

Agenda

Canterbury Mayoral Forum

Date: Friday 2 March 2018

Time: 9.00 am to 12.00 noon

Venue: Commodore Airport Hotel, 449 Memorial Avenue, Christchurch

Attendees: **Mayors/Chair:** Lianne Dalziel (Chair), Winston Gray, Winton Dalley, David Ayers, Sam Broughton, Donna Favel, Graham Smith, Craig Rowley, Gary Kircher, Steve Lowndes

Chief Executives: Angela Oosthuizen, Jim Palmer, David Ward, Andrew Dalziel, Bede Carran, Suzette van Aswegen, Stuart Duncan, Fergus Power, Bill Bayfield

In attendance: Lisa Tumahai (Kaiwhakahaere, Te Rūnanga o Ngāi Tahu)
Helen Wyn (Senior Regional Official)
Joanna Norris (CE, ChristchurchNZ)
Superintendent John Price (item 5)
Cr Claire McKay and Caroline Hart, Environment Canterbury (item 10)

Secretariat: Warren Gilbertson, Simon Fraser, Louise McDonald (minutes)

Apologies: Damon Odey (Timaru), Karleen Edwards (Christchurch), David Bromell (Secretariat)

Time	Item	Paper	Person
9:00	1. Welcome, introductions and apologies		Chair
	2. Confirmation of Agenda	✓	
	3. Minutes from the previous meeting	✓	
	a. Confirmation of Minutes, 1 December 2017		
	b. Action points		
9:10	4. Welcome and introductions: Lisa Tumahai Kaiwhakahaere, Te Rūnanga o Ngāi Tahu		Chair
9:30	5. Guest speaker: Superintendent John Price District Commander, NZ Police		
10:00	<i>Morning tea</i>		
10:10	6. CREDS project update	✓	Warren Gilbertson
10:20	7. Funding proposals (SRO budget)	✓	Warren Gilbertson
10:30	8. Engaging with central government – <i>with an opportunity for comment from Helen Wyn</i>	✓	Jim Palmer
10:55	9. Region-to-region MOU with Nagano Prefecture	✓	Chair
11:10	10. Canterbury Water Management Strategy update and report on visit of Hon David Parker	✓	Steve Lowndes / Claire McKay
11:30	11. Environment Canterbury representation review	✓	Steve Lowndes
11:40	12. Chief Executives Forum report <i>with an opportunity for comment from Forum chairs David Ward, Bede Carran and Bill Bayfield</i>	✓ ✓	Jim Palmer
	a. Diagram of regional forums and working groups	✓	
	b. 3-year work programme, 2017–19		
11:50	13. General business		Chair
12:00	<i>Lunch – followed by:</i> 1:00 pm CDEM Joint Committee		

Next meeting: Friday 25 May 2018

Minutes from a meeting of the Canterbury Mayoral Forum held in the Airport Commodore Hotel, Memorial Avenue, Christchurch on Friday 1 December 2017 at 9.00 am

PRESENT

Members:

Ashburton District Council	Mayor Donna Favel Andrew Dalziel
Christchurch City Council	Mayor Lianne Dalziel (Chair) Mary Richardson
Environment Canterbury	Chair Steve Lowndes Bill Bayfield
Hurunui District Council	Mayor Winton Dalley Hamish Dobbie
Kaikoura District Council	Mayor Winston Gray Angela Oosthuizen
Mackenzie District Council	Mayor Graham Smith Wayne Barnett
Selwyn District Council	Mayor Sam Broughton David Ward
Timaru District Council	Mayor Damon Odey (Deputy Chair) Bede Carran
Waimakariri District Council	Mayor David Ayers Jim Palmer
Waimate District Council	Mayor Craig Rowley
Waitaki District Council	Fergus Power

In Attendance:

Dr Therese Arseneau (chair) and Joanna Norris (CEO) of ChristchurchNZ for item 4
Cr Claire McKay and Caroline Hart of Environment Canterbury for item 6.

Secretariat

Dr David Bromell, Warren Gilbertson and Louise McDonald (secretariat)

1. WELCOME

Mayor Dalziel welcomed members and guests to the Mayoral Forum. She welcomed new Chief Executives Suzette van Aswegen and Fergus Power to their first meeting of the Forum. Also welcomed was Warren Gilbertson the new CREDs Project Manager, who will be officially starting on 8 January 2018.

Apologies were accepted from Mayor Gary Kircher and Chief Executives Stuart Duncan and Dr Karleen Edwards. It was noted that Mayor Kircher was representing the Forum at a tourism event arranged by the Queenstown Lakes District Council.

2. CONFIRMATION OF AGENDA

The following matter, not on the agenda, was raised for discussion at item 13 General Business – election of Lisa Tumahai as Kaiwhakahaere of Te Rūnanga o Ngāi Tahu.

3. MINUTES OF CANTERBURY MAYORAL FORUM MEETING: 25 August 2017

The minutes of the meeting held on 25 August 2017 were confirmed and the action points were noted.

The Forum was advised that all items on the action list, except those relating to the release of Canterbury Economic Development Strategy (CREDS) funding by the Ministry of Business Innovation and Employment (MBIE), were complete.

Bede Carran and the Timaru District Council were thanked for the work done on winding up the Canterbury Economic Development Company Ltd.

4. CHRISTCHURCHNZ

Dr Therese Arseneau and Joanna Norris were welcomed to the meeting.

Ms Norris introduced the presentation by providing some background on ChristchurchNZ. The agency was established in July 2017 from the merger of Christchurch and Canterbury Tourism and the Convention Bureau, and the Canterbury Development Corporation. The formation of ChristchurchNZ is an opportunity to ignite a bold ambition for Christchurch and Canterbury.

Dr Arseneau explained that the rationale for ChristchurchNZ was integration across sectors and to link with analysis from other sectors.

Noting that ChristchurchNZ is working with the Christchurch City Council on a major events strategy, it was explained that there are other events throughout Canterbury, like A&P shows, that are a great way for visitors to experience New Zealand.

David Bromell was asked to work with ChristchurchNZ to identify opportunities to co-ordinate major events planning across the region and with neighbouring regions.

Mayor Dalziel thanked Joanna and Therese for their presentation and invited Joanna to participate in Mayoral Forum meetings as a non-voting member.

5. Engaging with the new Government

David Bromell was thanked for some initial analysis circulated to Mayors as background to preparation of the Forum's briefing letters to incoming Ministers.

It was agreed that while the letters to Ministers would highlight key issues, there will be some issues that councils will raise with the new Government individually.

The forum supported:

- the proposal to request meetings with clusters of ministers, for example immigration, agriculture, rural communities and education
- inviting the Minister for Local Government to the first Mayoral Forum meeting of 2018
- the value of including field trips when meeting Ministers
- replacing 'irrigation infrastructure' with the more accurate description, 'water infrastructure', in future CREDS strategy documents and communications
- emphasising that water storage is protection against climate change

- continuing to work with lines companies and other stakeholders to increase the amount of accessible telecommunications fibre across the region
- a co-ordinated approach when applying for regional development funding, including links to the South Island story.

The meeting adjourned between 10.50 and 11.09 am

6. Canterbury Water Management Strategy update

Cr Claire McKay and Caroline Hart were welcomed to the forum.

Cr McKay presented the report attached to the agenda and advised that all zone committee members will be invited to attend the Canterbury Water Management Strategy (CWMS) symposium to be held in April 2018.

Resolved

That the Canterbury Mayoral Forum:

- 1. agree on key messages about the implications of the new Government's work programme on the Canterbury Water Management Strategy and specific areas of concern**
- 2. seek opportunities to influence the work programme with key Ministers.**

Chair Lowndes / Mayor Favel
CARRIED

7. Canterbury Regional Economic Development Strategy funding update

The report was taken as read.

Resolved

That the Canterbury Mayoral Forum:

- 1. note actions taken to secure the release of outstanding funding as at 22 November 2017 for the implementation of the Canterbury Regional Economic Development Strategy (CREDS).**

Mayor Odey / Mayor Smith
CARRIED

8. Environment Canterbury community outcomes

Chair Lowndes pointed out an amendment to Environment Canterbury's draft community outcome 4.4 to now read "*We can all help shape the future of Canterbury, leaving a legacy for generations to come.*"

Resolved

That the Canterbury Mayoral Forum:

1. Notes Environment Canterbury's draft community outcomes 2018-28

Chair Lowndes / Mayor Odey
CARRIED

9. Proposed Canterbury Multi-Use Arena

Mayor Dalziel reported that the Minister for Greater Christchurch Regeneration had just announced that the existing contract for the proposed Sports Facility will be cancelled and urgent work was to be undertaken on a new build-only contract. She advised that any consideration of regional funding for a multi-use arena would not need to be included in 2018–2028 Long Term Plans.

10. Church Property Trustees request for support for Lotteries application for Christ Church Cathedral reinstatement

Mayor Rowley advised that he had received a request for support for a Lotteries application for Christ Church Cathedral reinstatement. Assuming that other councils has also received this request, he suggested the consideration of a collective reply. It was noted that this was not a request for funding but for support for a funding application.

It was noted that a Cathedral Reinstatement Trust may be responsible for fundraising, pending the introduction of legislation to the House.

There was backing for supporting this application, but it was also noted that a number of churches with significant heritage and community value across our region had been damaged by the earthquakes.

Resolved

That the Canterbury Mayoral Forum:

- 1. Write to the Church Property Trustees expressing support for any application for Lottery funding for the reinstatement of the Christ Church Cathedral; and**
- 2. would support applications for fund raising for other damaged historical churches in Canterbury.**

Mayor Rowley / Mayor Dalley
CARRIED

11. Chief Executives Forum report

Jim Palmer's report was taken as read.

Resolved

That the Canterbury Mayoral Forum:

- 1. receive the Chief Executives Forum report; and**
- 2. note progress in implementing the three-year work programme 2017-19.**

Chair Lowndes / Mayor Favel
CARRIED

12. Schedule of Meetings 2018

David Bromell presented a draft regional forum meeting schedule for 2018.

He advised that the Regional Transport Committee, meeting later that day, would be considering holding their meetings on the Thursday afternoon, before the Mayoral Forum dinner on Thursday evening (1 March, 24 May, 6 September and 29 November). To enable this, the Forum agreed that the CREDS workshops previously held on Thursday afternoons would be not be held in 2018. Instead invited members of the reference group would be invited to participate in Mayoral Forum working dinners during 2018, focusing on a different CREDS work programme on each occasion.

Resolved

That the Canterbury Mayoral Forum:

- 1. Approve the Regional Forum meeting schedule 2018 as amended to remove the Regional Transport Committee meetings from Friday afternoons and CREDS workshops from Thursday afternoons; and**
- 2. Invite key stakeholders to attend a Mayoral Forum dinner during 2018.**

Mayor Favel / Mayor Broughton
CARRIED

13. GENERAL BUSINESS

13.1 Election of Lisa Tumahai as Kaiwhakahaere of Te Rūnanga o Ngāi Tahu.

Resolved

That the Canterbury Mayoral Forum:

- 1. Send a letter of congratulations to Lisa Tumahai as newly elected Kaiwhakahaere of Te Rūnanga o Ngāi Tahu, and initiate a renewed conversation with her about participating in the Mayoral Forum.**

Mayor Dalziel / Mayor Gray
CARRIED

Mayor Lianne Dalziel thanked members for their contribution to the Mayoral Forum and wished everyone a restful break.

CLOSURE

The meeting closed at 12.06 pm.

Action Points

Canterbury Mayoral Forum

As at 22 February 2018

Forum Date	Subject	Actioned by	Deadline	Status
26 May 2017	Case for Canterbury Review costings (video) in proposed request for funding, and approach potential co-funders to invest	Jim Palmer / Secretariat	25 Aug 2017	Implementation plan under discussion with ChristchurchNZ (agenda item 6)
25 Aug 2017	Develop funding proposal to Regional Growth Programme for fixed-term employee or contractor to support implementation of regional visitor strategy priority actions	Secretariat	15 Sep 2017	Agenda item 7
1 Dec 2017	Circulate ChristchurchNZ presentation slides	Secretariat	18 Dec 2017	Complete
1 Dec 2017	Invite Minister for Local Government to March meeting	Secretariat	18 Dec 2017	Complete
1 Dec 2017	Write to Church Property Trustees about fundraising for Christ Church Cathedral reinstatement	Chair / secretariat	18 Dec 2017	Complete
1 Dec 2018	Work with lead Mayors to draft a programme for working dinners in 2018, to involve members of the CREDS reference group	Secretariat	2 Mar 2018	Complete – and agenda item 8
1 Dec 2018	Write to Lisa Tumahai – congratulations on election as Kaiwhakahaere, TRONT, and initiating a renewed conversation about her participation in the Mayoral Forum	Chair / Secretariat	18 Dec 2017	Complete

Canterbury Mayoral Forum

Item 6

Date: 2 March 2018

Presented by: Warren Gilbertson

CREDS project update

Purpose

1. This paper:
 - reports on implementation of Canterbury Regional Economic Development Strategy (CREDS) projects funded by the Regional Growth Programme
 - seeks feedback on the format and content of the quarterly report.

Recommendations

That the Canterbury Mayoral Forum:

- 1. receive the March quarterly report on implementation of CREDS projects funded by the Regional Growth Programme**
- 2. note that this is the proposed format of a quarterly report to the Mayoral Forum and to the Ministry of Business, Innovation and Employment**
- 3. provide feedback on the format and content of the report.**

Background

2. When the Mayoral Forum launched the refreshed CREDS for 2017–19 in June 2017, Ministers announced funding of \$2.185m for 11 ‘accelerator projects’ funded by the Regional Growth Programme.
3. A CREDS Project Manager was appointed from January 2018 – funded as one of the 11 projects by the Ministry of Business, Innovation and Employment (MBIE) and Environment Canterbury.
4. We are working with Abby Cheeseman, our liaison official in MBIE, to rationalise reporting across the various funding agreements Environment Canterbury has signed with MBIE on behalf of the Mayoral Forum.

Quarterly report

5. A quarterly report will be prepared and presented at each quarterly meeting of the Mayoral Forum, then provided to MBIE and copied to the Senior Regional Official.

6. While this duplicates summary information in the Mayoral Forum's Three-year work programme, the CREDS quarterly report is primarily designed to meet reporting requirements in funding agreements with MBIE.
7. The Project Manager seeks feedback on the format and content of the report.

Cost, compliance and communication

Financial implications

8. The report will track implementation against agreed project budgets.

Risk assessment and legal compliance

9. Reporting on delivery against project milestones is a contractual requirement of our funding agreements with MBIE.
10. When Environment Canterbury on behalf of the Mayoral Forum contracts with suppliers, legal advice is obtained as appropriate from Environment Canterbury's General Counsel.

Communication

11. Following Mayoral Forum meetings, the CREDS project updates will be published with the agenda and papers from the meeting on the regional forums website (<http://www.canterburymayors.org.nz>).

Attachments

- CREDS project update, March 2018

CANTERBURY REGIONAL ECONOMIC DEVELOPMENT STRATEGY

CANTERBURY MAYORAL FORUM

PROGRESS REPORT: March 2018

VISION A STRONG REGIONAL ECONOMY WITH RESILIENT, CONNECTED COMMUNITIES AND A BETTER QUALITY OF LIFE FOR ALL

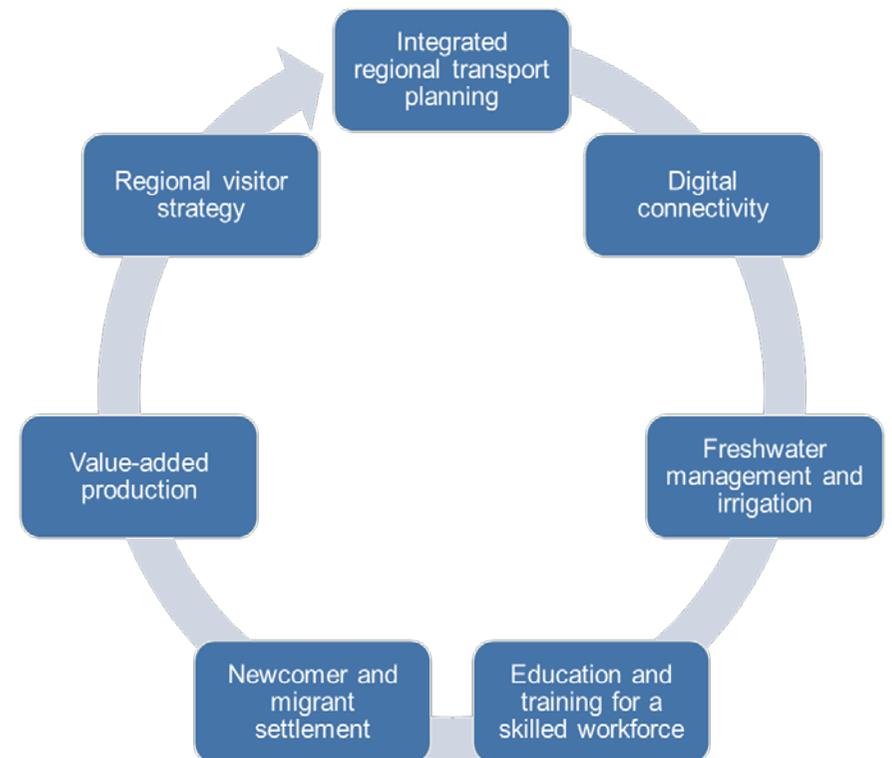
Objectives: 2017 - 19

- Position the Canterbury region for long-term, sustainable prosperity
- Complete/progress earthquake recovery and rebuild in greater Christchurch and in North Canterbury, attract and retain businesses, capital, skilled workers, students and visitors
- Strengthen and capitalise on interdependencies between the Christchurch and Canterbury economies.

The story of the CREDS

Advocating on economic and social development opportunities for Canterbury was a commitment in the Canterbury Local Authorities' Triennial Agreement for 2013–16. This commitment has been re-affirmed in the Triennial Agreement for 2017–19.

Key drivers are demographic trends, particularly the region's ageing population, and a sense of urgency about positioning the region's underlying economy for when earthquake recovery and rebuild cease to inflate economic activity and employment.



Seven priority work programmes

In February 2017, the Mayoral Forum and CREDS reference group re-affirmed the relevance and strategic importance of the seven CREDS work programmes initiated in 2015.

INFRASTRUCTURE, REGULATION AND INVESTMENT

- 1. Integrated regional transport planning and infrastructure investment**
- 2. Digital connectivity: extension and uptake of fast broadband in rural areas**
- 3. Freshwater management and irrigation infrastructure.**

HUMAN AND SOCIAL CAPITAL

- 4. Education and training for a skilled workforce**
- 5. Newcomer and migrant settlement: skilled workers, cohesive communities.**

WORKING WITH INDUSTRY

- 6. Value-added production**
- 7. Regional visitor strategy**

Project overview: 11 total projects, 10 projects have commenced, 1 project completed, 0 projects parked, 0 projects yet to commence.

Indicator:



On Track



Some issues but not critical



Substantive issues with remedial action required.

PROJECT	LEAD AGENCY / AMOUNT	KEY OUTCOMES / DELIVERABLES	UPDATE AND NEXT STEPS (UPCOMING MILESTONES)	INDICATOR	RECOMMENDED ACTION
<p>1. REGIONAL TRANSPORT</p> <p>Strategic policy analysis and advice to accelerate progress on work programme priorities and co-ordinate a stocktake of the resilience of the roading network in Canterbury</p> <p>TIMELINE 30 September 2018</p>	<p>Environment Canterbury</p> <p>\$100,000</p>	<p>The CREDS Regional transport work programme objective is to ensure that integrated transport planning occurs across all modes (air, rail, shipping and road transport) that:</p> <ul style="list-style-type: none"> prioritises a resilient transport network enables the efficient movement of people and freight into, out of and within the Canterbury region improves social connectedness and wellbeing, supports visitor strategies and improves road safety. 	<ul style="list-style-type: none"> Darren Fidler appointed Sep 2017 Monitoring indicators agreed with Regional Transport Committee (RTC) Freight modal shift phase 1 (scale of opportunity) complete Resilience stocktake scoping underway Engagement with South Island RTCs in progress regarding the development and implementation of a tourism initiative. 		<p>Not required.</p>

<p>2. YOUTH TRANSITIONS</p> <p>Expand pilot programmes developed by Aoraki Development to support youth transitions to further education, training and employment in South Canterbury and Ashburton</p> <p>Timeline 31 December 2018</p>	<p>Aoraki Development</p> <p>\$130,000 plus up to \$100,000 for web/app</p>	<p>The CREDS Education and training work programme objectives are:</p> <ul style="list-style-type: none"> ▪ <i>business, education and local government sectors are aligned, working together to make Canterbury a great place to study, live and work</i> ▪ <i>Canterbury has an appropriately skilled and educated workforce</i> ▪ <i>education and training institutions deliver an integrated education programme that maximises benefits to the institutions and to Canterbury.</i> 	<ul style="list-style-type: none"> ▪ Contract with Ministry of Social Development agreed December 2017. ▪ Milestone reporting occurs directly between fundholder Ministry of Social Development and supplier Aoraki Development. ▪ Funding has been used to engage a contractor for 12 months to facilitate and co-ordinate (in partnership with MSD and MoE) an expansion (with evaluation) of programmes piloted in Timaru to at least one other centre, working with the region’s businesses, Aoraki Development and other economic development agencies in Canterbury, secondary schools, tertiary education organisations, chambers of commerce, and businesses, and leveraging MSD’s existing work with Te Rūnanga o Ngāi Tahu on NEET issues. ▪ Ashburton roll-out planned for June – August 2018. ▪ Web/app requirements are currently being scoped. 		<p>Not required.</p>
<p>3. CONTRACT MANAGEMENT – CREDS PROJECT MANAGER</p> <p>Provide contract and project management across all work programmes and support lead Mayors with CREDS implementation</p> <p>Timeline 31 March 2019</p>	<p>Environment Canterbury</p> <p>\$150,000</p>	<p>Key outcomes:</p> <ul style="list-style-type: none"> ▪ <i>Provide contract and project management across all Canterbury Mayoral Forum work programmes and</i> ▪ <i>Support lead Mayors with CREDS implementation.</i> 	<ul style="list-style-type: none"> ▪ CREDS Project Manager commenced role on 8 January 2018. 		<p>Not required.</p>

<p>4. INDICATORS MONITORING REPORTING</p> <p>Develop outcomes / indicators and create a publication design that can be maintained and updated for further publications</p> <p>Timeline 31 December 2017</p>	<p>ChristchurchNZ</p> <p>\$10,000</p>	<p>This funding will be used to achieve the following:</p> <ul style="list-style-type: none"> ▪ further develop indicators for CREDS work programmes, specifically for Regional transport (with NZTA) ▪ design a template for more effective presentation and communication of CREDS indicators. 	<ul style="list-style-type: none"> ▪ Complete. 		<p>Not required.</p>
<p>5. DIGITAL CONNECTIVITY: 4G MOBILE AND BROADBAND MAPPING and</p> <p>6. UPTAKE PROJECTS</p> <p>a. Mapping remaining coverage gaps in rural Canterbury</p> <p>b. Analysing gaps for economic / social assessment</p> <p>c. Promotion of benefits to businesses through take up of digital technology – by way of case studies published through various media channels</p> <p>d. Supporting lead Mayor with advocacy / facilitation</p> <p>Timeline 31 December 2019</p>	<p>Timaru District Council</p>	<p>Rural Canterbury generates much of the prosperity for the region, but has suffered from a ‘digital divide’ between town and country. Fast broadband and addressing mobile ‘black spots’ is critical to the economic and social development of our region. For Canterbury to be fully connected, the following needs to be put in place:</p> <ul style="list-style-type: none"> ▪ infrastructure – an integrated, resilient network that provides fast broadband and mobile phone coverage to every farm and community in Canterbury ▪ retail packages that are fit for purpose and affordable ▪ uptake and use of digital technologies and online services to increase economic productivity and improve social and environmental outcomes. 	<ul style="list-style-type: none"> ▪ Draft Funding Agreement under negotiation with MBIE – no issues anticipated. ▪ RFP documentation (including draft Contract for Services) completed for third project component (Promotion of benefits to businesses through take up of digital technology – by way of case studies published through various media channels). ▪ Respondent applications due back on 9 March 2018. 		<p>Not required.</p>

<p>7. JOB READY – PROGRAMME EXPANSION</p> <p>Expand programme to match and mentor international students trained in New Zealand to employment in export-facing businesses – all of region, focusing on South Canterbury and graduates at NQF L7+</p> <p>Timeline 30 June 2019</p>	<p>ChristchurchNZ</p> <p>\$40,000</p>	<p>The CREDS Education and training work programme objectives are:</p> <ul style="list-style-type: none"> ▪ <i>business, education and local government sectors are aligned, working together to make Canterbury a great place to study, live and work</i> ▪ <i>Canterbury has an appropriately skilled and educated workforce</i> ▪ <i>education and training institutions deliver an integrated education programme that maximises benefits to the institutions and to Canterbury.</i> <p>This funding will be used to expand the Job Ready Programme in Timaru (40 students per year, for two years).</p>	<ul style="list-style-type: none"> ▪ Contract for Services with ChristchurchNZ signed 23 February 2018. ▪ First interim report due 30 June 2018. 		<p>Not required.</p>
<p>8. IMPROVING PRODUCTIVITY</p> <p>a. Investigate new value-add market opportunities that the region is well placed to take advantage of, to improve productivity and create higher living standards; e.g. niche markets, particularly in China / South East Asia, and</p> <p>b. consult and engage with South Island economic development agencies on creating a virtual economic policy unit/function, to support economic development strategy and</p>	<p>ChristchurchNZ</p> <p>\$1,000,000</p>	<p>A specific objective for the Value-added production work programme is that planning and consenting processes, and infrastructure managed by local government enable value-added production in Canterbury; i.e. focusing on what local government can contribute to value-added production.</p> <p>The funding will be used to:</p> <ul style="list-style-type: none"> • investigate further the global demand side of regional value-add opportunities, to improve productivity and create higher living standards. N.B. this is not engaging with CRIs or Public Research Organisations around commercialisation or supply side initiatives, which is the domain of the Lincoln Hub and other entities, but rather an outward- 	<ul style="list-style-type: none"> ▪ Draft Funding Agreement under negotiation with MBIE – no issues anticipated. ▪ Project scope descriptions and deliverables within the draft MBIE Funding Agreement, have been redrafted with input from ChristchurchNZ and University of Canterbury as the key organisations driving the delivery of these projects. ▪ As the project duration is over a four – five year duration, the project scope has been redrafted to ensure that the project working groups are not constrained with regard to exploring opportunities around different products and markets. ▪ The “Improving Productivity” and “High Value Manufacturing” projects are closely aligned. Consequently, there has been significant front-end time spent and work done with both ChristchurchNZ and University of Canterbury to ensure project outcomes and expectations are clear, agreed and communicated between the parties. 		<p>Not required.</p>

<p>implementation across the South Island</p> <p>Timeline 30 September 2022</p>		<p>looking investigation of niche market opportunities for the region, particularly in China / SE Asia.</p> <ul style="list-style-type: none"> consult and engage with other South Island EDAs, councils and Mayoral Forums – with central government mandate and support – for the creation of a virtual economic policy unit/ function, to support economic development strategy and implementation across the South Island. There are some critical common issues where the South Island is best viewed as a single market (e.g., tourism, transport, infrastructure, water). Three joint South Island EDA sessions were held last year – this proposal builds on that, and on the experience of the Mayoral Forum in creating the Canterbury Policy Forum in 2013. 	<ul style="list-style-type: none"> The Steering Groups will be convened by Mayor Rowley. 		
<p>9. HIGH VALUE MANUFACTURING</p> <p>Work across the Canterbury Tertiary Alliance and with the Lincoln Hub, CRIs and Callaghan Innovation to connect industry needs to research and accelerate knowledge translation to high-value production and manufacturing for export</p> <p>Timeline – June 2017 to June 2018</p>	<p>University of Canterbury</p> <p>\$450,000</p>	<p>A specific objective for the Value-added production work programme is that planning and consenting processes, and infrastructure managed by local government enable value-added production in Canterbury; i.e. focusing on what local government can contribute to value-added production.</p> <p>This investment will part-fund a co-ordination position (based at the University of Canterbury), to work across the Canterbury Tertiary Alliance (Canterbury University, Lincoln University (including the Lincoln Hub) and Ara Institute) and with CRIs as</p>	<ul style="list-style-type: none"> Refer “Improving Productivity”. 		<p>Not required.</p>

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appropriate to connect industry needs to research and to accelerate knowledge translation to high-value production and manufacturing for export.

This project will be driven by industry engagement, but two indicative examples of potential areas for connection and co-ordination are:

- under the Montreal Protocol, the use of methyl bromide is to be banned for log exports from 2020 (phase-out of ozone-depleting substances), so industry urgently needs alternative methods of pest control – this also relates to biosecurity and climate change adaptation and mitigation generally
- new generation fertilisers are needed that comply with nutrient limits set by Environment Canterbury through the Canterbury Water Management Strategy in RMA regional and sub-regional plans – this has both regional and national application.

<p>10. VISITOR STRATEGY</p> <p>Work with KiwiRail and other relevant agencies to develop a robust assessment of the business case for reintroducing tourism passenger services south of Christchurch – and to support the regional visitor strategy</p> <p>Timeline 31 December 2018</p>	<p>Timaru District Council / KiwiRail</p> <p>\$50,000</p>	<p>A specific objective for the Visitor strategy work programme is to grow sustainable tourism that focuses on the high-end market, encourages a wider seasonal ‘spread’, disperses visitors across the region and South Island, and keeps them here longer.</p> <p>This also relates to the CREDS Regional transport work programme, with its objective of integrated transport planning across modes (air, rail, shipping and road transport) that:</p> <ul style="list-style-type: none"> • <i>prioritises a resilient network</i> • <i>enables the efficient movement of people and freight into, out of and within the Canterbury region</i> • <i>improves social connectedness and wellbeing, supports visitor strategies and improves road safety.</i> <p>This funding will be used to engage a consultant to work with KiwiRail on an indicative business case for reintroducing tourism passenger services south of Christchurch (Christchurch–Invercargill rail corridor) with initial emphasis on the Christchurch–Dunedin sector.</p> <p>The business case will refer to and build on earlier work, including:</p> <ul style="list-style-type: none"> • a report on National passenger rail network development (Kiwirail, 2010) undertaken by Boulter Consulting and • MBIE’s 2016 review of Tourism infrastructure – highlighting limitations including lack of long distance passenger rail capacity. 	<ul style="list-style-type: none"> ▪ Project scope agreed with project sponsor Mayor Odey. ▪ Project scoping workshop with Kiwirail, NZTA, Ministry of Transport, Treasury facilitated by MBIE scheduled for 8 March 2018. ▪ Discussions held with Chris Allen (General Manager City Infrastructure – Hamilton City Council) to understand process being worked through to develop business case for Hamilton – Auckland commuter rail service. 		<p>Not required.</p>
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<p>11. CANTERBURY BRAND STORY</p> <p>Work with ChristchurchNZ to deliver a validated Canterbury story, integrated and aligned with the Christchurch story, the production of a promotional video for Canterbury story, and develop a network of committed funders for ongoing asset development</p> <p>Timeline 31 December 2018</p>	<p>ChristchurchNZ</p> <p>\$110,000</p>	<p>Key outcomes:</p> <ul style="list-style-type: none"> • <i>promoting a shared, region-wide brand story</i> • <i>greater efficiencies by leveraging the marketing resources of the region as a whole</i> • <i>responding more powerfully as a region to increased competition from other place brands</i> • <i>helping to accelerate the transition from a traditional to a broader and more progressive economy</i> • <i>enhancing the value of what the region produces through a Canterbury source-of-origin association (provenance marketing).</i> <p>Funding is for the following:</p> <ul style="list-style-type: none"> • development of media images and video production – particularly of Canterbury business / industry. • video production to tell the story, in a style aligned to the video of the Christchurch story. • Contracting a resource for 6 months to work and fundraise for the ongoing development and use of both the Christchurch and Canterbury brand stories to promote Canterbury as the preferred destination to work, live and invest. 	<ul style="list-style-type: none"> ▪ Draft Funding Agreement with MBIE under negotiation ▪ Project scope and draft Contract for Services under negotiation with ChristchurchNZ. 		<p>Not required.</p>
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NEW INITIATIVES UNDER DEVELOPMENT

<p>1. SOUTH ISLAND EVENTS CALENDAR</p> <p>Development of an integrated and centralised event calendar accessed through a unique portal but available to all destination marketing and regional tourism organisations (RTO's) to promote all South Island major events</p> <p>Timeline 31 December 2018</p>	<p>ChristchurchNZ / Christchurch Airport</p>	<p>Key outcomes:</p> <ul style="list-style-type: none"> • <i>Ensure that at a regional level, tourism initiatives, strategies and products can be planned around major events</i> • <i>Inform infrastructure planning ensuring optimization of regional tourism marketing investments</i> • <i>Encourage collaboration and partnerships between tourism marketing and economic development organisations throughout the South Island</i> • <i>Development and implementation of an event by event planners, can be done in a coordinated manner and avoid competition occurring between major events happening on the same date.</i> 	<ul style="list-style-type: none"> ▪ Initial scoping of initiative agreed with ChristchurchNZ ▪ Investigation into whether EventFinda could host and manage a shared event website has identified a number of issues which discount this option i.e. cost, coordination of events ▪ Approach to Christchurch Airport to explore possibility of hosting site through the South website ▪ Draft business case to MBIE forwarded 16 February seeking agreement in principal. 		
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<p>2. NZ AGRICULTURAL SHOW – AGRISCIENCE AND INNOVATION PAVILION</p> <p>Work with NZ Agricultural Show (formerly Canterbury A&P) to establish an Agri-science and Innovation Pavilion which is able to draw together a number of key industry stall holders to promote and showcase innovative technology initiatives and has the ability to grow the profile of Canterbury as a high-tech region. This becomes the opportunity to attract highly specialist individuals, business and investment into the region</p> <p>Timeline 31 December 2019</p>	<p>NZ Agricultural Show</p> <p>\$50,000</p>	<p>Key objectives for Canterbury Mayoral Forum</p> <ul style="list-style-type: none"> ▪ <i>Grow the profile of Canterbury as a high-tech region by showcasing innovative technology initiatives promoting the region as the preferred place to work, live and invest.</i> ▪ <i>Provides the Canterbury Mayoral Forum to build the profile of the Canterbury Water Management Strategy, along with highlighting some of the innovative and collaborative solutions for sustainable freshwater management.</i> <p>Approach</p> <p>ECan facilitates the implementation of the Canterbury Water Management Strategy (CWMS) and the Mayoral Forum will work with mayors and industry partners to provide a programme of practical demonstrations, presentations of best practice case studies, and hands-on exhibits to tell the CREDS and CWMS stories over the three day duration of the Show.</p>	<ul style="list-style-type: none"> ▪ Scope of project agreed with Canterbury A&P event management. ▪ Preliminary meeting held with some of ECan executive team seeking support for initiative. ▪ Draft business case to MBIE forwarded 16 February seeking agreement in principal. ▪ A condition precedent is the confirmed attendance and commitment from other key pavilion site-holders - MPI, Lincoln Hub and KPMG. ▪ Once MBIE level of commitment is clear, business case will require ECan Executive Team sign-off given the level of ECan resource required to successfully implement initiative. 		
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Glossary

- MBIE Ministry of Business, Innovation and Employment
- MfE Ministry for the Environment
- MPI Ministry for Primary Industries
- NZTA New Zealand Transport Agency

Canterbury Mayoral Forum

Item 7

Date: 2 March 2018

Presented by: Warren Gilbertson, CREDS Project Manager

CREDS funding proposals

Purpose

1. This paper seeks Mayoral Forum agreement in principle to apply for project funding from the Senior Regional Official's (SRO's) 2017/18 budget for Canterbury.

Recommendations

That the Canterbury Mayoral Forum:

1. **agree in principle to submit funding proposals to the Senior Regional Official for:**
 - 1.1. **identification and web publication of a calendar of South Island major events, to support alignment, promotion and co-ordination (to a maximum of \$150,000)**
 - 1.2. **seed funding and securing of an anchor tenant site in the Agri-Science and Innovation Pavilion at the National Agricultural Show in November 2018 (to a maximum of \$50,000).**

Background

2. SROs each have a budget of \$200,000 per region. Canterbury has not drawn on its SRO budget in the year to 30 June 2018. Any unspent funding is re-allocated to another region.
3. The application process is relatively straightforward, and decisions on funding proposals are made by the Senior Regional Officials group.

Proposal 1: South Island major events calendar

4. In August 2017, the Mayoral Forum identified a need for co-ordination and alignment of major events – within Canterbury, with adjacent regions, and across the South Island.
5. A calendar of South Island events will be useful to:
 - inform and encourage co-ordination of major events
 - promote festivals and events, and help disperse visitors and keep them in the South Island longer

- support South Island Regional Transport Chairs, who are asking for information on visitor flows to support transport planning
 - inform planning by transport agencies and NZ Police, and agencies like St John that provide first aid services.
6. The existing Eventfinda website (<https://www.eventfinda.co.nz/>), although part-funded by central government, does not provide a calendar view, and making South Island tour's visible from the Home page will cost around \$25,000 per year.
 7. The secretariat is exploring two other options for building a dedicated web page off an existing site:
 - Christchurch Airport's South website (<https://south.co.nz/>) – *preferred option*
 - ChristchurchNZ's website (<http://www.christchurchnz.com/new-zealand/>).
 8. The funding sought is to a maximum of \$150,000 to:
 - consult with relevant destination marketing and regional tourism organisations to inform the project plan and obtain their buy-in and support
 - design processes for the on-going operation of the digital events calendar
 - assess and confirm the longer-term sustainability and operation of a digital events calendar.
 - design and build an appropriate portal
 - manage the digital events calendar
 - evaluate uptake and use.
 9. Mayors Winston Gray, Sam Broughton and Graham Smith would be the Mayoral Forum sponsors for this project.

Proposal 2: Agri-Science and Innovation Pavilion

10. Following an approach last year from Geoff Bone, Event Director, we have identified an opportunity for the Mayoral Forum to support and be an anchor tenant in an Agri-Science and Innovation Pavilion (500m²) at the 2018 National Agricultural Show (formerly the Canterbury A&P Show). The other anchor tenants are likely to be the Ministry for Primary Industries, KPMG and the Lincoln Hub.
11. This is an opportunity to promote the Mayoral Forum's leadership of the Canterbury Water Management Strategy, and the application of technology to improve productivity and living standards within an environmentally sustainable framework.
12. Environment Canterbury is assessing the value of committing staff time and resource to the Pavilion – to partner with Zone Committees and industry to 'show and tell' the CWMS story and the application of science, regulation and technology to address

environmental damage, improve water quality and secure a sustainable future. The costs of doing this well over the three days are considerable.

13. An indication of the willingness of Mayors and Chief Executives to help staff the Mayoral Forum exhibition space over the three days of the Show will help us assess whether and how to proceed with a funding proposal.
14. Mayor Craig Rowley would be the Mayoral Forum sponsor for this project.

Next steps

15. In light of direction and decisions made at this meeting, the secretariat will keep Forum members informed of progress and report to the next meeting on 25 May 2018.

Canterbury Mayoral Forum

Item 8

Date: 2 March 2018

Presented by: Jim Palmer (Chair, Chief Executives Forum)

Engaging with central government

Purpose

1. This paper provides some information on the Provincial Growth Fund and proposes an approach to engaging with Ministers and central government agencies on agreed Mayoral Forum priorities.

Recommendations

That the Canterbury Mayoral Forum:

1. **request the secretariat to:**
 - 1.1. **circulate additional information on the Provincial Growth Fund as it comes to hand**
 - 1.2. **explore opportunities to work with the Senior Regional Official and CREDS lead Mayors on opportunities to access small-scale investment funding, where the benefits demonstrably exceed the transaction costs of securing the resource**
 - 1.3. **facilitate regional co-ordination of infrastructure funding proposals submitted by Canterbury councils**
2. **accept the offer of Environment Canterbury to engage a consultant to support the Mayoral Forum's engagement with central government officials and Ministers on policy settings for immigration and international education**
3. **agree to invite Hon Kelvin Davis, Malcolm Johns, Joanna Norris, Graeme Abbot and Andy Roberts to the Mayoral Forum working dinner on Thursday 24 May for discussion of regional visitor strategy.**

Background

2. At its meeting on 1 December 2017, the Mayoral Forum:
 - received some initial analysis of implications of the new Government for Canterbury
 - identified two regional priorities for engaging with Ministers:
 - policies on immigration and international education that work both for Canterbury and for New Zealand as a whole

- water infrastructure and freshwater management
 - agreed to maintain a co-ordinated approach when applying for regional development funding.
3. The Canterbury Policy Forum continues to monitor the development and implementation of central government policies and their implications for Canterbury.

Tuawhenua / Provincial Growth Fund

4. The Provincial Growth Fund (PGF) was launched in Gisborne on 23 February 2018. The Fund (totalling \$1b per year of existing and new funding) was a commitment in the Coalition Agreement with NZ First. The Fund will invest in regional rail, support the planting of a billion trees over the next 10 years, investigate the future of the upper North Island ports, and provide for investment in local, regional and large-scale capital projects.
5. This paper has been prepared prior to the launch. The following information is based on information in the Budget Policy Statement (14 December 2017) and conversations with Wellington officials.
6. We expect that the PGF will be open to regions (not cities), including Canterbury – but Canterbury is unlikely to be a priority region. Regional co-ordination of funding proposals is likely to be strongly encouraged.
7. The PGF will comprise three tiers of investment:
- small-scale investments (building on the Regional Growth Initiatives fund)
 - medium- to large-scale sector-based investments (such as the 1 billion Trees Programme)
 - large infrastructure investments.
8. Investment criteria are likely to be:
- **jobs and sustainable economic development:** investments that support increased jobs and sustainable economic development over the long term, particularly in regions and sub-regions where unemployment is high and there are significant social challenges
 - **social inclusion and participation:** investments that support increased social inclusion through effective training, work preparation and support that enables more people to fully participate in work and society
 - **climate change and environmental sustainability:** investments that support opportunities to achieve New Zealand's climate change commitments and encourage more sustainable and productive use of land, water and other resources
 - **resilience:** investments that increase regional and national resilience by improving critical infrastructure and focusing on opportunities to grow and diversify our exports and economy.

9. Information released at the time of the launch on 23 February will be shared at the Mayoral Forum meeting on 2 March 2018.
10. In addition to the PGF, Senior Regional Officials have access to a budget of \$200,000 per region per annum. Two proposals for funding from this budget in F2017/18 are to be discussed in **agenda item 7**. We expect to be able to apply for funding to a similar level in F2018/19.
11. Recommended actions – request the secretariat to:
 - circulate additional information on the PGF as it comes to hand
 - explore opportunities to work with the Senior Regional Official and CREDS lead Mayors on opportunities to access small-scale investment funding, where the benefits demonstrably exceed the transaction costs of securing the resource
 - facilitate regional co-ordination of infrastructure funding proposals from member councils within the Canterbury region.

Policy advocacy

Immigration and international education

12. On 28 November 2017, the Mayoral Forum sent a briefing letter on immigration, newcomer settlement and international education to the incoming Ministers of Immigration, Agriculture, and Employment, and the Ministers for Ethnic Communities, Rural Communities, and Regional Economic Development.
13. Hon Iain Lees-Galloway, Minister of Immigration, responded to this letter on 14 December 2017. Key points were:
 - the Government is focusing on improving the migration system and reducing exploitation, rather than setting a specific target to reduce immigration
 - the Government will create regionally focussed skills shortages lists
 - 'getting the balance right' in international education – ensuring a potential pool of highly skilled migrants for New Zealand's labour market while ensuring we do not provide a backdoor to residence
 - the Minister welcomes the Mayoral Forum's input to his work with colleagues and immigration officials to achieve the Government's immigration commitments.
14. The secretariat has begun drafting a policy discussion framework and will develop this in consultation with staff at the Ashburton District Council, the Canterbury Employers' Chamber of Commerce and ChristchurchNZ.
15. To support high-level discussion with central government officials and Ministers, the discussion framework takes the form of a table with:
 - current policy settings for immigration and international education

- proposed Government policies (from party manifestoes and public statements since the formation of a Government)
 - policy options that could work for Canterbury and the South Island – and for Auckland and New Zealand as a whole
 - key evidence that supports this analysis.
16. On 27 February, David Bromell and Simon Fraser attended a Regional Immigration Policy Session hosted by the Canterbury Employers' Chamber of Commerce, with staff from the University of Canterbury, Lincoln University, Ara Institute, BusinessNZ, ChristchurchNZ and the Christchurch City Council.
 17. Following further consultation with lead Mayors and additional external stakeholders (such as Dairy New Zealand, Federated Farmers and some key tourist operators), we will circulate the table to all Mayors and Chief Executives for comment.
 18. We propose to engage a consultant with significant experience in the Department of Prime Minister and Cabinet to support the Forum's engagement with officials in central government agencies and with Ministers on the policy options we identify. Environment Canterbury has agreed to fund this piece of work. Helen Wyn and Abbie Cheeseman will facilitate this engagement.
 19. By mid-year, the objective is for a deputation of Mayors (Lianne Dalziel, David Ayers, Donna Ayers and Sam Broughton) to meet with a cluster of Ministers to present *constructive immigration and international education policy options* that have potential to serve the interests of Canterbury and the South Island while achieving the Government's objectives and addressing its concerns.

Water infrastructure and freshwater management

20. Steve Lowndes and Claire McKay will report on the January 2018 visit of Hon David Parker in the CWMS update (**agenda item 10**).

Mayoral Forum working dinners

21. The Forum may wish to reflect briefly on the working dinner held with Hon Clare Curran and invited guests on Thursday 1 March, including:
 - what worked – and what we might do differently next time
 - any follow-up actions required, and next steps.
22. A draft programme of Mayoral Forum working dinners circulated in December 2017 proposed that the May dinner focus on regional visitor strategy, facilitated by Mayor Winston Gray with Mayors Sam Broughton and Graham Smith.

23. If the Forum agrees, we propose to invite the following guests to the working dinner on 24 May 2018:

- Hon Kelvin Davis, Minister of Tourism
- Malcolm Johns, Chief Executive, Christchurch International Airport Ltd
- Joanna Norris, Chief Executive, ChristchurchNZ
- Graeme Abbot, General Manager, Hanmer Springs Thermal Pools & Spa
- Andy Roberts, Director Operations, Eastern South Island, Department of Conservation.

Canterbury Mayoral Forum

Item 9

Date: 2 March 2018

Presented by: Lianne Dalziel (Chair)

Memorandum of Understanding with Nagano Prefecture, Japan

Purpose

1. This paper invites decision on whether or not the Canterbury Mayoral Forum wishes to enter into a high-level, region-to-region Memorandum of Understanding (MOU) with the Nagano Prefectural Government.

Recommendations

That the Canterbury Mayoral Forum:

1. **decide whether or not to enter into a region-to-region Memorandum of Understanding with the Nagano Prefectural Government.**

Background

2. On 25 August 2017, the Mayoral Forum received a report on a proposed region-to-region MOU with Nagano Prefecture and:
 - **agreed in principle** to develop a region-to-region relationship with Nagano Prefecture, Japan
 - **directed** the secretariat to work with Christchurch Educated and Christchurch City Council staff to draft an MOU with Nagano Prefecture and report back to the Mayoral Forum on 1 December 2017.
3. The report to the August meeting (attached as Appendix A) included a draft MOU.
4. Discussion at the December 2017 meeting was deferred to the March 2018 meeting, as the Chair will now not travel to Japan until October 2018.
5. Tony Oikawa, Japan Market representative for Christchurch Educated, visited Nagano in November 2017 and provided the report attached as Appendix B.

Reasons to proceed with an MOU

Existing partnerships in education

6. A region-to-region MOU would build on existing projects and exchanges in education and training. Canterbury education providers have historically been very strong in Japan, stronger than any other region in that market outside of Auckland.

7. A delegation from the University of Nagano is visiting Christchurch in June 2018 to finalise a student exchange programme in Global Management and Food and Health Science.
8. Mayor Kiyooki Motai (Ikeda-machi district) hopes to head a delegation to Canterbury during 2018, with a particular focus on Lincoln University, agriculture and agri-tourism.
9. Governor Shuichi Abe hopes to accompany a delegation to Canterbury in June 2019, in relation to existing programmes with Ara Institute and Lincoln University.

Additional opportunities

10. On 23 January 2018, negotiations for the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP) were concluded in Tokyo. The CPTPP is a free trade agreement involving 11 countries in the Pacific region, including **New Zealand**, Australia, Brunei Darussalam, Canada, Chile, **Japan**, Malaysia, Mexico, Peru, Singapore, and Viet Nam.
11. Japan is hosting the 2019 Rugby World Cup (20 September – 2 November) and the Summer Olympics in 2020.
12. A region-to-region relationship beyond existing tertiary education programme partnerships could encourage and facilitate business-to-business contacts in the agriculture, food and beverage, tourism, manufacturing and technology sectors. Public service exchanges and training programmes are also an option, building on a previous exchange hosted by the Christchurch City Council.

Reasons not to proceed with an MOU

13. Christchurch Educated and its parent body ChristchurchNZ have existing relationships and commitments in the education space. There is currently no mechanism or funding however, to broker business introductions with the aim of forming business partnerships. ChristchurchNZ and the Canterbury Employers' Chamber of Commerce typically refer this kind of activity to New Zealand Trade and Enterprise (NZTE).
14. The Nagano Prefectural Government has indicated some willingness to part-fund Tony Oikawa to develop the project, but while Tony has very strong relationships in education, he does not have an existing network of relationships in the private sector. Neither does the Mayoral Forum have a budget to part-fund facilitation or brokering of business introductions. (There may, however, be opportunities to progress this through NZTE.)
15. The Mayoral Forum and Canterbury councils have not to date evidenced strong enthusiasm for the MOU proposal.

Cost, compliance and communication

Financial implications

16. There are no direct financial implications for the Mayoral Forum or member councils. The proposed MOU is high level and well aligned with the Mayoral Forum's exercise of leadership, facilitation and advocacy for the Canterbury region.
17. Objectives agreed in the MOU would, however, require some investment in brokering and facilitation. The Mayoral Forum does not have existing funding to support that, and neither does the regional forums secretariat have the capacity or capability to drive this work.
18. If the MOU proceeds, strengthening the existing relationship with Nagano will involve Mayors and their councils in hosting delegations from time to time. If Mayors or other city/district representatives are visiting Japan for any other reason (e.g. on account of existing sister-city relationships), extending the visit to include Nagano Prefecture would be a cost-effective way of building and maintaining the relationship at governance-to-governance level.

Risk assessment and legal compliance

19. If the Mayoral Forum wishes to proceed with an MOU, the secretariat will work with the Civic and International Relations team at the Christchurch City Council to develop the final text of an MOU in consultation with General Counsel, negotiate this with the Nagano Prefectural Government through Tony Oikawa and report back to the Mayoral Forum on 25 May 2018.

Communication

20. If the Mayoral Forum agrees to proceed and an MOU is signed in October 2018, the secretariat will work with the Civic and International Relations team at the Christchurch City Council, ChristchurchNZ and the Canterbury Employers' Chamber of Commerce to publicise the MOU and the opportunities it represents to the education and training, agriculture, food and beverage, tourism and technology sectors.

Next steps

Mar 2018	Mayoral Forum decides whether to enter into an MOU	NO 	Chair writes to Nagano Governor affirming existing relationships and partnerships in our region and welcoming additional initiatives, but declining to enter into a formal MOU at this time
	YES 		
May 2018	Text of MOU finalised, negotiated with Nagano Prefectural Government, and reported to Mayoral Forum on 25 May		
Jun 2018	Visit of delegation from University of Nagano		
Oct 2018	MOU signed by Mayor Dalziel and Governor Abe in Nagano		
Nov 2018	Region-to-region partnership promoted to education, business and tourism sectors		

Attachments

- Appendix A: Mayoral Forum paper as discussed, August 2017
- Appendix B: Attachment withheld under LGOIMA section 7(2)(b)(ii)

Canterbury Mayoral Forum

Item 10.1

Date: 25 August 2017

Presented by: Lianne Dalziel, Chair

Region-to-region MoU with Nagano Prefecture, Japan

Purpose

This paper seeks agreement in principle to develop a region-to-region relationship with Nagano Prefecture, Japan, for report back to the Mayoral Forum on 1 December 2017.

Recommendations

That the Canterbury Mayoral Forum:

- 1 **agree** in principle to develop a region-to-region relationship with Nagano Prefecture, Japan
- 2 **direct** the secretariat to work with Christchurch Educated and Christchurch City Council staff to draft a Memorandum of Understanding (MOU) with Nagano Prefecture and report back to the Mayoral Forum on 1 December 2017.

Background

- 1 Nagano Prefecture (formerly known as Shinshu) is in central Japan, between the Tokyo and Nagoya metropolitan areas. It is the fourth largest region in Japan, with a population (2015) of 2.1 million. It is ranked the happiest region in Japan, and is one of the highest ranked regions for education.
- 2 An MoU between the two regions would formalise and extend the existing relationship, which currently focuses on tertiary alliances, school relationships (including early childhood education and parenting programmes), study tours and teacher exchange.
- 3 There is an opportunity for the relationship to extend to a range of other opportunities, for example, 2019 rugby world cup tours, farm management education and tramping guides/sports instructors exchange programmes.
- 4 Nagano Prefecture and the Canterbury region both have 10 districts, and there are some marked similarities in geography and economic activity.
- 5 Mayors indicated support in principle (via email) for the Chair of the Mayoral Forum to explore the proposal.
- 6 On 14 August 2017, I met with Takeuchi Nobuhiko from the Nagano Prefectural Government, Asst Prof Tetsuhito Sakata from Teikyo University and Tony Oikawa, Japan Market Representative for Christchurch Educated.

Alignment with CREDS

- 7 The strong focus on international education aligns well to the Canterbury Regional Economic Development Strategy (CREDS) accelerator project to extend the Job Ready mentoring programme for international students to South Canterbury. This encourages

and support young, skilled migrants who have been educated in New Zealand to settle permanently in our region, augment our labour force and contribute to our communities.

- 8 The expansion of the Sister City concept to a 'cousin-region' arrangement, means that a wider array of offerings is available to both parties. The relationship could potentially extend beyond education, into employment / training exchanges and opportunities in tourism and farming.
- 9 The opposing seasons in both countries increases the potential for work and leisure exchanges in skiing, sports training and tourism. This aligns well with the CREDS Visitor strategy goal of attracting visitors outside the peak summer season.

Next steps

- 10 A draft of what a region-to-region relationship might look like, and an initial draft of a potential MOU are attached as Appendix A. This material has been provided by Tony Oikawa as *concept documents to support discussion between the parties*.
- 11 With Mayoral Forum agreement, the secretariat will work with Christchurch Educated and the international team at Christchurch City Council to develop a high-level MOU for Mayors to consider when they meet on 1 December 2017.
- 12 The MOU will be high level and mandate the subsequent development of a project plan and programme of practical actions with the Forum and its member councils.
- 13 If the Mayoral Forum agrees, the Chair could sign an MOU during a planned visit to Japan in March or April 2018.

Date: 2 March 2018

Presented by: Steve Lowndes and Claire McKay, Environment Canterbury

Canterbury Water Management Strategy update

Purpose

- 1 This paper provides the Canterbury Mayoral Forum with an update on region-wide progress towards implementing the Canterbury Water Management Strategy (CWMS).

Recommendations

That the Canterbury Mayoral Forum:

- 1 **receives the progress report of implementing the CWMS in each district and across the region and discuss current challenges and opportunities**
- 2 **discuss Environment Canterbury's new format for the Canterbury Water Management Strategy update and recommend any improvements**
- 3 **discuss the best way to incorporate Territorial Authority updates into the paper.**

Key points

- 2 Water management remains a hot topic for Canterbury. 2018 began with CWMS committees welcoming new members and working on full agendas and key topics, Councils releasing important water decisions for public consultation through the LTP process, and often-emotive water topics in the media on a regular basis across the region.
- 3 A variety of water-related events, conferences and symposiums are scheduled for 2018.

Regional and Zone Committee updates

- 4 The Canterbury Water Management Zone and Regional Committees started the 2018 year with 14 new community members among them, and 11 members reappointed. Specific topics for focus in the first part of 2018 include:
 - the **Kaikōura and Hurunui Zone Committees** are working on three projects funded by Ministry of Primary Industry Earthquake Recovery grants (\$800,000). The projects help farmers re-evaluate their farming practices through research into earthquake effects on and beneath their land. In Kaikōura the effects of the State Highway and Kiwi Rail repairs on waterways and the coast have been closely monitored and there were no non-compliance issues.
 - as part of its sub-regional plan process, **Waimakariri Zone Committee** is considering the results of a scientific investigation that found low levels of 'nitrate-nitrogen' in aquifers and wells in Kaiapoi, Belfast and northern Christchurch.
 - the **Christchurch West Melton and Banks Peninsula Zone Committees** are involved with work to develop the Whakaraupo/Lyttelton Harbour Catchment

Management Plan (led by the Partners Governance Group and due for launch in March), and work to ensure that water quality standards are met through the new National Environmental Standard for forestry, especially for areas affected by the Port Hills fires in February 2017.

- the **Orari-Temuka-Ophi-Pareora (OTOP)** zone committee is seeking feedback on its Draft Zone Implementation Programme Addendum that recommends environmental limits and practical actions to protect and improve freshwater quality in the zone. Roadshows were held between 30 January and 21 February.
- Environment Canterbury is working on a system for improved collection and reporting on the practical projects being worked on in each zone. This CWMS update will increasingly include better data and updates enabled by the new system.

Ministry for the Environment update

- 5 Ngāi Tahu, Environment Canterbury, the Selwyn District Council and the Selwyn-Waihora Zone Committee hosted Hon. David Parker (Minister for the Environment, Trade and Export, and Economic Development) and officials on a day-long field trip to Te Waihora on 16 January 2018. The Minister heard Ngāi Tahu's perspective on the significance of Te Waihora, and discussed with the different parties the vision, practical work, efforts to restore the lake's mauri, and implications of Resource Management Act (RMA) rules on farming operations in the catchment. It was a positive trip and the Minister reported that he found it worthwhile and gave him a lot to think about.
- 6 The Minister and Ministry officials requested pieces of work during their visit and we pulled together responses to reach him late February. We hope this will inform his thinking around any changes to the RMA and the proposed National Planning Standards. We understand he is likely to provide direction to the Ministry on these matters in April 2018.

Environment Canterbury updates

Draft Long-Term Plan 2018–2028

- 7 Environment Canterbury's **draft Long Term Plan 2018–2028** is due for public consultation from 26 February to 26 March, with hearings scheduled for 30 April, 1 and 2 May leading to adoption by council on 21 June 2018. The Long-Term Plan (LTP) reflects the council's strategic priorities of freshwater management and indigenous biodiversity.
- 8 For the CWMS Portfolio, there is increased focus on implementation of the Land and Water Regional Plan in the form of support for individuals to meet compliance with new farming rules. Resources have been shifted to provide three cultural land advisors and two land management advisors and increased support for the Farm Environment Plan Audit Programme.
- 9 The LTP proposes to change the current region-wide targeted rate for the CWMS to a region-wide general rate for Freshwater Management. We have assigned resources to improve the monitoring of river flows, specifically those connected to irrigation takes, and provided additional support to manage the increased data from water users. This increased monitoring will help provide better information to manage the water resource and deliver on CWMS targets.

Farm Environment Plans

- 10 A key part of ensuring compliance with the Land and Water Regional Plan is Environment Canterbury's current focus on Farm Environment Plans (FEP). Under the Land and Water Regional Plan, 3800 of the 8800 agricultural farms in Canterbury require a land use consent to farm, and are required to have their FEP audited as part of their consent. The FEP is independently audited to check that risks are managed and Good Management Practices are applied to minimise impacts on water quality. Work is underway to help farmers develop and implement their FEPs, including Environment Canterbury's approval of Fonterra's farm environment plan template in January 2018 and Beef and Lamb New Zealand's free workshop in January to help farmers complete their Farm Environment Plan.

Braided rivers

- 11 Environment Canterbury has initiated a project (the BRIDGE project) to work with Territorial Authorities, CWMS committees and communities to provide certainty on the extent of braided river beds (and subsequently the areas of respective responsibilities of Environment Canterbury and territorial authorities). The project involves identifying the range of values within braided river environments. It is expected this process will develop the content and pre-notification process for a likely plan change (Canterbury Land and Water Regional Plan) notification in June 2019.

Canterbury Drinking Water Reference Group

- 12 The Government's report on the Havelock North Drinking Water Inquiry: Stage 2 was made publicly available on 6 December 2017. The report recommends urgent and early actions to prevent recurrences of an outbreak of waterborne disease in water supplies throughout New Zealand. The Government is currently considering the recommendations. In the meantime, the Ministry of Health has made it very clear that councils need to act now rather than wait until they are directed to make safety improvements.
- 13 The Canterbury Drinking Water Reference Group (made up of representatives from Environment Canterbury, all Canterbury councils and the Canterbury District Health Board Medical Officer of Health) has reviewed the recommendations and is continuing to share local knowledge and expertise around water supply issues in the Canterbury region. This has assisted local authorities and the Canterbury District Health Board to review and implement the recommendations that provide immediate improvement. It is intended that this collaborative way of working on drinking water will become business as usual.

Territorial Authority updates

- 14 Environment Canterbury's CWMS team would be grateful for advice on completing this section. Options include verbal updates from Territorial Authorities at the meeting or a request for information from each Territorial Authority prior to the meeting.

Community feedback

- 15 A **Community survey on waterways** has been undertaken by the Christchurch City Council. Over 400 people took part, and nearly 60% said Christchurch waterways were

in poor or very poor health. Only 55% of respondents said they knew where storm water went once it entered the drain network. The majority said they were prepared to make lifestyle changes and/or take part in waterways clean-up activities. Next steps involve working with smaller groups to identify activities and behaviours that will best achieve improvements to the health of waterways. Full results can be found at <https://www.ccc.govt.nz/environment/water/waterways/>

In the news

Cyanobacteria warnings

- 16 Cyanobacteria warnings have been in the news over the summer, but Environment Canterbury has not issued more warnings than in previous years. Saltwater Creek is the only 'new' site that is not one of the regular cyanobacteria warning sites, caused by very low rainfall during November that resulted in very low water levels and very warm water temperatures.
- 17 Environment Canterbury continues to fund research into the drivers of cyanobacteria blooms regionally, and is involved in a national working party looking into the ramifications and rationale of including benthic cyanobacteria as one of the National Policy Statement attributes.
- 18 Environment Canterbury continues to work with Community and Public Health and Territorial Authorities to inform the community about the risk of cyanobacteria through its contact recreation program.
- 19 A late media release for the warning in South Canterbury was discussed in the media in January, caused by a Community and Public Health staff member being on leave. The warning system is under review to ensure no further issues.

Chlorination of Christchurch's drinking water

- 20 Chlorination of Christchurch's drinking water was in the media in January after Canterbury's Medical Officer of Health Alistair Humphrey recommended to the Christchurch City Council that drinking water should be temporarily treated while well heads are fixed. City Councillors voted to temporarily chlorinate the water, expected to happen by the end of March 2018.

Current challenges and opportunities

- 21 For verbal discussion.

Meetings and events

(table on next page)

Date/Location	Event	Relevance to CWMS/Event summary
4–5 Apr 2018 Wellington	Our Land and Water Symposium: The Way Forward, Te Arā Whakamua	The CWMS relies on and utilises up-to-date research and science. The discussion will focus on results from research to date and on what land and water science is needed in the future.
9 Apr 2018 Christchurch	Canterbury Water Management Strategy's WaterShed 2018 (for CWMS Zone Committee members)	Event dedicated to celebrating the achievements of the first seven years of the CWMS, sharing smart solutions and encouraging fresh thinking.
15–17 Jul 2018 Christchurch	Local Government New Zealand (LGNZ) Annual Conference	Details to come
1–2 Aug 2018 Auckland	Environmental Defence Society (EDS) Conference	Details to come

Canterbury Mayoral Forum

Item 11

Date: 2 March 2018

Presented by: Steve Lowndes, Environment Canterbury

Environment Canterbury representation review

Purpose

1. This paper describes the Local Electoral Act 2001 process and timeline for Environment Canterbury's representation review to take effect at the local authority elections in 2019.

Recommendations

That the Canterbury Mayoral Forum:

1. **note that Environment Canterbury will undertake a representation review in 2018, with an initial proposal required by 31 August 2018**
2. **note that Environment Canterbury will work with relevant staff from Canterbury councils to develop representation options for the review.**

Background

2. At least once every six years, a council is required to undertake a representation review. The Environment Canterbury (Transitional Governance Arrangements) Act 2016 requires Environment Canterbury to review its representation arrangements before the next local authority elections in 2019.
3. An initial proposal is required by 31 August 2018. Appendix 1 contains a proposed timeframe outlining the steps required.
4. Representation reviews determine detailed arrangements for the number of electoral constituencies, their boundaries, names and number of members. The Local Electoral Act 2001 (LEA) sets the parameters within which the representation review process must be undertaken.
5. Under the LEA, local authorities must provide for 'effective representation of communities of interest' and 'fair representation of electors'. The following three key principles must be considered when undertaking a review.
 - Identify **communities of interest**. Communities of interest are not defined in legislation. The Local Government Commission guidelines describe a community of interest as *'an area where one feels a sense of belonging; where one looks for social, service and economic support; and an ability for the elected body to represent the interests and reconcile the conflicts of all its members.'*

- Determine **effective representation** of communities of interest. Effective representation relates to representation of identified communities of interest. This needs to take account of the nature and locality of those communities of interest and the size, nature and diversity of the region as a whole. The need for effective representation of communities of interest will determine the basis of election.
 - Consider **fairness of representation** for electors of constituencies. Membership of constituencies is required to provide approximate population equality per member; i.e. all votes are of approximately equal value (referred to as the +/-10% rule) unless there are good (prescribed) reasons to depart from this requirement. A decision by a local authority not to comply with the +/-10% rule must be referred to the Local Government Commission for determination.
6. Two decisions have already been agreed by Environment Canterbury counsellors regarding the review:
- voting will continue to use the Single Transferable Vote (STV) system
 - there will not be dedicated Māori seats (at the request of Ngāi Tahu).
7. Workshops will be held in early April and May with relevant staff from across Canterbury councils to develop representation options and provide feedback on the initial draft proposal.
8. Of the 10 territorial authorities within the Environment Canterbury region, six are undertaking representation reviews in 2018. These are: Kaikōura, Hurunui, Ashburton, Timaru, Waimate and Waitaki.

Attachments

- Appendix 1: Proposed timeframe and steps required for Environment Canterbury's representation review

Appendix 1: Proposed timeframe and steps required for Environment Canterbury's representation review

14 Dec 2017	Environment Canterbury Council briefed
12 Feb 2018	Chief Executives Forum briefed
2 Mar 2018	Canterbury Mayoral Forum briefed
5 Apr 2018	Council Workshop 1: present factors that will influence representation options such as population, TA boundaries and consider communities of interest
3 May 2018	Council Workshop 2: consider draft proposal, based on feedback from the first workshop, for council to consult with key stakeholders
May–Jun 2018	Pre-review consultation with key stakeholders – seek feedback and confirm initial proposal
21 Jun 2018	Council meeting: resolve initial proposal
6 Jul 2018	Public notice of initial proposal and invite submissions
6 Jul–6 Aug (close) 2018	Submission period (within six weeks of submission close date, must notify final proposal; e.g. 14 September)
13–17 Aug 2018	Hearing of submissions
23 Aug 2018	Council meeting to adopt final proposal
31 August 2018	DEADLINE FOR INITIAL PROPOSAL
12 Sep 2018	Public notice of final proposal
12 Sept–12 Oct 2018	Objection/appeal period
31 Oct 2018	Forward to Local Government Commission
by 11 Apr 2019	Local Government Commission decision

Canterbury Mayoral Forum

Item 12

Date: 2 March 2018

Presented by: Jim Palmer (Chair, Chief Executives Forum)

Chief Executives Forum report

Purpose

1. This paper reports on the work of the Chief Executives, Corporate, Operations and Policy Forums and presents a revised presentation of the Three-year work programme for approval.

Recommendations

That the Canterbury Mayoral Forum:

1. **receive the report**
2. **approve the revised presentation of the Three-year work programme**
3. **agree to include the establishment of a Public Records Act Executive Sponsors Working Group as an item in the Three-year work programme.**

Chief Executives Forum

2. The Chief Executives Forum met on 12 February, and agreed to:
 - discontinue the strategic assessment of the case for change in management of 3 Waters, and commission a re-focused piece of work to be undertaken by the Operations Forum on management of 3 Waters by Canterbury local authorities
 - establish a Canterbury Public Records Act Executive Sponsors working group, reporting to the Corporate Forum
 - accept the proposed cost share formula for contaminated land shared services.
3. Other agenda items included updates on:
 - CREDS funding and implementation (**agenda items 6–7**)
 - investigation of valuation and rating shared services
 - CWMS implementation and national water initiatives (**agenda item 10**)
 - Environment Canterbury's upcoming representation review (**agenda item 11**)

Corporate Forum

4. The Corporate Forum met on 29 January 2018, and agreed to:
 - support the establishment of a Canterbury Public Records Act Executive Sponsors working group.
5. Other agenda items included:
 - discussion of challenges in investigating opportunities for shared valuation and rating services
 - discussion on the future of shared services across Canterbury councils, given investment and software cycles, and what potential initiatives could provide the biggest difference to the public. The Corporate Forum will consider potential projects, including a case study of existing shared services between Hurunui, Kaikōura and Mackenzie, and consideration of training and succession planning.
 - updates from the Canterbury Finance Managers and Chief Information Officers working groups.

Operations Forum

6. The Operations Forum met on 29 January 2018, and agreed to:
 - propose discontinuing the strategic assessment of the case for change in management of 3 Waters, and commission a new piece of work on management of 3 Waters by Canterbury local authorities
 - invite the chair of the Health and Safety working group into the Operations Forum, following communication from the Environmental Protection Authority on compliance and enforcement of the Hazardous Substances and New Organisms Act across councils.
7. Other agenda items included:
 - discussion on taking a stronger customer focus and consistent application of approaches in the implementation of the Mayoral Forum's three-year work programme
 - a case study of Timaru District Council's response to asbestos found in the Temuka water supply in December 2017
 - updates from the Canterbury Engineering Managers, Natural Hazards Working Group, Regional Stormwater Forum, Drinking Water Reference Group, and Regulatory Managers Working Group.

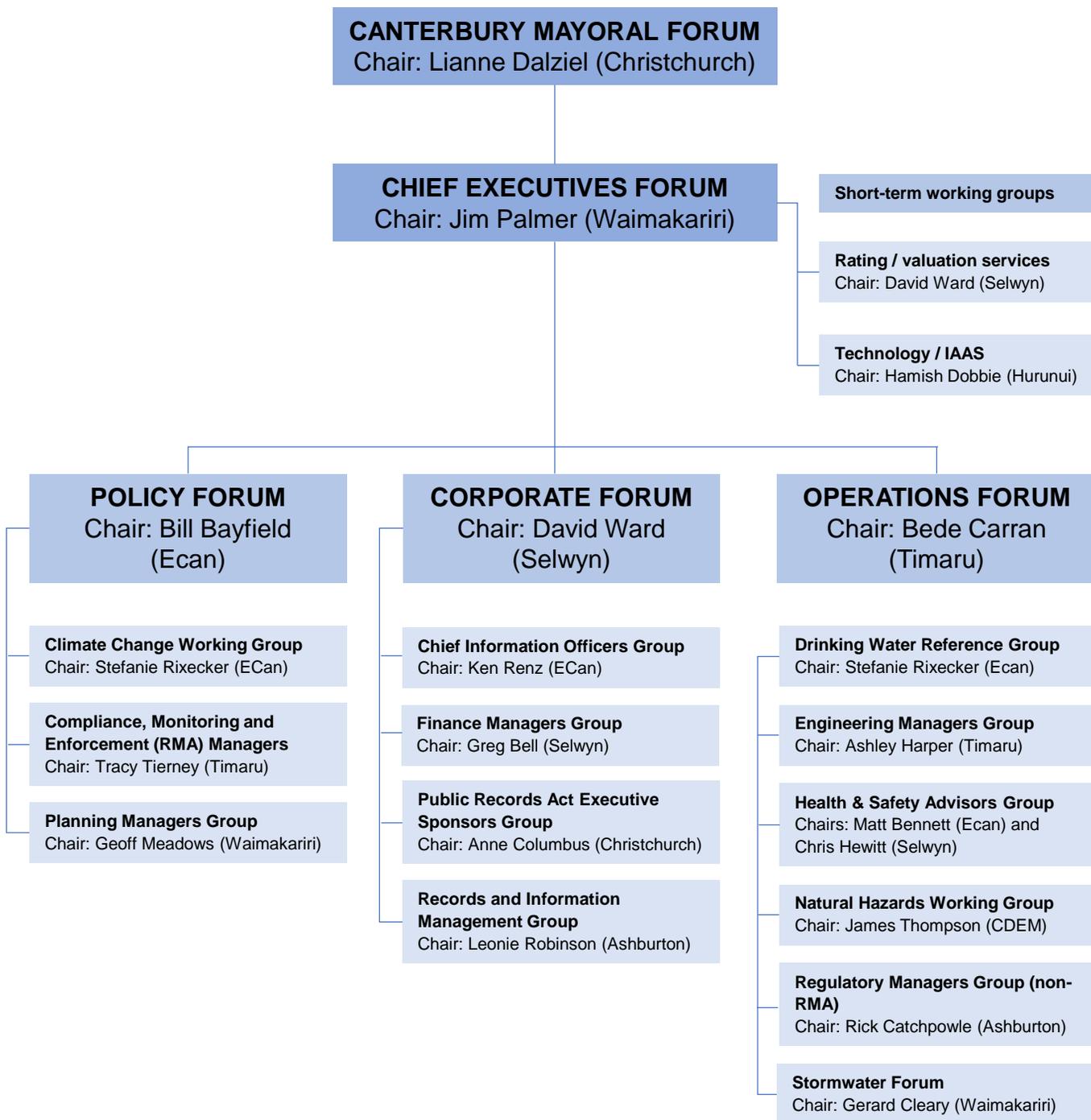
Policy Forum

8. The Policy Forum met on 2 February 2018. Agenda items included:
 - recent Government developments, including implementation of the first 100-Day Plan and Minister Parker's visit to Canterbury on 16 January 2018. Members were interested to clarify how initiatives committed to by the previous government will progress, and to identify opportunities for Canterbury regional forums to engage and influence longer term government policy and initiatives.
 - a round table on 2018–2028 Long-Term Plans, including key changes, new projects and impact on ratepayers
 - continuing previous discussions on addressing the biodiversity challenge, focusing on national-level developments and encouraging investment opportunities to maximise the 'public good' benefits of biodiversity
 - update on CREDS funding and implementation
 - updates from the Canterbury Planning Managers and the new (RMA) Compliance Monitoring and Enforcement working group.

Three-year work programme

9. Chief Executives reviewed the three-year work programme and asked the secretariat to:
 - give greater visibility to CREDS work programmes (and not only the 'accelerator projects' funded from the Regional Growth Programme)
 - cluster other work programme items, to make the report more focused and digestible.
10. A revised format has been circulated with this report for Mayoral Forum approval. Updates since the December meeting are indicated in red type.
11. The Chief Executives Forum recommends including the establishment of a Public Records Act Executive Sponsors Group as a new item on the Three-year work programme – under Collaboration and shared services.

CANTERBURY REGIONAL FORUMS AND WORKING GROUPS MARCH 2018



REGIONAL FORUMS SECRETARIAT (hosted by Environment Canterbury)		
Dr David Bromell	Principal Advisor	027 839 2708
Simon Fraser	Senior Advisor	027 613 2635
Warren Gilbertson	CREDS Project Manager	027 613 1082
secretariat@canterburymayors.org.nz		http://canterburymayors.org.nz/

Mayoral Forum three-year work programme 2017–19 – as at 20 February 2018 (updates in red)

Key to acronyms

ADC	Ashburton District Council	CIAL	Christchurch International Airport Ltd	CREDS	Canterbury Regional Economic Devlpt Strategy	NPS	National Policy Statement
CCC	Christchurch City Council	CMF	Canterbury Mayoral Forum	ECan	Environment Canterbury	SDC	Selwyn District Council
CECC	Canterbury Employer’s Chamber of Commerce	CNZ	ChristchurchNZ	LGNZ	Local Government New Zealand	TDC	Timaru District Council
CEF	Chief Executives Forum	COF	Canterbury Operations Forum	MBIE	Ministry of Business, Innovation & Employment	UC	University of Canterbury
CEMG	Canterbury Engineering Managers Group	CPF	Canterbury Policy Forum	NES	National Environmental Standard	WMK	Waimakariri District Council

WHAT	DUE	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
CANTERBURY REGIONAL ECONOMIC DEVELOPMENT STRATEGY					
1. Integrated regional transport planning and infrastructure investment.					
<i>Objective – Integrated transport planning across modes (air, rail, shipping and road transport) that:</i>					
<ul style="list-style-type: none"> prioritises a resilient transport network enables the efficient movement of people and freight into, out of and within the Canterbury region improves social connectedness and wellbeing, supports visitor strategies and improves road safety. 					
a. Strategic policy analysis and advice, regional transport	30 Sep 2018	<ul style="list-style-type: none"> accelerate progress on the four work programme priorities co-ordinate a stocktake of the resilience of the roading network in Canterbury 	Winton Dalley	ECan	<ul style="list-style-type: none"> funding agreement signed Darren Fidler appointed from 25 Sep 2017 monitoring indicators agreed with RTC freight modal shift phase 1 (scale of opportunity) complete resilience stocktake scoping underway engagement with South Island RTCs in progress re. tourism
2. Digital connectivity: extension and uptake of fast broadband in rural areas					
<i>Objective – A fully connected Canterbury, so the whole region can achieve the best possible results in health, education, social connectedness, economic growth and the environment</i>					
a. Mobile and broadband coverage mapping and analysis	30 June 2019	<ul style="list-style-type: none"> identify and GIS map remaining gaps in mobile and broadband coverage work with stakeholders to analyse coverage gaps for economic and social significance support lead Mayor’s advocacy for solutions 	Damon Odey	TDC	<ul style="list-style-type: none"> initial project scoping 28 Jul 2017 preparation of business case and funding agreement Aug 2017 funding agreement received Dec 2017 project scoped with lead Mayor
b. Promote uptake and use of digital technology	31 Dec 2018	<ul style="list-style-type: none"> identify and publicise uptake and use of digital technology to improve productivity in rural Canterbury 	Damon Odey	TDC	<ul style="list-style-type: none"> initial project scoping 28 July 2017 preparation of business case and funding agreement August 2017 funding agreement received Dec 2017 draft RFP and contract prepared
3. Freshwater management and irrigation infrastructure					
<i>Objective – Development of water infrastructure and environmental restoration initiatives to achieve the Canterbury Water Management Strategy vision: To enable present and future generations to gain the greatest social, economic, recreational and cultural benefits from our water resources within an environmentally sustainable framework</i>					
a. Continue to monitor implementation of the CWMS	Ongoing	<ul style="list-style-type: none"> CWMS report quarterly to CMF 	CMF	ECan	<ul style="list-style-type: none"> ongoing CWMS Targets Progress Report 2017 approved by CMF Aug 2017; published Sep 2017 agenda item 10
4. Education and training for a skilled workforce					
<i>Objectives:</i>					
<ul style="list-style-type: none"> business, education and local government sectors are aligned, working together to make Canterbury a great place to study, live and work Canterbury has an appropriately skilled and educated workforce education and training institutions deliver an integrated education programme that maximises benefits to the institutions and to Canterbury 					
a. Youth transitions	31 Dec 2018	<ul style="list-style-type: none"> facilitate, in partnership with MSD and MoE, expansion (with evaluation) of programmes piloted by Aoraki Development in South Canterbury to support youth transitions to further education, training and employment 	David Ayers	Aoraki Development	<ul style="list-style-type: none"> initial scoping with MSD July 2017 negotiation of funding agreement with MSD underway August 2017, with additional funding offered by MSD Southern for web and app development contract signed with MSD Dec 2017 on track

WHAT	DUE	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
b. Job Ready Programme	30 June 2019	<ul style="list-style-type: none"> Expand the programme to South Canterbury (40 students per year, for 2 years) 	David Ayers	CNZ	<ul style="list-style-type: none"> for discussion with ChristchurchNZ and preparation of business case and funding agreement August 2017 funding confirmed October 2017 – project broadened to all of region, targeting graduates at NZQF L7+ contract agreed with ChristchurchNZ
c. Canterbury story	31 Dec 2018	<ul style="list-style-type: none"> further develop 'the Canterbury story' – validation nationally and internationally production of a video fund-raising for ongoing assets library development, hosting and use 	David Ayers / Jim Palmer	Secretariat / CNZ	<ul style="list-style-type: none"> for discussion with ChristchurchNZ and preparation of business case and funding agreement August 2017 Jim Palmer and David Bromell working with ChristchurchNZ (steering and working groups respectively) to progress Christchurch and Canterbury stories funding agreement received Dec 2017 project scope and contract under negotiation with ChristchurchNZ
5. Newcomer and migrant settlement: Skilled workers, cohesive communities					
<i>Objectives – Skilled workers, cohesive communities: newcomers and migrants are attracted to Canterbury and feel welcomed and supported to settle quickly and well, contribute in the workforce and call Canterbury home.</i>					
a. Welcoming Communities	31 Dec 2018	<ul style="list-style-type: none"> participate in Immigration New Zealand pilot programme, Welcoming Communities 	Donna Favel Sam Broughton	ADC with SDC	<ul style="list-style-type: none"> funding agreement signed Jun 2017 programme co-ordinator employed Sep 2017 framework for each district's Welcoming Plan development agreed by Governance Group combined district Advisory Group and separate district Steering Groups formed and engaged ongoing detailed project scoping, design and research design and roll out of community engagement processes and activities including region-wide website design for Welcoming Communities Canterbury
b. Policy development	31 May 2018	<ul style="list-style-type: none"> develop constructive policy options that have potential to work for Canterbury and the South Island without compounding Auckland challenges 	Lianne Dalziel	Secretariat with ADC, CECC, CNZ	<ul style="list-style-type: none"> policy framework developed and discussions underway with CECC and CNZ consultant identified to support engagement with government officials and Ministers
6. Value-added production					
<i>Objective – Planning and consenting processes, and infrastructure managed by local government enable value-added production in Canterbury</i>					
a. Improve productivity (demand side)	30 Sep 2022	<ul style="list-style-type: none"> investigate new value-add, market opportunities that Canterbury is placed to take advantage of – e.g. niche markets, particularly in China and SE Asia consult and engage with South Island economic development agencies on creating a virtual economic policy unit/function, to support economic development strategy and implementation across the South Island 	Craig Rowley	CNZ	<ul style="list-style-type: none"> for discussion with ChristchurchNZ and preparation of business case and funding agreement August 2017 funding agreement received Dec 2017 detailed project scoping, milestones and contract under negotiation with ChristchurchNZ
b. High-value manufacturing (supply side)	30 Sep 2021	<ul style="list-style-type: none"> Co-ordinate across the Canterbury Tertiary Alliance and with the Lincoln Hub, CRIs, Callaghan Innovation and NZ Trade and Enterprise to connect industry needs to research and accelerate knowledge translation to high-value production and manufacturing for export 	Craig Rowley	UC	<ul style="list-style-type: none"> for discussion with UC and preparation of business case and funding agreement August 2017 funding agreement received Dec 2017 detailed project scoping, milestones and contract under negotiation with UC

WHAT	DUE	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
7. Regional visitor strategy					
<i>Objective – Grow sustainable tourism that focuses on the high-end market, encourages a wider seasonal ‘spread’, disperses visitors across the region and South Island, and keeps them here longer.</i>					
a. Business case for rail passenger services south of Christchurch	31 Dec 2018	<ul style="list-style-type: none"> work with KiwiRail on assessment of the business case for reintroducing rail passenger services south of Christchurch 	Damon Odey	Aoraki Development	<ul style="list-style-type: none"> initial project scoping 28 July 2017 preparation of business case and funding agreement August 2017 funding confirmed October 2017 project discussed with KiwiRail and MoT Nov 2017 project scope agreed with Mayor Odey, for workshopping with KiwiRail, Ministry of Transport, NZTA and Treasury, with support from MBIE
INFRASTRUCTURE, LOCAL PUBLIC SERVICES AND REGULATORY FUNCTIONS (Chief Executives Forum)					
8. Infrastructure					
a. Strategic assessment of 3 Waters	tbc	<ul style="list-style-type: none"> Picks up and supersedes earlier work initiated in 2016 stocktake current state of 3 Waters management across the region, building on existing work by the Drinking Water Reference Group and Stormwater Forum build consensus on strategic intent – where we want to get to, in relation to national direction and developments identify key risks, challenges and barriers recommend priority actions for CEF consideration 	CEF / Bede Carran	COF	<ul style="list-style-type: none"> commissioned by CEF 12 Feb 2018
9. Collaboration and shared services					
a. Valuation and rating services	30 Jun 2018	<ul style="list-style-type: none"> establish a valuation and rating programme management group to develop and lead a programme of work to further evaluate opportunities for shared valuation and rating services and progress them 	CEF	David Ward / Bede Carran	<ul style="list-style-type: none"> initial investigation (Ernst & Young) reported to CEF 29 August 2016 and funding approved for stage 2 reported to CEF 31 Oct 2016 reported to CEF 3 Feb 2017 reported to CEF 31 July 2017 reported to CEF 30 Oct 2017 reported to CEF 12 Feb 2018
b. Natural hazard risk management	Ongoing	<ul style="list-style-type: none"> monitor natural hazards management reform (including climate change impacts, mitigation and adaptation) and possible emergence of an NPS in 2018 prioritise tasks and project leads by Dec 2016 and report progress by May 2017 report annually to CEF 	CEF	Bill Bayfield	<ul style="list-style-type: none"> regional approach to risk signed off by all councils in May 2016 reported to CEF 8 May 2017 group is incorporated in and reports quarterly to COF report to CEF by 31 May 2018
c. Procurement of business inputs, e.g. insurance, digital transformation and ‘infrastructure as a service’	Ongoing	<ul style="list-style-type: none"> identify shared insurance/brokerage options commission a technology working group with Spark, CCL and Revera and refine terms of reference to scope opportunities for a collaborative platform (mobility, networking, cloud services, service management, technology leadership) to deliver better local services (‘infrastructure as a service’) 	CEF	Jim Palmer Hamish Dobbie	<ul style="list-style-type: none"> awaiting outcome of LGNZ review of risk management and insurance arrangements – in abeyance as at 31 July 2017 technology working group met to agree terms of reference 7 Oct 2016; reported to CEF 31 Oct 2016; met 4 Aug 2017 reported to CEF 30 Oct 2017; to report back by June 2018
d. Public Records Act (PRA) Information and Records Management	Ongoing	<ul style="list-style-type: none"> establish a regional PRA Executive Sponsors Working Group to facilitate regional leadership and support for strategic information and records management across the Canterbury region <ul style="list-style-type: none"> establish working group structure and administration, and finalise draft ToR for report to CCF by 12 March final ToR approved by CEF 30 April 2018 raise the profile of PRA obligations across CMF and CEF by 31 July 2018, develop a continuing work programme for 2018–19 for information and records management by Canterbury councils 	CCF	David Ward	<ul style="list-style-type: none"> proposal and draft terms of reference discussed and endorsed by CCF 29 Jan 2018 and CEF 12 Feb 2018

WHAT	DUE	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
10. Performance of regulatory functions					
a. Engineering services and common standards	Ongoing	<ul style="list-style-type: none"> investigate opportunities to increase consistency of engineering standards across the region (Engineering Codes of Practice), in order to: <ul style="list-style-type: none"> improve consistency across the region, particularly in relation to subdivisions help contain contract prices (more consistent specifications aid designers and contractors) reduce administrative effort/cost of maintaining the standards share knowledge, systems and resources between councils. 	COF	Wayne Barnett / CEMG	<ul style="list-style-type: none"> CEMG discussed 11 Oct 2016 CEF discussed 31 July 2017 and will take up with COF Oct 2017 for report to CEF 30 Oct 2017 commissioning clarified at COF 16 Oct 2017; CEMG will pick up and report to CEF May 2018
b. Building control and regulatory co-ordination	Ongoing	<ul style="list-style-type: none"> investigate and progress joint processing and shared resourcing standards, and shared regulatory provision (including food and alcohol licensing) 	COF	Hamish Dobbie / Andrew Dalziel	<ul style="list-style-type: none"> this is being progressed in the north and south of the region, with MBIE MBIE has discontinued this project CEF reviewed 31 July 2017 and will discuss with Operations Forum in Oct 2017 for report to CEF 30 Oct 2017 CEF agreed 30 Oct 2017 to establish a working group of senior regulatory managers (RMA) reporting to the Policy Forum Compliance, Monitoring and Enforcement working group met 2 Feb 2018 and reported to CPF (non-RMA regulatory managers report to COF)
ITEMS THAT ARE COMPLETE OR CONTINUING AS 'BUSINESS AS USUAL'					
CREDS implementation management	Ongoing	<ul style="list-style-type: none"> provide contract management across all work programmes support lead Mayors with CREDS implementation monitoring and reporting 	Lianne Dalziel	ECan	<ul style="list-style-type: none"> funding agreement signed Warren Gilbertson appointed from 8 Jan 2018 now business as usual
CREDS monitoring	Ongoing	<ul style="list-style-type: none"> design a reporting template to improve communication and impact assessment further develop CREDS outcome indicators (with MBIE, MSD and MoE) 	Lianne Dalziel	Secretariat / ChristchurchNZ	<ul style="list-style-type: none"> template designed and ready for 24 Aug report 2017 preparation of business case and funding agreement August 2017 funding confirmed and received project substantially complete; transport indicators to be developed for Feb 2018 report agreed with ChristchurchNZ to produce this report in Jun and Nov 2018, with added transport indicators now business as usual
Canterbury Drinking Water Reference Group	Ongoing	<ul style="list-style-type: none"> in response to the Havelock North drinking water contamination incident: report on the vulnerability of drinking water supply in Canterbury, note contingency plans and recommend any amendments to current practice as may be required 	COF	Bill Bayfield	<ul style="list-style-type: none"> interim report to CEF 31 Oct 2016 progress report to CEF 3 Feb 2017 reported to CMF 26 May 2017 submitted to Inquiry 21 July 2017 reporting to COF from 2018 to report to CMF by 31 May 2018 now business as usual
Stormwater management planning and consenting	Ongoing	<ul style="list-style-type: none"> CEF established a regional stormwater forum in 2014 to improve environmental and community outcomes from urban stormwater network discharges 	COF	Regional Stormwater Forum	<ul style="list-style-type: none"> reported to CEF 31 Oct 2016 reported to CEF 24 Feb 2017 reported to CEF 31 July 2017 group incorporated into and reporting quarterly to COF now business as usual

WHAT	DUE	TASK	SPONSOR	LEAD	STATUS / NEXT STEPS
Contaminated land shared services	Ongoing	<ul style="list-style-type: none"> • deliver contaminated land technical support shared services to all councils • monitor development of NES • report progress by May 2017 	CPF	Bill Bayfield	<ul style="list-style-type: none"> • funding model likely to be reviewed as a result of report to CEAG Oct 2016 • ECan submitted on the draft NES 14 Oct 2016 • reported to CEF Feb 2018 and revised funding model agreed • now business as usual
Refresh and relaunch the CREDS	30 June 2017	<ul style="list-style-type: none"> • re-visit and revise priority actions for 2016 • identify opportunities to align and integrate the Strategy with the Christchurch Economic Development Strategy 	CMF	Lead Mayors	<ul style="list-style-type: none"> • lead Mayors agreed 27 Jan 2017 • workshop with CREDS reference group 23 Feb 2017 • funding proposals submitted to Regional Growth Programme Apr 2017 • refreshed CREDS launched 23 June 2017 • complete
Long-Term Plan working group	Jun 2018	<ul style="list-style-type: none"> • identify opportunities to work together in developing 2018–28 Long-Term Plans (e.g. population analysis, infrastructure strategies, financial strategies, levels of service, consistency of presentation) – building on collaboration on 2015–25 LTPs 	CPF	David Ward	<ul style="list-style-type: none"> • working group met 22 Nov 2016 and reported progress to CPF 2 Dec 2016 • reported to CEF 3 Feb 2017 • reported to CEF 8 May 2017 • reported to CEF 31 July 2017 • complete
Build on Canterbury Maps shared service	Ongoing	<ul style="list-style-type: none"> • continue bi-annual survey to inform future development and improvements from users • improve data sharing and update methods for TAs and other partners contributing data to combined datasets • build of 3D tools to enhance user experience by September 2017 • build an all-of-Canterbury e-Plan application to include all regional and district plans • build property search tool – phase II by June 2017 • identify and develop TA-specific applications 	CEF	Bill Bayfield	<ul style="list-style-type: none"> • this work programme is well established as 'business as usual' and now reports quarterly via Chief Information Officers to the CCF • now business as usual
Health and safety collaboration	Ongoing	<ul style="list-style-type: none"> • re-constitute the 'virtual team' as a regional working group reporting to CEF • the existing team to prepare terms of reference for consideration by CEF 	CEF	David Ward	<ul style="list-style-type: none"> • interim report to CEF 31 Oct 2016 • ToR agreed by CEF 3 Feb 2017 • reported to CEF 8 May 2017 • reported to CEF 31 July 2017 • now business as usual