



Policy			
Section:	WATER AND WASTEWATER	Policy No.	002-2024
Subject:	WATER CONSERVATION MANAGEMENT	Effective:	May 13, 2024
Motion #:	100-2024	Replaces:	N/A

PURPOSE: To provide guidance to water consumers in the Village of Acme during times of water drought, high usage seasons and emergency situations.

POLICY: This policy establishes rules and expectations intended to conserve water in the Village.

DEFINITIONS

Within this Policy the following definitions shall apply:

- a) **"Alberta Emergency Act"** a public warning system in Alberta that warns the public on impending or occurring emergencies affecting a specific area.
- b) **"C.A.O."** Chief Administrative Officer (CAO) is an executive who manages the daily administrative functions of the Village of Acme.
- c) **"Commercial"** refers to a business buying or selling goods and services.
- d) **"Containments"** any device used to hold or store water.
- e) **"Drought"** defined as a period of insufficient precipitation producing drier than normal conditions which may cause large-scale environmental impacts on the ecosystems of the area. Aside from damaging ecosystems, the agriculture industry and the economy may be impacted because of drought.
- f) **"High Consumption Users"** refers to commercial and industrial users that use or consume large volumes of water routinely during operations.
- g) **"Industrial"** refers to a business dealing with manufacturing goods.
- h) **"Infrastructure"** refers to the structures and facilities (e.g. pump stations, reservoirs) needed for the operation of the water distribution system.
- i) **"Major Infrastructure Failure"** refers to a scenario in which a municipal asset (such as a water distribution pump, water transmission main, lift station, etc.) has suffered damages requiring repair.
- j) **"Mayor"** refers to the current elected head of the municipality.
- k) **"Outdoor Water Use"** outside water consumption such as, but not limited to washing cars, watering gardens, greenhouses, and sprinkler use.
- l) **"Peak Season"** refers to the months that have the highest water consumption on average (e.g. May-September).
- m) **"Potable"** refers to water that has been treated to become safe for human consumption.
- n) **"Residential"** areas occupied by private homes.
- o) **"Restriction"** a limit, control, or measure of water usage.
- p) **"State of Local Emergency"** an emergency or disaster (as defined in the Emergency Program Act) within its jurisdiction which requires limits, measures or controls be put in place.
- q) **"Village"** refers to the Village of Acme, elected officials, and authorized representatives.
- r) **"Water Conservation"** strategies used to limit or control water usage.



- s) **“Water Management Areas”** defined areas of the province unbound by provincial county lines, instead is defined usually by watersheds.
- t) **“Watershed”** an area from which waters flow to a common location in varying shapes and sizes. The largest type of watershed level is a major river basin.
- u) **“Water Shortage Advisory”** referred to as a precautionary administrative control measure to notify users of water supplies of potential shortages in affected areas.
- v) **“Water Restriction Event”** refers to any event that may cause limitation in water supply whether naturally occurring or man-made (such as a water main break)”

GENERAL INFORMATION

- a) The Government of Alberta has published Water Shortage Management Stages in an effort to communicate plans that the Government of Alberta will take to address drought conditions. If there are Water Management Areas under Water Shortage Advisories and continued insufficient precipitation in the province, the risk of a large-scale drought may exist.
- b) The Village of Acme receives potable (treated drinking water) water from the Aqua 7 Regional Water Commission. The water is taken from the Red Deer River and treated at the Drumheller Water Treatment Plant.

RESPONSIBILITIES

- a) The C.A.O. or designate will be the final decision maker in determining what stage of residential water restrictions are imposed. When a residential water restriction is imposed, the C.A.O. or designate shall cause to be issued an official memorandum, signed by the C.A.O. or designate of the Village, to become official record. In the event of a local or provincial state of emergency, decisions will be made according to the direction of provincial and local authorities.
- b) Decisions are to be made based on several factors including, but not limited to:
 - I. Information presented on Alberta River Basin website (<https://rivers.alberta.ca/>) such as river flow (meters³/second) and depth (meters).
 - II. Guidelines or restrictions provided by Aqua 7 to participating municipalities.
 - III. Public Works Foreman reports.
 - IV. Other applicable and credible resources. (Government of Alberta consultants, etc.)

EDUCATION RESOURCES

The Village of Acme will make every effort to inform all water consumers of the potential risks and ways to conserve water consumption by:

- a. Utility bill inserts.
- b. Social media posts.
- c. Reader board messages.
- d. Sandwich boards posted throughout the Village.
- e. Local newspaper ads.

COMMUNICATION

The Village of Acme will make every effort to inform all water consumers of when changes to Water Usage and Restriction Stages will occur through advertising as listed below:

- a. When any water restriction is declared, the following shall occur:
 - I. Notice provided to residents via social media by the end of the business day;
 - II. Notice provided to residents via Reader Boards located at the North and West Entrances to the Village (Village boundaries), by the end of the business day;



- III. Notice provided to all staff, via internal email, of the restrictions, by the end of the business day; and
- IV. Posted on the Village of Acme's Website, by the end of the business day.
- V. **Stage 5: Door to door communication and information pamphlet delivery – as required.**

- c) When a water restriction is lifted, and is no longer in effect, the following shall occur:
 - I. Notice provided to residents via social media by the end of the business day;
 - II. Removal of notices on the Reader Boards;
 - III. Notice provided to all staff, via internal email; and
 - IV. Removed from the Village of Acme's website.

PROCEDURE

- a) It is the responsibility of all persons and organizations within the Village of Acme to exercise water conservation strategies throughout the year. In times of drought and in peak use seasons, it is necessary to abide by a standard outdoor water usage schedule, when declared. The Village of Acme has chosen to adopt the "odd/even" residential outdoor water use system, utilized by a growing number of other communities in addition to limitations for high use consumers and industrial business. The "odd/even" system allows outdoor water use for approximately half of the Village's water users per day. For example, homes and businesses with even numbers as the last digit in the address (example address: 102 Walsh Avenue, 258 Clarke Street, etc.) would use water outdoors on specified days. Homes and businesses with odd numbers as the last digit in the address (example address: 101 Walsh Avenue, 205 Clarke Street, etc.) would use water on different specified days.
- b) Due to the naturally occurring changes per year, residential water restriction events will be set up in stages in relation to drought conditions, peak seasonal demands, emergencies, and infrastructure limitations. Unless otherwise specified we are in Stage 1.
- c) The stages of **outdoor water use restrictions** are as follows:
 - I. **Stage 1:** Stage 1 will be considered the baseline when no restrictions are implemented and will operate on an annual basis until the next Stage is implemented. Outdoor water use is not restricted however, it is recommended to limit scheduled or timed sprinklers to 1.5 - 2.0 hours per day.
 - II. **Stage 2:** Outdoor water use is permitted four (4) days a week for even numbered addresses on Sundays, Tuesdays, Wednesdays, and Fridays and odd number addresses on Mondays, Tuesdays, Thursdays, and Saturdays. Scheduled/timed sprinkler systems, including lawn, greenhouse and garden use will only be permitted for periods totaling 1.5 hours between the hours of 8:00am-12:00pm **OR** 6:00pm-10:00pm on the days permitted pertaining to the odd/even system. Commercial and industrial high consumption users should be limited to twelve (12) hours per day of operations. Municipal services utilizing potable water such as, but not limited to, watering flowers, wastewater system flushing, fire hydrant flushing, and street sweeping will be limited to four (4) days per week.
 - III. **Stage 3:** Outdoor water use is limited to three (3) days per week. Addresses that are even numbers on Sundays, Wednesdays, and Fridays. Odd number addresses on Tuesdays, Thursdays, and Saturdays. No residential outdoor water use is permitted on the remaining days of the week. No persons are permitted to fill water tanks, pools, or hot tubs, etc. of any size. Scheduled/timed sprinkler systems, including lawn, greenhouse and garden use will only be permitted for periods totaling 1.0 hours between the hours of 8:00am-12:00pm **OR** 6:00pm-10:00pm on the days permitted pertaining to the odd/even system. Garden, greenhouse watering is permitted for food bearing plants only. Commercial and industrial

high consumption users should be limited to eight (8) hours per day of operations. Municipal services utilizing potable water such as, but not limited to, watering flowers, wastewater system flushing, fire hydrant flushing, and street sweeping will be limited to three (3) days per week.

- IV. **Stage 4:** Outdoor water use is limited to one (1) day per week. Addresses that are even numbers on Wednesdays and odd number addresses on Thursdays. Garden, greenhouse watering is permitted for food bearing plants only. The filling of water tanks, pools, or hot tubs etc. is not permitted. Commercial and industrial high consumption users should be limited to five (5) hours of operations per day Monday to Friday. Municipal services utilizing potable water such as, but not limited to, watering flowers, wastewater system flushing, fire hydrant flushing and street sweeping will be limited to one (1) day per week, unless an emergency should arise.
- V. **Stage 5:** No residential outdoor water use will be permitted on any day. Garden, greenhouse watering is permitted for food bearing plants only. The filling of water tanks, pools, hot tubs etc. is not permitted. Commercial and industrial high consumption users should be limited to three (3) hours of operations per day Monday to Friday. Municipal services utilizing potable water such as, but not limited to, watering flowers, wastewater system flushing, fire hydrant flushing and street sweeping will cease, unless an emergent situation should arise. Municipal services emergencies such as, but not limited to water line breaks, sewer backups, potential water quality issues and dangerous road conditions will be addressed as necessary. Wastewater sewer flushing during sewer maintenance will still occur should Stage 5 be implemented during the planned project.

This policy does NOT regulate water usage inside residential homes (bathing, cooking, cleaning, etc.). The Village of Acme encourages all water consumers to reduce consumption throughout the year regardless of restrictions put in place. Rain barrels and/or captured water systems are highly recommended for outdoor watering use.


The Village will consult with high use water consumers for planning purposes (Commercial and Industrial).

Critical and Emergency Use by Municipalities Exempt from Restrictions

The Village of Acme maintains the right to use water for emergency situations including, but not limited to: Firefighting, water main breaks, sewer backups, sewer line maintenance, dangerous road conditions and other emergency situations.

APPROVED:


MAYOR


CAO