275,000 to the Metropolitan Discretionary Response Fund
 - b. \$15,000 to the Banks Peninsula Discretionary Response Fund
 - c. \$42,823 to the Linwood-Central-Heathcote Discretionary Response Fund
 - d. \$39,003 to the Fendalton-Waimairi-Harewood Discretionary Response Fund
 - e. \$45,223 to the Halswell-Hornby-Riccarton Discretionary Response Fund
 - f. \$28,904 to the Coastal-Burwood Discretionary Response Fund
 - g. \$27,290 to the Papanui-Innes Discretionary Response Fund
 - h. \$26,758 to the Spreydon-Cashmere Discretionary Response Fund

Councillor Johanson/Councillor Coker

Carried/Lost

The following declarations of interests were recorded. Members took no part in the debate or decision on the respective applications:

- Deputy Mayor Turner in relation to the Okains Bay Maori and Colonial Museum Trust
- Councillor Galloway in relation to the Mayor’s Welfare Charitable Trust
- Councillor Johanson in relation to the Mayor’s Welfare Charitable Trust
- Councillor Mauger in relation to Nga Hau e Wha National Marae Charitable Trust
- Councillor Templeton in relation to Woolston Brass Inc.
- Councillor Cotter in relation to Keep Christchurch Beautiful Inc.
- Councillor Scandrett in relation to Showbiz Christchurch and the Christchurch Symphony Trust.

Committee Resolved SACRC/2020/00011

Clauses 1-3 of the motion were put to the meeting separately and declared carried:

That the Sustainability and Community Resilience Committee:

1. Consider all applications and recommendations for the 2020/21 Metropolitan Strengthening Communities Fund.
2. Approve allocations from the 2020/21 Metropolitan Strengthening Communities Fund detailed under the “Workshop Recommendation” column in Attachment A of this report subject to any changes at the decision making meeting.

3. Approve the transfer of any remaining unallocated monies from the 2020/21 Metropolitan Strengthening Communities Fund to the 2020/21 Metropolitan Discretionary Response Fund.

Councillor Johanson/Councillor Coker

Carried

Amendment

Councillor Macdonald moved by way of amendment, seconded by Councillor Chu, that clause 4. of the motion be amended as follows:

4. Approve the apportionment of an additional \$500,000 in the Metropolitan Strengthening Communities Fund, added through the 2020/21 Annual Plan, as follows:
 - a. \$31,250 per ward

*When put to the meeting by way of division the amendment was declared **lost** by 5 votes to 12 votes the voting being as follows:*

For: Councillor Chu, Councillor Keown, Councillor MacDonald, Councillor Mauger and Councillor Scandrett

Against: Councillor Templeton, Councillor Coker, Mayor Dalziel, Deputy Mayor Turner, Councillor Chen, Councillor Cotter, Councillor Daniels, Councillor Davidson, Councillor Galloway, Councillor Gough, Councillor Johanson and Councillor McLellan

Councillor MacDonald/Councillor Chu

Lost

Amendment SACRC/2020/00012

Councillor Davidson moved by way of amendment, seconded by Councillor Scandrett, that clause 4. of the motion be amended as follows:

4. Approve the apportionment of an additional \$500,000 in the Metropolitan Strengthening Communities Fund, added through the 2020/21 Annual Plan, as follows:
 - a. \$50,000 to each Metropolitan Community Board
 - b. \$20,000 to the Banks Peninsula Community Board
 - c. \$180,000 to the Metropolitan Discretionary Response Fund

*When put to the meeting by way of division the amendment was declared **carried** by 9 votes to 7 votes the voting being as follows:*

For: Deputy Mayor Turner, Councillor Chen, Councillor Chu, Councillor Cotter, Councillor Davidson, Councillor Keown, Councillor MacDonald, Councillor Mauger and Councillor Scandrett

Against: Councillor Templeton, Councillor Coker, Councillor Daniels, Councillor Galloway, Councillor Gough, Councillor Johanson and Councillor McLellan

Abstained: Mayor Dalziel

Councillor Davidson/Councillor Scandrett

Carried

Committee Resolved SACRC/2020/00013

It was resolved on the motion of Councillor Davidson, seconded by Councillor Scandrett that the motion as amended be put to the meeting as the substantive motion and declared carried.

That the Sustainability and Community Resilience Committee:

4. Approve the apportionment of an additional \$500,000 in the Metropolitan Strengthening Communities Fund, added through the 2020/21 Annual Plan, as follows:
 - a. \$50,000 to each Metropolitan Community Board
 - b. \$20,000 to the Banks Peninsula Community Board
 - c. \$180,000 to the Metropolitan Discretionary Response Fund

Councillor Davidson/Councillor Scandrett

Carried

Councillors Coker, Daniels, Galloway, Johanson and McLellan requested their votes against the resolution be recorded.

13. Community Resilience Partnership Fund

Committee Comment

1. The Committee increased the recommended grant in clause 1. From \$20,000 to \$23,000.

Committee Resolved SACRC/2020/00014

Part C

That the Sustainability and Community Resilience Committee:

1. Makes a grant of \$23,000 to the Bromley Community Association Incorporated from the Community Resilience Partnership Fund towards a Community Connector initiative.
2. Makes a grant of \$75,000 to the Canterbury Community Gardens Association Incorporated from the Community Resilience Partnership Fund towards a two-year Community Capacity Builder initiative.
3. Makes a grant of \$150,000 to Student Volunteer Army Incorporated from the Community Resilience Partnership Fund towards a two-year Student Volunteer Army, Volunteer Centre initiative.

Councillor Davidson/Councillor Keown

Carried

15. Thomas Edmonds Band Rotunda - Enclosure of Rotunda Sides

Committee Comment

1. The Committee amended the resolution to formally approve the change in scope described in the report.

Officer Recommendations / Ngā Tūtohu

That the Sustainability and Community Resilience Committee:

1. Receive the information in the Thomas Edmonds Band Rotunda - Enclosure of Rotunda Sides report.

Committee Resolved SACRC/2020/00015

Part C

That the Sustainability and Community Resilience Committee:

1. Receive the information in the Thomas Edmonds Band Rotunda - Enclosure of Rotunda Sides report and approves the change in scope described in the report.

Councillor Scandrett/Councillor McLellan

Carried

Unconfirmed

16. Draft Tree Policy

Officer Recommendations / Ngā Tūtohu

That the Sustainability and Community Resilience Committee:

1. Authorise staff to consult the public on the draft Tree Policy 2020 which provides guidance for the planting, protection during construction, maintenance and removal of trees on Council owned and administered land;
2. Agree that a Hearings Panel be convened at the completion of the consultation period to receive and hear submissions on the Draft Tree Policy, deliberate on those submissions, and to report back recommendations to the Council.

Amendment

Councillor Gough moved by way of amendment, seconded by Councillor Macdonald, that paragraph 4.16 of the Draft Policy be amended by replacing the words 'sole option available' with 'most practical option available'.

The division was declared **lost** by 5 votes to 11 votes the voting being as follows:

For: Councillor Chu, Councillor Gough, Councillor Keown, Councillor MacDonald and Councillor Mauger

Against: Councillor Templeton, Councillor Coker, Mayor Dalziel, Deputy Mayor Turner, Councillor Chen, Councillor Cotter, Councillor Daniels, Councillor Davidson, Councillor Galloway, Councillor Johanson and Councillor McLellan

Councillor Gough/Councillor MacDonald

Lost

Committee Resolved SACRC/2020/00016

Part C

That the Sustainability and Community Resilience Committee:

1. Authorise staff to consult the public on the draft Tree Policy 2020 which provides guidance for the planting, protection during construction, maintenance and removal of trees on Council owned and administered land;
2. Agree that a Hearings Panel be convened at the completion of the consultation period to receive and hear submissions on the Draft Tree Policy, deliberate on those submissions, and to report back recommendations to the Council.

The division was declared **carried** by 11 votes to 5 votes the voting being as follows:

For: Councillor Templeton, Councillor Coker, Mayor Dalziel, Deputy Mayor Turner, Councillor Chen, Councillor Cotter, Councillor Daniels, Councillor Davidson, Councillor Galloway, Councillor Johanson and Councillor McLellan

Against: Councillor Chu, Councillor Gough, Councillor Keown, Councillor MacDonald and Councillor Mauger

Councillor Cotter/Councillor Coker

Carried

The meeting adjourned at 12.54pm and reconvened at 1.47pm. The Mayor and Councillor Mauger were not present at this time. Councillor Scandrett left the meeting during the adjournment.

The Mayor returned to the meeting at 1.49pm during consideration of item 17.

Councillor Mauger returned to the meeting at 1.50pm during consideration of item 17.

17. Social Housing Annual Report 1 July 2019- 30 June 2020

Committee Resolved SACRC/2020/00017

Original Officer Recommendation accepted without change

Part C

That the Sustainability and Community Resilience Committee:

1. Note the information supplied in the Social Housing report.

Councillor Davidson/Councillor Coker

Carried

20 Social Housing Lease: Maintenance Changes

Committee Resolved SACRC/2020/00018

Original Officer Recommendation accepted without change

Part C

That the Sustainability and Community Resilience Committee:

1. Notes that Council's Head of Facilities, Planning and Property and the Otautahi Community Housing Trust have investigated ways to improve the delivery of maintenance to Council Social Housing portfolio.
2. Notes that Council's Head of Facilities, Planning and Property has identified "transfer major maintenance to Otautahi Community Housing Trust" as a proposed option for further exploration.
3. Notes that implementing the proposed option would require a change to the lease between Christchurch City Council and Otautahi Community Housing Trust, and that the financial value of the change is such that authority to agree to the change sits with the Sustainability and Community Resilience Committee;
4. Notes that any change to current arrangements may require formal consultation with Christchurch City Council employees, which is a matter for the Chief Executive.
5. Acknowledges that there is a need to explore the Otautahi Community Housing Trust's views on a without prejudice basis about the changing the lease before commencing formal consultation processes with effected staff and that this can only be done with the Committee's authority;
6. Authorises the Head of Facilities, Property and Planning to undertake negotiations with Otautahi Community Housing Trust that could allow for changes to maintenance

- responsibilities in the lease between Christchurch City Council and the Otautahi Community Housing Trust should they be required after formal employee consultation.
7. Authorises the Head of Facilities, Property and Planning, subject to the condition that any changes are subject to a formal employee consultation process, to agree and approve changes to the lease between Christchurch City Council and the Otautahi Community Housing Trust relating to maintenance responsibilities.
 8. Note that despite resolutions 1 to 7, no decision can be made on this matter until formal employee consultation has been undertaken, and recommendations may change based on employee feedback.

Councillor MacDonald/Councillor Davidson

Carried

Councillors Johanson and Mauger declared an interest in this item and took no part in the discussion or voting on the matter.

Karakia Whakamutunga: Delivered by: Councillor Daniels

Meeting concluded at 1.58pm.

CONFIRMED THIS 24TH DAY OF SEPTEMBER 2020

COUNCILLOR SARA TEMPLETON
CHAIRPERSON

7. Vacant Sites Property Owner Rates Incentive for Activations

Reference / Te Tohutoro: 20/683489

Report of / Te Pou

Matua:

Brindi Joy, Transitional Projects Advisor, Brindi.joy@ccc.govt.nz

General Manager /

Pouwhakarae:

Brendan Anstiss, General Manager Strategy and Transformation

1. Executive Summary / Te Whakarāpopoto Matua

- 1.1 The Property Owner Rates Incentive is a tool that supports temporary activity by providing an incentive to property owners of vacant exterior spaces and buildings to permit activities whilst their plans for permanent development are progressed. This Incentive is a tool within the Enliven Places Programme and supports the Programme Aims, as well as other Council priorities including the Central City Action Plan and the Council's Strategic Priorities Framework 2020. A budget of \$40,000 has been set aside for the Incentive for 2020/2021 (resolved through the 2020 Annual Plan). It is one of a small suite of tools available to deal with vacant exterior spaces and buildings, and contributes to greater vibrancy and activation. It is available in the central city and identified regeneration areas, including Suburban Masterplan Programme areas.
- 1.2 The purpose of this report is to provide an update on this incentive and for the Sustainability and Community Resilience Committee to formally resolve an amendment to extend the Incentive, with minor amendments to the scheme.
- 1.3 This report is being provided further to the resolution of Council on 22 August 2018. At that meeting, the Council resolved to continue the Incentive for the period 1 July 2018 to 30 June 2020 ([CNCL/2018/00201](#)). The present request for an extension was delayed while the revised 2020 Annual Plan was completed.
- 1.4 The decision in this report is of low significance in relation to the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by assessing the criteria in the Significance and Engagement Policy taking into account that the budget has already been consulted on and confirmed by Council in the 2020 Annual Plan.

2. Officer Recommendations / Ngā Tūtohu

That the Sustainability and Community Resilience Committee:

1. Approve the continuation of the Enliven Places Property Owner Rates Incentive for a further year, until 30 June 2021, with the following minor amendments:
 - a. Limit the Incentive to a maximum of \$15,000 per site (cumulative total) to be applied to all current and new recipients.
2. Note that the value and ongoing focus of this Incentive will be further reviewed as part of the Vacant Sites Strategy, which is a part of the Central City Action Plan, and to align with the Councils Long Term Plan.
3. Re-confirm delegations for operational matters to the Head of Urban Design, Regeneration and Heritage to ensure the Incentive runs effectively and delivers the outcomes sought.

3. Reason for Report Recommendations / Ngā Take mō te Whakatau

3.1 Retaining the Enliven Places Property Owner Rates Incentive allows for uninterrupted and continued use of this tool that financially incentivises property owners to lease their spaces for temporary uses.

3.1.1 The advantages of this option include:

- Supports regeneration with temporary activity across the city in vacant spaces, complementing other tools and initiatives
- Stimulates economic activity as it supports adjacent businesses, and remains agile and adaptive where opportunities arise to support social and economic recovery from the ongoing impacts of COVID19
- Caps the Incentive per site to encourage progression to permanent use and allows new properties to be considered
- Attracts residents and visitors to explore the vibrant and evolving central city and suburban centres
- A positive, relatively low cost initiative that supports tidy, safe, activated spaces
- Provision of spaces for community and entrepreneurial activity
- Continues a tool that Life in Vacant Spaces (LiVS) utilises to broker site agreements
- Implementation remains easy and minimal staff time is required to provide administration

3.1.2 The disadvantages of this option include:

- Funding required to provide the Incentive (although within budget for 2020/21)
- There are few tools to support vacant sites, and while this tool has limited funding and scope to deliver on the range of outcomes sought, it remains a useful resource.

4. Alternative Options Considered / Ētahi atu Kōwhiringa

4.1 Cease the Enliven Places Property Owner Rates Incentive from 30 June 2020 and rely on existing processes and tools to support temporary activation and regeneration.

4.1.1 The advantages of this option include:

- Available funding could be reallocated to support other initiatives

4.1.2 The disadvantages of this option include:

- Removes a valuable option to incentivise property owners and a tool which LiVS utilises
- Property owners previously receiving the Incentive would be informed and may end leases and agreements for projects on existing spaces
- Property owners may expect LiVS or project deliverers to cover costs equal to the Incentive
- The benefits per 3.1.1 would not be achieved.

5. Detail / Te Whakamahuki

Background

- 5.1 The Council [established the Transitional City Projects – Property Owner Incentive Programme](#) (now the Enliven Places Rates Incentive for Property Owners) for the period of 1 July 2015 – 30 June 2016. The Council resolved to continue the Incentive:
- 5.1.1 for the period of 1 July 2016 – 30 June 2018 and extend it beyond the Central City to include identified regeneration areas, including Suburban Masterplan Programme areas ([CNCL/2016/00385](#)).
- 5.1.2 for the period of 1 July 2018 – 30 June 2020 with minor amendments to better aid unlocking a range of interior vacant spaces ([CNCL/2018/00201](#)).
- 5.2 The Incentive supports an increase in activity by providing a financial incentive to property owners of vacant exterior spaces and buildings to permit temporary activity whilst plans for permanent development are progressed. In particular the incentive supports:
- supports longer-term regeneration of the city by activating spaces and connecting residents and visitors with those areas of the city through temporary, short-term, low cost and ‘meanwhile’ uses of empty spaces;
 - combats perceptions of inactivity and adds interest and amenity;
 - encourages building owners to agree to temporary leases as cost effective, low-risk and beneficial to the long-term success of their property;
 - enables platforms for people with great ideas to experiment and showcase new temporary concepts and pioneering ideas;
 - enables unique opportunity for temporary activation, particularly as new buildings are completed and for floor space at street level;
 - supports existing and new businesses by creating activity in neighbouring spaces, increase awareness of the leasable space, safety and security of the building and increased foot traffic;
 - builds on Christchurch’s transitional movement/legacy and unique sense of place by supporting opportunities for innovative, creative ideas.
- 5.3 A range of properties (26 rating units in 18 locations) in the Central City and suburban areas have been activated with temporary activity, with over half of properties hosting multiple activations. Activations have included: urban green spaces, community gathering spaces, art galleries or installations, social enterprise and start-ups (**Table 1** and **Table 2**). Six sites currently receive the Incentive.
- 5.4 The terms of the Incentive are found on the website ccc.govt.nz/rates-incentive/

Table 1. Summary of spaces and activation supported by the Incentive from 1 July 2015 - 30 June 2020.

Address	Projects	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020
166 Armagh St	Alhambra Gardens, Rollickin’ Gelato, Restless Forest, Tree Hill					
128-130 Lichfield St	Volunteer Army office, food trucks, Greening the Rubble initiatives					
Shop 3 Cathedral Junction	Imagination Station, Curb Skateboards and various					
323 - 333 Manchester & 152 - 158 Peterborough	Cultivate Christchurch – Peterborough Urban Farm, Communal Loaf					
597 – 597A Colombo St	Greening the Rubble garden					
18 Cranmer Square	Green Roofs demonstration project					
196 Armagh St	Gap Golf, Crate Escape					
382 Colombo St	Plant Gang garden					

406 Colombo St	Pod Park, Sydenham					
221 Manchester St	Tree Museum					
108 Stanmore Road	Koha Garden, Tiny Shops					
165 Gloucester St	Fiksate Gallery, various other short-term shops, and other projects					
3- 9 London St	Lyttelton Market					
91 Estuary Rd	Common Ground, community activities					
110 Cashel St	ShoPOP – Enliven Programme					
293 Durham St	ShoPOP – Enliven Programme					
213 Tuam St	ShoPOP – Enliven Programme					
662, 664 Colombo St	Enliven Programme - Dahlias					

Table 2. Selection of sites and activations supported by the Incentive.



166 Armagh St & Rollickin' Gelato: from temporary to tenancy. LiVS licenced the site to a pop-up Rollickin' from 2013-2016. In 2016 Rollickin' opened its first shop nearby on New Regent Street. This site now has a completed mixed use development.



Cathedral Junction & Imagination Station: from temporary to tenancy. Imagination Station went from "temporary" in 2015 to a paying tenant from 2016 – 2017, before finding a permanent home in Tūranga.



156 Peterborough St & Cultivate Christchurch: established in 2015 to support youth into meaningful employment. The site was transferred from the Incentive to the Council's Rates Remission for community organisations from FY2020/2021. (current activity)



293 Durham St Awley Building & ShoPOP: the Enliven Programme delivered two shopfront installations, which were an influencing factor in Chill taking an adjacent lease (2018).



108 Stanmore Rd & Tiny Shops, Linwood Village: a community gathering place led by the Enliven Programme from 2017 and now managed by Te Whare Roimata. (current activity)



91 Estuary Rd & Common Ground: a community gathering place in Southshore since 2018. The property owner stated the Incentive is a "valuable scheme that helps local communities". (current activity)

Council alignment & relevance

- 5.5 The Incentive is a tool within the Enliven Places Programme and supports the Programme Aims, as well as other Council priorities.
- 5.6 The **Enliven Places Programme** supports a place-based approach to integrated urban regeneration through, in large part, partnering with or enabling community to deliver temporary projects in vacant spaces that enliven and transform Christchurch, central city and suburban. The Programme aligns with the **Council's Strategic Framework 2020**, that alignment is noted in 6.2. The Programme consists of a very limited suite of key tools, including:
- 5.6.1 The Enliven Places Rates Incentive for Property Owners.
- 5.6.2 The Enliven Places Projects Fund, a contestable grant fund open to all, for temporary projects in vacant spaces. The Fund has supported a number of temporary projects that have been delivered on sites and in buildings that receive the Incentive.
- 5.6.3 Funding support for Council-partner **Life in Vacant Spaces** (LiVS). LiVS brokers vacant spaces with temporary projects. LiVS has been the primary organisation utilising the Incentive and notes:
- it is an important tool for negotiating with property owners, supporting access to both vacant exterior spaces and buildings. A financial incentive is often a deciding factor for property owners when considering a temporary lease.
 - because of the Incentive, property owners most often provide free use of land, removing a financial barrier for project deliverers.
 - the quality of projects is increasing with demand for interior, single-tenancy spaces in buildings. This increase is keeping pace with Christchurch's improving environment as the city rebuild has progressed and more new buildings are completed and await longer-term tenants.
- 5.7 **The Central City Action Plan** (updated early 2020) identifies the need for a strategic approach to manage vacant sites in the central city. The **Vacant Sites Strategy** within the Central City Action Plan, the development of which is about to commence, will outline and evaluate the tools available to the Council to support the Strategy. That will include policy, planning and operational standards for the interim use of undeveloped sites, with a focus on undeveloped exterior sites.
- 5.8 **The Council's 2020 Ground Floor Activity surveys** underlines the continued need to address vacancy within the central city. The surveys of the central city business core indicate an 11% increase in ground floor vacancy (74 more ground floor vacancies) since 2018, when this Incentive was last reported on. In 2020 16% of ground floor buildings is unleased. The Council's Site Data report suggests majority of exterior vacant spaces have generally been built on or have found medium-term uses (ie carparks).
- 5.9 The **Urban Regeneration Spatial Priorities "Heatmap"** identifies areas with overlapping challenges or opportunities across Christchurch. The Heatmap has informed priority areas for LiVS in 2020/2021, and also aligns with the sites currently receiving the Incentive. Three sites are in the central city business Core. Three are in suburban areas— Southshore New Brighton, Lyttelton and Linwood.
- 5.10 By enabling activity in vacant spaces, the Incentive can support the resulting social and economic recovery from COVID19, including **ChristchurchNZ's campaign** "Support Local & Explore Your Place" by supporting activity that will drive foot traffic to local businesses in priority areas.

Recommendations

- 5.11 The Incentive is available as a waiver of the Council portion of rates, up to \$5,000 per year per rating unit or interior tenancy, for the portion of the space being activated with temporary activity. The terms of the Incentive do not specify a cumulative/multi-year monetary limit per site.
- 5.12 Setting a monetary limit per site (regardless if the site has multiple rating units) will reduce expense per site and encourage a refresh of sites to become available for temporary activity. Staff recommend a minor amendment:
- 5.12.1 That a cumulative/multi-year monetary limit of \$15,000 is set for each site.
- 5.13 Staff note that this amended criteria will be used to assess sites currently receiving the Incentive, and that the Incentive may cease for some sites.
- 5.14 The Incentive is an existing tool that can be folded into the Vacant Sites Strategy and kept under review as development and implementation of that Strategy evolves, and will continue to be managed within current processes.
- 5.15 The recommendations in this report include a reconfirmation of delegations for operational matters. This delegation was approved when the Incentive was reviewed in 2018. To effectively support the Vacant Sites Programme, staff delegation may be required to adapt the Incentive to support priorities and/or aims outlined through the Programme. This delegation sits with the Head of Urban Design, Regeneration and Heritage.

6. Policy Framework Implications / Ngā Hīraunga ā- Kaupapa here

Strategic Alignment / Te Rautaki Tīaroaro

- 6.1 This report supports the [Council's Long Term Plan \(2018 - 2028\)](#):
- 6.1.1 Activity: Strategic Planning and Policy
- Level of Service: 17.0.20.4 Place-based policy and planning advice to support integrated urban regeneration and planning. - Allocate grant funds as per operational policy and terms of reference.
- 6.2 This report supports the [Council's Strategic Framework 2020](#):
- 6.2.1 Strategic Priorities:
- Enabling active and connected communities to own their future
 - Accelerating the momentum the city needs
- 6.2.2 Community Outcomes:
- Resilient Communities
 - Liveable City
 - Prosperous economy

Policy Consistency / Te Whai Kaupapa here

- 6.3 This option is consistent with Council's Plans and Policies. Although this issue is not specifically identified in the Council's Long Term Plan it will assist in improving the urban environment and is consistent with the longer-term strategy of urban regeneration to enliven the city and connect residents and visitors with urban regeneration and economic recovery.

Impact on Mana Whenua / Ngā Whai Take Mana Whenua

- 6.4 The option does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture and traditions.

7. Resource Implications / Ngā Hīraunga Rauemi

Capex/Opex / Ngā Utu Whakahaere

- 7.1 Cost to Implement - up to \$40,000 depending on uptake. Budget was confirmed by Council in the 2020 amended Annual Plan.
- 7.2 Maintenance/Ongoing costs - minimal staff time is required to provide administration of the Incentive, particularly where the contact is initially facilitated by LiVS.
- 7.3 Funding Source - available from operational budget within the Urban Design, Regeneration and Heritage Unit.
- 7.4 Administration – as part of an existing programme the processes are well established.

8. Legal Implications / Ngā Hīraunga ā-Ture

Statutory power to undertake proposals in the report / Te Manatū Whakahaere Kaupapa

- 8.1 There is no legal context, issue or implication relevant to this decision.
- 8.2 This report has not been reviewed and approved by the Legal Services Unit

9. Risk Management Implications / Ngā Hīraunga Tūraru

- 9.1 None identified.

Attachments / Ngā Tāpirihanga

There are no appendices to this report.

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
Not Applicable	Not Applicable

Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Authors	Brindi Joy - Transitional Projects Advisor Ceciel DelaRue - Team Leader Urban Design
Approved By	Carolyn Ingles - Head of Urban Regeneration, Design and Heritage Brendan Anstiss - General Manager Strategy and Transformation

8. Chairperson's Report: Residents' Forum

Reference / Te Tohutoro: 20/911365

Report of / Te Pou Matua: Councillor Sara Templeton, Chair of Sustainability and Community Resilience Committee

General Manager / Pouwhakarae: Not Applicable

1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is to provide a proposed approach to support the establishment of a Residents' Forum to help identify barriers to engagement and guide the Council's engagement with residents on issues of city-wide importance, including the Long Term Plan.
- 1.2 Note that this approach relates specifically to engagement in decision-making (people providing feedback and submissions) rather than engagement in Council events and activities, or with facilities and services.

2. Chairperson's Recommendations

That the Sustainability and Community Resilience Committee:

1. Endorse the proposed approach for the Residents' Forum, as set out in this report.

3. Detail / Te Whakamahuki

- 3.1 On 23 July 2020 the Council passed the following resolution:
That the Council:
 - a. Approves the establishment of a Residents' Forum to help identify barriers to engagement and guide the Council in its engagement with residents over issues of city-wide importance, including the Long Term Plan.
 - b. Notes that this Forum will be in the Terms of Reference of the Sustainability and Community Resilience Committee.
- 3.2 The resolution was in response to feedback in the Annual Plan, and from the 2020 Christchurch City Council General Service Satisfaction (Residents') Survey, that people do not feel they can have an impact on decisions that affect their future.
- 3.3 In this Residents' Survey, 28.9 per cent of respondents said they understood Council decision making, 23.1 per cent were satisfied with the accuracy of information about Council decisions and 26.2 per cent were satisfied that information about decision-making was prompt and timely. Only 37 per cent were satisfied that the Council makes decisions in the best interests of the city, with 26.3 per cent believing the public has no influence on Council decision-making. On average, just 26 per cent of survey participants were satisfied with the ability to participate in and contribute to Council decision making (Level of Service target: 41 per cent).
- 3.4 We know many people are having their say (in 2019-20 we received more than 5682 submissions across 43 consultations, not including the draft Annual Plan consultation). However, from the residents' Survey there also appears to be increased cynicism and loss of trust in the process. People are telling us they question the transparency of Council decision-making, that staff and/or councillors have their own agendas and are ignoring residents'

wishes, and that there is no point engaging when the Council doesn't listen and/or when decisions are predetermined. There is also criticism that Council doesn't provide all the information they need to engage properly in the decision-making process, or that the information isn't provided early enough or isn't accurate.

- 3.5 We also know that we often hear from the same kinds of people, and that there are demographics/whole communities who are largely silent in our engagement processes.
- 3.6 Our objectives for this project are to:
- Understand things from our residents' point of view – the reasons why they provide feedback, and why they don't.
 - Identify barriers to providing feedback, and come up with solutions to resolve these barriers.
 - Identify what about our engagement is working, and the reasons why it is working.
- 3.7 The outcome we want from this project:
- More people feel they are being listened to, and that their views are respected.
 - An increased understanding of the decision-making process and how people can have their say.
 - More people trust Council's decision-making process.
 - Improved reach into diverse communities and other sectors who have not previously engaged with Council.
 - More people involved in decision-making – at the right point in the process, and in a way that appropriately reflects their level of influence on that decision.
- 3.8 While an increased number of submissions / more feedback is not an outcome that drives this project, we are assuming that if the above outcomes are achieved this will result in more residents, from more communities, choosing to have their say.

Proposed approach

- 3.9 The Resident's Forum needs to be viewed as a programme of work to improve our engagement with residents on issues of city-wide importance, rather than a one-off event. Our suggested approach is in three phases, as outlined below.
- 3.10 **Phase 1: research and analysis (October – November 2020):** the purpose of this phase is to understand how and why people currently engage, or don't engage, with the decision-making process. Specifically we need to understand what people know about the decision-making process in general, what we are doing well, and what are the opportunities for us to do better.
- 3.11 This phase would involve establishing an online People's Panel (similar to what Auckland and Dunedin Councils both do, and along the lines of what Christchurch City Council's Monitoring and Research team already do with their 'Life in Christchurch' surveys). We would also run workshops with harder to reach audiences who may not engage with the survey. Councillors and Community Board members will be invited to take part in these workshops.
- 3.12 This phase would be supported by a communications plan to encourage participation. A proposed communications tactic will be to have a tile on the front page of the website, promoting the People's Panel and how people can sign up to be involved.

- 3.13 The costs for this phase can largely be managed inhouse and within existing budgets.
- 3.14 **Phase 2: testing, finding solutions and creating a plan (February 2020):** the purpose of this phase is to test what we have heard to identify where our strengths lie, where the opportunities are, and how we can improve our engagement processes.
- 3.15 The proposed tactic for this phase is to establish a Residents' Forum (a group of 30-50 people representing the demographics of the city). The Residents' Forum would receive the information from phase 1, deliberate on the findings to come to some conclusions, and provide recommendations.
- 3.16 The Residents' Forum is currently an unbudgeted cost that will need to be found from existing budget. Best practice engagement indicates participants should receive some token of recognition acknowledgement for their time and involvement, and independent facilitation would be required. Assuming a Forum of 30-50 people, costs are estimated between \$10,000 and \$15,000.
- 3.17 **Phase 3 – summary report:** the Residents' Forum's report, along with Council staff responses and a proposed implementation plan, would be taken to the Sustainability and Community Resilience Committee for endorsement, and used to inform future engagement with residents.
- 3.18 Ongoing, the Residents' Forum could evolve to become a focus group to support and guide Council's engagement processes.

Signatories / Ngā Kaiwaitohu

Authors	Katy McRae, Manager Engagement
	Di Keenan, Head of Public Information & Participation
	Mary Richardson, General Manager Citizens and Community
Approved By	Councillor Sara Templeton - Chair of Sustainability and Community Resilience Committee

Attachments / Ngā Tāpirihanga

There are no appendices to this report.

9. Resolution to Exclude the Public

Section 48, Local Government Official Information and Meetings Act 1987.

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) 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 relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
10.	COMMUNITY ORGANISATION LOAN SCHEME	S7(2)(B)(II)	PREJUDICE COMMERCIAL POSITION	DISCLOSURE OF INFORMATION WOULD REVEAL THE FINANCIAL HEALTH OF COMMUNITY ORGANISATIONS THAT MAY BE DETRIMENTAL TO THEIR ONGOING OPERATION.	31 AUGUST 2026 RELEASE THE ADOPTED RECOMMENDATIONS IMMEDIATELY AFTER ADVISING THE LOAN ORGANISATION. RELEASE THE DETAIL RELATING TO EACH ORGANISATION AT THE END OF THE LOAN TERM.