

	COUNCIL POLICY	Policy No: CP-1065-25
		Approved By: Council
		Effective Date: September 8, 2026 Resolution No.: RCM-228-26 Last Reviewed Date: September 8, 2026
		Division: Sustainable Growth and Development Services - Engineering

STORMWATER SYSTEM MAINTENANCE POLICY

POLICY STATEMENT

The City of Spruce Grove is committed to protecting the environment and reducing the risk of flooding within the community. The City will provide annual maintenance services to ensure the ongoing integrity of the Stormwater System.

1. PURPOSE

- 1.1 To define appropriate service levels for the effective and efficient operation and maintenance of the City's Stormwater System.
- 1.2 To ensure maintenance operations are conducted to maintain compliance with the *Environmental Protection and Enhancement Act*, R.S.A 2000, c E-12, as amended, the Wastewater and Storm Drainage Regulation, Alta Reg 119/1993, as amended and any other applicable Provincial or Federal legislation or regulation.

2. DEFINITIONS

- 2.1 "Alley" means a narrow Road intended chiefly to give access to the rear of buildings and parcels of land.
- 2.2 "Arterial Road" means a Road in an urban environment that is designed for high volume and/or capacity to carry thoroughfare traffic and is subject to controlled or limited access. Roads are designated as Arterial as per the City's Road classification hierarchy.
- 2.3 "As Required" means that service will not be limited to a pre-planned number of work occurrences per year and allows City staff to apply field judgement and expertise to varying conditions.

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- 2.4 “Buffer Strip” means a designated, Naturalized Area or naturally vegetated area between developed land and wetlands, streams, or Stormwater Management Facilities to help prevent soil erosion, filter sediment, and reduce nutrient runoff. Naturalized Area Buffer Strips are typically planted with native grasses.
- 2.5 “Catch Basin” means a cistern located at the point where a street gutter discharges into a sewer and is designed to catch and retain matter and debris that may be periodically removed.
- 2.6 “City” means the municipal corporation of the City of Spruce Grove in the province of Alberta.
- 2.7 “Collector Road” means a Road that connects Local and Arterial Roads and provides direct property access. Roads are designated as Collector as per the City’s Road classification hierarchy.
- 2.8 “Dry Pond” means a Stormwater Management Facility that remains dry most of the time and is designated to temporarily hold Stormwater during heavy rain events.
- 2.9 “Flood Plain” means land surrounding a Stormwater Management Facility that is susceptible to being inundated by floodwater following a rain event or spring thaw.
- 2.10 “Inlet” means a point or structure where Stormwater enters a Stormwater Management Facility, Swale, or drainage system from surrounding areas, such as a grate, curb opening, or pipe connection. The term includes any components necessary for the installation, operation, maintenance, or protection of the Inlet.

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- 2.11 “Local Road” means a Road that primarily provides direct property access and is not an Alley. Roads are designated as Local as per the City’s Road classification hierarchy.
- 2.12 “Naturalized Area” means non-manicured areas of passive recreational land intended to mimic natural ecosystems and emphasize sustainability.
- 2.13 “Nuisance” means any living organism such as insect, animal, plant or disease that negatively impacts the functionality, safety, or environmental quality of a Stormwater Management Facility.
- 2.14 “Oil/Grit Separator” means a structure designed to capture sediments and trap hydrocarbons in surface water runoff.
- 2.15 “Outfall” means a pipe or structure located in, on, under, or adjacent to a water body, which conveys Stormwater from a drainage system into a receiving environment such as a river, stream, lake, wetland, engineered channel, or basin. It includes any associated components necessary for the installation, maintenance, operation, or protection of the Outfall.
- 2.16 “Outlet” means a point or structure within a Stormwater Management Facility or drainage system through which Stormwater exits the facility or system. The term includes any components necessary for the installation, operation, maintenance, or protection of the Outlet.
- 2.17 “Overland Conveyance” means the controlled movement of Stormwater at the ground surface through defined open drainage features, directing runoff to the City’s Stormwater System.
- 2.18 “Road” means a public way constructed for use by vehicular traffic.
- 2.19 “Roughcut” means to knock down undesirable vegetation, tall and thick grass, woody brush, and in some cases even sapling trees.

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- 2.20 “Stormwater” means water from rainfall or snowmelt that collects in the Stormwater System.
- 2.21 “Stormwater System” means all the conveyance and storage structures used to manage Stormwater within the City.
- 2.22 “Stormwater Management Facility” (SWMF) means Dry Ponds, wet ponds, and wetlands that receive Stormwater runoff from a variety of conveyance systems.
- 2.23 “Swale” means a shallow, open Stormwater conveyance channel, vegetated or concrete-lined, designed to manage surface runoff by reducing flow velocity, controlling erosion, and, in some cases, providing water quality treatment through infiltration and filtration.
- 2.24 “Vegetation Management” means the use of beneficial native plants and grasses to control noxious or Nuisance weeds and assist with shoreline bank stabilization, and/or the removal of Nuisance plants.

3. RESPONSIBILITIES

- 3.1 The City Manager is responsible for providing administrative oversight and ensuring the implementation of this policy.
- 3.2 The Director of Engineering is responsible for:
 - (a) Implementing and coordinating a Stormwater System maintenance plan based on the current Stormwater Master Plan and Stormwater Management Facility Condition Assessment Report; and
 - (b) Maintaining and updating this policy, As Required.

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- 3.3 The Director of Public Works is responsible for implementing and coordinating a Stormwater System maintenance program.

4. CATCH BASIN INSPECTION AND MAINTENANCE

- 4.1 Catch Basin inspections will be completed at a minimum of once every four years.
- 4.2 Catch Basin cleaning will be completed:
- (a) Once every four years for all Catch Basins in Local Roads in residential areas and Alleys; and
 - (b) Once annually for all Catch Basins in Collector Roads, Arterial Roads, or on Highway 16A; and
 - (c) Once every four years for all Catch Basins in City owned or operated Local Roads within industrial or commercial areas or within City owned or operated parking lots.
- 4.3 Data collected from ongoing inspections of Catch Basins may temporarily alter the service frequencies outlined in 4.2.
- 4.4 Catch Basins will be thawed As Required to prevent Road damage or flooding on private property.

5. OVERLAND CONVEYANCE INSPECTION AND MAINTENANCE

- 5.1 Swales, channels, ditches, and creeks will be inspected and maintained As Required.

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6. MANHOLE INSPECTION AND MAINTENANCE

- 6.1 All storm sewer manholes and storm sewer mains will be inspected at least once every three years.
- 6.2 A minimum of five percent (5%) of the total storm main inventory will be video inspected annually to ascertain pipe integrity for leads and mains while also looking for signs of excessive sedimentation or infiltration.
- 6.3 Flow restrictors (orifice plates) and Oil/Grit Separators will be inspected annually.
- 6.4 Maintenance of manholes will be completed As Required.

7. STORMWATER MANAGEMENT FACILITY (SWMF) INSPECTION AND MAINTENANCE

- 7.1 Inlet and Outlet structures will be inspected annually for debris, sediment, structural damage, vegetation obstruction, and erosion.
- 7.2 Flood Plain maintenance will be completed As Required.
- 7.3 Once established, Buffer Strips and Naturalized Areas will be maintained only As Required in a Roughcut state. No additional maintenance will be performed. Adjacent turf will be maintained in accordance with the Turf Maintenance Policy, as amended.
- 7.4 Dry Ponds will be Roughcut As Required.
- 7.5 Maintenance services for recreational developments within SWMF shall be provided under applicable City policies, as amended.
- 7.6 SWMF will be inspected not less than twice annually.

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- 7.7 SWMF may be treated to control the growth of filamentous algae when at least 25% of the water surface area is covered by algae.
- 7.8 Vegetation Management of SWMF will be conducted As Required.
- 7.9 Warning and other site signage related to the Stormwater System will be inspected not less than once annually and repaired As Required.
- 7.10 Oil/Grit Separators located in SWMF will be inspected twice annually.
- 7.11 Inlet and Outlet structures, as well as Outfalls, will be thawed As Required.
- 7.12 The City will maintain the Pre-storm and Post-storm Checklist of SWMF structures to facilitate inspections and cleaning. Inspections will be completed As Required.

8. WATER TESTING

- 8.1 Water quality testing will be conducted annually for City-operated snow storage facility settlement ponds.
- 8.2 Water quality testing will be conducted at SWMF As Required.

9. NUISANCE MANAGEMENT

- 9.1 Nuisance management will be conducted As Required.

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10. CUSTOMER SERVICE

- 10.1 Public inquiries related to the Stormwater System will be addressed in accordance with the response times specified in the Customer Experience Policy, as amended, starting from the time the request was received by the Public Works Department.
- 10.2 The City will respond to emergency calls related to spills within City boundaries to protect the health and safety of residents and to mitigate damage to the environment.

11. RESCISSION OF POLICY 2,023

- 11.1 2,023 - Storm Water Maintenance Policy is hereby rescinded.

RELATED DOCUMENTS

Municipal Stormwater Utility Bylaw, as amended
 Open Space Area Bylaw, as amended
 Surface Drainage Bylaw, as amended
 Customer Experience Policy, as amended
 Street Sweeping Policy, as amended
 Turf Maintenance Policy, as amended

APPROVAL

Mayor: Original Signed by Mayor Acker Date September 8, 2026