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TO:	CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MEETING ON TUESDAY, OCTOBER 6, 2015
FROM:	JOHN BRAAM, P.ENG MANAGING DIRECTOR - ENVIRONMENTAL & ENGINEERING SERVICES & CITY ENGINEER
SUBJECT	FLOODING MATTERS TERMS OF REFERENCE

RECOMMENDATION

That, on the recommendation of the Managing Director - Environmental & Engineering Services & City Engineer, the attached proposed Terms of Reference for a Working Group to examine rainfall events and potential solutions to the issues arising therefrom **BE APPROVED.**

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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CWC Report of 2015-07-20, Item 5, Update on Rainfall Event of June 23, 2015

CWC Report of 2014-09-22, Item 9, Update on Rainfall Event of September 10, 2014

BACKGROUND

Purpose:

The purpose of this report is to satisfy a July 28, 2015 Municipal Council directive to create a Terms of Reference for a Working Group to examine rainfall events and potential solutions to the issues arising therefrom.

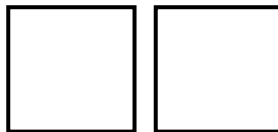
Context:

On July 20, 2015 an information report was submitted to the Civic Works Committee to provide an update on the recent June 23rd and June 27/28 rainfall events. This was the second report of its kind within the last year. A very similar report was presented to the Civic Works Committee last September 22, 2014 that provided an update on the significant September 10th weather event.

Given that the City is seemingly receiving more frequent, high intensity, short duration rainfall events, Municipal Council has directed the Civic Administration to report back to the Civic Works Committee with respect to Terms of Reference for a proposed Working Group to examine these types of rainfall events and potential solutions to the issues arising therefrom. This working group was to comprise of at least one Member of Council.

DISCUSSION

The Working Group should be responsible for providing recommendations with respect to mitigating the flooding of private property and basements through measures within the municipality's jurisdiction, as well as public education initiatives.



In order for the Working Group to be efficient and effective, the development of a Terms of Reference document is required to outline basic expectations and composition. Such a document will serve as a foundation to assist the Working Group meet its goals and objectives. However, it should not constrain the Working Group in their Duties. Upon the onset of this initiative, it is advisable for the Working Group to undertake an analysis to identify the current strengths, weaknesses, opportunities and threats (SWOT) associated with the City's existing processes, programs and protocols in place related to flooding matters. Such a method helps to focus the work of the group and build a strategy for their Work Plan.

The following are some topics and related questions for the consideration of the Working Group in developing their Work Plan:

Communication - Is the City communicating its proactive backflow and sump pump programs with its citizens effectively? Should the City undertake a campaign to further market its programs? Should the City establish a protocol for broadcasting potential flooding warnings, independent of weather sources such as the Ministry of Environment? Are there legal implications associated with such warnings? Can the City do a better job communicating post severe weather event information? If so, what kind of information is important to the citizens and what forums are most effective?

Capital Budget Sustainability – The City's current ten year Capital budget forecast specific to its life cycle program stands at approximately \$280 million dollars. In light of the recent citizen issues and concerns relating to flooding events, is this an appropriate time to reconsider the 10 year program? Should the City reconsider its design criteria for new storm sewers? Should priority projects noted within the 10 year lifecycle program be expedited?

Education and Promotion – The City currently implements two proactive flooding prevention programs. The backflow and sump pump programs are specifically designed to assist citizens that have experienced basement flooding occurrences. Some citizens have reported flooding after the installation of these devices. Is the City's effort enough to educate its citizens on how to properly maintain these flooding control devices? If not and in terms of value added, what is the appropriate level of effort to cost ratio? As a proactive measure, how can the City effectively connect citizens to these programs? How much time, effort and expense should the City invest to effectively engage and educate citizens who own high risk flooding properties?

Incident Management Response – The City has recently established a protocol for addressing high intensity, short duration rainfall events, enabling the Civic Administration to connect with and assist concerned citizens experiencing basement / property flooding in the shortest timeframe possible. This protocol is based on the Incident Management Response structure which is currently the standard for emergency response in London and worldwide. Are there elements within the plan that can be enhanced that would provide better customer service in terms of communication and response time?

Insurance Company Coordination – Through citizen concerns, Members of Council and Administration have learned of insurance companies that have ceased to provide coverage specific to flooding claims, particularly in cases where citizens have experienced repeat occurrences. Is there an opportunity to connect with insurance companies to gain a better understanding for their position? Does an opportunity exist to establish a form of partnership that would benefit our citizens, the insurance company and the Corporation?

The Work Group should then formulate and present their Work Plan to the Civic Works Committee. It should include topics to be investigated, resources required, timelines and a reporting schedule.

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The Working Group should be required to provide the Civic Works Committee with strategic activity updates along logical points of its progress. It will disband upon completing its Work Plan and its identified mandate -- providing recommendations with respect to a proposed plan for mitigating the flooding of private property and basements through measures within the municipality's jurisdiction, as well as public education initiatives.

Working Group Development

As noted in the attached Terms of Reference, the City Clerk's Department manages the selection of two Working Group City Council members through the Strategic Priorities and Policy Committee.

The Working Group's inaugural meeting is to be set by the City Clerk where member introductions and a mandate will be confirmed, identifying key objectives.

Summary:

Intense, short term duration storms continue to impact the citizens and businesses in the City of London. The Municipal Council has directed that a Working Group be formed, and given a mandate to examine rainfall events and derive potential solutions to the issues arising therefrom. This is a result of the recent June 23rd, and June 27th/28th intense weather events.

The Working Group will comprise of two Members of Council and selected Civic Administration. The Working Group will be tasked to derive, implement and report out on key objectives while adhering to their Terms of Reference. Finally the Working Group will disband upon successfully satisfying the goals and objectives identified within its mandate.

The Working Group is recommended to develop the details of its Work Plan, including resource requirements, and provide this to the Civic Works Committee for its consideration before initiating its work.

PREPARED BY:	SUBMITTED BY:
RICK PEDLOW, C.E.T. DIVISION MANAGER SEWER OPERATIONS	JOHN LUCAS, P.ENG. DIRECTOR, WATER & WASTEWATER
RECOMMENDED BY:	
JOHN BRAAM P.ENG. MANAGING DIRECTOR- ENVIRONMENTAL AND ENGINEERING SERVICES & CITY ENGINEER	

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TERMS OF REFERENCE

FLOODING WORKING GROUP

COMPOSITION:

Members:

7 members consisting of:

- 2 Members of Council
- Director, Water and Wastewater
- Division Manager, Wastewater & Drainage Engineering
- Division Manager, Sewer Operations
- Division Manager, Stormwater Management
- Director, Communications

Resource Group:

Resources, to be determined by the Working Group as part of their initial scoping duties, may include representation from the Building and Development Department, Legal Department, Insurance Risk and other Departments, and may also consider specialty consultants.

TERM OF OFFICE:

The Working Group shall be disbanded upon submission of its Final Report to the Civic Works Committee.

QUALIFICATIONS:

Any current Member of Council.

Engineering and Operations Managers in the Environmental and Engineering Services Department with responsibilities for infrastructure and budgets related to the Duties of the Working Group.

Communications Department Director, or his designate.

APPOINTMENT POLICIES:

The Strategic Priorities and Policy Committee recommend the Council Members to be appointed to the Working Group for the consideration and approval of the Municipal Council.

The City Engineer shall direct which of his/her staff shall sit on the Working Group, based upon their ability to best meet the needs of the Working Group and their availability to participate on the Working Group.

The Chair is occupied by an elected official agreed upon between the two elected officials assigned to the Working Group. This decision is made at its first meeting, and shall serve in those roles for the Working Group's term of office.

MEETINGS:

The first meeting shall be called by the City Clerk. Subsequent meetings shall be at the call of the Chair, in consultation with the Working Group Secretary.

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DUTIES:

The Working Group shall be responsible for providing recommendations with respect to a proposed plan for mitigating the flooding of private property and basements through measures within the municipality's jurisdiction, as well as public education initiatives.

The Working Group reports to the Municipal Council, through the Civic Works Committee. It shall initially prepare a Work Program for the approval of the Civic Works Committee, including topics of study/investigation, resource requirements and a reporting schedule.

VACANCIES:

Vacancies shall be filled on the same basis as the initial appointments.

CONTACT:

CHAIR:

Name: tbd
Phone: tbd
E-mail: tbd

TASK FORCE SECRETARY:

Name: tbd
Phone: tbd
Fax: tbd
E-mail: tbd