		POLICY AND PROCEDURE MANUAL	
Category: Engineering & Public Works	Number: EPW.06(A)	HYDRANT USE PERMIT POLICY	
Type: <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure	Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Administrative	Approved By: <input type="checkbox"/> Council <input type="checkbox"/> Chief Administrative Officer <input checked="" type="checkbox"/> Department Head	
Office of Primary Responsibility: Engineering			
Date Adopted: February 9, 2021	Council Resolution No: N/A	Date to be Reviewed: February 9, 2023	
Manner Issued: Pipeline, Website, Engineering Front Counter			

BACKGROUND:

Engineering & Public Works issues Hydrant Use Permits to various third parties including developers, capital construction contractors and special user groups. District water can be used for construction, process, recreation or consumption.

PURPOSE:

The purpose of this policy is to establish a policy and procedural framework for applicants to adhere to and ensure the integrity of the District's drinking water distribution system. This policy shall be applied in conjunction with other District policies such as WAT.4, Bylaws and all other provincial and federal acts and regulations having jurisdiction including the BC Plumbing Code and the CSA Documents.

POLICY:

1. Definitions

“Administration” means the Corporate Services Department, which is responsible for ensuring that the policies, programs and other directions of Council are implemented.

“Administrative Policy” means Policy statements that guide the operational and/or internal work processes of administration, including management of human resources.

“Backflow Prevention Assembly” means a mechanical assembly installed on a potable water source to prevent a backflow contamination event for the level of hazard that the assembly is designed to protect against and is testable in-line.

“Cross Connection” means any actual or potential connection between a potable water system and any source of pollution or contamination.

“CSA” means CSA Group (formally Canadian Safety Standards Association).

“District” means the District of Mission.

“**DCVA**” means Double Check Valve Assembly.

“**Policy**” means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

2. Procedures

- a) Hydrants are intended as fire protection devices for the residents and businesses of the municipality.
- b) Developers, contractors or special interest groups or other applicants wishing to use municipal fire hydrants must:
 - i. Apply for a permit in the Engineering Department at the Municipal Hall.
 - ii. Prepay a security deposit for each hydrant used in the amount of \$500.00. Security deposit is credited to GL account 13810-000. The security deposit will be used as necessary to cover costs of repairing or replacing damaged hydrants.
 - iii. Prepay a non-refundable fee, as set out in the District's User Fees and Charges Bylaw No. 4029-2007 and amendments thereto, for each hydrant to be used. This fee covers the cost for an Operator to inspect the hydrant for damage after the use of the hydrant by the contractor and put the unit back into service. Additionally, a water usage fee as set out in the District's User Fees and Charges Bylaw No. 4029-2007 will be collected for each working day the hydrant is permitted for use. Fees are credited to GL account 92740-500. **Contractors retained by the District to complete capital works are exempt from paying the non-refundable fee and the water usage fee.**
 - iv. Provide a passing (valid) test report completed by a certified backflow assembly tester using a gauge calibrated within one year of the test is required upon submission of the application. The test report date can be no more than one year within the date of the proposed Hydrant Use Permit expiry date or revision dates. The District may request the applicant to retest the Double Check Valve Assembly (DCVA) if: the test date expires, the applicant demonstrates unsanitary practices or, if staff feel the integrity of the District's drinking water distribution system is at risk. All costs associated with the retesting will be the responsibility of the applicant.
 - v. Sign a Hydrant Use Permit form.
- c) All hydrants used shall have a DCVA and an independent flow control valve supplied, installed and operated as per manufacturer's recommended procedures by the applicant. The applicant shall ensure that the hydrant is completely turned off before removing the port cap to install the DCVA and flow control valve. The applicant must supply and install a DCVA and an independent flow control valve where an air gap is not feasible. The applicant shall maintain the integrity of the District's water distribution system and prevent contamination and the potential for contamination through best practices in accordance with the BC Plumbing Code and the CSA Manual. **The valves included on the DCVA are not considered an independent flow control valve.**
- d) Under no circumstances will the applicant operate the watermain hydrant isolation valve. The applicant shall fully open the hydrant using a proper hydrant wrench on the top hydrant operating nut and control the supply of water with the independent flow control valve.

- e) The DCVA and independent flow control valve shall be removed at the end of each work day by the applicant. Public Works staff is authorized to remove any apparatus which have not been removed by the applicant at the applicant's expense.
- f) The applicant is responsible for all repair or replacement costs for any damage sustained to the hydrant(s) used.
- g) The applicant shall keep a copy of the hydrant use permit at the work site at all times.
- h) The applicant is responsible for the District's procedure for neutralization of treated water as set out in Procedure WAT.4 and shall maintain a supply of emergency response material as set out in the noted procedure on the work site at all times.

3. Responsibilities

- a) Applicants are responsible for familiarizing themselves with this policy and shall keep a copy on site for reference.
- b) The District may, at any time, update this policy without notice. Applicants are responsible to review this policy each time that a Hydrant Use Permit is applied for.
- c) The Hydrant Use Permit will be rendered void if:
 - i. The applicant should fail to meet any of the responsibilities or procedures outlined in this policy or in any other acts or regulations having jurisdiction.
 - ii. The permit expiry date has elapsed.
 - iii. A cross connection is observed to exist.

RELATED POLICIES, PROCEDURES, AGREEMENTS AND/OR BYLAWS:

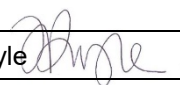
Environmental Control of Treated Water – Wat.4

Good Neighbour Bylaw 5524-2015

User Fees and Charges Bylaw 4029-2007

***** END OF POLICY *****

RECORD OF AMENDMENTS/REVIEW

<u>Policy #</u>	<u>Department Head</u>	<u>Date Adopted</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority (Resolution #)</u>
EPW.06(A)	Tracy Kyle 	February 9, 2021	N/A		N/A

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