
TITLE: Purchase and Use of Bottled Water Policy
SECTION: Administration – Corporate Identity Program
POLICY NO: 01130-02

APPROVAL DATE: April 24, 2023

CAO Signature: 

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 make every attempt to not 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 only be provided when deemed necessary.

TITLE: Purchase and Use of Bottled Water Policy
SECTION: Administration – Corporate Identity Program
POLICY NO: 01130-02

- 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

ROLES AND RESPONSIBILITIES

Title	Responsibilities
Municipal Clerk, LeBlanc	Review Policy as necessary
All Employees	Encourage the use of potable tap water

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Minor wording changes to discourage the use of bottle water rather than prohibit it	Clerk, LeBlanc	Council	April 24, 2023

Minutes reference date: 25 September 2017