	<h1>Town of Cochrane Policy</h1>
Policy No.: Policy Title: Approval Date: Revision Date: Department:	2302-02 Water Conservation February 9, 2004 September 24, 2007 Operational Services

Policy Statement:

The Town of Cochrane will develop and implement a water conservation strategy to ensure a reduction in daily usage and consumption by all water users in the Town of Cochrane.

1. Reason for Policy

- 1.1 Provide the residents of Cochrane with a proactive public education program that will provide information regarding the merits and benefits of water conservation.
- 1.2 Ensure that the Town encourages the use of new and emerging technologies to reduce water usage and consumption for residential, municipal, commercial and industrial users.
- 1.3 Ensure that the Town develops a comprehensive plan to ensure a safe and reliable water supply for the present and future needs of the community. The plan should consider water conservation, leak detection and an economic analysis of the value of conservation when planning plant upgrades or new plant construction.
- 1.4 The Town may implement financial incentives or penalties to encourage the reduction of water usage.
- 1.5 The Town will calculate annual metered water usage by sector for residential, municipal and non-residential users.
- 1.6 The Town will set a goal to decrease the annual per capita residential water usage by 25% by January 2009 as compared to the measured per capita residential water usage in 2004.

- 1.7 The Town will set a goal to decrease the annual total municipal and non-residential sector water usage by 10% by January 2009 as compared to the measured annual total municipal and non-residential sector water usage in 2004.

2. Related Information

- 2.1 Pilot Project means a test program or activity implemented by the Town to measure the effectiveness of potential water conservation initiatives.
- 2.2 Water Consumption means the difference between the total monthly water usage of all customers in the Town minus the total monthly amount of all sewage pumped to the City of Calgary ($wdT/m - sew/m = wc$).
- 2.3 Water Usage means the actual amount of water used on a monthly basis by each customer as measured by the customer's water meter.


3. Definitions

4. Responsibilities

- 4.1 Town Council to:
 - 4.1.1 Approve by resolution this policy and any amendments.
 - 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
 - 4.1.3 Review annual report and revise policy as required.
- 4.2 Chief Administrative Officer to:
 - 4.2.1 Implement this policy and approve procedures.
 - 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.3 Director of Operational Services and Planning and Engineering to:
 - 4.3.1 Ensure implementation of this policy and procedure in all Town facilities and Operational Services. (OP)

- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments
- 4.3.4 Oversee implementation of this policy and procedure, including all new developments. (P&E)
- 4.3.5 Ensure Supervisors are aware of procedures.
- 4.4 Supervisor to:
 - 4.4.1 Understand and adhere to this policy and procedure.
 - 4.4.2 Ensure Employees are aware of this policy and procedure.
- 4.5 All Employees to:
 - 4.5.1 Understand and adhere to this policy and procedure.
- 4.6 Environmental Services to:
 - 4.6.1 Implement the administration & procedures required by this policy.

4. End of Policy

	<h1>Town of Cochrane Procedure</h1>
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1. Procedure

- 1.1 An aggressive, structured water conservation public education program shall be developed for immediate use in the Town and may include but is not limited to:
 - 1.1.1 Information pamphlets on specific water conservation strategy components and bylaws.
 - 1.1.2 Demonstration sites, information centers and displays for water conservation initiatives and technology at public venues including library, recycling depot, etc.
 - 1.1.3 Collection and distribution of materials prepared by other municipalities and organizations concerning water conservation programs and bylaws.
 - 1.1.4 Regular newspaper articles and ads about water conservation strategy utilizing recognized water conservation logo.
 - 1.1.5 Monthly Distribution of Water Facts Tip sheet in utility newsletter and on Town website.
 - 1.1.6 Preparation and distribution of material for school programs such as activity books, games, poster contests, in-class visits and demonstrations, teacher guidebooks, awards and recognition programs for students.
 - 1.1.7 Question and answer hotline.
 - 1.1.8 One on one meetings and presentations to major water users.
- 1.2 All Federal and Provincial legislation and associated regulations, and all municipal bylaws and policies, water licenses and approvals, and guidelines concerning water usage, water treatment, storage and


distribution, water consumption, and use of water for irrigation shall be reviewed and amalgamated into a Town handbook for use by all Town staff in monitoring water usage, water consumption and water conservation. The handbook shall be completed on or before December 31, 2004.

- 1.3 Land Use Bylaw amendments should be adopted by Council to:
 - 1.3.1 Increase water recycling such as rainwater and grey water.
 - 1.3.2 Provide options to landscaping such as pervious surfaces, and xeriscaping.
 - 1.3.3 Increase use of water saving devices and fixtures such as low flow faucets, showerheads and toilets.
 - 1.3.4 Decrease sprinkling and irrigation through use of advanced irrigation technology, water metering and education.
 - 1.3.5 Provide specifications for developers and contractors for minimizing use of water during construction.
- 1.4 The Town shall review existing water use bylaws, policies and regulations and shall amalgamate all existing bylaws in to Water Conservation Bylaw. This bylaw will be completed and presented for adoption by Council on or before September 30, 2004.
- 1.5 The Town shall encourage the use of new and emerging technologies to reduce water usage and consumption for residential, municipal, commercial and industrial users. These may include but are not limited to:
 - 1.5.1 Efficient irrigation systems;
 - 1.5.2 Moisture monitoring devices for improved irrigation scheduling;
 - 1.5.3 Irrigation audits, water audits;
 - 1.5.4 Landscaping activities including contouring, xeriscaping, trenching, and soil moisture retention;
 - 1.5.5 Leak detection and repair;
 - 1.5.6 Re-circulating and other efficient water-cooling systems;
 - 1.5.7 Wastewater reclamation system.

- 1.6 The Town shall conduct an economic analysis of full costs associated with water usage, water treatment and distribution systems, and water consumption, and shall implement financial incentives to reduce water usage and consumption. The may include but are not limited to:
- 1.6.1 Financial incentives to install water saving devices such as low flow faucets, showerheads and toilets;
 - 1.6.2 Buy-backs of inefficient water use devices;
 - 1.6.3 Fines for non-compliance of water conservation bylaw;
 - 1.6.4 Increased water service rates;
 - 1.6.5 Tiered water service rates based on increasing levels of water consumption per customer;
 - 1.6.6 Financial incentives to install drought resistant landscaping including contouring, xeriscaping, trenching, soil moisture retention;
 - 1.6.7 Revolving loan funds for water efficient appliances and machinery including washing machines, dishwashers, car washes, and ice machines for commercial operations (such as commercial laundries).
- 1.7 The Town shall conduct an annual review of the Water Conservation Bylaw and the Water Conservation Policy and shall make recommendations to Council for bylaw and policy revisions and the use of technological advances. The review shall be incorporated into an annual report to Council.

2. End of Procedure

Approval



Julian deCocq, C.A.O.

March 30 / 09
Date