



## Christchurch City Council

# AKAROA/WAIREWA COMMUNITY BOARD AGENDA

26 JULY 2006

9.30 AM

LITTLE RIVER SERVICE CENTRE, LITTLE RIVER

**Community Board:** Stewart Miller, Stephen Lowndes, Winston McKean, Bryan Morgan, Bob Parker, Eric Ryder

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PART A - MATTERS REQUIRING A COUNCIL DECISION  
PART B - REPORTS FOR INFORMATION  
PART C - DELEGATED DECISIONS

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**1. APOLOGIES**

**2. CONFIRMATION OF REPORT**

The report of the ordinary meeting (both open and public excluded) of the Akaroa-Wairewa Community Board held on Wednesday 28 June 2006 is attached.

**STAFF RECOMMENDATION**

That the report of the ordinary meeting held on Wednesday 28 June 2006 be confirmed.

**3. PETITIONS**

**4. CORRESPONDENCE**

**4.1 APPLICATION TO USE WHARVES & JETTIES – D. & I. EVANS**

A letter is attached from Dave and Iona Evans, requesting permission to use the wharves and jetties in the Akaroa Harbour for a small commercial venture

**STAFF RECOMMENDATION**

That this item of correspondence be received and then referred to staff to be actioned through the appropriate channels.

## **5. DEPUTATIONS BY APPOINTMENT**

### **5.1 BI-MONTHLY POLICE REPORT**

A member of the Akaroa Police will attend the meeting.

### **5.2 ANGUS DAVIS AND VICTORIA ANDREWS - RESIDENTIAL RATING IN RURAL ZONE**

Angus Davis and Victoria Andrews wish to address the Board regarding applying a residential rate to properties in a Rural Zone.

### **5.3 CAPITAL WORKS UPDATE**

Rod Whearty (Parks & Waterways Area Advocate) and Brent Smith (Capital Projects Team Manager) will attend the meeting to update the Board on capital works.

### **5.4 ROADING UPDATE**

David McNaughton (Asset Engineer – Planning) will attend the meeting to update the Board on roading matters.

## 6. COMMUNITY BOARD'S DELEGATIONS AND TERMS OF REFERENCE

<b>General Manager responsible:</b>	General Manager Regulation and Democracy
<b>Officer responsible:</b>	Secretariat Manager
<b>Author:</b>	Anusha Guler , DDI 9416436

### PURPOSE OF REPORT

The purpose of this report is to consult with the Community Boards on the Community Board Delegations and Terms of Reference.

### EXECUTIVE SUMMARY

In December 2004, the Council agreed to review its delegations to Community Boards. A Community Board Governance Working Party, comprising the Deputy Mayor, Carole Evans, Phil Clearwater and Yvonne Palmer was set up to look at the Christchurch City Council Community Board Terms of Reference (Appendix 1) and Community Board Delegations (Appendix 2).

The Working Party submitted their report to the Community Board Chairs and Staff Forum where it was agreed that the changes would be discussed by each Community Board before a final report is sent to the Council.

### FINANCIAL AND LEGAL CONSIDERATIONS

There are no direct financial considerations to implementing the recommendations

### RECOMMENDATIONS

It is recommended that the Community Boards consider the Community Board Delegations and the Community Board Terms of Reference, which has been amended to reflect the changes in the Council's new governance structure and the new Local Government Act 2002, and forward their submissions to the Community Board Governance Working Party for consideration.

## 7. AKAROA DESIGN AND APPEARANCE ADVISORY COMMITTEE - 20 JUNE 2006

<b>General Manager responsible:</b>	Peter Mitchell
<b>Officer responsible:</b>	Liz Carter, Community Board Principal Adviser
<b>Author:</b>	Wendy Graham, Committee Secretary

### PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the Akaroa Design and Appearance Advisory Committee meeting held on Tuesday, 20 June 2006.

The meeting was attended by Committee members Winston McKean John Davey, Victoria Andrews, and Lynda Wallace. Also in attendance was Jo Bain, Heritage Adviser from the N.Z. Historic Places Trust and Kent Wilson, Planning Officer (from 10:35 a.m. who was not present until Item 5 of this report).

Stewart Ross, Duncan Cartwright, Architects for the applicant and Vanetia Bingham representing the Black Cat Group attended the meeting to speak to the proposed plan to extend the Black Cat Group's building on the Akaroa Wharf.

### 1. APPOINTMENT OF ACTING CHAIRMAN

As the Guidelines for the Akaroa Design and Appearance advisory Committee will be amended at the next Akaroa-Wairewa Community Board meeting to reflect the changes due to abolition of the Banks Peninsula District Council and a Chairman will be appointed by the Community Board at that time also, an Acting Chairman for this meeting was appointed.

Members **agreed** that Winston McKean be Acting Chairman for this meeting.

### 2. APOLOGIES

An apology for the Planning Officer for lateness was received.

### 3. MINUTES OF MEETING HELD ON 17 JANUARY 2006

Ms Andrews and Ms Wallace who were in attendance at the meeting held on 17 January 2006 confirmed that the minutes were a correct record of the proceedings subject to the following alteration:

Page 3, Bullet point number 4 delete "(4536 metres)" and insert "(4.536 metres)".

### 4. MATTERS ARISING

#### 4.1 SIGNAGE - AKAROA SCHOOL AND COMMUNITY LIBRARY

Ms Andrews spoke on the signage that had been replaced at the Akaroa Library by Christchurch City Council. She said the replacement sign was not consistent with other signage, but understood that a resource consent would be sought by Christchurch City Council and that this would be brought to the attention of the Advisory Committee for discussion.

#### 4.2 AKAROA AREA SCHOOL GYMNASIUM - COLOUR SCHEME

Ms Andrews informed the committee that as the gymnasium was situated on crown land the process to present a colour scheme to the Design and Appearance Advisory Committee did not apply.

The Planning Officer confirmed this was correct later in the meeting and that education land did not have to seek comments from the Advisory Committee on colour schemes.

Ms Bain said she would pursue this matter independently and report back to the committee.

#### **4.3 SIGNAGE - AKAROA CINEMA**

Ms Wallace questioned whether the light levels on the Akaroa Cinema complied with levels set in the consent. She also questioned if the arms or supports for the lights on which flags were also hanging were part of the original consent. The Planning Officer, once in attendance at the meeting, informed members that the supports were not part of the consent and said he would look into this matter.

#### **4.4 MATTERS ARISING REGISTER**

The Acting Chairman requested that a register showing decisions or information outstanding and the appropriate staff member's name dealing with the item, be attached to future agendas.

#### **4.5 PARKING AND TRAFFIC SURVEY AND WALKING AND CYCLING SURVEY REPORTS**

It was agreed that these reports be circulated to members and be placed on the next agenda for discussion.

### **5. PLANS TO CONSIDER**

#### **5.1 BLACK CAT GROUP - BUILDING ON AKAROA WHARF**

Stewart Ross and Duncan Cartwright, Architects for the applicant spoke to the Committee and tabled plans regarding the Black Cat company's proposal to extend its building on the Akaroa Wharf. Mr Ross said the Black Cat Group wished to extend the building westwards over the site currently occupied by a chiller. He also said the company had taken into account the concerns of the Council, DOC, the commercial use of public space and the historic importance of the area when preparing these plans. The proposal was required to allow the company to extend the current retail area and to include an audio visual area with an education aspect. The Company had obtained the chiller presently on the wharf so the proposal was not creating any extra buildings on the wharf, as it was this building that would be altered to accommodate the company's extension.

Members expressed their concerns regarding the new jetty proposed and were informed this was to allow access to the south side of the wharf and would be maintaining the existing facility.

Ms Andrews felt that at present the chiller had a set back but the proposal makes it look like a massive visual building. She questioned whether a slight set back would be possible. It was pointed out that the exterior would be of timber and metal cladding and be a different colour. It was also pointed out that the ridge line would be different on each building. Ms Andrews asked that the proposed colour scheme be presented to the committee.

The Planning Officer suggested that a more industrial, less residential building form could be appropriate for the space and that it would allow the history of the wharf to be understood more easily.

Members agreed that in an historic area it was important to keep continuity and that the chiller was the only remaining relic on the Akaroa Wharf providing a record of the fishing industry in that area.

Mr Davey felt there was an opportunity to distinguish between the two buildings in a more industrial way than proposed.

Mr Ross, Mr Cartwright and Ms Bingham were thanked for attending the meeting and left at 11.10 am.

Ms Bain informed the committee that although Mr Bingham had stated to the Akaroa-Wairewa Community Board that the Historic Places Trust had approved the plans, this was incorrect and should be brought to the attention of the Board.

Ms Andrews tabled the Banks Peninsula District Council's submission to a previous resource consent and asked that this be circulated to the Akaroa-Wairewa Community Board members as it pointed out the feelings of the Council at that time.

Ms Bain said the extension of the footprint of the building was a concern to her. She said Council as the lessor of the building should take this into account regarding the visual aspect of the wharf.

The Committee **agreed** that the following points be relayed to the applicant, through the Planning Officer, regarding the proposal by the Black Cat Group on the Akaroa Wharf.

Members concerns were:

- the appropriateness of expanding the footprint of the existing structure
- the appropriateness of creating a new jetty on the south side of the existing wharf
- the desirability of a more industrial form on both sides of the proposed alteration
- the desirability for the applicant to make reference to historic photographs
- that a more detailed and accurate rendering of the proposed structure and materials and colours to be used be re-presented to the committee
- public space must appear to be so and the design must convey this, not the opposite.

## **6. OTHER BUSINESS**

### **6.1 AKAROA HISTORIC AREA ORIENTATION DAY**

Ms Bain commented on the orientation day held recently and wished to compliment those that had organised it. She said it was a very informative day.

Although it had been suggested that consultants on the Advisory Committee should be architects only, members agreed that the present composition of the committee was vital in order to obtain different opinions and views for buildings within the Historic area.

It was suggested that a point list for viewing plans submitted could assist members when discussing a proposal. Ms Andrews said she would undertake to have a draft form ready for the July meeting of the committee.

### **6.2 ISSUES AND OPTIONS DOCUMENT - AKAROA HISTORIC AREA**

It was suggested that the Issues and Options Document prepared by Janette Dovey relating to the Akaroa Historic Area and the rules applying within and adjacent to it within the District Plan be circulated to the following for comment:

- Alun Wilkie
- John Wilson
- the Heritage Team at CCC
- Advisory Committee members

### **6.3 SALT WATER BATH PROPOSAL - AKAROA WATERFRONT**

Ms Andrews tabled an application received by Ecan for a salt water bath on the Akaroa Waterfront. She said that she felt that this proposal should be put to the Akaroa Design and Appearance Advisory Committee, however because it was situated in the harbour



Christchurch City Council, along with the Akaroa Design and Appearance Advisory Committee had no control in this matter.

The Planning Officer said that he hoped Ecan would identify Christchurch City Council and the Historic Places Trust as a potential party and they could therefore submit submissions to the proposal. However, Ms Andrews pointed out that this did not seem to be the case stated in the application.

Ms Bain said she would contact the appropriate staff member at Ecan to bring this matter to their attention as it was a proposal within the Akaroa Historic Area.

Ms Andrews also asked that the Akaroa-Wairewa Community Board be made aware of the committee's concerns regarding this application to Ecan.

Meeting closed at 12 noon

Next meeting - Tuesday 18 July 2006

#### **STAFF RECOMMENDATION**

That the Board receive this report.

## 8. AKAROA MUSEUM ADVISORY COMMITTEE - 12 JULY 2006

<b>General Manager responsible:</b>	Stephen McArthur
<b>Officer responsible:</b>	Lynda Wallace, Museum Director
<b>Author:</b>	Wendy Graham, Committee Secretary

### PURPOSE OF REPORT

The purpose of this report is to submit the outcomes of the Akaroa Museum Advisory Committee meeting held on Wednesday 12 July, 2006.

The meeting was attended by Committee members Stephen Lowndes (Chairman), Winston McKean and Elizabeth Haylock (Friends of Akaroa Museum) and Jo Rolley (Community).

Also in attendance was Lynda Wallace, Museum Director, Hubert Klaassens, Acting Director of Christchurch City Art Gallery and Stephen McArthur, General Manager Community Services (who left the meeting at 11:15 am and were not present for Items 7 or 8 of the meeting).

### 1. APOLOGIES

No apologies were received.

### 2. INTRODUCTION TO ROLE OF ADVISORY COMMITTEE

The Terms of Reference had previously been circulated with the agenda. The Chairman explained the Terms of Reference for the benefit of all those in attendance. He said the purpose of the committee was to advise and aid the Museum Director and felt the committee effectively did this.

Mr McKean reiterated that the committee played an important role in the community and a wealth of history and understanding is brought to the meetings. He explained The Friends of the Museum have their own structure but it is a group of people interested in assisting the Museum. Mrs Haylock said The Friends see the Museum as a community asset and are there to look after this treasure.

The Community Services General Manager pointed out that Item 1 of the Terms of Reference stated clearly the role of the committee. He said the reason for changing the wording in Item 4 of the Terms of Reference enabled the committee to have access to other staff not just limit it to one or two persons.

It was pointed out The Friends could also monitor the LTCCP and if necessary put a submission to it as a separate body, in the interest of the Museum.

Mr Klaassens said that he had found in the past this type of committee was invaluable.

Mrs Rolley felt there was no mention that the committee would take a monitoring role regarding the Museum being adequately funded through the LTCCP. The Community Services Manager said this was carried out at management level and that Council has the monitoring role.

### 3. MINUTES OF MEETING HELD ON 18 JANUARY 2006

As Mr McKean and Mr Lowndes were the only two in attendance at the previous meeting they confirmed that the report of the meeting held on 18 January 2006 was a true and correct record of that meeting.

The committee **resolved** that the report of the meeting held on 18 January 2006 be received.

#### 4. MATTERS ARISING

##### 4.1 ADMISSION CHARGES

The Community Services Manager advised members that Council had decided to continue charging an admission fee at the Akaroa Museum.

Mrs Rolley said the free admission card that was included with rates one year was appreciated and used by the local community. She said that perhaps it could be something that could be considered again in the future.

The Museum Director said the admission charge certainly assists the Museum financially, with almost \$40,000 being generated in admission fees annually, but noted that it is inconsistent with CCC policy on free access to its cultural institutions.

#### 5. APPOINTMENT OF COMMUNITY REPRESENTATIVE

Mrs Rolley notified the committee of her resignation due to family commitments. Members agreed that the position of community representative on the committee, be publicly notified as an Expression of Interest

The Community Services Manager suggested that community groups be approached and names put forward. It was also suggested that names could be forwarded to the Chairman along with CV's.

It was also requested that staff write to the Onuku Runanga asking if Meri Robinson would continue as its representative.

Mr McKean and Mrs Haylock asked that Expressions of Interest be called for the community representative on the committee.

Members **resolved** that the Akaroa Museum Advisory Committee call for Expressions of Interest for a Community representative and that information regarding any previous experience with museums or other cultural institutions, or community groups, be requested on the applicant's CV.

It was also **resolved** that the Chairman have permission to appoint an appropriate person prior to the next meeting.

The Museum Director would undertake to arrange an appropriate advertisement in the local newspaper.

#### 6. DIRECTOR'S UPDATE

The Museum Director spoke briefly on each item of her report that had previously been circulated with the agenda. She said by undertaking a visitor survey gives a good indication of numbers to compare from previous years and the statistics also assist the Museum when planning exhibitions. Four exhibitions had taken place during the year. Ms Wallace also explained the forthcoming exhibition programme to members.

With regard to accessions, the Museum Director explained that the Museum does not actively seek items for collection due to the present lack in storage space. She said the new proposed storage area would need to be carefully designed to make maximum use of the limited space and it will not be able to accommodate a lot of large items.

The Museum Director advised members that the Museum is now required to provide valuations for collection items but this will occur over time when staff are available. Art Gallery staff have assisted with the valuation of the art collection.

In reply to a question from the Museum Director regarding the development of the new storage area, the Community Services Manager informed the committee that City Solutions would need to be involved by setting up a project team for designing etc. He said this team would handle the whole project. The cost for this service would be allocated appropriately from the budget figure. Ms Wallace said the capital budget figure of \$520,000 includes \$50,000 for the relocation of Heartlands, and the remaining \$470,000 will be the basis for further funding applications. It does not represent the total cost of the project. This been highlighted through her manager.

It was agreed that the Museum Director liaise with the Acting Director, Christchurch Art Gallery, now so that the planning process can commence.

Mr Lowndes suggested that a statement to the media be prepared informing the community on the planned project. The Community Services Manager said that publicity would be handled by the communications team of community services, Jan McCarthy. The Museum Director will speak to the appropriate staff regarding this media release.

Ms Wallace wished to have it recorded her thanks to The Friends for the work carried out in the Museum grounds. She said it was very much appreciated.

## **7. FRIENDS OF AKAROA MUSEUM PRESIDENT'S REPORT**

Mr McKean gave a verbal report to the committee. He spoke briefly on the Terms of Reference that had already been discussed earlier in the meeting. He said The Friends had also put a submission to the LTCCP regarding the capital budget for the storage area.

Mr McKean advised that the AGM would be held at the end of September and the funding, facilitating and co-ordinating of the Oral History Project would be the focus for the evening. This information being received was building a good resource of oral histories for the Museum.

Mr McKean said monitoring the condition of heritage buildings, particularly the Custom House and Cottage, were an important issue.

Mrs Rolley said it should be made clear to Council that funding was required to maintain these buildings. She asked what the status of the Activity Management Plan was and if the cost for maintenance on the buildings was stated in the Plan. She also asked if Council was aware of the Conservation Plan for the Museum and its buildings. Mrs Rolley and Mrs Haylock asked that the Chairman raise this issue at the next Community Board meeting.

Members **resolved** that the Chairman be requested to raise the issue of the Akaroa Museum Activity Management Plan's status within CCC with special regard to the care of the heritage buildings under the management of the Museum.

Mrs Haylock suggested that the quarterly meetings be held during school holidays.

Mr McKean paid tribute to Mrs Rolley's contribution to the committee over a number of years, many of them as Chairman.

## **8. GENERAL BUSINESS**

There was no general business.

Meeting closed at 11:35 a.m.

### **STAFF RECOMMENDATION**

That the Board receive this report. (Please note this report has not yet been confirmed by the Akaroa Museum Advisory Committee).

## **9. ADMINISTRATION MANAGERS UPDATE**

### **9.1 REQUEST FOR SERVICE – BANKS PENINSULA WARD**

Attached is a printout showing the Requests for Service received for the month of June, broken down by ward. The figures for the Banks Peninsula ward are shown under - BANKSP. To give an example of how these figures can be further broken down I have also attached a printout of what the calls regarding Street Maintenance related to.

### **9.2 MATTERS ARISING**

Some members have expressed concerns about the tracking of matters arising from Board meetings and the fact that "Matters Arising" is not an item on the Board's agenda. The Council Secretary has provided clarification on this issue. He explained that basically the Local Government Official Information & Meetings Act, has no provision for items of general business to be considered at meetings of a local authority (in this case the Community Board), unless the Board passes a resolution to deal with the matter and an explanation is given as to why it was not on the agenda, and why consideration of it can not be delayed until a subsequent meeting.

This provision is in the Act, and carried through in to Standing Orders, so that local authorities can not consider items of business which the public are unaware of, because the items of business have not been included on a publicly notified agenda.

Council has a very efficient resolution tracking process. An "Action Memo" is prepared after each meeting and circulated to the officers responsible for the follow up action, plus their General Managers. The items on the Action Memo are then transferred to a "Resolution Tracking Spreadsheet", which is regularly updated by the Committee Secretaries.

The Action Memo's and Resolution Tracking System are considered to be management tools and are not circulated to elected representatives.

It is generally accepted that officers be given three months to report back on items included on the Action Memo. If this is not possible the officer will inform the relevant Community Board Principal Advisor who can then report this to the Board, giving reasons for the delay. In many cases officers will report back on items well within the three month time frame, but obviously this is not always feasible. If Board members feel that an item needs to be dealt with more swiftly, they can ask for it to be treated urgently, but again this may not always be feasible.

If Board members have questions about any matter that has been raised at a meeting, or any issue that relates to Council, they should direct the question to me as Acting Community Board Principal Advisor. Community Board members should not approach other staff directly.

### **9.3 PANDEMIC PLANNING**

I am aware that this is one of the issues on the Action Memo which some Board members feel should be treated with more urgency. Several Board members attended a recent seminar on this issue and are now keen to initiate some planning in our local communities.

I have spoken to Murray Sinclair (Manager, Civil Defence & Emergency Management) regarding what role he sees the Community Board taking in pandemic planning. He has suggested that the Board needs to act as a facilitator in the local community by bringing groups and organisations together to look at how we can look after each other at a community level in the event of a pandemic.

If the Board wishes to initiate a meeting(s) of local groups, Murray along with Medical Officers of Health for Canterbury, may be able to attend if they are given sufficient warning and a choice of dates.

### **9.4 GREATER AKAROA & LITTLE RIVER PLANS**

I have made some initial enquiries with Jane Cartwright (Strategy Support Manager) regarding how the Board can commence the process for development of these plans. I will keep the Board informed on any feedback.

#### **9.5 BANKS PENINSULA BROCHURES**

I have made arrangements for some brochures about the local area to be displayed in the foyer of the Civic Offices following a suggestion from Mr Lowndes. The brochures to be sent are the official visitors guide to Akaroa, (Akaroa District Promotions), the Akaroa Museum brochure and a soon to be released brochure about The Gaiety. I am also trying to source some pamphlets relating to Little River and the whole of Banks Peninsula

## 10. NOTICES OF MOTION

## 11. QUESTIONS

### 11.1 AKAROA MUSEUM ACTIVITY MANAGEMENT PLAN

Board Member S. Lowndes, as Chairman of the Akaroa Museum Advisory Committee, wishes to raise the question:

What is the Akaroa Museum's Activity Management Plan status within CCC, with special regard to the care of the heritage buildings under the management of the Museum.

Explanation:

Staff had prepared an Activity Management Plan containing ten year budgets and activity, prior to transition to CCC. The Akaroa Museum Advisory Committee is uncertain on the current status of that Plan within CCC.

### 11.2 GARDEN OF TANE

Board Member W. McKean wishes to table the following question.

As the Garden of Tane at Akaroa is now under the control of the Christchurch City Council, will there be:

1. A management plan for the gardens draw up, and
2. Will this include a progressive planting and replacement programme?

Explanation:

The gardens are now the responsibility of Parks and Reserves, CCC, but unlike most other public reserves on the peninsula, it has no supervising board or committee.

### 11.3 CHANGE IN RATING DIFFERENTIAL FROM RURAL TO RESIDENTIAL

Board Member W. McKean wishes to raise the following question.

Could the Akaroa/Wairewa Community Board be advised, at its July meeting, of the number of ratepayers in its area who have been notified by the Christchurch City Council that their rating category has been changed from rural to residential, despite no change in their underlying zoning classification?

Explanation:

It appears that a number of ratepayers living outside of, but adjacent to residential areas, have been so advised, without any prior advice and despite the Memorandum of Understanding between the Christchurch City Council and the Banks Peninsula District Council that levels of service would remain unchanged for a five year period.

*Members may at any ordinary meeting put a question to the Chairman concerning any matter relevant to the role or function of the Community Board concerning any matter that does not appear on the order paper. All questions are subject to Standing Orders 4.1.1 to 4.1.5.*

## 12. BOARD MEMBERS' INFORMATION EXCHANGE

Board members will have an opportunity to provide updates on community activities and/or Council issues.