

FLOOD ADVISORY COMMITTEE

A meeting of the Flood Advisory Committee was held in Council Chambers on Tuesday, March 23, 2021 at 10:00 am.

- Present:** Councillor Tim Johnson, Chair
Councillor Mike Cooper
Mayor Christine Blair
Councillor Eric Boutilier
- Hank Kolstee, Citizen Representative
Robert Monk, Citizen Representative
- Michelle Newell, Director of Public Works
Rod MacLennan, Project Supervisor/Consultant
- Charlotte Sullivan, Environmental Inspector, NS Environment
- Absent:** Carl Esau, Manager, Land Protection, Department of Agriculture
- Approval of Agenda:** An agenda was prepared and circulated for the Committee's review and approval. Item 10 'Consulting Services Proposal 2021/22' was moved to the last item before Adjournment.
- Moved by: Mayor Blair
Seconded by: Hank Kolstee
- "That the agenda be approved as amended."
- Motion carried.
- Approval of Minutes:** Minutes from the meeting held on January 21, 2021 were circulated for the Committee's review and approval.
- Moved by: Hank Kolstee
Seconded by: Robert Monk
- "That the Minutes from the meeting on January 21, 2021 be approved as presented."
- Motion carried.
- Business Arising from the Minutes:** A site visit still needs to be conducted on Cindy Ryan's property to confirm if the property is affected by tidal waters. If confirmed, the Owner is to be notified that the project does not fall under the policy.
- Acceptance of Vice Chair Position:** At the last meeting, Councillor Cooper nominated Councillor Boutilier for Vice Chair. As Councillor Boutilier was not at this meeting, he was unable to accept/decline the nomination.

Councillor Boutilier expressed his concerns that process was not followed for nominations and that he should never have been nominated in his absence. Councillor Boutilier declined the position of Vice Chair.

With the Vice Chair position still vacant, Councillor Cooper nominated Hank Kolstee for the position. No other nominations were received. Hank Kolstee accepted the position of Vice Chair.

**Outstanding
Stormwater/Other
Requests:**

Holding Pond, Exhibition Grounds:

- NSE has confirmed that the pond outlet is a watercourse
- A manual clean-up of the area would be the easiest method of remediation
- Rod to discuss with Charlie MacInnis, consultant and former DFO employee
- Manual clean-up could occur between June-September fisheries window
- Would be best to wait until July/August when water levels are lower and outside of spawning season
- Rod to provide a cost estimate on manual clean-up of site for the next meeting
- Once new cost estimates are received, can contact both the Village and Exhibition Commission on cost sharing possibilities

New Applications:

None.

Review of Projects:

The following updates were made to the project list:

Portapique Cemetery:

- Remain as pending
- Do another site visit and confirm whether the erosion is tidal related

Franklin:

- Large scale project that has been on the list for some time
- With project estimates of \$75K, provincial funding would be required so the entire Committee budget isn't used on one project
- Can submit an application under FRIIP

Moved by: Councillor Boutilier

Seconded by: Hank Kolstee

“That the Flood Advisory Committee authorizes staff to submit an application for provincial funding under FRIIP for the Franklin property.”

Motion carried.

North Colchester River Restoration Association:

- A letter was sent to confirm whether other funds have been secured for this project
- An email was received that they do not have funds; therefore, the project was removed from the list

Johnson:

- Rod to discuss with Ian Sinclair on providing rock for this project

Status of Budget:

As per the Committee's recommendation, \$100K has been put into the operating budget for Council to review and approve. As only \$32K was spent out of the \$100K for fiscal 20/21, discussion was held as to how to justify the \$100K request for next fiscal year.

The budget amount was reduced in previous years from \$150K and although the entire budget amount was not spent this year, it typically depends on weather events which can trigger an increase in applications received. An article on flood projects completed this fiscal was in the last newsletter which could result in new applications being received.

A summary of the last ten years with budget amounts and total expenses will be distributed at the next meeting.

Status of Payments from Property Owners:

At the request of the Committee at the last meeting, a letter was sent to Mr. Johnston advising that he has until March 31, 2021 to pay his outstanding flood account or be sent to Collections.

Moved by: Robert Monk
Seconded by: Councillor Boutilier

"That the Flood Advisory Committee authorizes staff to send Mr. Johnston's outstanding flood account to Collections if he does not pay his account in full by March 31, 2021."

Motion carried.

Construction Tender 2021/22:

Each year, a Request for Proposals is sent to invited bidders for quotes on hourly equipment and rock and the work is awarded to the lowest bidders. The contractor that has been doing the work the last number of years has a significant level of expertise. As this process has been working, it would be beneficial to continue this way.

Discussion was held on hiring contractors from the local areas where the projects are taking place. This creates an abundance of work for staff to create tenders each month to obtain pricing and could provide significant delays in the work being done.

Under the current Purchasing Policy, three written quotes are required for construction projects up to \$100K through an invitation to bid

process. The Committee expressed a desire to only use contractors from within county limits.

Moved by: Councillor Boutilier

Seconded by: Councillor Cooper

“That the Flood Advisory Committee authorizes staff to invite the following local contractors; Ian Sinclair Contracting, T.R. Petroleum and Turner’s Excavating, to submit bids on hourly equipment rates and armour rock for the upcoming 2021/22 flood projects.”

Motion carried.

New Business:

None.

Future Meeting Dates:

The next meeting is scheduled for Tuesday, May 4, 2021 at 10:00am.

(At this point Rod MacLennan left the meeting prior to discussion of the following item).

**Consulting Services
Proposal 2021/22:**

Rod MacLennan submitted a proposal for consulting services for 2021/2022. The proposal remains the same as previous years with a monthly stipend of \$1,200 of which only \$400 is covered by this Committee and 10% of project costs. Rod has been providing consulting services for flood work for several years as Public Works does not have staff with bank stabilization or river work expertise.

The proposal fees were discussed in detail. Councillor Johnson suggested removing the monthly stipend and paying an hourly rate for services rendered while others suggested adding other items to his list to be covered by the stipend.

Mayor Blair reiterated that Rod is a valuable resource not only for the construction work but also with regards to regulatory approvals, coordination with residents and liaison with Agriculture, Environment and Fisheries.

With the start of Covid last year, a stipend for April and May were not submitted.

The Committee was reminded that it would be very difficult to obtain an individual to work mostly in the summer and for an hourly rate. A consultant would charge \$150 per hour for this type of work. Michelle reiterated to the Committee that staff cannot take this work on as they do not have the expertise or time.

Michelle will create a list of potential items that could be added under Rod’s consulting services for the Committee to discuss at the next meeting. A summary of consulting services and construction costs from the last few years will be provided at the next meeting.

Moved by: Mike Cooper
Seconded by: Councillor Boutilier

“That the Flood Advisory Committee refers the consulting services proposal back to staff for more information.”

Motion carried.

Adjournment:

Moved by: Hank Kolstee
Seconded by: Robert Monk

“That the meeting adjourn at 11:22 am.”

Motion carried.

Crystal Deuille,
Recording Secretary