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**DEPARTMENT:** Council and All Departments

**TITLE:** Purchase and Use of Bottled Water Policy

Minutes reference date:

Effective date: September 25, 2017

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## **Policy Statement:**

The Town of Amherst, through the Amherst Water Utility, provides municipal drinking water in the area. It is important that the Town stands as a leader in the promotion of public drinking water, and the building of public confidence in the use of drinking water in Amherst. The use of tap water over bottled water conserves energy, reduces utilization of fossil fuels and saves money.

To this end, the Town of Amherst will no longer purchase bottled water where potable tap water is available, and the Town will encourage staff to use potable tap water.

## **Definitions:**

### Bottled Water

Water that can be purchased in individual sized bottles (plastic and glass)

### Potable Water

Water that is safe for human consumption and domestic use

### Tap Water

Water that is provided by a municipal water treatment or distribution facility and registered public drinking water supply

## **Policy Objectives:**

The objectives of this policy are to achieve the following:

- Eliminate the Town purchasing bottled water where potable water is available;
- Minimize Town staff and client use of bottled water;
- Increase the use of potable tap water for Town staff and clients

## **Application**

This policy applies to all Town employees.

It is recognized that individuals who are immune-compromised or have other sensitivities related to water quality may need to buy bottled water.

This policy is exempt in the case of an emergency as defined by the *Emergency Management Act*.

## **Policy Directives**

- Meetings and events hosted by the Town of Amherst (on or off site) shall have tap water available to clients and employees when potable water is available. Bottled water will not be provided;
- The use of Town supplied bottled water will be limited to work places that do not have access to potable water or are under a water advisory.

## **Policy Guidelines**

- Encourage staff to use potable water in refillable containers rather than purchasing bottled water when at work (e.g., buildings, meetings and training sessions);
- Encourage staff to drink water as part of a healthy lifestyle whereby potable tap water is an excellent source.

## **Accountability**

Management and staff responsible for purchasing are accountable for executing this policy. Employees are responsible for following the policy.

## **Monitoring**

Each department will be responsible for monitoring the policy's implementation, performance and effectiveness