

# Village of Cache Creek

## Policy No. D-5

### Sanitary Sewer Maintenance

**Date Approved by Council:**  
November 26, 2001

**Effective:**  
November 26, 2001

**Date Amended by Council:**  
September 9, 2013

**Effective:**  
September 9, 2013

**Policy Statement:**

The Village of Cache Creek Public Works Department shall ensure that all sanitary sewer mains are regularly inspected and functioning properly.

**Purpose:**

To ensure the proper functioning of the sewage piping system.

**Procedures:**

Inspection

1. The Public Works Department will initiate an annual sanitary sewer video inspection program, which will insure that all sanitary sewer mains in the Village of Cache Creek are video inspected once every ten years.
2. If, in the course of flushing or video inspecting sanitary sewer mains, Public Works Department Personnel observe sanitary sewer defects, they will report them to the Public Works Foreman who will alert the Clerk / Administrator.
3. Where the public reports a sanitary sewer defect to the Public Works Department or any other department of the Village of Cache Creek they will report them to the Public Works Foreman who will arrange for an inspection of the defect.
4. If, in the course of other duties, Public Works Department Personnel observe sanitary sewer defects they will report them to the Public Works Dispatcher who will arrange for an inspection of the defect.

Action

1. After inspecting a sanitary sewer defect, the Public Works Department shall prescribe an appropriate remedy in a reasonable period of time given the nature of the defect, demands on available manpower, materials, supplies, equipment and financial resources.

2. The Public Works Department will initiate an annual sanitary sewer flushing program which will insure that all sanitary sewer mains in the Village of Cache Creek are cleaned once every year.
3. It is an objective of this policy to maintain a standby Public Works person on call on weekends and statutory holidays for the purpose of providing a prompt initial response to any failure of the sanitary sewer system.

#### Documentation

1. The Village will document all of its inspection, maintenance, and emergency responses for its sanitary sewer system. The Village will also document any circumstances where something has occurred that limits its ability to comply with this policy. These records will be kept in accordance with the Village's record retention schedule.