



CITY OF KELOWNA

POLICY: @
PAGE: @ of @

COUNCIL POLICY MANUAL

APPROVAL DATE:@
RESOLUTION #:@
REPLACING #:@
DATE OF LAST REVIEW:@

SUBJECT: HYDRANT USE PERMIT POLICY

THAT the Municipal Council of the City of Kelowna authorize the issuing of Hydrant Use Permits as per the terms and conditions of this policy.

1. PURPOSE OF POLICY

To provide a permit procedure in which the use of fire hydrants for uses over and above fire protection is regulated and in compliance with the City of Kelowna Water Regulation Bylaw.

2. DEFINITIONS

2.1 "Backflow" is the flow of water or other substances back into the potable water

2.2 "Backflow preventer" is a device designed to prevent the flow of water or other substances back into the potable water system. Approved backflow preventers include:

2.2.1 DOUBLE CHECK VALVE ASSEMBLY (DCVA)

2.2.2 REDUCED PRESSURE BACKFLOW ASSEMBLY (RPBA)

2.3 "Slide Gate Fire Hydrant" is a type of hydrant in which the seat ring is in the vertical position.

2.4 "Compression Fire hydrant" is a type of hydrant in which the seat ring is in the horizontal position.

3. ALLOWABLE HYDRANTS

3.1 Hydrant Use Permits will not be issued for any Slide Gate Fire Hydrant.

3.2 Hydrant use Permits will not be issued for any hydrants serviced via a Pressure Reducing Valve, at the discretion of the Water Utility.

4. ALLOWABLE USES

The following hydrant uses are permissible through the Hydrant Use Permit procedure.

4.1 Direct connection to hydrant/backflow preventer

4.1.1 Construction road compaction

4.1.2 Construction dust control

4.1.3 Construction water main testing

4.1.4 Utility line flushing

4.1.5 Wellpoint dewatering installation

4.1.6 Road sweeping

4.1.7 Tanker truck filling

5. PROCEDURE

All Hydrant Use Permits applications shall follow the following procedure:

- 5.1 ALL BACKFLOW PREVENTION DEVICES ARE TO BE SUPPLIED AND INSTALLED BY CITY FORCES. NO PERSONS OTHER THAN CITY FORCES ARE TO OPERATE CITY OF KELOWNA FIRE HYDRANTS.
- 5.2 All Hydrant Use Permit applications shall be made a minimum of 48 hours in advance of when the hydrant is needed.
- 5.3 Application requests will be made at the Licensing and Bylaw Department of City Hall or at City Yards. Licensing staff shall ensure the request is for an approved use, the hydrant requested is an approved hydrant, and shall collect fees as per this Policy.
- 5.4 Through the electronic application process, a copy of the Hydrant Use Permit application shall be forwarded to the City Yard and the Fire Hall.
- 5.5 The Permittee will be contacted to make arrangements for the type of backflow device required, and confirmation of when the hydrant is required.
- 5.6 City staff will install and remove all required backflow devices as required.
- 5.7 The City of Kelowna Water Utility, and the Kelowna Fire Department, reserve the right to refuse or revoke any Hydrant Use Permit at any time, as they deem necessary.

6. FEES

- 6.1 The cost for a Hydrant Use permit shall be \$25 per day, plus GST. This fee shall cover the costs of providing backflow preventers, the installation and removal of backflow preventers, the servicing of a hydrant after its use, and associated administrative costs.

7. ADMINISTRATION

- 7.1 Administration of the Hydrant Use Permit Policy shall be done by the City of Kelowna Water Utility Operations Department.

REASON FOR POLICY: To improve security of the City of Kelowna's water system infrastructure, by ensuring only qualified users operate our systems components, and backflow prevention is properly installed.

LEGISLATIVE AUTHORITY: @

PROCEDURE FOR IMPLEMENTATION: @