



The Corporation of the
Town of Cobourg

Resolution

Moved By

Be. F. Darling

Resolution No.: 129-20

Last Name Printed

DARLING

Seconded By

Order Bureau

Council Date:

Last Name Printed

BUREAU

April 14, 2020

WHEREAS at the Committee of the Whole Meeting on April 6, 2020, Council considered a Memo from the Director of Public Works, regarding the Town of Cobourg Flood Mitigation and Sandbag Policy PW-OPS-1;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Flood Mitigation and Sandbag Policy for the Town of Cobourg attached as Appendix "A".



CORPORATION OF THE TOWN OF COBOURG

Division: Public Works Services

Effective Date: April 14, 2020

Department: Public Works

Approval Level: Council

Policy Title: Flood Mitigation and Sandbag Policy

Section # 4-2
Policy # PW-OPS-1

Purpose

The purpose of this policy is to identify the process under which municipal staff will mitigate flooding on Municipal property so as not to adversely impact adjacent private properties.

Policy

1.0 ESTABLISHED PROCEDURE

1.01 Responsibility of the Town of Cobourg (Public Works Departments, Administration, etc.) in connection with flooding:

- Develop, maintain and disseminate information to residents and business owners within the municipality and provide regular updates to stakeholders described in the policy.
- Take the necessary precautions to remove ice and snow from at risk areas and open all culverts and drains to reduce the chance of road washouts.
- Where possible, address problem beaver dams that may release and cause road washout.
- Patrol roads in at risk areas during spring melt and heavy rain events, take necessary maintenance precautions, and do necessary repairs. May include weekend patrolling at the discretion of the Director of Public Works or designate
- Check bridges and remove debris and ice if blockages exist.
- If roads become flooded, close such roads safely and provide public notification.
- Keep municipal office informed as to road conditions.
- Advise property owners of local businesses that may supply sandbags and sand.

1.02 Responsibility of Fire Department & Emergency Medical Services (EMS):

- Assist with and facilitate when appropriate, the evacuation of persons in areas that threaten life safety, health and wellbeing.



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1.03 Responsibility of the Mayor:

- Declare a state of emergency through Municipal Emergency Control Group as necessary and in consultation with the Municipal Emergency Control Group.

1.04 Responsibility of Northumberland County:

- Support Member Municipalities and this policy during flooding events.

1.05 Responsibility of Resident(s) and Property Owner(s):

- Mitigate flooding on private property.
- Obtain sand and sandbags for use on private property.
- Obtain instructional information from Municipal website to build sandbag wall.
- Proper disposal of sand and sandbags at an appropriate waste management facility

Scope

This policy applies to responsibilities of the municipal departments during flooding events. This policy **does not apply** to a “declared emergency” when the Municipality will operate under the approved Emergency Plan.

Resources:

- Lower Trent Conservation 2018 Flood Contingency Plan
- <https://youtu.be/oVQA-TPqtEQ> (how to build a proper sandbag wall – Canadian Armed Forces)



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Cross Reference

Policy #

Procedure #

Resolution #	Revision Description:	Signature/Municipal Clerk:	Council Approval Date:
# 129-20			April 14, 2020