

Resort Municipality of Whistler

Hydrant Usage Application Process

1. **Applicant** emails an application request to the following Utilities Staff:

To: Adam Whitworth, Equipment Operations Foreman; awhitworth@whistler.ca
cc: Christian Schultz, Equipment Operations Leadhand; cschultz@whistler.ca
cc: Jenny James, Utilities Supervisor – Water; jjames@whistler.ca

2. **Utilities** staff member reviews the request and if approved, provides signed application form to the applicant.
3. **Applicant** takes the approved and signed application to Municipal Hall and pays the Application Processing fee and Backflow Prevention Device (BPD) deposit.
4. **Applicant** picks up the Backflow Prevention Device and a Black Cap for the 4-inch port if required, from the Utilities department at the Public Works Yard, by showing the paid receipt.
 - Alternatively, the Utilities Department may determine that RMOW Utilities staff will connect the Backflow Prevention Device on the permitted hydrant and provide hands on usage instruction to the Applicant.
5. **Utilities** staff records BPD # and meter reading on the application form and retains a copy.

Returns

1. **Applicant** returns Backflow Prevention Device (and Back Cap if supplied), to the Public Works Yard, Utilities department, or contacts Utilities to remove the device.
2. **Utilities staff** confirm the Backflow Prevention Device (and 4-inch cap if provided) have been returned in good working order and completes and signs the application form to confirm return to allow the applicants deposit to be refunded by RMOW Finance. Utilities staff retains a copy of the form with confirmation of return and metering reading.
3. **Applicant** provides copy of application form with device return confirmed to RMOW Finance to have the deposit refund processed.

Any personal information in this form is collected for the purposes of issuing a hydrant usage permit under the authority of s.26(c) of the *Freedom of Information and Protection of Privacy Act*. By completing this form, you are providing the Resort Municipality of Whistler with your consent to collect your personal information that will be used by RMOW to manage the hydrant usage permit process. Information will be kept on file for two years for legal retention purposes. For questions regarding the collection of personal information, please contact the Utilities Department at cwike@whistler.ca or in person at the Public Works Yard at 8001 Highway 99, Whistler, BC.