



**MUNICIPALITY OF THE COUNTY OF RICHMOND  
DRY FIRE HYDRANT POLICY**

**Policy Review Notification:**

**Policy Review Date:**

**Approved by Council:**

I certify this to be a true copy of the Dry Fire Hydrant Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held Jan 24, 2022

**Yvonne Boudreau  
Municipal Clerk**

**Purpose:**

The purpose of this policy is to outline how the Municipality of the County of Richmond will aid Richmond County Volunteer Fire Departments with the installation and maintenance of dry fire hydrants. This policy only applies to new dry fire hydrant installations and will not apply to previously installed dry fire hydrants.

**Policy:**

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**1. Funding**

The number of dry fire hydrant installations will be based on the annual budgeted amount as determined by Richmond Municipal Council.

Each year, funds may be approved through the budget process and it will be the responsibility of the Chief Administrative Officer or someone designated by the CAO to communicate to the Fire Services Committee the funds available and the number of dry fire hydrants that can be installed.

The Fire Services Committee will maintain an approved listing of proposed dry fire hydrant locations within the County of Richmond, in order of priority. The Fire Services Committee will choose which dry fire hydrants are to be installed based on the funds available. This will be communicated to the CAO by the Fire Services Committee and presented to Municipal Council for final approval.

Upon approval, the municipality will proceed with the installation of the dry fire hydrants in accordance with this policy.

Total costs allocated towards each dry fire hydrant installation will include any required consulting fees, legal fees and any other tangible fees related to the installation, in total, not to exceed \$5,000.00 per project. The receiving fire department will receive an estimate of the cost to complete each installation prior to approval and if the cost exceeds \$10,000 the fire department may choose not to proceed.

If the fire department chooses to proceed, the municipality will complete the installation of the dry hydrants. All costs exceeding \$5,000 to complete the installation will be withheld from the Fire Department's annual levy.

## 2. Hydrant and Site Maintenance

The responsibility for testing of all dry fire hydrant sites shall fall solely on the receiving fire department. The department will keep a record of all testing in accordance with NFPA 1142.

The receiving fire department will be responsible for all site and operational maintenance of the dry fire hydrant. When a dry hydrant isn't functioning properly, the receiving fire department can request quotes for repair in compliance with the Municipality's Purchasing and Tendering Policy. The results of the request for quotations can be submitted to the Municipality to request financial and administrative support for maintenance of the physical infrastructure of the hydrant and the water source for projects in excess of \$2,000; in which case the Department can apply for up to \$5,000 in financial support from the Municipality. Once financial assistance is awarded, the Municipality will provide administrative support to access required engineering and permitting for such maintenance projects.

## 3. Documentation and Mapping

A record of all dry hydrant sites as provided through this policy shall be maintained by the Fire Services Committee. This record shall include dates and locations of installations, which fire department accepts responsibility for the installation and its current operational status.

All dry hydrant documentation shall be provided to Municipal staff and stored at the municipal office.

## 4. Ownership

Any dry fire hydrant installed through this policy will become the responsibility and fully owned by the receiving department

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