



# MEETING

of

# Infrastructure and Services Committee

## AGENDA

**Time:** 3:00 pm  
**Date:** Wednesday, 4 October 2023  
**Venue:** Waiata House  
Lincoln Road  
Masterton

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## MEMBERSHIP

Councillor David Holmes (Chairperson)

Mayor Gary Caffell

Councillor Bex Johnson

Councillor Craig Bowyer

Councillor Brent Goodwin

Councillor Tom Hullena

Councillor Stella Lennox

Councillor Tim Nelson

Iwi Representative Ra Smith

Councillor Marama Tuuta

## Values

1. **Public interest:** members will serve the best interests of the people within the Masterton district and discharge their duties conscientiously, to the best of their ability.
2. **Public trust:** members, in order to foster community confidence and trust in their Council, will work together constructively and uphold the values of honesty, integrity, accountability and transparency.
3. **Ethical behaviour:** members will not place themselves in situations where their honesty and integrity may be questioned, will not behave improperly and will avoid the appearance of any such behaviour.
4. **Objectivity:** members will make decisions on merit; including appointments, awarding contracts, and recommending individuals for rewards or benefits.
5. **Respect for others:** will treat people, including other members, with respect and courtesy, regardless of their ethnicity, age, religion, gender, sexual orientation, or disability. Members will respect the impartiality and integrity of Council staff.
6. **Duty to uphold the law:** members will comply with all legislative requirements applying to their role, abide by this Code, and act in accordance with the trust placed in them by the public.
7. **Equitable contribution:** members will take all reasonable steps to ensure they fulfil the duties and responsibilities of office, including attending meetings and workshops, preparing for meetings, attending civic events, and participating in relevant training seminars.
8. **Leadership:** members will actively promote and support these principles and ensure they are reflected in the way in which MDC operates, including a regular review and assessment of MDC's collective performance.

These values complement, and work in conjunction with, the principles of section 14 of the LGA 2002; the governance principles of section 39 of the LGA 2002; and our MDC governance principles:

<b>Whakamana Tangata</b>	Respecting the mandate of each member, and ensuring the integrity of the committee as a whole by acknowledging the principle of collective responsibility and decision-making.
<b>Manaakitanga</b>	Recognising and embracing the mana of others.
<b>Rangatiratanga</b>	Demonstrating effective leadership with integrity, humility, honesty and transparency.
<b>Whanaungatanga</b>	Building and sustaining effective and efficient relationships.
<b>Kotahitanga</b>	Working collectively.

## Order Of Business

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**1 CONFLICTS OF INTEREST**

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

**2 APOLOGIES**

The Chair invites notice from members of apologies, including apologies for lateness and early departure from the meeting.

**3 PUBLIC FORUM**

**4 ITEMS NOT ON THE AGENDA**

The Chairperson will give notice of items not on the agenda as follows:

*Matters requiring urgent attention as determined by resolution of the Council*

- The reason why the item is not on the agenda; and
- The reason why discussion of the item cannot be delayed until a subsequent meeting.

*Minor matters relating to the general business of Council*

No resolution, decision or recommendation may be made in respect of the item except to refer it to a subsequent meeting of Masterton District Council for further discussion.

## **5 REPORTS FOR INFORMATION**

### **5.1 COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE**

**File Number:**

**Author:** Corin Haines, Manager Community Facilities and Activities

**Authoriser:** Corin Haines, Manager Community Facilities and Activities

#### **PURPOSE**

The purpose of this report is to provide the Infrastructure and Services Committee with an update from Community Facilities and Activities on key projects and summary of progress since the last report, including highlights and any new issues.

#### **RECOMMENDATION**

That the Infrastructure and Services Committee receives the update from the Community Facilities and Activities team on key projects and a summary of progress since the last report.

#### **ATTACHMENTS**

- 1. Community Facilities and Activities Infrastructure and Services Update** [↓](#) 

## **COMMUNITY FACILITIES AND ACTIVITIES INFRASTRUCTURE AND SERVICES UPDATE**

### **Key Projects Currently Underway – Summary**

Community Facilities and Activities have a capital budget of \$8.119 million for the 2023/24 financial year. Our larger financial projects will be reported via the Project's Office, Assets and Operation's report:

- Hood Aerodrome; \$16 million
- Youth Hub; \$300,000

The team also have operational projects as follows:

### **Properties**

#### ***Senior Housing***

The Panama Village carpark extension is progressing ahead of schedule, with all ground preparation and kerbing work completed. The groundwork has passed compaction tests, allowing the asphaltting phase to commence. This is scheduled to begin after 18 September 2023, weather dependant. Panama residents have expressed keen interest in the works and have continued to support the alternative parking plan put in place for the project.

Ground conditions have improved sufficiently to enable the installation of new outdoor tables and seating at Panama Village and at Laurent Place.

Maintenance work is scheduled to replace spouting on Panama Village units, and work is scheduled to replace a roof and wiring on a Laurent Place unit. One unit at Panama Village is having an interior refresh due to an opportunity between tenants. The current waiting list continues to fluctuate between 55 – 60 applicants.

Officers have settled the insurance claim for the Panama Homestead garage fire damage that occurred at the end of 2022 and will be progressing repairs once the scope of works is finalised. Work will involve roofing, painting, electrical and carpentry repairs.

#### ***Leased Facilities***

- Douglas Villa Football Club - With the conclusion of the regular football season and Douglas Villa's last tournament for the year wrapped up successfully, construction of the new access ramp to the upper level is now underway. Douglas Villa have asked Council officers to investigate the possibility of bringing a 3-phase power supply to the building, which will have the risks and merits assessed before a decision is made to progress any further building upgrades.
- Queen Elizabeth Park Sports Club Inc – All works are completed for the seismic strengthening, along with interior renovations that saw paint, flooring and heating upgrades. Producer Statements have been collated for the work to receive its code of compliance sign off, and issue of BWOF.
- Queen Elizabeth Park Croquet Club - A large shed that required removal for the Panama Village carpark expansion has been re-purposed and delivered to the Croquet

Club. A new foundation has been prepared by the Club to house the shed within the grounds of the Club's lease area. This will enable the Club to secure and house club assets on site, freeing up space in the main park shed which is currently provided by our Parks Contractor.

### **Facilities**

- Trust House Recreation Centre – The condition and energy assessment work for the facility remains on track, with the finalised report due to Council during October 2023.

Officers have settled the insurance claim for the repair to the rear toddler pool roof. Work will now focus on addressing the roof beam delamination and selecting the most appropriate roof material to prevent future failures, with the aim to get it back open as quickly as possible.

A refurbishment of the sauna has been completed, an initial fault with the seating evolved into the discovery of further structural deterioration of the wall framing. The sauna was gutted and rebuilt whilst addressing the reasons for deterioration. It now has new Cedar panelling and seating.

- Waiata House – Seal repairs on the central atrium glass ceiling have been completed, and the large skylight has experienced several heavy rain events since to test the effectiveness, the outcome to date has been positive.
- Municipal Building - Roof repairs have been completed to address a leak affecting the condition of the upper level.
- Mawley Park – Improvements to the exterior of the Caretaker's residence has seen improved lighting installed, and some ground works to improve driveway conditions carried out. Groundwork to create further stable parking areas for some of the powered sites has been measured out and will be scheduled in the coming months.
- CCTV - Capital investment to upgrade aspects of the CBD CCTV network has been approved and will occur in early October 2023, which will see improved high-definition cameras installed at the towns northern roundabout, and at the Skatepark. The network will also be expanded to increase coverage of the Wrigley Street carpark and its intersection with Chapel Street due to anecdotal vehicle theft activity.

### **Parks and Reserves**

- Queen Elizabeth Park – The VE, VJ and 21<sup>st</sup> Squadron 50<sup>th</sup> Anniversary Plaques have been relocated from within the park to sit closer to the War Memorial Cenotaph. The RSA plan to re-dedicate the plaques as part of their Armistice Day Remembrance Service on 11 November 2023.

Wairarapa Police apprehended a 50-year-old Masterton woman in early September for theft of a vast number of plants and flowers from Queen Elizabeth Park. A conservative cost of the damage and loss has been assessed at \$4,392. A request to seek reparation on Council's behalf has been made, and the woman has been trespassed.



Another surplus asset from the Panama Village car-park expansion has enabled a free-standing carport structure to be relocated to beside the Queen Elizabeth Park Mower Shed. This will be enclosed and gated to provide an accessible but secure storage location for the cricket covers.

- Skatepark – Portaloos will be supplied to the Skatepark over the School Holiday period, with a daily cleaning schedule in place through our Parks Contractor.

Work with the community continues, with a clear appetite from supportive businesses to help Council deliver a Youth Hub within budget. Council officers are also investigating external funding opportunities to assist in the delivery of the project.

- Cemeteries – The Riverside Cemetery is having the Services section expanded to the east, to enable provision for more burial sites. This area had previous tree removals in anticipation for the need to increase the area.
- Street Trees – The Planes Trees along the Northern side of Renall Street will undergo a third canopy reduction during the School Holidays as the first stage of bringing the trees back to a pollarded state. Further work in Winter 2024 will be completed to finish the work. Once completed, the Roding Team will schedule in footpath repairs to resolve the extensive root disturbance this section of footpath has experienced.

Work in the King Edward Street area to remove and then re-plant appropriate trees is also being carried out, to support infrastructure maintenance and upgrades.

- Reserves – The Riversdale Beach Northern Reserve will have work carried out to stabilise beach access and provide assurance for the Riversdale Beach Surf Life Saving Club over their upcoming season, which starts with a large competition weekend on 7 October 2023. Greater Wellington Regional Council will be assisting with a retrospective Resource Consent for the work being carried out.

This does not include the more western Motuwaireka Stream bank which has also been compromised, and further loss of reserve land has seen the need to close off further areas to the public. Any work beyond stabilising beach access will require a full resource consent process, consultation with River Engineers and development of a suitable plan that is cognisant of ecological and environmental factors. Greater Wellington Regional Council have recommended a 'let nature take its course' approach in the interim.

Progress has been made on the Key Native Eco-system planting programme in the Southern Reserve at Riversdale Beach, with further planting occurring around the escarpment to support the collaborative partnership Council holds with Greater Wellington Regional Council.

### **Contractors**

#### **Belgravia Leisure**

##### ***Trust House Recreation Centre Contract***

Visitor numbers continue to track positively, and the increase in senior members of our community using the Stadium as an activity space is also pleasing. Belgravia continue to report increased energy costs as one of the main impacts on the business. The condition

report (expected in October 2023) will include the potential for use of solar at the site which would assist in alleviating the issue.

### ***Mawley Park Contract***

Mawley Park has started the year with their occupancy rates tracking behind where they were this time last year, we will be monitoring to see if this turns around or is part of a bigger trend. Looking ahead, the Wings over Wairarapa Event has generated full bookings.

### **Recreational Services**

#### ***Parks and Open Spaces Maintenance Contract***

Recreational Services Limited have started the new year positively, and as the weather conditions continue to improve and grounds harden, back-capturing differed maintenance and ordered work has been a big focus.

An independent Playground Audit has been completed, and the outcome also reflects positively on our Contractor, with only a handful of issues picked up across our eleven playgrounds which are being addressed.

### **Library and Archive**

The work to bring the basement area back to a manageable environment has seen improvements, thanks to the use of air conditioning units and filtered ducting, and the extraction unit to help remove moisture, and removal of contaminated fixtures and fittings.

### **Community Development**

#### ***Waitangi Day 2024***

The preparations for Waitangi Day festivities are in their final stages, with ongoing collaboration between our team and both iwi. Our team is preparing an application to seek funding from the Ministry of Culture and Heritage to support these events.

#### ***Welcoming Communities***

The Welcoming Communities Advisor (WCA) warmly received and introduced the concept of Welcoming Communities to 28 newly arrived nurses who are undergoing their CAP course at UCOL for an 8-week duration. The WCA extended support in terms of fostering community connections, assisting with housing, and providing orientation for their settlement. Additionally, they actively engaged these individuals in Welcoming Week activities.

In summary, Welcoming Week, which took place from 1 – 8 September, achieved remarkable success. Two Masterton Primary Schools participated in a Cultural Dress Day, we had a memorable Powhiri ceremony for Refugee families at Te Ore Ore Marae, organised by mana whenua. Additionally, the Teeyan Da Mela, a vibrant women's dance festival originating from the Punjab region, saw an impressive turnout of 60-70 attendees. Furthermore, we hosted a separate Welcoming Walk event, which drew around 35-40 participants. Four panelists at the Human Library shared their inspiring journeys to Masterton, garnering positive feedback from attendees. The grand finale was the Masterton Cultural Festival.

### ***Cultural Festival***

On 9 September, the Community Development team ran the Cultural Festival on Park Street. We had eight food and drink stalls including chop suey, curries, samosas, pani puri, crepes, panikeke, coffee, chai tea and more! All food stalls either sold out or were close to selling out.

We had a stage and sound support from Noise Productions Limited and 10 performers across the day including traditional Indian dance, Czech music, Kapa Haka, and Polynesian dance. The entertainment was very well received with people sitting and engaging for several acts as they ate. There were particularly big groups present when the school groups from Chanel College and Te Kura Kaupapa Māori o Wairarapa performed. In between performances, the day was MC'd by Mereana Loupa, who did a great job of engaging the crowd and getting them to compete in small competitions and giveaways. Mereana gave away prizes kindly donated by Trade Aid.

There were also four information stalls on the day – The Ahmadiyya Community, Trade Aid, REAP Wairarapa and the Electoral Commission. All stalls reported good engagement, particularly the Electoral Commission who had 30 new enrolments.

Overall, the feedback from the event was very positive. As the festival was a free event, we do not have attendance numbers but at any one time there were probably a couple of hundred people present. On the day we had numerous people come up to the team thanking us for the event and asking to be involved next year. In addition, the feedback on social media seems generally positive. Retailers in the vicinity of Park Street were visited by Council officers before the event and it was made clear that access for delivery vehicles would be maintained and no concerns were raised at that time. However, there was one complaint from a local store owner on social media after the event about parking space outside their store.

### ***Whitipoua Bridge***

Currently, just under half of the "paewhiri" (posts) on the bridge have English names. Enquiries have been made with the artists to determine if they plan to translate these names, as this translation will be included with the reinstallation of the signage which was vandalised earlier in the year. Conversations were also held with the artists regarding the recording of stories. These stories can be linked to QR codes that will connect to a storytelling App, allowing for the narration of the paewhiri's history. The local Kura is enthusiastic about involving their own media class in this storytelling endeavour.

### ***Youth Council***

As part of Inspiring Communities' 'Impact Challenge', The Youth Council were awarded a \$200 micro-grant to run an event around climate change and climate justice.

The rangatahi led event was held at The Shady Mellow on 14 September, with 16 rangatahi in attendance.

Two Youth Council members led the event, which included a planting activity with the Wairarapa Community Centre, a video of encouragement from Sophie Handford (Paekākāriki–Raumati Ward Councillor and Youth Activist), platters made predominately from rescued kai donated from The Wairarapa Community Centre and a group activity encouraging rangatahi to brainstorm 'what needs to change in the community regarding climate change?'.  

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Next steps are a de-brief with the Youth Council committee who lead this mahi, and deciding if there are any actions that can be implemented into the Youth Council's work plan, from discussions with youth as part of this event.

### ***Resident Associations***

We are engaged in a collaborative effort with the library to facilitate a connection between Eastside and Solway Community Associations, allowing them the opportunity to host DORA (Digital On-Road Access) for a series of digital classes from 6 – 17 November 2023 in their respective communities.

### ***Riversdale Beach Community Plan***

We hosted a workshop on the Riversdale Beach Community Plan for local residents on 10 September. Approximately 35-40 attendees joined us to receive information collected during the engagement phase and engage in discussions regarding the five priority areas identified. The workshop had a positive atmosphere, resulting in the identification of prioritised actions and projects that Riversdale Beach intends to focus on in the upcoming years.

We are also collaborating with Georgia-May from the library and Deb, our Community Activator, to gather feedback for the Riversdale Beach Community Plan from mana whenua/hapū. Additionally, they are actively involved in compiling the Māori history section for the plan. They will be dedicating their efforts over the next month to initiate and progress this work.

### ***Neighbourhood Support***

#### **• Food Resilience Project – GROW Bins**

Five participants will receive the first GROW bins on 20 September 2023. These participants have met the project criteria, which involves collaboration with the Wairarapa Community Centre's Community Garden, Welcoming Communities, and Neighbourhood Support.

The criteria for participants include:

- Education; they must attend at least one workshop, such as Lasagne Composting.
- New Residents to Masterton; within a 5-year period.
- Participation and Inclusion; they should be regular visitors to the Community Garden and actively engage in garden activities.

Our aim is to encourage communities to connect and support each other by fostering greater interest within neighborhoods. Volunteers will partner with the participants or neighbours to sustain interest and knowledge in growing one's own produce. Additionally, we hope this initiative will inspire participants to share their kai (food) and knowledge within their neighborhoods.

The funds will provide GROW bins to up to 30 households in Masterton.

**Community Facilities and Activities Infrastructure Projects**

Properties and Facilities							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
<b>Trust House Recreation Centre and War Memorial Stadium - condition and energy assessment</b>  <b>(Feasibility Study into Splash Pad)</b>	Facilities and Open Spaces Manager	Consultants have worked through the condition assessment and prepared quantity surveying guide, continued to collate and interpret information over the facilities energy use, visitor profile and programmes.	Consultants to present draft Condition and Energy Assessment Reports to Officers in September 2023.  Energy Assessment subsidy requirements to be met in October 2023 for EECA (Energy Efficiency & Conservation Authority).	\$120,000	Consultant availability.  Scale of assessment work able to be completed within designated budget.		Full Reports to Council Officers during October 2023.  Full Report on track to enable findings to be used in 2023-24 LTP planning
<b>Reserve Lease Review</b>	Manager Community Facilities and Activities	Lease workshop to confirm the Community Benefit Lease subsidy.	Present the lease for adoption.	Operational cost	Negative reaction from clubs and other leaseholders who have historical or expired agreements that do not comply with current legislation and do not wish to move to new agreements. Assessment of new leases may lead to discussions around potential lease increases.		October

Services

Parks and Open Spaces							
Project Name	Project Lead	This month	Next milestone	Budget	Risk	Council Decision Points	Completion Date
<b>Playground renewals</b>	Parks and Reserves Advisor	Consultation with Waipoua Lions, Henley Trust completed.  Community engagement plan developed and scheduled.	Collation of Community engagement results in October 2023.  Meeting with Waipoua Lions and Henley Trust to discuss scope, and fundraising.  Seek industry interest to develop active space that meets community's needs.	\$180,000  Community contribution to be determined and will compliment Council investment.	Inflation impact on material and labour costs, and contractor availability		Consultation, September - October 2023.  Design and procurement, November 2023 – January 2024  Installation, June 2024
<b>Riverside Cemetery Landscaping Upgrade</b>	Parks and Reserves Advisor	Infill of topsoil and sowing of grass.  Fencing upgrades, and boundary tree maintenance.	Expansion of Services burial area.  Installation of vehicle gate at River Road and development of updated Cemetery signage	\$70,000	Weather conditions delaying project		December 2023
<b>CBD Planting Rejuvenation</b>	Parks and Reserves Advisor	Top up of missed planting areas on Queen St completed.	Project completed.	\$5,000	Adverse weather may affect the planting schedule.		August 2023

Green: On target or low risk

Orange: Slightly off target or some Risk

Red: Significantly off target or Significant Risk

## 5.2 REGULATORY SERVICES INFRASTRUCTURE AND SERVICES UPDATE

**File Number:**

**Author:** Steven May, Manager Regulatory Services

**Authoriser:** Steven May, Manager Regulatory Services

### PURPOSE

The purpose of this report is to provide the Infrastructure and Services Committee with an update from the Building Control Services team, the Consents and Planning team and the Environmental Services team (see Attachment 1).

### RECOMMENDATION

That the Infrastructure and Services Committee receives the update from the Building Control Services, Consents and Planning and Environmental Services teams.

### ATTACHMENTS

1. Regulatory Services Infrastructure and Services Update [↓](#) 
2. Implementation Guide - Sale and Supply of Alcohol (Community Participation) Amendment Act 2023 [↓](#) 

**REGULATORY SERVICES UPDATE**

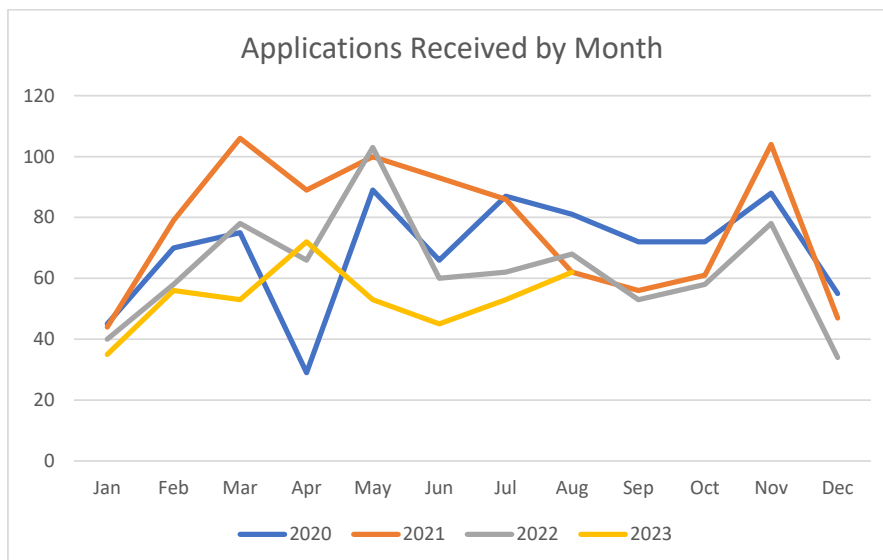
**BUILDING CONTROL SERVICES ACTIVITY**

**Activity Levels, Staff and Service**

Spring has arrived and as expected there has been an increase in applications received and inquiry activity. Our compliance with statutory time frames remains high.

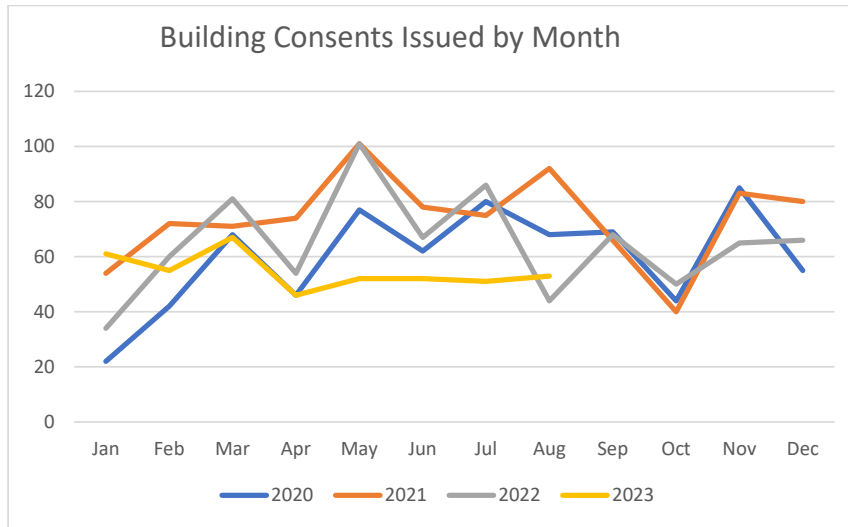
With the current load in the system, we have been able to maintain high levels of customer service and maintain consistent wait times for inspections. Customer satisfaction is often attributed to meeting expectations, as the industry has slowed down, the customer is often pleasantly surprised by the faster service.

**Building Consent Authority Statistics**

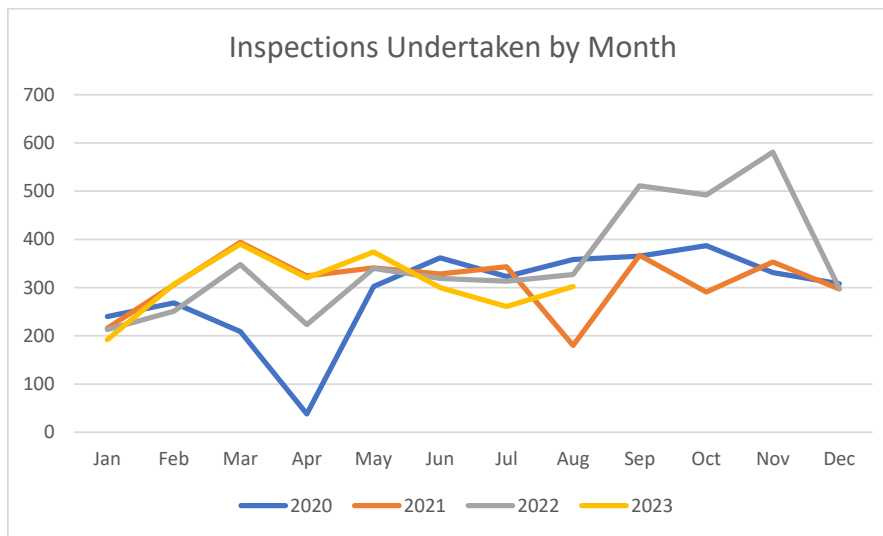


*While May, June and July were low months for applications received there was an increase in August to numbers similar to 2021 and 2022.*

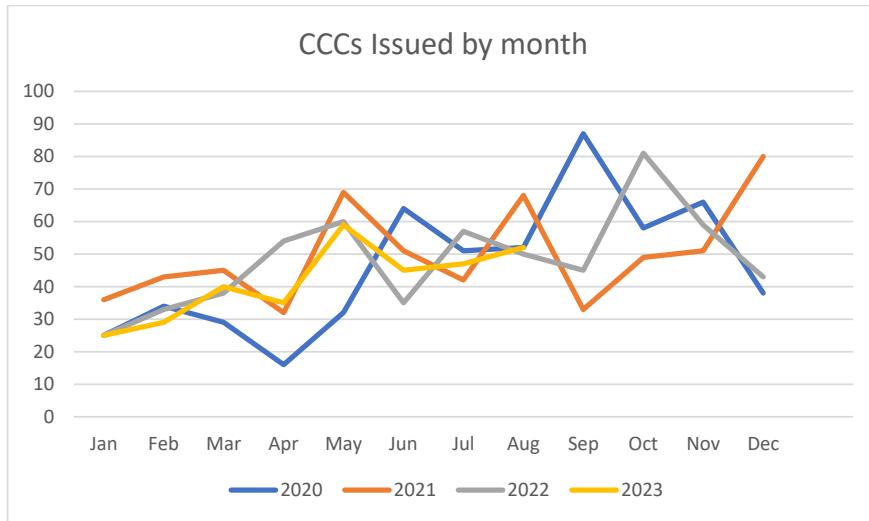




*Building consents issued are governed by applications received, as it takes 10-20 working days for processing, we expect to see an increase of consents issued in September.*



*Inspection numbers remain typically low for this time of year.*



Our CCCs issued climbed in August for the second strongest result of the calendar year.

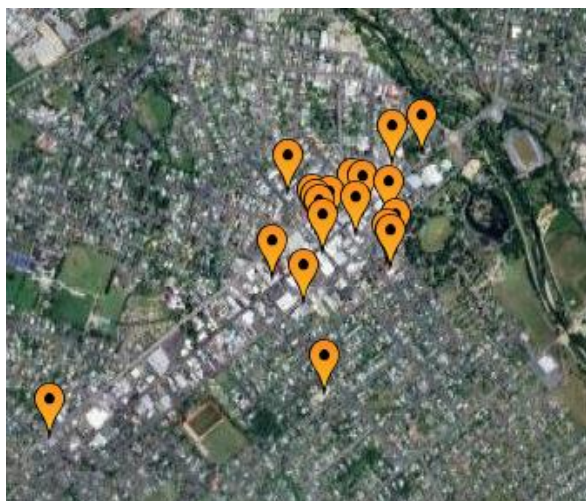
## TA Building Functions

### Building Warrants of Fitness (BWoF)

Annual BWoF renewals continue, all renewals are being reviewed within a 20-working day period. There are still 8 BWoFs outstanding of the 400 currently active, we consider this acceptable as the buildings involved are low risk. We continue to work with building owners and their Independent Qualified Persons to get them through the compliance process.

### Earthquake Prone Buildings

The EPB Notice audit and follow up is now complete, all currently registered EPBs are displaying their notices in a publicly prominent place (as required by the Act). There are now 79 earthquake prone buildings in Masterton. The first buildings reach expiry in early 2026.



*Snip from the national EPB register of Masterton*

### Swimming Pool Barriers

We have continued with pool barrier inspections through the period. We are now 52% through the pool register. We are still on target to complete all pool barriers by the end of the calendar year.

### CONSENTS AND PLANNING ACTIVITY

#### Resource Consents

The Planning Team has processed the following consents for 1 July 2023 to 31 August 2023:

Type of Consent Received	Number of Consents Processed 1 July 2022 - 31 Aug 2022	Number of Consents Processed 1 July 2023 - 31 Aug 2023	% Within RMA timeframe
Land use	10	15	100%
Subdivision	9	14	92.86%
Permitted Boundary	3	5	100% (within 10 days)
<b>TOTAL</b>	<b>22</b>	<b>34</b>	<b>97.62%</b>

A total of 34 applications were received between 1 July 2023 – 31 August 2023. No application is on hold.

#### LIMs (Land Information Memorandum)

Period	1 July 2022 - 31 Aug 2022	1 July 2023 – 31 Aug 2023	% Within Required Timeframe
Number of LIMs Processed	44	54	100%

#### Planning Enquires - 1 January 2023 to 31 August 2023

Period	Number of Enquiries
January 2023	51
February 2023	45
March 2023	36
April 2023	33
May 2023	80
June 2023	44
July 2023	33
August 2023	41
<b>Total</b>	<b>363</b>

### **Limited Notified Application**

Two applications were limited notified in the last couple of months, and no submissions were received:

**RM230052** – 13 lot residential subdivision and land use application for 12 residential units

**RM230093** - 12 lot residential subdivision and land use application for 12 residential units

### **Wairarapa Combined Proposed District Plan**

The Joint Committee will have its final meeting on 5 October 2023 to confirm the notification of the Proposed District Plan which will be publicly notified later in the month.

The submission phase will run till 19 December 2023, with a summary of submissions in February/March 2024, further submissions in April 2024 and close of further submission in May 2024.

The Joint Committee will also be considering and discussing the next phase of the Proposed District Plan mainly the submission and hearing phases – to consider the composition of hearing panel, dates and venues. This phase is scheduled from around July 2024 onwards.

## **ENVIRONMENTAL SERVICES ACTIVITY**

### **Bylaws and Parking**

#### ***Stock and grazing***

There has been only one grazing permit applied for and issued in over 12 months. People wanting to graze animals on berms are only permitted to do so during daylight hours and as long as all animals are confined by a temporary fence or controlled by a sufficient number of adult drovers. Along with a grazing permit application that has been submitted and approved by an authorised officer. Grazing permits are issued for a period of 3 months. Grazing stock is prohibited within 1.5m of the roadway or within 0.5m of any waterway or culvert.

#### ***Footpath obstructions***

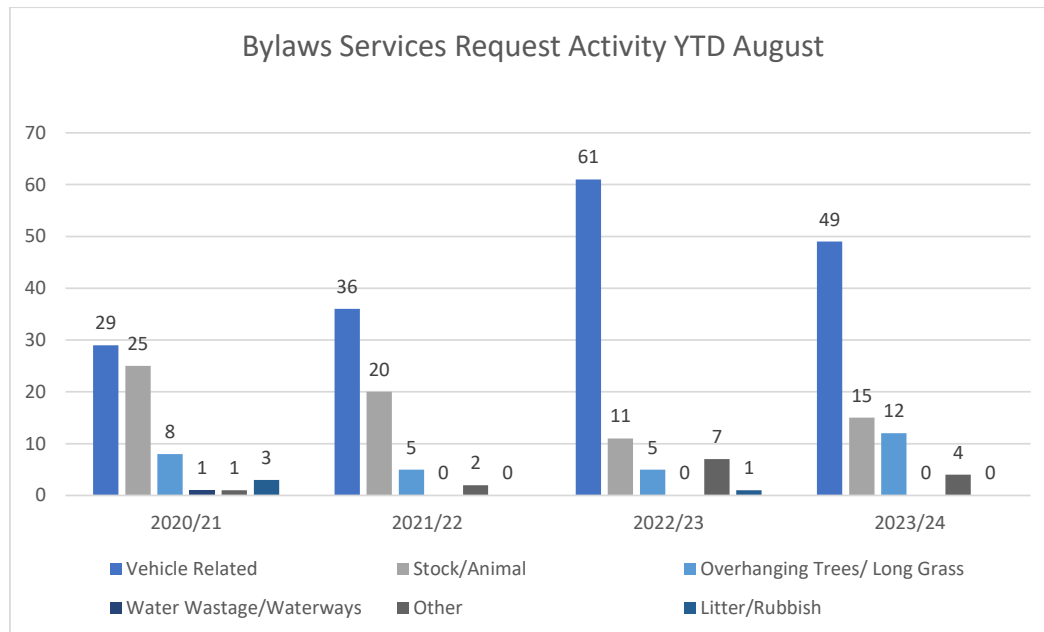
With the sun shining and the warmer weather upon us, more people are getting out and about in the community. This will increase with daylight savings having started on Sunday 24 September 2023 and more people getting out using the footpaths. The Animal and Bylaw Services team are beginning to see requests for service coming in with concerns about trees and greenery encroaching out into the public spaces along with concern about having their pedestrian access impacted by an illegally parked vehicle.

This can be a concern for all walkers, but in particular for people who have limited mobility or use mobility devices, or who are vulnerable such as our young and elderly, as this can force people off the footpath to get past the shrubbery or vehicles putting them at unnecessary risk.

With this new spring growth, if property owners and residents have trees, shrubs, hedges, or

ground cover growing on or near the property boundary, it would be proactive to monitor the growth. If it is growing outside the property or hangs lower than 2.7 meters from the footpath, get it trimmed back so all the community can enjoy getting out and about in the sun.

Animal and Bylaws Services is asking drivers to think about where and how they park for the safety of the community.



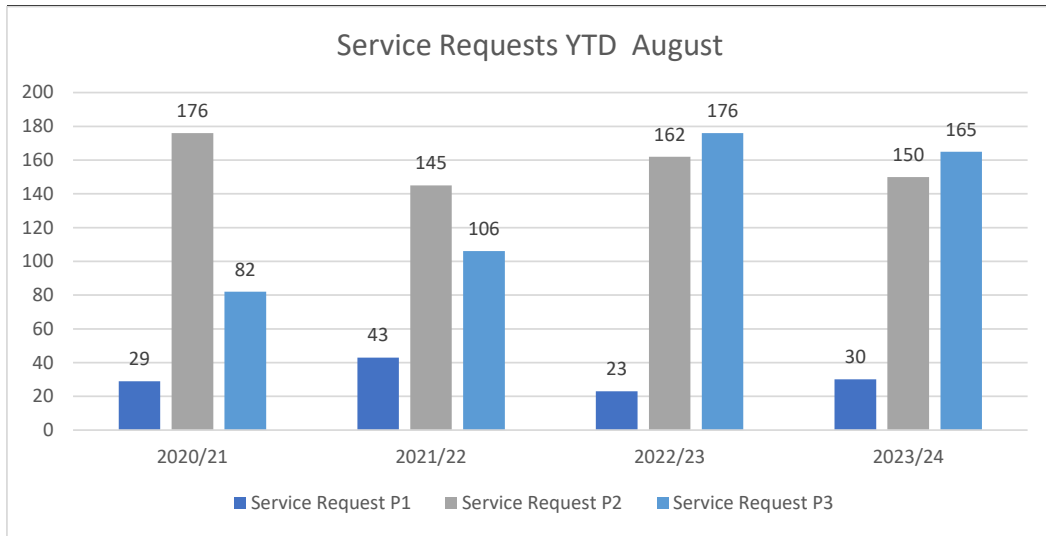
**Dog Control**

The Animal and Bylaws team are pleased to welcome a new member of staff to the team which filled a vacancy. The team are working hard to catch up on outstanding work.

**Service requests**

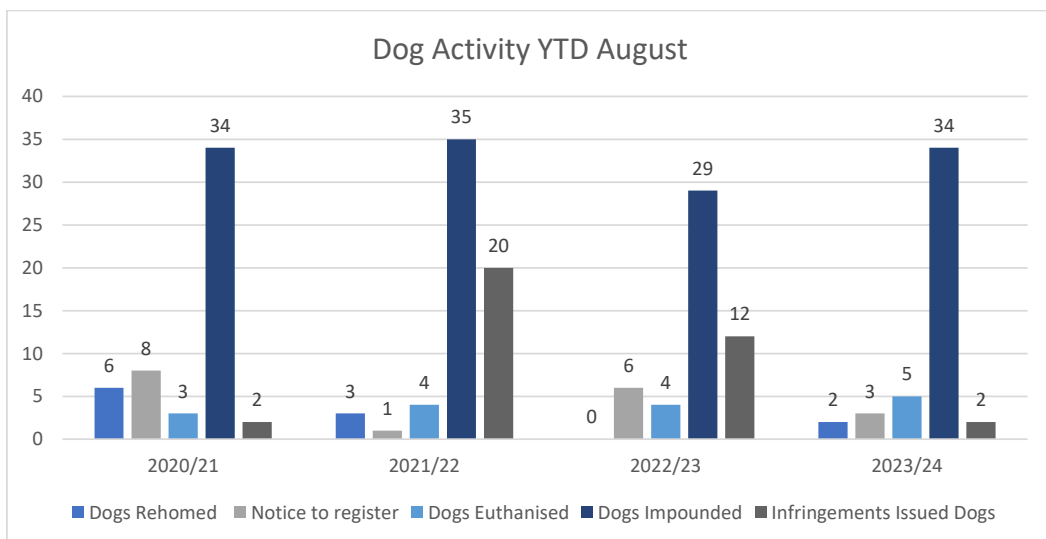
P1, P2 and P3 reflect the priority/urgency of the requests for service received.

- P1 – The most urgent calls, for example, dog attacks, police assistance. Attendance within one hour.
- P2 – Barking, contained dog for collection and wandering. Attendance within 24 hours.
- P3 - Non-urgent requests, for example changing details on a dog account. Response within 5 working days.



The past 2 months have been a busy time with Animal Services impounding 34 roaming dogs. 27 were returned to their owners and 5 were not claimed. Of the dogs impounded, 20 were unregistered, with 2 having no known owner and no one came forward for them.

Over the past 3 months there have been 5 unclaimed dogs, 3 have been rehomed by the Animal Services team and SPCA was able to find space for the other 2. All dogs were entire (3 males & 2 females), 4 were under the age of 1 year and 1 slightly older. The Animal Services team is particularly pleased with the rehoming success. None of these dogs had been reported previously as being an issue to the public.

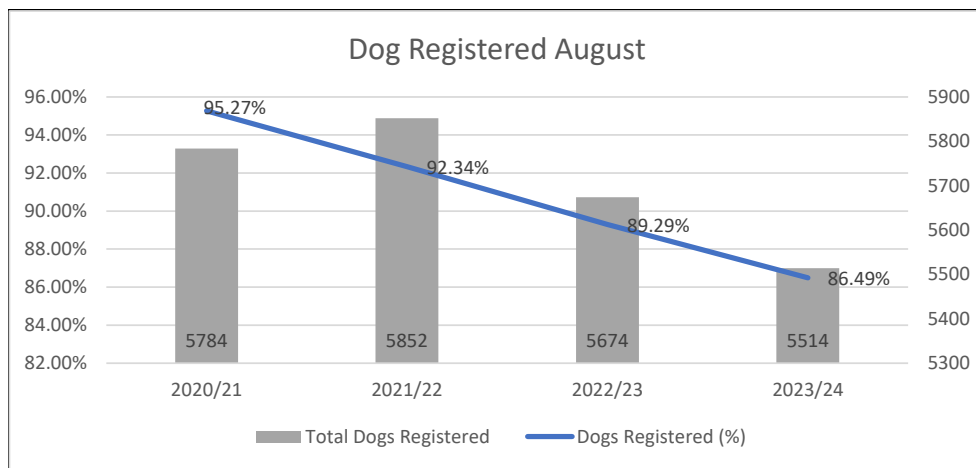


**Dog Registration**

Dog registration compliance has continued to decline this year. At the end of August just over 86% of all known dog owners had registered their dogs. Dog registration 50% penalties were added slightly later this year due to an IT system change that caused delays.

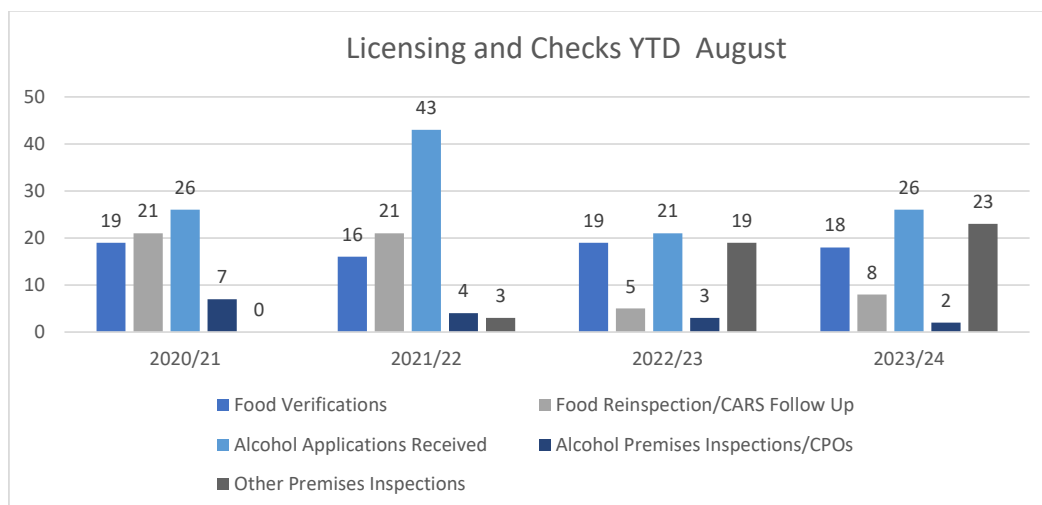
Staff have been following up with unregistered owners via phone and emails trying to get them to comply and avoid having a \$300 infringement issued per dog for failing to register their dog. They will also be commencing property checks to locate unregistered dogs.

Should a known unregistered dog be impounded the owner will need to pay in full the dogs' registration, 50% penalty, impounding, and any sustenance fees before the dog can be released. For an entire urban dog, this would be \$382 for a one-night stay.



**Environmental Health**

**Verifications, inspections and checks**



### **Changes to the Sale and Supply of Alcohol Act 2012**

A significant change has been made to the Act due to the Sale and Supply of Alcohol (Community Participation) Amendment Act 2023 (the Amendment Act) that came into force 31<sup>st</sup> August 2023. These changes will affect anyone involved in alcohol licensing, current and proposed businesses, and the general public. There will be an increased workload to implement these changes for the alcohol licensing team, Licensing Inspectors, and the District Licensing Committee (DLC).

Alcohol licensing has a direct impact on communities including on health, well-being, safety, amenity and good order, as well as having economic implications. The Act provides a range of settings to enable communities to influence alcohol licensing decisions in their neighbourhood, according to its character and circumstance, and its experience with alcohol-related harm. The Amendment Act makes it easier for communities to have a say in alcohol regulation in their area, by making targeted changes to the alcohol licensing process in the Act.

The most significant changes are:

- allow any person/organisation to object to a licence application and increase to public objection period to 25 working days
- changes to the appeal process for provisional local alcohol policies (LAPs)
- allow DLC to decline a renewal of a licence if inconsistent with the LAP
- changes to DLC hearings (come into effect 30 May 2024)
  - avoid unnecessary formality
  - do not permit cross-examination
  - allow tikanga to be incorporated into proceedings
  - allow evidence to be received in te reo Māori.

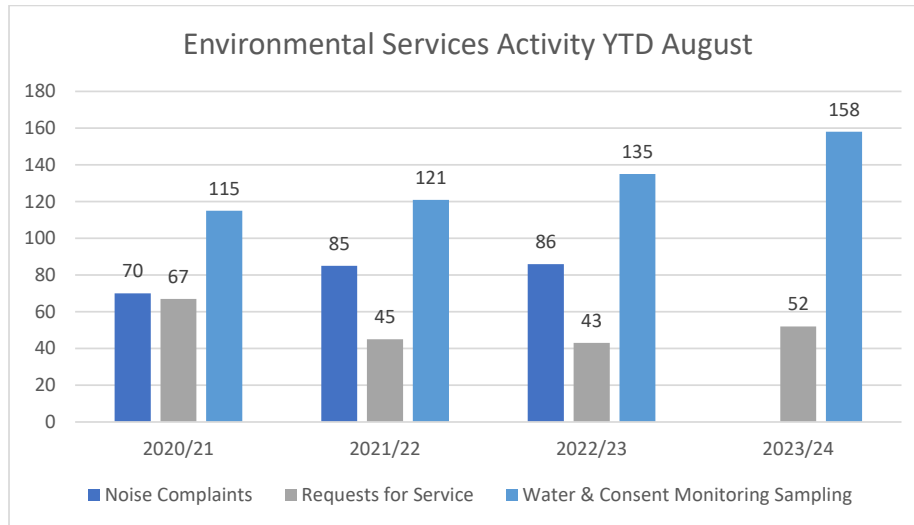
The alcohol licensing team is currently working on updating the application forms to show the changes. And will identify further changes that need to be made when further information is available from the Ministry of Justice.

*Attached: Ministry of Justice Implementation Guide.*

### **Inspectors Professional Development Training 2023 – NZ Institute of Liquor Licensing Inspectors**

The Institute held the first in-person training since 2019. Two Licensing Inspectors attended in early September. The Inspectors received valuable training on current case law and precedence, experiences of other councils, and the role of Licensing Inspector – support, independence, challenges and directions. Fortunately, a presentation was also made on the changes to the legislation, highlighting the significance of the changes to all parts of the licensing process.





### Noise

Service requests for noise control cannot be provided for this year due to system reporting change. As the days get warmer and nights longer noise control officers ask that people think about the noise they are emitting from their property and the effect it may have on their neighbour's enjoyment of their own property.

### Service Requests

The majority of service requests relate to food and alcohol inquiries. The Environmental Health team have been working with new businesses and existing businesses enquiries about registrations and licenses.

### Selling Food

If food is sold at a single one-off event only once in a calendar year, the only requirement is to ensure food is safe and suitable. If food is sold more than once in a calendar year at an event like a fair or market, and it's not for fundraising purposes, then people might need to register under the Food Act 2014, but they still need to notify Council if they are selling food in Masterton District.

Site visits have been completed for both Solway Farmers Market and Rotary Car Boot Sales. There were not any unregistered businesses identified. Staff are working with the market organisers to collect information. It is anticipated that in the summer months there may be an increase in stall holders selling food. Staff will work with event holders and food sellers to get them registered if required.

Cultural Festival: Generated work for reviewing food stall holders preparing high-risk foods. The online form on the Masterton District Council website is working well in most instances although some English as a second language not always able to easily use this method to submit applications.

**Environmental Monitoring**

3 waters implementation has increased sampling requirements for drinking water. This has added to the Environmental Health team's workload. COVID sampling in the wastewater is continuing weekly on behalf of Environmental Science and Research (ESR).

# Implementation Guide

## Changes to the Sale and Supply of Alcohol Act 2012

7 September 2023

Changes have been made to the licensing process in the Sale and Supply of Alcohol Act 2012. The changes make it easier for communities to have a say in how alcohol is regulated in their area. This guide provides information about the changes.

## Overview

Decisions about the way alcohol is sold in New Zealand are mostly made at a local level. The Ministry of Justice administers the Sale and Supply of Alcohol Act 2012 (the Act), and local councils implement it, with input from New Zealand Police and Te Whatu Ora.

Alcohol licensing has a direct impact on communities, including on health, wellbeing, safety, amenity and good order, as well as having economic implications. The Act provides a range of settings to enable communities to influence alcohol licensing decisions in their neighbourhood, according to its character and circumstance, and its experience with alcohol-related harm.

The Sale and Supply of Alcohol (Community Participation) Amendment Act 2023 (the Amendment Act) makes it easier for communities to have a say in alcohol regulation in their area, by making targeted changes to the alcohol licensing process in the Act.

There are two sets of changes.

### Changes in force from 31 August 2023

The first set of changes, which are now in force:

- remove the ability for people to appeal provisional local alcohol policies (LAPs) to the Alcohol Regulatory and Licensing Authority (ARLA)
- enable district licensing committees (DLCs) and ARLA to decline to renew a licence if the licence would be inconsistent with conditions on location or licence density in the relevant LAP, and
- allow any person to object to licence applications, whether as an individual or a representative of a group or an organisation, with narrow exceptions for trade competitors and their surrogates.

### Changes in force from 30 May 2024

The second set of changes are to the way licensing hearings are run. These changes come into effect from 30 May 2024.

## Changes relating to LAPs

### People can no longer appeal provisional LAPs to ARLA

Under the new rules people can no longer appeal provisional LAPs to ARLA.<sup>1</sup> The process to develop a LAP is now much simpler.

The public can still be involved in the development or review of a LAP through their local council's special consultative procedure, which councils use to develop a LAP.

### How the changes apply to LAPs at different stages of development

From 31 August 2023:

The old rules apply if someone has made an appeal against any element of the LAP.<sup>2</sup>

The new rules apply to all other LAPs at the different stages of development.

The old rules allow councils to discontinue the development of a LAP at any time before the LAP is adopted. Councils can restart the process of developing a LAP by drafting another LAP to consult on. If a council restarts this process, the new rules apply.

The new rules allow councils to discontinue and then recommence the development of a LAP. Councils must undertake consultation as if developing a new LAP unless consultation was completed fewer than six years before the LAP was discontinued.

There are diagrams on the next page showing the steps local councils must take to develop and adopt a LAP under the old rules, compared with the new rules.

<sup>1</sup> **New rules** mean the alcohol licensing process in the Act after the changes.

### DLCs can decline licence renewal applications if they would be inconsistent with the relevant LAP

The changes to the Act give DLCs discretion to decline a licence renewal application if the licence would be inconsistent with any of the following elements of the relevant LAP (set out in section 77(1)(a) to (d) of the Act):

- (a) location of licensed premises by reference to broad areas
- (b) location of licensed premises by reference to their proximity to particular kinds of premises
- (c) location of licensed premises by reference to their proximity to particular kinds of facilities
- (d) whether further licences (or particular kinds of licences) should be issued for premises in the area, or any part of it.

This may include, for example, if there are too many alcohol retailers in an area, or if the retailers are too close to a park or recreational facility, depending on what the relevant LAP says.

The relevant LAP will be one factor DLCs consider when deciding a renewal application. Other factors include the suitability of the applicant, and the systems, staff and training they have in place to comply with the law.

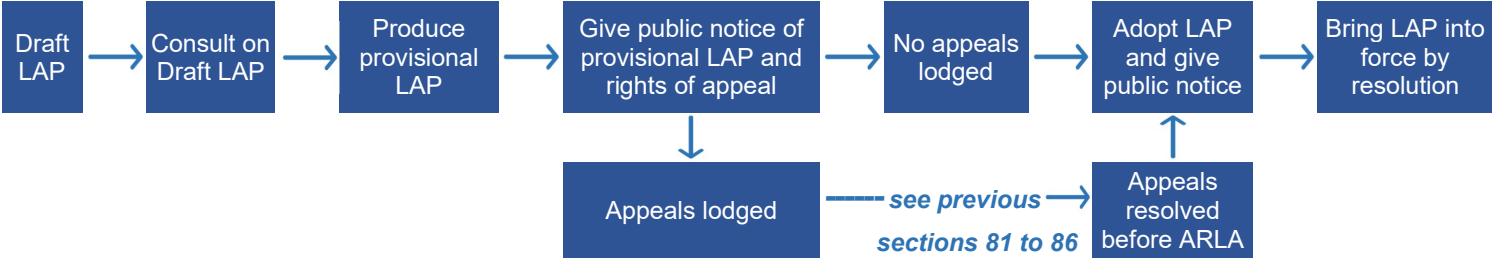
As was the case under the old rules, the new rules allow DLCs to impose conditions on licences so they are consistent with LAPs.

### What the changes to licence renewals mean for current licence holders

The changes are not retrospective. They only apply to applications for renewal as they arise following 31 August 2023. From that date, current licence holders will only be subject to the changes as they seek to renew their licence.

<sup>2</sup> **Old rules** mean the alcohol licensing process in the Act before the changes.

**Steps local councils take to develop and adopt a LAP – old rules**



**Steps local councils take to develop and adopt a LAP – new rules**



## Changes relating to objecting

### Anyone can object to an alcohol licence application

Any person can object to an application for a licence, variation of licence conditions, renewal of licence application, or special licence, whether as an individual or representative of a group or organisation. There are narrow exceptions for trade competitors and their surrogates (more information below).

This change accommodates people currently excluded from participating in licensing hearings who may not live in the area but spend time there due to family connections, living rurally, or having a particular connection to the area.

Objections still need to be based on the licensing criteria set out in the Act.

### Trade competitors and their surrogates are restricted from objecting

**Trade competitors cannot object if their objection is about trade.** A trade competitor is a person holding an alcohol licence, regardless of whether they actually sell alcohol or where they sell it.

**Surrogate trade competitors also cannot object.** A surrogate is a person receiving, or is likely to receive, direct or indirect help from a trade competitor to object to an alcohol licensing application.

DLCs (or ARLA) need to determine if the prospective objector is a trade competitor or surrogate as part of their preparatory processes.

These provisions ensure the licensing process remains focused on the object of the Act – to ensure the safe and responsible sale, supply, and consumption of alcohol; and to minimise alcohol-related harm.

### Objectors have 25 working days to object

The time for objectors to make an objection to an application has been extended from 15 to 25 working days. This gives people and groups more time to become aware of applications and submit objections.

Working days are weekdays, excluding public holidays, and excluding 20 December – 15 January. Mondays where a public holiday falls on a weekend and is 'Mondayised' are also excluded – for example, Waitangi Day or ANZAC Day.

Applicants may wish to build in a bit more time for the application process.

## Changes to licensing hearings from May 2024

From 30 May 2024, DLCs and ARLA will be required to consider reasonable requests from parties to attend hearings remotely.

There will also be changes to how DLC hearings are run. Those changes will require that hearings:

- avoid unnecessary formality
- do not permit cross-examination, or the ability for parties to question other parties or their witnesses – DLCs will test evidence instead
- allow for tikanga to be incorporated into proceedings, and
- allow evidence to be received in te reo Māori.

The time before the changes come into effect means people can prepare. The Ministry of Justice will provide more information about these changes next year.

## Further information online

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### Where to find the Act

You can access the Sale and Supply of Alcohol Act 2012 and the Sale and Supply of Alcohol Regulations 2013 on the New Zealand Legislation website:

- <https://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html>
- <https://www.legislation.govt.nz/regulation/public/2013/0459/latest/DLM5736956.html>

### What Parliament said about the changes

You can access information from the parliamentary process, including speeches from Members of Parliament, what public submissions said about the changes, and the Justice Committee's report on the Bill, here:

- <https://bills.parliament.nz/v/6/ac17d356-0181-4e8d-825a-ce0c681ebae5>

### Where to find impact analysis

You can access the Ministry of Justice's Supplementary Analysis Report, which gives an impact assessment of the changes, here:

- <https://www.justice.govt.nz/justice-sector-policy/regulatory-stewardship/regulatory-impact-assessments/>

### Where to find Cabinet material

You can access Cabinet material relating to the changes on the Ministry of Justice website, here:

- <https://www.justice.govt.nz/assets/Documents/Publications/Sale-and-Supply-of-Alcohol-Community-Participation-Amendment-Bill.FINAL.pdf>

### 5.3 ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE

**File Number:**

**Author:** Philip Evans, Acting Manager Assets and Operations

**Authoriser:** Philip Evans, Acting Manager Assets and Operations

#### **PURPOSE**

The purpose of this report is to provide the Infrastructure and Services Committee with an update from Assets and Operations on key infrastructure projects and areas of project focus (see Attachment 1).

#### **RECOMMENDATION**

That the Infrastructure and Services Committee receives the update from Assets and Operations on key infrastructure projects and areas of project focus.

#### **ATTACHMENTS**

1. **Assets and Operations Infrastructure and Services Update**  



## **ASSETS AND OPERATIONS INFRASTRUCTURE AND SERVICES UPDATE**

### **Corridor Management**

Masterton District Council received seventy Corridor Access Requests for the period 3<sup>rd</sup> of August to the 11<sup>th</sup> of September. There have been three Traffic Management Audits completed.

There were no Non-conformance Notices issued for breach of Work Reinstatement conditions.

There was one Traffic Management Plan (TMP) for an event, forty-seven for excavation and twenty-two for non-excavation activities.

### **Cockburn Street Sewer Works**

- 7 Tanks in the ground. These jobs will be complete once the last 2 driveways are reinstated.
- 3 Tanks Pending installation. Discussions are ongoing with the owners to get permission to install them.
- 10 properties being looked at for the next stage. 8 of these will be installation of a reflux valve only.
- Aiming to install all works during the summer season.

**Activity Reports**

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
<b>ROADING</b>						
Roading Renewals	Kaine Jaquierey	Footpaths: 4km Renewals programmed and planning underway, completion by end of the financial year 2024.	No significant decisions.	\$565,000	June 2024	Contractor resourcing and equipment availability is a major risk to programme completion.
		Reseals: Seal designs and engineering preparations - pre sealing repairs are underway on 2023/24 sites.		\$1,386,000	April 2024	Weather Staff illness and resourcing and equipment availability
		Road Remarking: scheduled April 2024		\$340,000	May 2024	
Pavement Rehabilitation	Kaine Jaquierey	Contract awarded to Higgins for 2022-2024 Rehabs.  Approx. 3.3km of unsealed network, 1.4km of sealed network	No significant decisions.	\$1,800,000.00	May 2024	Resourcing Weather Staff illness and resourcing and equipment availability Cyclone damage delaying programme

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		and 1 urban roundabout has been completed.  Approx. 1.5km of the sealed network and 1 more roundabout has been programmed for this year.  Planning and programming of rehab sites for the next two years – next NLTP.				completion and creating variations to total cost
Capital Improvements	Kaine Jaquierey	Procurement and award of the Te Kanuka Curve Safety Improvements Project  Procurement and award of Delineation Improvements Project	No significant decisions.	\$650,000  \$650,000	June 2024	Resourcing Contractors Weather Material availability Funding Staff illness
Emergency Works  • June/July Event 2022	Kaine Jaquierey	Blairlogie Langdale Road - Remediation to replace the failing section of road with one retaining structure being	Awaiting funding approval from Waka Kotahi for	June/July Storms \$4,264,415 - 2023/24  Cyclone Hale \$1,954,686 - 2023/24 and \$396,218 - 2024/25	Remediation investigation and construction is phased over	Weather Public interest Disruption (road closure)

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
(cost scope adjusted) <ul style="list-style-type: none"> <li>• Cyclone Hale Jan 23</li> <li>• Cyclone Gabrielle Feb 23</li> </ul>		a UB Pile and Anchored retaining wall. The wall is 150m long and 4m high on average.  June/July events include approximately 40 major repair sites. Assessments and designs, and remediation works are underway. A panel of suppliers to carry out works has been advertised on GETS.	applications submitted for Cyclone Hale/Gabrielle recovery work	Cyclone Gabrielle \$5,719,344 - 2023/24 and \$6,698,767 - 2024/25.  (Various Government funding assistance rates apply to works, Refer Council report 24/05/2023)	2023, 2024 and 2025.	Funding TMP  Staff illness and resourcing and equipment availability  Further risk of ground movement increases scope.  Resourcing contractors
Transport Choices  Lansdowne to Kuripuni Cycle Facilities	Laura Maclean	Project in plan and design phase.  Consultation completed.  Council confirmed route 20/9/23. Progressing to final design and construction phase.	Any local share contributions towards the project.  Funding Agreements to be signed.  Approve design for construction	\$1,322,00 (funding delivered in stages)  Funding is linked to timeline and completion of key project milestones. Funding gates are pre implementation and construction.  Funding for bike parking added to project (\$45k)	If successful in obtaining implementation funding the project must be completed before June 2024.	Timeframes – must be delivered by June 2024.  Project resourcing governance and public support.  Funding (securing implementation funding and uncertainty in estimated project costs)  Public interest

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
<b>WATER</b>						
Henley Lake Resource Consent	Phil Evans	Consent renewal: Resource consent application lodged with GWRC for processing. Further information requested and discussions with Iwi ongoing.  GWRC Ecologists to visit the site and determine effect of the discharge on the wetlands.		\$80,000	June 2021 – September 2022. Further information requested to be developed and supplied to GWRC	Non-compliance with existing consent.
Opaki Water Race	Phil Evans	Consent renewal: Amended application lodged in February 21. Discussion with Iwi completed. General support for closure. Environmental Impact of maintaining Race for next few years to be assessed.		\$15,663 Scope to be confirmed	Amended application lodged February 2021. Application in progress. Further information to be supplied to GWRC.	Non-compliance with resource consent conditions. Difficulty in progressing Consent application further without expert consultant input. Ongoing discussions with GWRC to resolve.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		Council decision to close water race in 2026.				
Homebush WWTP	Phil Evans	Old Pond decommissioning: Consent Application submitted, and preparation of a Cultural Impact Assessment is in progress.	Contract Award: To be confirmed	\$200,000 On budget	Site preparation, Spring 2023. Awaiting outcome of water reforms to confirm ownership of the asset.	Decision making Resources Supply of components
Water Meters	James Li	Meters installed on 93% of all properties.	Water charges: To be confirmed by Council resolution.	\$600,000 On budget	All shared meters installed: September 2023	Contractor Resource – Contractor secured Staff for Project continuity. Public uncertainty of shared supply and cost of water.
Three Waters Renewal Projects	James Li	Installation: Planned renewals work to be tendered		Water: \$1,800,000 Actual \$2.2M Sewer: \$1,524,000 Actual \$3.1M	June 2023	Potential delay and cost increase to this Year's Renewal Programme.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
				Stormwater: \$475,000, actual \$638K over budget		
Homebush Wastewater Treatment Plant Upgrades	Complete.	New Pond Aerators	Contract awarded. Infrastructure	\$450,000 On Budget	Completed - Wiring completed to 4 wind/power assisted aerators 04/08/2023	Units installed, in wind Power mode.  Electrical Power Controls for 4x power Assist Units to be connected June/July
Treated Water Storage	Phil Evans	Provides for an extra 1,000m3 Treated Water Storage in Nikau Heights, Lansdowne.  Resource Consent process is underway.	Contract awarded – supply and install.  Tank manufactured.	\$800,000	December 2023	Draft S&P prepared for Golf Club Committee for signing.  Resource Consent to be granted on securement of Agreement.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
<b>PROJECT DELIVERY</b>						
Civic Facility	Phil Evans	Options for consultation in LTP confirmed by Council 13 September.	Governance Structure of Project confirmed.	TBC	Existing Town Hall Building earthquake prone status needs to be resolved by 2026.	Consultation to be carried out for LTP. Delivery timeframe to be confirmed once preferred option determined.
Masterton Revamp - Queen Street Stage 2 - Southern Roundabout	Tracey Rowe	Options for LTP confirmed 13/9/23	Decision part of LTP	Preferred option to develop Stage 1 and Stage 2 of Queen Street redevelopment. Budget estimate of \$14M. Full scope of works over the 10-year period on hold.	2026 / 2027	Scope being confirmed via LTP consultation. Budget provision of \$14M to be included in LTP.
Animal Shelter	Steve May	Developed design and costings completed with indicative budget of \$2.5M.	The project scope and timeframe have been confirmed.	Contract being finalised. Intending to be signed and work commenced this quarter (Q4 2023).	Q2 2024	Scope Budget provision Delivery timeframe



PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
		<p>Council direction to proceed to tender.</p> <p>The temporary shelter is operational in the meantime.</p>				Contractor and materials
Hood Aerodrome	Phil Evans / Laura Maclean	<p>Preferred supplier identified for Stage 1 works, including runway reseal and widening, apron extension and grass runway realignment. Project Team working with supplier to finalise cost.</p> <p>Kanoa confirmed ongoing funding for reduced scope for project. Options for way forward presented to Council 13/6/23.</p> <p>Project working through requirements to become a qualified aerodrome by June 2025.</p>	<p>Agreed tender award.</p> <p>Confirmed reduced scope of project.</p>	\$17 million, consisting of \$10M Kanoa funding and \$7M Council co-funding.	Q1 2026	Reduced scope confirmed. Works planned to commence Q1 2024.

PROJECTS/PROGRAMME WORKS						
ACTIVITY	PROJECT LEAD	PROGRAMME PROGRESS	COUNCIL DECISION POINTS	BUDGET	COMPLETION	RISK
Queen Elizabeth Park Lake	Phil Evans	Discussing with GWRC option to align requirements under current consent due to expire in 2023. This will require a variation to existing consent.  New consent lodged 2023.	No significant decisions.	To be confirmed. CF&A to determine next steps in operation / management of the lake.	2023	Decision making
Youth Hub	Phil Evans / Tracey Rowe	<ul style="list-style-type: none"> <li>Construction Company Podular placed in receivership December 2022.</li> <li>Alternatives options being looked at with CF&amp;A.</li> </ul>	Staff looking at repurposing existing portable buildings	Total Budget \$485,837.00 \$267,661 of funds paid to Podular.	2023	Podular placed in receivership with multiple creditors.  Staff looking at options to provide facility within current budgets.