

FLOOD ADVISORY COMMITTEE

A meeting of the Flood Advisory Committee was held in Council Chambers on Tuesday, Sept 2, 2025, at 10:00 am.

- Present:** Councillor Tim Johnson, Vice Chair
Mayor Christine Blair
Councillor Mike Cooper
Hank Kolstee, Citizen Representative
Robert Monk, Citizen Representative
Dan Troke, CAO
Dennis James, Municipal Solicitor, Patterson Law
Rod MacLennan, Project Supervisor/Consultant
Terry McKay, Manager of Land Protection, NS Agriculture
Charlotte Sullivan, NS Environment & Climate Change
Chris Verge, Area Manager NSPW
Paul Smith, Director of Community Development
Michelle Boudreau, Director of Public Works
- Regrets:** Councillor Lisa Patton, Chair
- Approval of Agenda:** Moved by Hank Kolstee and seconded by Mayor Blair.
“That the agenda be approved as presented”. Carried unanimously.
- Approval of Minutes:** Moved by Councillor Johnson and seconded by Hank Kolstee.
“That the Minutes from the meeting on June 17, 2025, be approved as presented.” Carried unanimously.
- Business Arising from the Minutes:** None.
- New Member, Citizen Representative** Round table introductions were made to the new committee member, Robert Monk.
- New Applications:** No new applications received.
- Review of Projects for 2025/26:** The following updates were made to the project list:
Councillor Cooper arrived at 10:11am
- Portapique Beach Road, Portapique (Portapique Cemetery Co):
- Rod visited the site. No change since last site visit.
- Farnham Road (Fenerty):
- Berm has been seeded and work is complete. Homeowner is satisfied with site conditions.
- MacLand Drive, Onslow (Anonymous):
- No status change, one of the affected properties remains for sale, owner does not wish to disturb driveway at this time.

Wharf Road, Great Village (Hudson):

- A cost sharing agreement and license to enter upon land agreement have been drawn up for homeowners to sign. Estimated timeframe will be by the end of the year.

Branch Road, Onslow Mountain (Stone):

- Rod met with the homeowner, he would like the work completed, however, does not have the financial means to pay for the work at this time.

Moved by Robert Monk and seconded by Councillor Cooper.

“That a letter be issued to the homeowner requesting a signed agreement by Dec 31, 2025, otherwise his application will be withdrawn”. Carried unanimously.

Chris Verge arrived at 10:42

Onslow Mountain Road (Drainage), Belmont:

- NSPW has no plans to replace culvert. Committee will proceed with original plan of ditching. Estimated timeframe for completion is October 2025.

Mountain Lee Road (Drainage), North River:

- Work was completed previously, however wet conditions at the time have caused the area to slump. Repairs have been completed.
- Area is now dry. Homeowner very happy with the work. To be removed from the list.

College Road, Valley (Woodbury):

- Rod and Councillor Patton visited the site. Property owner is still interested but unsure of how they would like to proceed. Rod & our contractor visited the site. Bank stabilization work will require the property owner to clear several trees before work can commence. Rod also noted that the watercourse has debris, and scope of work could be changed from stabilization work to removing debris from the watercourse. Anticipated cost of debris removal is \$9,500.

Moved by Hank Kolstee and seconded by Robert Monk.

“That a letter be issued to the homeowner requesting a signed commitment by Sept 30, 2025. The letter will include two options. Option 1 – Move forward with the original approach for bank stabilization or Option 2 – clean up debris along the watercourse”. Carried unanimously.

Truro Road, North River (Terry):

- Councillor Patton & Rod met with homeowner. Work to be done within the next 2 weeks.

Hillvale Drive, Valley (Bucci):

- Rod visited the site again. The slumping in the rear yard seems to be the result of poorly drained fill from the original home construction, and is not being caused by watercourse erosion.
- The committee determined that the issue on the property does not fit the flood advisory policy, and a letter should be drafted and issued to the homeowner to relay this information.

Moved by Councillor Cooper and seconded by Hank Kolstee.

“That a letter be drafted and issued to the homeowner, indicating the erosion issue on her property does not meet the flood policy guidelines”. Carried unanimously.

Introductions

Introductions were revisited once all members were present.

Contractor Site Visit Form:

Forms are being completed and were reviewed during project updates.

**Tender Results,
2025/26:**

Michelle provided an update on tender results. T.R. Petroleum submitted the lowest bid and has been awarded the contract.

Terms Of Reference

Michelle provided an overview of the updated **Terms Of Reference**. The committee was satisfied with the changes.

Motion by Councillor Cooper and seconded by Mayor Blair.

“That the Flood Advisory Committee recommends to Council that the updated Terms of Reference as presented by staff be adopted”. Carried Unanimously.

**Small Flood Damage
Reduction Projects Policy:**

Michelle reviewed proposed updates to the **Small Flood Damage Reduction Projects Policy**.

Under **2. Definitions**, item **(g)**, It was added to the policy to exclude rental properties and foreign owned properties.

Mayor Blair requested clarification on foreign owned property. Dennis elaborated that the term could be made clearer to any properties with owners residing outside of Nova Scotia.

Under **5. Criteria**, item **a (ii)**, has been added to NOT include projects (unless emergency) on commercial, industrial or institutional land.

It was suggested to include factors for emergency situations and possibly have a threshold amount where the Committee would fund 100% of costs if multiple properties would benefit from the project.

Item **a (iii)**, has been added to NOT consider projects that benefit a commercial entity or business, including an active farm, except where a primary residence is affected.

Under **7. Project Cost Reduction**, item **(c)**, has been added, and allows a 50% reduction in resident contributions for owners that meet the thresholds in the Low Income Municipal Tax Assistance Program Policy.

Under **12. Change of Property Ownership**, Promissory note to be added so that owners who sell within a year of property improvements will be required to pay back the municipal contribution for the work.

Councillor Cooper expressed concerns with the addition.

Dennis explained that this item was added to prevent homeowners from utilizing public funds to complete property improvements and subsequently sell at an increased value.

Staff will make the suggested changes and bring back a draft of the proposed new policy for discussion at the next meeting.

The Committee agreed that it did not wish to move to a grant or emergency funding entity.

New Business

None.

Future Meeting Dates:

The next meeting is scheduled for Tuesday, October 14, 2025, at 9:00 am in Council Chambers.

Adjournment:

The meeting adjourned at 11:41am.

Christa Wojcik,
Recording Secretary