

# Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada  
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Engineering, Operations, and Public Works	11
Sub-Section:	Water Supply and Distribution	5600
Title:	Hydrant Use	2017-01

## Related Policies

Number	Title
A11-5280-05	Chlorinated Water Discharge
Bylaw No. 2657	City of Port Moody Water Shortage Response Plan Bylaw
Bylaw No. 2835	City of Port Moody Fire Protection and Emergency Response Bylaw
Bylaw No. 3026	City of Port Moody Water Supply and Distribution Bylaw
	City of Port Moody Fees Bylaw

## Approvals

Approval Date: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
Amended:	Resolution #:
Amended:	Resolution #:
Amended:	Resolution #:

## Corporate Policy Manual

### Hydrant Use

## Policy

All City-owned hydrants must be used only as permitted by this policy. The primary purpose of a hydrant is for emergency use by firefighting personnel. This policy is not intended to govern that emergency use or use of hydrants by qualified City staff.

The City will process Hydrant Use Permits in a fair and expeditious manner, taking into account the established criteria, to allow for the necessary conservation of potable water and protection of public health and the surrounding environment. Permits are subject to fees as laid out in the City of Port Moody Fees Bylaw, as amended from time to time.

## Definitions

**Cross Connection** – any physical connection or arrangement of piping or fixtures which may allow non-potable water or industrial fluids or other material of questionable quality to come in contact with potable water inside a distribution system.

**Backflow Prevention Assembly** – a device that prevents water that has entered the system from draining back into the water supply.

## Procedures

Responsibility is delegated by Council to City staff for reviewing and approving hydrant use permits. Designated City staff, as laid out in the Standard Operating Procedure for processing hydrant use permits, shall have primary responsibility for coordinating the review of each hydrant use permit.

Before any hydrant is used, the user must first obtain a Hydrant Use Permit from the Operations Division. The applicant must identify which hydrant is required, the purpose, and the span of time the hydrant is required. Applications must be submitted at least 72 hours in advance of the date and time when connection is required. Users must keep a copy of their authorized permit on site when using a hydrant, and are responsible for presenting it upon request by City staff. If the user cannot produce said document, the hydrant will be shut off immediately and a fine levied as contained in the City of Port Moody Fire Protection and Emergency Response Bylaw, as amended from time to time.

As a requirement of the permit, the requestor must provide an appropriate backflow prevention assembly, complete with proof of valid certification, to be used in connecting to the hydrant. On the first date of the permit, City staff will turn the hydrant on, and then return to turn the hydrant off on the date the permit expires.

At the discretion of the Manager of Operations, the City may provide the backflow prevention assembly and connection hardware and the requestor may be allowed to turn the hydrant on and off. After the period specified on the permit, City staff will inspect the hydrant, and any damage to the hydrant shall be repaired at the requestor's expense.

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Criteria that City staff shall consider, but not be limited to, in review of each application include the following:

- ensuring that the water purchased is not re-sold per City of Port Moody Water Supply and Distribution Bylaw, 2015, No. 3026;
- protection of surrounding environment from chlorinated water discharge;
- adherence to the Water Shortage Response Plan Bylaw, 2005, No. 2657; and
- potential negative impacts to operation of the water distribution system.

Applications for hydrant use permits will be considered from, but not limited to, developers, contractors, residents, and the film industry. The requirements for the requests may differ, at the discretion of the approver. Applications for hydrant use permits need to be submitted by the prime contractor or lead developer for land development projects. Corporate Policy – 09-4500-01 – Film Industry and Student Filming outlines permit and license requirements specific to the film industry.

City of Port Moody Fees Bylaw, as amended from time to time, establishes fees applicable to the hydrant use permits and water use. The required deposit will be returned upon return of the backflow assembly device and completion of hydrant servicing by City staff. Users may not remove or attempt to remove any assembly installed by the City or operate the hydrant directly.

Permit applications shall indemnify and save harmless the City against any and all claims, actions, or expenses whatsoever or by whomsoever brought against the City by the reason of the City granting the applicant for a Hydrant Use Permit. Applicants shall agree to accept responsibility to ensure proper siltation control and protection of the surrounding environment, including de-chlorination, if required. Where staff determines activities within a permit would minimize impacts on the City's operations or residents if performed in a different time period, the City may incorporate such a requirement under the application conditions. Staff may revoke a previously approved request in the event of unforeseen negative impacts experienced by residents, businesses, or the City.

## Monitoring/Authority

The Manager of Operations is responsible for implementing this policy.