



POLICY – SW 01

SEWER SYSTEM MAINTENANCE

APPROVAL DATE:	2007-05-14	CROSS-REFERENCE:	Utility Bylaw 543-15
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	07-02-2013; 2021-08-16	REVIEW DATE:	2026

POLICY STATEMENT

To establish the process by which the Village of Marwayne's public sewer mains and lift stations are maintained.

OBJECTIVE

To set the standard for inspecting and cleaning sanitary sewer mains within the Village of Marwayne.

DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.



GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- Sanitary sewer mains are flushed bi-annually by the Village's public works Employees.
- Sanitary sewer mains shall be cleaned by a contractor every three (3) years along Railway Avenue.
- In areas where public works Employees have identified blockages, more frequent flushing of the sanitary sewer mains shall occur.
- The Village shall repair or replace the portion of a sewer service lateral that lies within the road allowance in the event of material failure.
- Public works Employees shall expediently schedule repairs to sanitary sewer lines within the road allowance that prevent sewage from flowing freely and advise the CAO accordingly.

- **Sewer Main Flushing**
 - Occurs bi-annually in the spring and fall using Village equipment and resources.
 - The following targeted problem areas shall be monitored for additional flushing, as needed:
 - South 2nd Street from Highway 897 to the School
 - North 2nd Avenue
 - Top of Centre Street

- **Sewer Lift Stations**
 - Every three (3) years when a contractor is on site to flush the sewer mains, public works Employees shall also schedule the cleaning of the lift stations to address sludge and grease build up.
 - Every two (2) years, the pumps shall be inspected and serviced by the pump provider – Xylem.



- **Inspections**
 - In the course of their duties, public works Employees are to monitor sanitary sewer lines for any problems that may arise and arrange for further inspection.

- **Fall Maintenance**
 - Insulation is required on the 3rd St South manhole over the winter months. Public works Employees must ensure to install it before freeze up.

- **Blockages**
 - When a blockage becomes apparent, public works Employees shall take all precautions to limit the affected area and restore sanitary sewer system flows.
 - If required, public works Employees may pump sewage from a manhole upstream of the blockage to a manhole downstream of the blockage to limit the affected area.

- **Records**
 - Employees are not authorized to determine or acknowledge fault on behalf of the Village of Marwayne.
 - All communication between Employees and property owners must be reported to the CAO.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant



EXEMPTIONS

If any discrepancies arise between this policy and the Village of Marwayne's utility bylaw, as amended from time to time, the bylaw shall prevail.