Minutes for Burnt Hill Storage Ltd

Thursday 21 May 2026 Community Liaison Group Meeting

21/05/2026 | 4:00pm to 6:16pm New Zealand Standard Time
Kokomuka Lodge, 567 Poyntzs Road, Eyrewell Forest

Attendees

Sarah Speight (Landowners within one kilometre of the ponds), Scott Hoare (Consent Holder – Inovo), Cameron Rooney (Engineers Representative – REL), Tara King (Community Liaison – BHSL), Gina McKenzie (Communications – BHSL), Mike Marr (Environment Canterbury – ECAN), Jake Barker (Community Representative), John Hardie (Independent Facilitator and Chair), Tim Fulton (Waimakariri District Council – WDC), Heather Millar (ECESS Representative), Amy Young (ECESS Representative), Eric Love (ECESS Representative), Lianne Miller (ECESS Representative), Catherine Ballinger (ECESS Representative), Holly Gardiner (Community Representative), Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer), Shaylee Sinclair (Minute Secretary)

Apologies

Les Inch (Landowners within one kilometre of the ponds), Alica Barwell (Community Representative), Matt Oxenham (Environment Canterbury – ECAN).

Agenda

Taken as read.

Minutes

Discussion occurred regarding the draft minutes from the previous CLG meeting and the process for circulation, review and approval of minutes moving forward.

John (Independent Facilitator and Chair) opened the discussion by apologising for the delay in circulation of the previous meeting minutes. John clarified that the delay had resulted from a misunderstanding regarding the process for reviewing draft minutes prior to circulation. John acknowledged that the minutes had remained awaiting his review and accepted responsibility for the delay.

John clarified that draft minutes are not intended to be pre-approved by the Chair prior to circulation and confirmed that moving forward, draft minutes would be distributed directly to members following meetings for review and comment before formal approval at subsequent meetings.

John also clarified that the minutes are intended to provide a summary of key discussion points and decisions rather than a word-for-word transcript of proceedings.

ECESS representatives advised that they did not consider the previous draft minutes to be fully accurate and raised concerns regarding:

- delays in circulation of the draft minutes
- attribution of comments to incorrect individuals
- spelling inaccuracies
- omissions and interpretation of discussion points
- the level of detail recorded in the minutes

The concerns raised by ECESS prior to the meeting are included in full within the appendix attached to these minutes.

Discussion occurred regarding the balance between summary minutes and ensuring sufficient detail is recorded, particularly given the length of time between meetings.

Heather (ECESS Representative) clarified concerns regarding comments attributed to Heather Millar and Lianne Miller and advised that corrections would be forwarded through the Community Liaison Officer for amendment.

John (Independent Facilitator and Chair) requested that members provide any proposed amendments or corrections to Tara within the following weeks so these could be considered and circulated to the wider group prior to the next meeting where the minutes would be formally approved.

John advised that proposed amendments to the 15 April 2026 minutes could be reviewed and discussed through correspondence between meetings. The intention was to reach agreement on the accuracy of the minutes and enable publication on the BHSL website prior to the next scheduled CLG meeting where formal approval would occur.

Discussion also occurred regarding recordings of meetings and their use in supporting preparation and review of draft minutes. John clarified that recordings are used solely for preparation of the minutes and are not intended as permanent records once minutes have been approved.

It was agreed that concerns or corrections relating to draft minutes should be raised as soon as possible following circulation rather than waiting until the next scheduled meeting due to the extended timeframe between meetings.

Draft Terms of Reference

John (Independent Facilitator and Chair) opened the draft Terms of Reference for discussion and comment.

Amy (ECESS Representative) advised that ECESS had circulated comments on the draft Terms of Reference to the group the previous day. For completeness and context, the full correspondence provided by ECESS prior to the meeting has been attached as an appendix to these minutes.

Discussion first focused on membership and representation within the CLG. ECESS queried whether its representation would be updated to five members as previously discussed. Clarification was also sought regarding stakeholder representation and whether additional positions remained available within the local landowner category.

Discussion occurred regarding attendance at the previous CLG meeting and whether the required stakeholder groups had been sufficiently represented for the meeting to be considered the first formal CLG meeting. Amy requested that ECAN seek legal clarification on this matter. Mike (Environment Canterbury – ECAN) confirmed that ECAN's legal team would need to provide advice.

John reiterated that the CLG is intended to operate as an advisory and discussion group rather than a voting body. It was agreed that quorum provisions were not required, as the purpose of the group is to facilitate communication and discussion between affected parties, consent holders and regulatory representatives.

Discussion also occurred regarding ongoing membership attendance and whether positions may become available if members cease participating. John noted that where members no longer wished to participate, replacement representatives could be considered where appropriate.

Jake (Community Representative) raised the issue of stakeholder representation and member visibility on the website. It was agreed this matter would be discussed further under the communications section of the agenda.

The following amendments to the Terms of Reference were discussed and agreed in principle:

ROLE/RESPONSIBILITY OF BHSL

Point (a) to reflect consent condition 20a:
"Arrange a suitable venue in the area for CLG meetings and meeting any other reasonable costs of the meetings."

Point (b) to reflect consent condition 20b:
"Appoint a Community Liaison Officer with authority to represent BHSL on the CLG and ask that they attend all formal meetings of the CLG."

Point (c):
The group discussed appropriate timeframes for agendas, minutes and recordings. It was agreed that draft agendas would be circulated 14 days prior to meetings and draft meeting minutes would be circulated within 14 days following meetings. Members could submit proposed agenda items to the Community Liaison Officer for consideration prior to agenda circulation.

Point (e):
Wording to be updated to reflect consent condition 20d regarding "the development and review of any and all management plans".

Point (g):
Clarification was sought regarding assistance for CLG members preparing and updating household emergency plans. It was agreed that this section would be amended to align more closely with the wording of the consent conditions. John clarified that point (g) would be removed and incorporated into the revised wording of point (e).

Point (h):
Discussion occurred regarding publication of individual member names on the BHSL website. ECESS representatives advised that due to the fluid nature of their representation,

they did not consider publication of individual names necessary and preferred that only “ECESS Representatives” appear publicly.

Point (i):
Discussion occurred regarding timing and content of the first annual advisory update. Brent advised that completed pre-construction consent conditions would be published on the website once they had been signed off. Concerns were raised that many community members may still be unaware of the project and future communications would need to address this. Discussion was had with Brent about communication to residents and asked if BHSL would be sending out a mail package as WIL did in 2012 to reach residents who were unaware of the BHSL website. Brent confirmed they have addresses and said they will look into it. Timings of this were discussed and John said it should be sooner rather than later. Brent indicated the first advisory update was likely to be issued around August 2026, subject to consent conditions being met. Discussion also occurred regarding future communication methods, including potential mail drops and website updates.

ROLE/RESPONSIBILITY OF CHAIRPERSON

Discussion occurred regarding meeting procedures and opportunities for members to ask questions during meetings. John clarified that questions from members are welcome and stated it was not the intention of the Chair or the group to prevent discussion or questions being raised.

Discussion also occurred regarding circulation of draft minutes prior to formal approval. It was clarified that draft minutes are intended to be circulated for review and comment by members before being formally accepted at subsequent meetings.

ROLE/RESPONSIBILITY OF ALL CLG MEMBERS

Discussion occurred regarding confidentiality and public availability of meeting discussions. John reiterated that CLG discussions are intended to remain transparent and publicly accessible where appropriate.

MEETING PROCEDURE

Discussion occurred regarding whether the previous meeting satisfied the requirements to be considered the first formal CLG meeting. John clarified that aspects of the Terms of Reference discussion had previously been deferred to allow all stakeholder groups the opportunity to review and contribute.

Further discussion occurred regarding inclusion of wording relating to dam safety issues raised by CLG members. It was agreed this wording would be added back into the Terms of Reference.

COMMUNICATION

Discussion occurred regarding recording of meetings and circulation of draft minutes. John clarified that recordings are used solely for the purpose of preparing meeting minutes and would not be retained once minutes had been formally approved.

Amy raised concerns, as outlined in correspondence attached in the appendix, regarding discrepancies between draft minutes and ECESS records and queried whether recordings could be distributed to support review of draft minutes. Jake stated that the review of draft minutes should occur in good faith to support an accurate record of discussions.

It was agreed that draft minutes and recordings would be circulated to allow members the opportunity to identify omissions or inaccuracies prior to approval. Concerns regarding minutes would be directed through the Community Liaison Officer (Tara). It was further clarified that recordings would be destroyed once minutes had been formally approved and published.

Admin protocols

The group discussed expectations regarding responses to emails sent to the Community Liaison inbox.

Tara (Community Liaison – BHSL) advised that she would acknowledge and respond to emails within approximately three working days where possible. Tara stated that once enquiries had been investigated, she would provide an indication of expected timeframes for obtaining or supplying the requested information.

Lianne (ECESS Representative) raised whether responses should align with Official Information Act (OIA) timeframes of 20 working days. Tara clarified that response times may vary depending on the complexity of the request and the time required to gather accurate information, however she would endeavour to respond as promptly as possible.

John (Independent Facilitator and Chair) stated that he was reluctant to formalise strict response timeframes within the Terms of Reference unless response delays became an ongoing issue requiring further discussion by the group.

Communications and engagement update

Gina (Communications – BHSL) advised that updates had been made to the website following feedback from the previous meeting, including increasing the font size and improving accessibility.

Discussion also occurred regarding meeting accessibility and room layout for future meetings, including improving audibility for attendees experiencing hearing difficulties.

Discussion then took place regarding publication of member names on the website. Catherine (ECESS Representative) stated that ECESS members were not comfortable with their individual names being published and requested that only “ECESS Representatives” appear on the website. Gina confirmed that the names of ECESS members would be removed from the website.

John (Independent Facilitator and Chair) stated that the website is important to everyone and that changes can continue to be considered as the website develops.

Gina advised there would be an internal meeting on 17 June regarding a future community drop-in session and that further information would be communicated to the group. Catherine sought clarification around whether the drop-in session would occur after the project had commenced. Jake (Community Representative) stated he would prefer the session to occur sooner. Gina noted that timing would need to avoid school holidays.

John stated that holding a public meeting too early may not be helpful while plans and approvals were still being finalised. Discussion followed regarding the timing and purpose of a future community drop-in session.

The following concerns were raised during discussion:

- safety of residents living downstream of the proposed dam.
- emergency preparedness and evacuation planning.
- potential impacts on insurance and property values.
- community wellbeing, uncertainty and perceived safety risks associated with the project and future operation of the dam.
- understanding how information would be communicated to residents as the project progresses.
- concerns regarding the effects of an AF8 (Alpine Fault) earthquake.
- the fears that residents downstream have and the need for reassurance.

Scott (Consent Holder – Inovo) clarified that physical dam construction was still further down the track, with reports, plans and approvals still needing to be completed first. Scott advised that pre-construction activities may begin prior to July, however plans were still awaiting feedback and approval before they could be fully discussed publicly.

Tim (Waimakariri District Council – WDC) advised that council representatives may be limited in what they could discuss publicly prior to regulatory decisions being made, as doing so could be seen as prejudicial to the consent process.

Brent (Consent Holder – BHSL and WIL Chief Executive Officer) clarified that there were effectively two categories of community concerns:

- construction and pre-construction activities
- post-construction concerns such as insurance impacts and long-term community effects

Brent communicated that the EMP (Evacuation Management Plan) will be worked through mid-construction (end of 2027 / start of 2028) and that there was a version up on the BHSL website now.

Further discussion occurred regarding the importance of communicating clear and accurate information to the wider community once approvals and plans are confirmed.

Questions sent to the liaison inbox

Tara (Community Liaison – BHSL) mentioned she keeps a record of all items that come into the inbox but this was added to the agenda to ensure nothing is missed.

Jake (Community Representative) asked why draft plans relating to the consent could not currently be viewed. John stated that his preference was for plans to be released for feedback once they had been approved.

Tim (Waimakariri District Council – WDC) clarified that he was not involved in the planning approval process and would only see the plans once they had been approved. Discussion followed regarding how plans are reviewed for compliance prior to approval and how information would be communicated to the community once the relevant approvals had been completed.

Scott (Consent Holder – Inovo) talked through the process for the group, explaining that plans must meet compliance requirements before approval is granted. Scott stated that the plans are currently being reviewed to ensure compliance with consent conditions.

Jake referred to discussion from the previous meeting regarding the traffic management plan and requested clarification around heavy vehicle movements associated with construction activities.

John (Independent Facilitator and Chair) stated that where members of the committee require clarification on technical matters within plans, advance notice should be provided so appropriate experts, or technical representatives could be invited to attend future meetings to explain specific matters.

Jake raised concerns regarding large construction vehicles and requested that heavy vehicle movements, including concrete trucks and oversized machinery, be scheduled outside school drop-off and pick-up times where possible.

Scott confirmed that this feedback had been taken on board and although it wasn't included in the TMP, stated that BHSL would endeavour in good faith to minimise disruption around school traffic periods where practicable. Scott will give an update on this once dates can be confirmed.

John stated that he hoped questions submitted to the liaison inbox would remain relevant to the purpose of the group. Jake asked whether questions submitted to the inbox could be shared with the wider group. Brent stated that some questions received may sit outside the scope of the CLG, however suggested that members of the group could be copied into relevant communications where appropriate.

Project update

Scott (Consent Holder – Inovo) advised that much of the project update discussion had already been covered throughout earlier agenda items.

It was confirmed that the project remains in the pre-construction phase, with plans, reports and consent-related approvals still requiring review and sign-off prior to major construction commencing.

Scott stated that pre-construction activities may begin prior to July, however physical dam construction remains further down the track.

Discussion also referenced:

- ongoing review of management and compliance plans.
- future communication with the wider community.
- timing of future public engagement opportunities.
- traffic management considerations during construction activities.

Clarifications

John (Independent Facilitator and Chair) noted that any further clarifications or concerns arising from the meeting could be addressed following circulation of the draft minutes.

Tara (Community Liaison – BHSL) raised the scheduling of future meetings. Brent (Consent Holder – BHSL and WIL Chief Executive Officer) suggested maintaining a similar format, including the same location and approximate meeting time where possible. Tara advised that proposed dates would be circulated to the group following the meeting.

Catherine (ECESS Representative) asked whether approved minutes could be shared or published on other websites once formally approved. It was confirmed that once minutes are approved and published on the BHSL website, they may also be shared elsewhere.

Tara confirmed that the next Community Liaison Group meeting date and time would be circulated to the group following confirmation of availability.

Summary of Actions

The following summary is provided for ease of reference and has been carried over from the previous minutes from 15 April 2026.

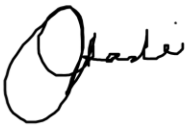
No.	Action	Assignee(s)	Due Date	Status
1	Circulate the draft Terms of Reference to all members for feedback.	John Hardie (Independent Facilitator and Chair) / Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer)	May 2026	Completed
2	Update the BHSL website to include member names and address accessibility feedback.	Gina McKenzie (Communications – BHSL) / Tara King (Community Liaison – BHSL)	May 2026	Completed
3	Develop a plan for community drop-in information sessions and circulate for feedback.	Tara King (Community Liaison – BHSL) / Gina McKenzie (Communications – BHSL) / Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer)	May 2026	In Progress
4	Review the feasibility of restricting construction traffic on South Eyre Road during peak hours.	Scott Hoare (Consent Holder – Inovo) / Cameron Rooney (Engineers Representative – REL)	May 2026	Completed (ongoing updates to be provided as dates are confirmed).
5	Provide clarification regarding the diversion road and future updates.	Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer) / Scott Hoare (Consent Holder – Inovo)	May 2026	In Progress
6	Confirm whether Highway Patrol involvement is required within the Traffic Management Plan.	Scott Hoare (Consent Holder – Inovo) / Tim Fulton (Waimakariri District Council – WDC)	May 2026	In Progress

7	Coordinate and confirm site visit logistics and circulate details to members.	Tara King (Community Liaison – BHSL)	May 2026	Completed
8	Prepare plans and supporting material for future meetings.	BHSL	Ongoing	Carried forward from 15 April 2026
9	Provide a copy of the Construction Management Plan to the CLG once available.	BHSL	Ongoing	Carried forward from 15 April 2026
10	Update to be given on Traffic Management Plan outcomes (specifically school traffic disruptions) once dates can be confirmed.	Scott Hoare (Consent Holder – Inovo)	Ongoing	New

Meeting Close

Meeting closed at: 6:16pm

Confirmed as a true and correct record:

Confirmed:  **Date:** 23/July/2026

Appendix

Subject: BHSL CLG Terms of Reference Queries

Hi all,

I have been asked by the ECESS Team to email you ahead of tomorrow's CLG Meeting (21MAY26).

MINUTES of 15APR26 MEETING –
Despite requests in the 15APR26 meeting for timely minutes and also an email from us on 08MAY26 to follow up on these, the draft minutes were not received until 12MAY26. Almost 4 weeks after the meeting. We would like to see this process streamlined in future to avoid such delays.

We wish it noted that ECESS do not agree with the BHSL version of minutes. There are several inaccuracies, omissions and fabrications that do not reflect discussions. Given that we only received these draft minutes last week we have had insufficient time to discuss and draft up amendments. We will therefore not be approving these minutes at the 21MAY26 meeting.

TERMS of REFERENCE (ToR) -

We note in the BHSL minutes from the 15APR26 meeting, the action point for ToR said that John and Brent would circulate the Draft ToR to all members for feedback. We have not yet received this, however feel it is imperative to have the ToR confirmed and in place for all future meetings. With this in mind, we provide the following feedback for consideration/discussion, based on the Draft ToR for Discussion dated 02APR26. We felt it was too many queries to raise during the next meeting, given only 30 minutes has been allocated to this agenda item.

MEMBERSHIP –

- With ECESS being approved for five reps, we presume this will be updated to five.
- We query the Local Landowners group being three reps, but only two have been named at the 15APR26 meeting? Does that mean there is one position still available within that category?
- We note that Gina isn't included in the stakeholder categories. If she will be a permanent member within the CLG, should her position be noted in the Stakeholder Table?
- Under the consents, clause 18 of the CLG section notes four minimum interested parties to be represented on the CLG. Given that two of those four groups were not represented at the 15APR26 meeting, did that meeting satisfy the requirements for it being a first official CLG meeting?
- Is there a quorum for meetings?
- How many apologies can be made before a position becomes available?
- The drafting note mentions numbers and voting procedure etc. John stated at the 15APR26 meeting that the CLG is "not a numbers game, not a voting group, just a rep group" and that he was "not interested in voting, but that concerns are expressed".

ROLE/RESPONSIBILITY OF BHSL -

- As per consent 20a, point (a) should read – *Arrange a suitable venue <u>in the area</u> for CLG meetings and meeting <u>any other reasonable costs</u> of the meetings*.
- As per consent 20b, point (b) should read – *Appoint a Community Liaison Officer <u>with authority to represent it on the CLG</u> and ask that they attend all formal meetings of the CLG.*
- Point (c) – Could we please include what appropriate timeframes are? As mentioned in our email dated 08MAY26, the generally accepted standard timeframe for receiving minutes in New Zealand is within one week after the meeting, with best practice being within 24-48 hours. ECESS require time to consider these minutes, confirm against our minutes and assign any action points well prior to the next CLG meeting where we will be asked to accept them. Also as requested in our email dated 08MAY26, we request consideration for it to be added to the Terms of Reference that all future agendas be emailed out at least one month prior to the next meeting. With meetings scheduled to be around every three months, we feel this would enable us to adequately prepare for each meeting.
- As per consent 20d, point (e) should read - ……the development and review of <u>any and all</u> management plans….".
- Point (g) – Regarding assistance for CLG Members preparing and updating Household Emergency plans, could you please clarify what this involves?
- Point (h) – Regarding privacy considerations in relation to individual members – We appreciate your reply to our email of 08MAY26 noting the publishing of ECESS names can be reviewed at the next meeting. We note the BHSL minutes of the 15APR26 meeting say it was confirmed that member names will be published on the BHSL website. We wish it noted that ECESS did not dispute this matter during that meeting as John had stated it was part of consents. We have since learnt that it is not part of consents, so therefore not mandatory.

Given the fluid status of ECESS on the CLG, it feels inappropriate to include names of ECESS individuals on the BHSL website. Any member of the public can get hold of the ECESS group through the ECESS website.

- Point (i) – When is the first annual advisory to go out? And what sort of detail is it likely to include?

ROLE/RESPONSIBILITY OF CHAIRPERSON –

- Point (b) – Regarding ensuring adherence to meeting agendas, we were disappointed that the questions and answers item/agenda topic from the 15APR26 meeting was completely shut down by the Chair with his comment of "I don't want to" when that section came up. Surely an effective Liaison Group is reliant on us having the opportunities to ask questions?
- Point (d) – Regarding the collation and distribution of comments and feedback from the CLG, we note that this does not include meeting minutes. The recording and circulating of minutes is covered under Point (c) of the role/responsibility of BHSL. It is further noted that the BHSL minutes from the 15APR26 meeting state under apologies that the Minute Secretary will circulate approved minutes to all members…., in accordance with the CLG's communication protocols. If the minutes are being taken professionally, then there should be no reason for the draft minutes to be pre-approved by the Chair before being distributed as draft minutes to all members for review.

ROLE/RESPONSIBILITY OF ALL CLG MEMBERS –

- Point (d) – Regarding confidentiality – We note that John stated in the 15APR26 meeting (in response to Tim Fulton of WDC questioning if the group is a public group) "Content of discussions will be made public. Not one iota will be private".

MEETING PROCEDURE –

- Point (i) – As per above, did the 15APR26 meeting reach quorum/sufficient representation for it to be considered the first official meeting? During the Draft Terms of Reference section of the 15APR26 meeting, John stated "Once group was formed we were to discuss this. Runanga and Landowners within 1km not here to have their say on it, but we can discuss". Would this not indicate that it was not a complete group to officially form the CLG?
- Point (ii) – We note you have omitted a section of one of the consent conditions here, namely "*or on notice if any dam safety issue arises or is raised by any party on the CLG*".
- Point (d) – Again, John said meetings are public, not private.

COMMUNICATION –

- We appreciate your reply to our email dated 08MAY26 regarding the recording of meetings, however we still feel we also should have the right to voice record meetings for the purpose of accurate minutes, especially given that we don't agree with the draft minutes that have been provided by BHSL. Again, John stated that not one iota of the meetings are private and it would be well within the law for us to record for this purpose. We respect that it would not be appropriate to publish or distribute any such recording and for it to be used just for accurate minutes.

REVIEW –

- In the drafting note it says "may need to consider any voting procedure". This again may need review when John stated at the 15APR26 meeting that the CLG is "not a numbers game, not a voting group, just a rep group" and that he was "not interested in voting, but that concerns are expressed".

Thank you for your time and consideration of these matters.

Kind regards,

ECESS Group