

**Policy Title: Public Water Restrictions Policy**

Policy Objective	To establish a framework for calling for public water restrictions in emergent and urgent cases
Authority	Resolution 95/23
Supporting Bylaw	Bylaw 02 (2023) Bylaw 03 (2023)
Related Policy(s)	PUB-004 PUB-005

**LEGISLATIVE AUTHORITY**

*The Municipalities Act*

**OBJECTIVE**

This policy is enacted to provide clear policy regarding the procedures around water restrictions in urgent and emergent cases.

**SCOPE**

This policy applies to all utility customers of the Town of Outlook.

**DEFINITIONS**

**“Urgent Situation”** means staff of the utility in conjunction with the Superintendent of Municipal Operations and the Chief Administrative Officer advise Council that the water supply is low to medium risk of being short in supply over the short term for reasons such as, but not limited to: drought, lack of predictable water supply at the intake, concerns or issues at the water treatment plant causing short term supply concerns, interruptions in the distribution system causing short term supply concerns

**“Emergent Situation”** means staff of the utility in conjunction with the Superintendent of Municipal Operations and the Chief Administrative Officer advise Council that the water supply is high risk of being short in supply immediately for reasons such as, but not limited to: drought, lack of predictable water supply at the intake, concerns or issues at the water treatment plant causing immediate supply concerns, interruptions in the distribution system causing immediate supply concerns

**POLICY**

1. Should Council be required to call for water restrictions due to an urgent situation:

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- a. The Town will notify all residents and businesses as well as all utility customers of the Town of Outlook of the water restrictions.
  - b. Residential properties with an even numbered civic address may water on even numbered calendar days, between the hours of 7:00 p.m. and 7:00 a.m. only.
  - c. Residential properties with an odd numbered civic address may water on odd numbered calendar days, between the hours of 7:00 p.m. and 7:00 a.m. only.
  - d. A residential property may be granted an exemption in this case for the purpose of watering a newly planted lawn with approval of the application for an exemption.
  - e. Commercial properties may be granted an exemption in this case for reasonable commercial purposes to use water outside with the approval of the application for an exemption.
  - f. An application for the exemption is to be made to the Executive Committee consisting of the Chief Administrative Officer, the Assistant CAO, the Superintendent of Municipal Operations and the Community Development Officer stating the reason for the application, civic address of the property to be affected, and the date of commencement of the exemption. Such exemptions will be granted at the discretion of the Executive Team for a period not extending longer than 30 days.
  - g. Exemptions not allowed by the Executive Team may be appealed to Town Council for approval.
  - h. Street sweeping, fire-fighting, and town maintenance activities such as flushing of water mains, cleaning of sewers and repairs to infrastructure are exempt from this section.
  - i. Construction activities requiring water for preparation or to ensure a proper final product are exempt from this section.
2. Should Council be required to call for water restrictions due to an emergent situation:
    - a. The Town will notify all residents and businesses as well as all utility customers of the Town of Outlook of the water restrictions.
    - b. Residential:
      - i. No watering of lawns will be allowed in this case until the restriction is lifted
      - ii. Residents will be encouraged to restrict water usage inside their residence
    - c. Commercial
      - i. No exemptions shall be granted for commercial properties to use water outside
      - ii. Businesses will be encouraged to restrict water usage inside the business
    - d. Street sweeping and town maintenance activities such as flushing of water mains, cleaning of sewers and repairs to infrastructure shall not occur in this case.
    - e. Construction activities requiring water for preparation or to ensure a proper final product shall not occur in this case.
    - f. Fire-fighting activities are exempt in this case
  3. Should anyone be found to be non-compliant in these cases, fines will be levied as per the Town's fines bylaw.