

	CORPORATE POLICY	Policy No: 2,023
		Approved By: Council
		Effective Date: September 24, 2007
		Resolution No.: 283-07 Department: Planning and Infrastructure

STORM WATER MAINTENANCE POLICY

POLICY STATEMENT

The City has designed, constructed, inspects and maintains a storm water drainage system that is intended to show stewardship in managing storm water and minimize the effects of urban development within the City and downstream of the City.

PURPOSE


The purpose of this policy is to establish the normal level of storm sewer inspection and maintenance that will be provided by the City of Spruce Grove on public roadways and City and private parking lots within the corporate limits of the City. The purpose of storm sewer is to reduce the impact on receiving streams and bodies of water as a result of urban development.

DEFINITIONS

Roads (highway, arterial, commercial, residential, industrial, lanes): public roadways that are so designated in the City of Spruce Grove Transportation Plan, Geographic Information System road classification maps and/or Land Use Bylaw.

RESPONSIBILITIES

The Supervisor of Roads and Drainage shall be responsible for overall coordination of storm sewer operations and inspection in accordance with this policy. Wherever the term "Supervisor of Roads and Drainage" is used, it is intended to mean either the Supervisor of Roads and Drainage or any person who may be designated from time to time to act in his/her stead. The Engineering Superintendent is responsible for the maintenance and updating of this Policy and making recommendations for revisions as necessary.

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LEVEL OF SERVICE

The City of Spruce Grove will undertake storm sewer maintenance and inspection based on the following levels of service:

- 1) Catchbasin cleaning is to be conducted as follows:
Minor collectors, residential streets and lanes – once every 5 years (2008)
Major collectors, arterials, Highway 16A – once every 2 years (2008)
Industrial, commercial and City parking lots – once every 2 years (2008)
- 2) Catchbasin inspections to determine the condition of the catchbasin and measure the amounts of accumulation of debris in sump pits (both public and privately owned) shall be conducted at a frequency determined by the Supervisor of Roads and Drainage. This inspection shall assist the Supervisor of Roads and Drainage in determining the frequency of cleaning as outlined in item 1. The Supervisor of Roads and Drainage shall be authorized to modify the frequency of cleaning as outlined in item 1 based on the inspection results and the availability of staff resources.
- 3) Oil / water / separators (both public and privately owned) shall be inspected on an annual basis.
- 4) Manholes and storm mains shall be inspected on a 5 year rotational basis. A minimum of 5% of the total inventory of storm mains shall be inspected by Closed Circuit Television annually.
- 5) Flow restrictors (orifice plates) (both public and privately owned) shall be inspected on an annual basis.
- 6) Ditches and creeks shall be inspected on a 3 year rotational basis.
- 7) Culverts (both public and privately owned) shall be inspected on a 2 year rotational basis
- 8) Dry ponds, Wet ponds and Constructed wetlands shall be inspected twice annually. Turf areas on dry ponds, wet ponds (edges) and constructed wetlands (edges) shall be mowed by-weekly during summer months. The Supervisor of

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Roads and Drainage, considering storm water quality issues, if required, shall determine weed control measures.

9) A capital budget shall be prepared by the Engineering Superintendent annually to be allocated to storm sewer infrastructure replacement / rehabilitation and life cycle planning.

REPORTING

The Supervisor of Roads and Drainage will maintain a record of inspection and maintenance items undertaken annually.

EFFECTIVENESS

After each operational season, the Engineering Superintendent will conduct a review of the previous season's operations. This review shall include recommendations for additions, deletions or amendments to this Policy.

PUBLIC RELATIONS

The Public Works Department will handle all customer enquiries between 8:00 a.m. and 4:30 p.m. on business days. Standby employees will handle after hour calls at 962-2611 on a 24-hour basis, seven days a week.

Calls requesting action will be transmitted to the appropriate Supervisor on a next day basis for further action or response. A log shall be kept of the date, location, nature and action taken on all calls, with the exception of information or schedule requests.

RELATED DOCUMENTS

N/A

APPROVAL	
Mayor: _____	Date: <u>September 24, 2007</u>