



FEES

FIRE HYDRANT USE (CUSTOMER CHARGES)

FEE.11



PROCEDURE

Date Procedure Implemented: October 19, 1987
Date Procedure Amended: September 13, 1990
Date Procedure Amended: December 14, 1992
Date Procedure Amended: August 20, 1996
Date Procedure Amended: September 24, 1996
Date Procedure Amended: December 2, 1997
Date Procedure Amended: May 17, 2000
Date Procedure Amended: October 6, 2003
Date Procedure Amended: April 2, 2008

ACCOMPLISHMENT MEASURE:	n/a
AVERAGE DAILY ACCOMPLISHMENT:	as required
ACTIVITY FREQUENCY:	n/a
ACTIVITY DESCRIPTION:	Procedures for use of Municipal fire hydrants by contractors

PRECAUTIONS: Hydrant port valve and backflow preventer required in all cases.

PROCEDURES:

1. Hydrants are intended as fire protection devices for the citizens and businesses of the municipality.
2. Contractors wishing to use municipal fire hydrants must:
 - (a) apply for a permit in the Engineering Department at the Municipal Hall. Permits issued will either be for a one time use for a specific hydrant or an annual permit covering an unspecified number and location of hydrants. In the case of an annual permit the contractor must notify the engineering department in writing 24 hours in advance of each proposed use of a hydrant.
 - (b) prepay a security deposit for each hydrant used. If the contractor supplies his/her own port valve and backflow preventer assembly, the security deposit will be \$500.00. If the contractor wishes to be supplied with a municipal port valve and backflow preventer assembly the security deposit will be \$1,000.00. If the contractor wishes to obtain an annual permit, the security deposit will be \$2,500.00. 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 and/or port valve/backflow preventer assemblies.

- (c) prepay a non-refundable fee, as set out in the District's Fees and Charges Bylaw No. 3954-2006 and amendments thereto, for each hydrant to be used. This fee covers the cost for Public Works staff to inspect the hydrant for damage after use of the hydrant is completed by the contractor. Fee is credited to GL account 92740-500. In the case of an annual permit, the contractor shall have the option of paying the municipality the non-refundable fee each time a hydrant is used or authorizing the municipality to take this fee from the security deposit. In the latter case the security deposit will not be allowed to drop below \$1,000. Should the security deposit drop to this amount the contractor will have the option of subsequently paying the non-refundable fee each time a new hydrant is used or replenishing the security deposit to the \$2,500.00 amount.
 - (d) sign a 'Municipal Hydrant Use' permit form.
3. All hydrants used shall have a port valve/backflow preventer assembly installed. The Contractor shall ensure that the hydrant is completely turned off before removing the port cap to install the valve assembly. The contractor may supply his/her own port valve/backflow preventer assembly provided that it conforms to the list of acceptable port valves and backflow preventers prepared by the municipality. The Municipality may supply a port valve/backflow preventer assembly if such an assembly is available at the time of request. The municipality does not guarantee that this equipment will be available when requested and will not install the equipment on the hydrant for the contractor.

If the contractor wishes to use a municipal valve assembly he/she shall contact the Public Works Department 24 hours in advance of when the equipment will be required to ascertain whether the equipment is available and if so to reserve the equipment for use. A copy of the hydrant use permit shall be shown to staff at Public Works when picking up the valve equipment so that staff can verify that the appropriate security deposit has been paid and that the hydrant use has been authorized.

- 4. Under no circumstances will the contractor operate the water main hydrant shut off valve. The contractor shall fully open the hydrant using hydrant operating nut and control the supply of water with the port valve.
- 5. The hydrant port valve/backflow preventer assembly shall be removed at the end of each work day by the contractor. Public Works staff is authorized to remove any valve assemblies which have not been so removed by the contractor and to store the equipment at the Public Works Yard whether or not the valve assembly belongs to the municipality.
- 6. The contractor will be responsible for all repair and/or replacement costs for the hydrant used that result from misuse of the hydrants on the part of the contractor, or failure to follow the requirements of this Municipal procedure. Where a municipal port valve/backflow preventer assembly has been borrowed, the contractor will be responsible for all repair and/or replacement costs for the valve assembly used that result from misuse or loss of the valve assembly on the part of the contractor.
- 7. The contractor shall keep a copy of the hydrant use permit at the work site at all times when the hydrant is being used.
- 8. The contractor and all of his/her staff who will be using water from the hydrant shall become familiar with the municipality'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 that procedure on the work site during all times when the hydrant is being used.
- 9. The administration of the hydrant use permit procedure shall be done as follows:
 - (a) The permit will be processed by the Engineering Administrative Clerk who will collect the non-refundable fee and appropriate security deposit from the contractor and deposit these in the appropriate accounts.
 - (b) One copy of the permit will be given to the contractor. A second copy, after scanning into the

electronic filing system, is forwarded to the Utilities Foreman.

(c) The Utilities Foreman monitors the contractor's use of hydrant and ensures the hydrant is turned on in the morning and turned off in the evening and the port valve assembly is removed at day's end.

(d) When hydrant use by the contractor is completed, the Utilities Foreman supervises the servicing of the hydrant and monitors the cost of servicing. If the cost exceeds the fee collected under 2(c), the Utilities Foreman will forward the completed permit form with a request to the Works Inspector to recover the additional amount from the security deposit and release the remainder of the deposit. If the cost does not exceed the fee collected under 2(c), the Utilities Foreman will forward the completed permit form to the Works Inspector to prepare a release of the deposit. In both cases the release is sent to the Finance Department.

DISTRICT OF MISSION



MUNICIPAL HYDRANT USE PERMIT

COMPANY:	DATE:

In consideration of the use of the municipal fire hydrant located at, or near _____, I/we will require the use of this hydrant commencing on _____, 20 ____, and ending on approximately _____, 20 ____.

OR

I wish to apply for an annual hydrant use permit.

By my signature I acknowledge that:

- (a) I have been given a copy of the District of Mission procedure FEE.11 and have read and understand its content.
- (b) I agree to the conditions listed in this municipal procedure. In particular I agree to remove the port valve assembly at the end of each working day.
- (c) I agree to pay the full and actual costs for any repairs that may be required to the hydrant and to any valve assembly borrowed from the municipality resulting from damages caused by our company's use of this hydrant and/or valve assembly, up to and including the replacement of the hydrant and/or valve assembly, as may be deemed necessary by the District of Mission.
- (d) I have been given a copy of the District of Mission's procedure WAT.4 for Environmental Control of Treated Water and have read and understood its content. I agree to maintain a supply of emergency response material as set out in that procedure at the work site for as long as the hydrant is in use.
- (e) I will verify that the hydrant is completely turned off before installing a valve assembly.

I will supply a port valve/backflow preventer assembly [] yes ; [] no

 Signature

Non refundable deposit = \$ 100.00 (2008)
 Security deposit = \$ _____

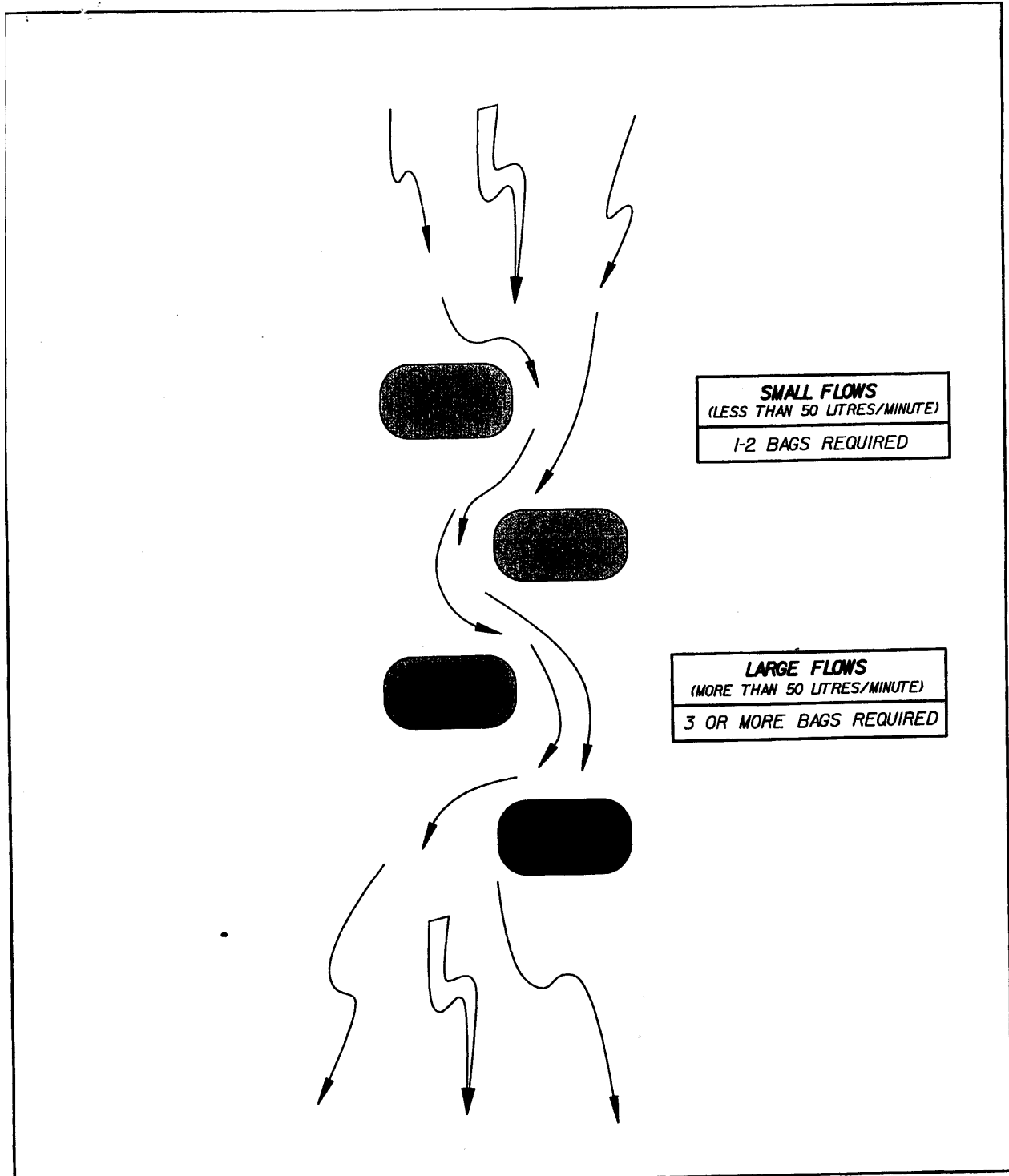
Hydrant Inspection Date _____

Deposit Released Date _____

LIST OF APPROVED PORT VALVES AND BACKFLOW PREVENTERS

Port Valve and backflow preventers supplied and used by the contractor shall be the following:

Watts 50 mm diameter Series 909 Reduced Pressure Zone Backflow Preventer or approved equal



DESIGNED	GWG	DISTRICT OF MISSION	DATE	17-02-00
DRAWN	TL		SCALE	NTS
CHECKED		NEUTRALIZATION BAG LAYOUT FOR CHLORINATED OR CHLORAMINATED WATER	FILE	
APPROVED			DWG. NO.	SK 6-29