

Resort Municipality of Whistler

Hydrant Usage Application Process

1. Contractor emails a request to the following Utilities Staff:

To: Adam Whitworth, Equipment Operations Foreman- awhitworth@whistler.ca
cc: Michael Bir, Equipment Operations Leadhand – mbir@whistler.ca
cc: Jenny James, Utilities Chief Operator – Water – jjames@whistler.ca
cc: Wayne Dennien, Utilities Superintendent – wdennien@whistler.ca

2. Contacted Utilities staff member reviews the request and if approved,

- prepares the required paperwork and emails the document to the contractor with a Backflow Prevention Device Unit No. included.
- delivers the quoted Backflow Prevention Device to the Stores Department to await pickup.

3. Contractor takes the required paperwork to Municipal Hall and pays the Application Processing fee and Backflow Prevention Device deposit.

4. Contractor picks up the Backflow Prevention Device and a Black Cap for the 4-inch port if required, from the Stores department at the Public Works Yard, by showing the paid receipt.

- Alternatively, the Utilities Department may determine that RMOW staff will connect the Backflow Prevention Device on the permitted hydrant and provide hands on usage instruction to Contractor.

Returns

1. Contractor returns Backflow Prevention Device and Back Cap if supplied, to the Public Works Yard, Stores department.

2. Stores/Utilities confirm the Cap and/or Backflow Prevention Device has been returned in good working order and processes the required documents to have the Contractor's deposit refunded by RMOW Finance.

3. Finance mails a cheque to return the deposit.

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.