

FLOOD ADVISORY COMMITTEE

A meeting of the Flood Advisory Committee was held in Council Chambers on Tuesday, June 17, 2025, at 10:00 am.

- Present:** Councillor Lisa Patton, Chair
Mayor Christine Blair
Councillor Mike Cooper
Councillor Tim Johnson
Hank Kolstee, Citizen Representative
Dan Troke, CAO
Michelle Boudreau, Director of Public Works
Dennis James, Municipal Solicitor, Patterson Law
Rod MacLennan, Project Supervisor/Consultant
Terry McKay, Manager of Land Protection, NS Agriculture
- Regrets:** Charlotte Sullivan, NS Environment & Climate Change
Paul Smith, Director of Community Development
Chris Verge, Area Manager NSPW
Citizen Rep – Vacant
- Approval of Agenda:** A new application was received for the vacant citizen representative position.

Moved by Councillor Johnson and seconded by Councillor Cooper.

“That the agenda be approved as amended with the addition of the new committee member application.” Carried unanimously.
- Approval of Minutes:** Moved by Councillor Johnson and seconded by Hank Kolstee.

“That the Minutes from the meeting on April 23, 2025, be approved as presented.” Carried unanimously.
- Business Arising from the Minutes:** None.
- New Applications:** No new applications received.
- Review of Projects for 2025/26:** The following updates were made to the project list:

Portapique Beach Road, Portapique (Portapique Cemetery Co):
 - Rod visited the site. Vegetation is growing on the banks; site condition is good.
Farnham Road (Fenerty):
 - A berm was installed last year, and since then it was discovered that it was within 10m of a watercourse. Environment has been contacted and if berm is acceptable, the plan will be to seed it. Waiting to hear from environment on next steps.
MacLand Drive, Onslow (Anonymous):
 - On hold until we can get an agreement from Mr. Smith.

Wharf Road, Great Village (Hudson):

- Rod met with the homeowners, and they are still interested.
- Cost estimate approximately \$7,000.

Branch Road, Onslow Mountain (Stone):

- Rod and Councillor Patton visited the site a week ago. However, the homeowner does not have the financial means to pay for the work at this time.
- Michelle reached out to NSPW for an update, and they have no plans to do any culvert work there.
- Homeowner has lost his driveway twice due to flooding.
- If homeowner does want to move forward, bank stabilization can be done.
- Rod and Councillor Patton will visit the homeowner to discuss next steps. If he does not wish to proceed, we will issue a letter and remove him from the list.

Onslow Mountain Road (Drainage), Belmont:

- Transportation said they have no planned culvert work.
- Proceed with original plan.
- Approximate cost of \$15,000. Rod will go look at the site again and provide a firmer price for next meeting.

Mountain Lee Road (Drainage), North River:

- Work was completed previously, however wet conditions at the time have caused the area to slump.
- Rod recommends adding rock to further stabilize the area at an estimated cost of \$5,200.

Moved by Councillor Johnson and seconded by Hank Kolstee.

“That the budget for the Mountain Lee Road Drainage Project be increased from \$3,500 to \$5,200”. Carried unanimously.

College Road, Valley (Woodbury):

- Rod and Councillor Patton visited the site. Property owner is still interested but there are large trees in the way. Once trees are removed, we can complete the work. Rod suggested January to do the work when frost is in the ground.
- Cost estimate \$10,250.

Moved by Mayor Blair and seconded by Councillor Johnson.

“That the budget for the College Road property be set at \$10,250 with the applicant responsible for 25% of total costs.” Carried unanimously.

Truro Road, North River (Terry):

- Rod visited the site. This is an identified drainage area but dries up in the Summer. Bank height goes from 12' to 6'. Rod said they can cut the bank to make room for the rock.
- Approximately 150' long.
- Cost estimate \$21,000.

Moved by Councillor Johnson and seconded by Councillor Cooper.

“That the budget for the Truro Road property be set at \$21,000 with the applicant responsible for 25% of total costs.” Carried unanimously.

Hillvale Drive, Valley (Bucci):

- Site visit completed by Rod and Councillor Patton.
- 75’ bank and it has slumped. Unsure if caused by erosion from brook or homeowner drainage.
- At the 60’ mark, Rod would like to dig out a trench and bring in some material, smooth it out and fix up the homeowner pipes.
- Cost estimate \$20,500.
- Access to site will be difficult.
- Terry expressed concerns on whether this is a county issue or a homeowner issue. May not meet policy.
- Rod to bring updated photos to the next committee meeting.

Contractor Site Visit Form: A site visit form was created and presented to the committee. Rod to complete the form following site visits and submit to the Committee for review prior to meeting.

Moved by Councillor Johnson and seconded by Councillor Cooper.

“That the new Contractor Site Visit Form be approved and submitted to the Committee after each site visit is completed.” Carried unanimously.

**Tender Process,
2025/26:**

The tender for heavy equipment will need to be advertised for the 2025/26 projects in which the Committee will need to discuss their approach.

Historically, the tender document requested pricing for all required equipment and the bidder with the lowest hourly rate total for all equipment was awarded the work. Last year, the committee tried a different approach where work was awarded to various contractors based on the lowest price per piece of equipment. This became an issue when coordinating the work and getting different pieces of equipment to site from different operators.

Discussion was held on why the previous tender was issued this way in which Councillor Johnson requested the change due to work not being completed in a timely manner.

It was agreed by the committee to go back to just using one operator; however, a line item would be required that if the low bid contractor is unavailable, we could go to the next lowest bidder.

Moved by Councillor Johnson and seconded by Councillor Cooper.

“That the tender for hired heavy equipment for 2025/26 flood projects be advertised and that the tender be restructured to award to the lowest bidder based on the total of all equipment hourly rates, with the option to use the next lowest bidder should availability be an issue.” Carried unanimously.

**Small Flood Damage
Reduction Projects Policy:**

The Small Flood Damage Reduction Projects Policy defines the scope of work for this Committee. The Committee has previously discussed their mandate, scope of work, types of projects being completed and potential legal implications. Dennis James, our solicitor, attended the meeting to provide feedback and guidance.

Michelle noted that the policy currently indicates commercial and farmland property are eligible for work, in addition to residential. However, the MGA does not allow Municipalities to fund businesses in any way which includes farm properties, as well as any rental properties.

Hank Kolstee reiterated that the original intent of the program was to provide funding to homeowners who have lived at their property for a number of years and then experience an unexpected storm that causes issues at their property, and they cannot financially afford to fix the problem.

Dennis James noted that homeowners buying properties in a floodplain area should be made accountable and this should not be the responsibility of the Municipality. This would also include developers who do not take the necessary precautions when planning. When issues arise from development, the municipality should not be responsible for providing funding to fix these errors.

It was suggested to include a low-income threshold within the policy either by using the federal and provincial regulations of creating household income limits based on geography or using the municipality's low-income thresholds from the property tax exemption policy.

It was recommended by Dennis to refine and tighten our policy. Michelle, Dan and Dennis will work on the policy to bring back to the next committee meeting.

Moved by Councillor Cooper and seconded by Hank Kolstee.

"That the Small Flood Damage Reduction Projects Policy be referred to staff for review and revisions be brought back to the next Committee meeting." Carried unanimously.

New Business:

An application was received from Robert Monk to fill the citizen representative vacancy on this Committee. Nominating Committee will make a recommendation to Council for approval.

Future Meeting Dates:

The next meeting is scheduled for Monday, August 11, 2025, at 10:00 am in Council Chambers.

Adjournment:

On a motion of Councillor Cooper, the meeting adjourned at 11:27am.

Christa Wojcik,
Recording Secretary