



AGENDA

Sister Cities Subcommittee Meeting Monday, 2 February 2026

Date Monday, 2 February 2026

Time 11:00 am

Location Meeting Room 2
District Council Building
King George Place
Timaru

File Reference 1817031

Timaru District Council

Notice is hereby given that a meeting of the Sister Cities Subcommittee will be held in Meeting Room 2, District Council Building, King George Place, Timaru, on Monday 2 February 2026, at 11:00 am.

Sister Cities Subcommittee Members

Nigel Bowen (Chairperson), Scott Shannon, Peter Burt, Chief Executive Venture Timaru, Community Partnership Team Leader and Education South Canterbury Representative

Quorum – no less than 2 members

Local Authorities (Members' Interests) Act 1968

Subcommittee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Nigel Bowen
Mayor

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- 1 Apologies**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**

5 Confirmation of Minutes

5.1 Minutes of the Sister Cities Subcommittee Meeting held on 10 November 2025

Author: Jessica Kavanaugh, Democracy Services Lead

Recommendation

That the Minutes of the Sister Cities Subcommittee Meeting held on 10 November 2025 be confirmed as a true and correct record of that meeting and that the Chairperson’s electronic signature be attached.

Attachments

- 1. Minutes of the Sister Cities Subcommittee Meeting held on 10 November 2025**



MINUTES

Sister Cities Subcommittee Meeting Monday, 10 November 2025

Ref: 1817031

**Minutes of Timaru District Council
Sister Cities Subcommittee Meeting
Held in the Meeting Room 2, District Council Building, King George Place, Timaru
on Monday, 10 November 2025 at 11:00 am**

Present: Mayor Nigel Bowen, Clr Scott Shannon, Nigel Davenport, Clr Peter Burt, Education South Canterbury (Kerri Doy)

In Attendance: Kanna Yabusaki, Alesia Cahill (Executive Support Manager)

1 Apologies

Apology

Resolution 2025/38

Moved: Mayor Nigel Bowen

Seconded: Clr Peter Burt

That the apology received from Jessica Hurst, Community Partnership Team Leader be received and accepted.

Carried

2 Identification of Items of Urgent Business

No items of urgent business were received.

3 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

4 Declaration of Conflicts of Interest

No conflicts of interest were declared.

5 Reports

5.1 Election of Deputy Chairperson

To select a voting system for the election of one of its members as chairperson of the Sister Cities Subcommittee. The Chairperson will call for nominations for the position of Deputy Chairperson.

Resolution 2025/39

Moved: Mayor Nigel Bowen

Seconded: Clr Scott Shannon

That the Sister Cities Subcommittee:

Resolves which voting system (System A under clause 25(4) of Schedule 7 of the Local Government Act 2002) is to be used to elect or appoint the Deputy Chairperson

Carried

Resolution 2025/40

Moved: Mayor Nigel Bowen

Seconded: Clr Peter Burt

That the Sister Cities Subcommittee:

Appoints Clr Scott Shannon as Deputy Chairperson by way of the selected voting system (system A), pursuant to clause 17(1) of Schedule 7 of the Local Government Act 2002.

Carried

5.2 Sister Cities Exchanges

To update the Sister Cities Subcommittee on the 2026 International Exchanges.

Eniwa Exchange:

Mayor Nigel Bowen formally welcomed Kanna to the meeting and expressed appreciation for her attendance.

It was discussed that the 2026 Eniwa Exchange should have an educational focus and this would be an opportunity for South Canterbury Kindergarten Association (SCKA) to partake in an exchange to Eniwa by being the chaperone. SCKA maintains a longstanding relationship with Eniwa, and meet annually when the Eniwa chaperone visits Timaru.

ACTION: Alesia will meet with SCKA to discuss the exchange, chaperone logistics, and their interest in joining the 2026 program.

Eniwa have requested that the chaperone be home hosted in 2026. The Mayor has offered to home host the Eniwa chaperone in March. It was discussed that the home hosting could be shared between the Mayors family and the potential SCKA chaperone.

12 Applications have been received for the 2026 Timaru to Eniwa exchange. Interviews to be held on Monday 17th November. The interview panel will consist of Clr Peter Burt, Nigel Davenport, Jessica Hurst and Kanna Yabusaki. This panel to shortlist the 12 applicants and Alesia will arrange the interviews with the 4-5 shortlisted applicants.

Orange Exchange:

Orange have been very proactive with communication regarding a 2026 staff exchange. The Subcommittee would like to have a Teams meeting scheduled to work through the logistics.

Resolution 2025/41

Moved: Mayor Nigel Bowen

Seconded: Clr Peter Burt

Carried

5.3 Budget

To update the Subcommittee on the Sister Cities funds.

The Subcommittee approved \$1,000 per student contribution for flights plus comprehensive insurance.

The airport transfer service fee will be covered by the Sister Cities budget.

The Sister Cities budget will cover return airfares and comprehensive insurance for the chaperone.

Resolution 2025/42

Moved: Clr Scott Shannon

Seconded: Clr Peter Burt

Carried

5.4 General Business

The Subcommittee agreed that the Council's decision to decline the proposed visit with the Weihai delegation in August 2025 was appropriate.

6 Consideration of Urgent Business Items

No items of urgent business were received.

7 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

The meeting closed at 11.34am.

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Mayor Nigel Bowen
Chairperson

6 Reports

6.1 Sister Cities Exchanges

Author: Alesia Cahill, Executive Support Manager

Authoriser: Nigel Bowen, Mayor

Recommendation

To update the Sister Cities Subcommittee on the 2026 International Exchanges.

Purpose of Report

- 1 Sister Cities Exchanges

Assessment of Significance

- 2 International Exchanges

- 2.1 Eniwa, Japan to Timaru

Eniwa group travelling to Timaru in 2026 on the below dates:

- Students: 8th March – 27th March 2026
- Chaperone: 8th March – 16th March 2026

Three students, two boys and one girl, aged 17, 15, and 14 will be travelling from Eniwa to Timaru. Two families of the selected Timaru exchange students have volunteered to provide home hosting and have successfully completed and cleared the required police vetting checks. The Subcommittee to discuss further homestay arrangements for the third student.

The mayor has confirmed that his family will host the Chaperone at their home, and there's a possibility that a volunteer from the South Canterbury Kindergarten Association may also host for one night.

Students and Chaperone will need to be collected by a member of the Subcommittee from Christchurch International Airport on Sunday 8th March at approximately 3.45pm (flight QF137). A van to be booked for this pick up.

The Subcommittee to discuss the itinerary for the Chaperone. This year, the South Canterbury Kindergarten Association will offer additional support and activities as the Chaperone has a particular interest in early childhood care.

Some potential visits to be included:

- Timaru District Council
- Venture Timaru
- The High Schools of the three Eniwa students, and Opihi College
- South Canterbury Kindergarten

A Subcommittee member is responsible for transporting students back to Christchurch on March 27th. The students will stay overnight at accommodation, with the member and then be taken to the airport at 3.30am for their departure flight at 6:05am on Saturday, March 28th.

2.2 Timaru to Eniwa, Japan

Three students have been selected for the Timaru to Eniwa Exchange. Two students are from Roncalli College, and one from Mountainview College. 12 applications were received in total.

House of Travel Timaru are looking at flight options for the most direct route to and from Eniwa. Current quote is approximately \$2,600 return per person. Subcommittee to discuss Councils contribution of \$1,000 per person towards airfares to be paid directly to House of Travel as well as Comprehensive Travel Insurance for each student.

The South Canterbury Kindergarten Association appreciates the opportunity to chaperone the Timaru students to Eniwa in 2026 and has accepted the invitation.

2.3 Orange, New South Wales

The Subcommittee met with Orange City Council via Teams in December 2025. Orange is interested in a staff exchange in 2026, possibly visiting Timaru in March to coincide with the Rock and Hop event and more settled weather.

Attachments

Nil

6.2 Budget

Author: Alesia Cahill, Executive Support Manager

Authoriser: Nigel Bowen, Mayor

Recommendation

To update the Sister Cities Subcommittee of the available budget.

Purpose of Report

- 1 Update the Subcommittee on the Sister Cities funds.

Assessment of Significance

- 2 Current available funds \$20,573.86

Attachments

Nil

6.3 General Business

Author: Alesia Cahill, Executive Support Manager

Authoriser: Nigel Bowen, Mayor

Recommendation

To discuss General Business

Purpose of Report

- 1 General Business

Assessment of Significance

- 2 No items of business were raised at the time of writing this report.

Attachments

Nil

7 Consideration of Urgent Business Items

8 Consideration of Minor Nature Matters