

THE VILLAGE OF GRANISLE

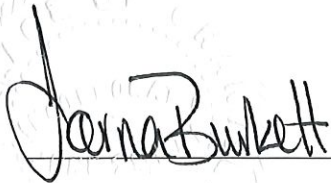


Water Conservation Plan

Implementation & Administration Plan

Endorsed by Mayor and Council

June 17, 2015



A handwritten signature in black ink, reading "Lorna Burkett", is written over a horizontal line. The signature is cursive and stylized.

Lorna Burkett, Deputy Corporate Officer

Table of Contents

Granisle Water Conservation Plan Summary.....	2
Community Water Conservation Programs Status Report.....	2
Program Description & Implementation Guides.....	3
1. Education Programs.....	3
a. Efficient Water Use & Water Wise Irrigation	
2. Rebate Programs.....	4
a. Toilet Replacement Program	
b. Water Efficient Appliances Program	
c. Faucet/Showerhead Retrofit Program	
d. Rain Barrel Program	
3. Rebate Program Administration Plan.....	7
a. How to Claim Rebate - Application Process Scenario	

Attachments:

1. Rebate Programs Sample Brochure
2. Sample Application Package including:
 - a. Rebate Program Descriptions
 - b. Rebate Guidelines
 - c. Application Guidelines
 - d. Application Form

Granisle Water Conservation Plan Summary

1. The Water Conservation Plan was created in concert with an application for funding for a new Waste Water Treatment Plant.
 - a. Full program description and proposal included in the Village of Granisle Water Conservation Plan adopted by the Village April 15, 2015.
 - b. All statistics in the Implementation & Administration Plan have been recovered from the original Water Conservation Plan.
2. The Village adopted the Province of British Columbia Living Water Smart Plan target of becoming 33% more efficient.
3. The Village would need to reduce its total average day demand of 1,230 L/ca/day to approximately 790 L/ca/day. (Based on 2007 water usage)
4. The recommended target for the Village is to meet the 33% more efficient target by 2020.
5. The Water Conservation Plan will not only address the needs of the community becoming more environmentally sustainable but also help reduce the Village's costs to collect, treat and distribute water to residents.
6. To reach its efficiency goals, the Village has adopted six conservation programs including two education programs and four rebate programs to promote conservation within the community.

Water Conservation Programs Status Report

These are the proposed water conservation measures that can be used to reduce the Village of Granisle water usage and the status of their implementation in the community.

Program	Proposed Start Date*
Leak Detection & Repair	Completed 2009
Water Efficiency Education Program	**Basic Marketing Summer 2015, Full Program Summer 2016
Water Wise Irrigation Education Program	July 2015
Toilet Replacement Program	July 2015
Water Efficient Appliance Program	July 2015
Faucet/Showerhead Replacement Program	July 2015
Rain Barrel Program	July 2015

*Dependent upon program approval and recommendations by Council.

**Brochures & Pamphlets mailed out, on website, and available in office.

Program Description & Implementation Guides

Education Programs

Water Efficiency & Water Wise Irrigation Education Programs

The Efficient Water Use and Water Wise Irrigation programs have been designed to inform the community of the environmental impacts of excess water usage and how to increase their usage efficiency. The program will inform the residents about the Village's Water Conservation Plan and its new increased efficiency goal of 33% by 2020. The Efficient Water Use education program will promote environmental sustainability, tips and tricks of efficient water usage at home, and the Village rebate programs. The Water Wise Irrigation program will provide resources for efficient water use in the yard. Potentially, a demonstration of effective watering and sprinkling could be organized as well.

A description of the components of the education program their implementation rates are as follows:

Program Component	Description	Implementation Rates
Development of Marketing Materials	*Creating brochures, information pamphlets regarding rebate programs and how to be water efficient in and outside the home. *Will become available in office, online, as a mail-out, and at outreach events.	* June 2015
Development of Training Materials	*Create a book of materials including resources about home water efficiency, the rebate programs, promotional materials, roles and responsibilities. * Include goals of the programs.	*June 2015 – January 2016
Hiring a Community Water Efficiency Ambassador	* Casual employment during the summer months (June – August) in 2016 – 2020. * Go door to door with information regarding the Village rebate programs and tips & tricks for at home water efficiency. * Will promote the wise water irrigation program and community goals. * Explain how reducing water usage could, in the future, maintain or reduce the cost of utilities in the community.	*Advertise position in the spring 2016. * Start date June 2016.
Organize Community Water Wise Irrigation Demonstration	*Organize a public demonstration of efficient sprinkling and other water use in the yard. *Could develop into individual demonstrations with residents signing up for someone to come to their homes and show them how to use water effectively. To be determined.	*June/July 2016 *Repeated every year of the program

Estimated Annual Capital Cost of Program	\$7,482
Total Usage Reduction by 2020	0.7%

Program Description & Implementation Guides

Rebate Programs

The majority of our rebate programs are designed to supplement those resident who are replacing older models of toilets, appliances, faucets, and shower heads. These rebate programs do not permit the dispersal of monies to those who are building new houses or additions and adding new fixtures where existing structures did not originally occur. The rebate programs are solely for replacement.

Toilet Replacement Program

The toilet replacement program provides a rebate to residents of the community choosing to upgrade their current low-efficiency toilets to Canadian Standards Association (CSA) approved high efficiency toilets (4.8-6L/flush). A maximum of 25 homes per year may apply for the rebate on a first come first serve basis. Each application is able to obtain a one-time rebate to a maximum of \$100. One application per household is permitted. If their cost is less than the \$100 rebate, they will receive the purchase amount and not the remainder. Toilets must meet certain efficiency criteria to be eligible for rebate. An application form, purchase receipt, proof of toilet efficiency, as well as proof of disposal of the original toilet will all be required to submit their application and qualify for the rebate.

Eligibility & Application Requirements:

- a) Toilet must be CSA Approved
- b) It must be a Low-flow or High Efficiency toilet with 4.8 – 6L/flush.
- c) All toilets must be purchased and installed within the current calendar year.
- d) Proof of installation
 - a. 3 photos (old toilet in place, old toilet removed with broken tank or at recycling depot, and new toilet in place)
 - b. A member of staff (bylaw officer) must be permitted to visit the property and inspect the installation
- e) Proof of purchase
- f) Retailer name, product make & model number, purchase price, and purchase date.

Implementation Rate	Estimated Annual Capital Cost	Wear/% Saved	Total Usage Reduction by 2020
25 homes per year (5 year program)	\$2500.00	\$864	6.2%

Water Efficient Appliances Program

Similar to the Toilet Replacement Program, this program provides a one-time rebate of a maximum of \$100 to residents of the community choosing to upgrade their old clothes washer with an approved ENERGY STAR appliance. A maximum of 15 applicants per year may apply for the rebate on a first come first serve basis. Each application is able to obtain a one-time rebate of up to a maximum of \$100. One application per household is permitted. New washers must meet certain efficiency criteria to be eligible for rebate. An application form, purchase receipt, proof of appliance efficiency, as well as proof of disposal of the original washer will all be required to submit their application and qualify for the rebate.

Eligibility & Application Requirements

- a) The purchased washer must be an ENERGY STAR Appliance
- b) Must have one the following Integrated Modified Energy Factor (IMEF) values:
 - a. Top Load Clothes Washers = IMEF 2.3 or higher
 - b. Front Load Clothes Washers = IMEF 2.76 – 2.94
 - c. All Clothes Washers = 2.94 or higher
- c) Appliance must be purchased and installed within the current calendar year.
- d) Proof of installation (similar to toilet replacement program)
- e) Proof of purchase
- f) Retailer name, product make & model number, purchase price, and purchase date.

Implementation Rate	Estimated Annual Capital Cost	Wear/% Saved	Total Usage Reduction by 2020
15 homes per year (5 year program)	\$1500	\$1425	1.6%

Faucet & Showerhead Replacement Program

Similar to both the Toilet Replacement and Water Efficient Appliances programs, the Faucet and Showerhead Replacement Program provides residents with the opportunity to receive a one-time rebate of a maximum of \$50.00 in order to replace inefficient faucets and showerheads within their homes. A maximum of 25 applicants per year may apply for the rebate at a first come first serve basis. Multiple receipts of purchase may be included in each application, but a maximum of \$50.00 will be given as a rebate. If the purchase price is less than that of the maximum rebate, the applicant will receive that amount and not the remainder of the rebate. One application per household is permitted. New faucets and showerheads must meet WaterSense efficiency criteria to be eligible for rebate. An application form, purchase receipt, proof of appliance efficiency, as well as proof of disposal of the original washer will all be required to submit their application and qualify for the rebate.

Eligibility & Application Requirements

- a) The purchased washer must be a WaterSense EPA approved product.
- b) Faucet and/or Shower head must be purchased and installed within the current calendar year.
- c) Proof of installation (similar to toilet replacement program)
- d) Proof of purchase
- e) Retailer name, product make & model number, purchase price, and purchase date.

Implementation Rate	Estimated Annual Capital Cost	Wear/% Saved	Total Usage Reduction by 2020
25 homes per year (5 year program)	\$1,250	\$675	2.0%

Rain Barrel Program

The Rain Barrel Program provides residents with the opportunity to receive a one-time rebate of a maximum of \$75 to purchase rain barrels to supplement garden and yard maintenance usage. A maximum of 15 applicants per year may apply for the rebate at a first come first serve basis. Multiple receipts of purchase may be included in each application, but a maximum of \$75 will be given as a rebate. If the purchase price is less than that of the maximum rebate, the applicant will receive that amount and not the remainder of the rebate. One application per household is permitted. New rain barrels will be recommended to follow certain safety and usability guidelines, however no conditions on the type of rain barrel will apply to be eligible for the rebate. An application form, purchase receipt, and proof of installation will all be required to submit their application and qualify for the rebate.

Resources regarding efficient irrigation practices will be offered as supplemental material. This information will be available to all residents whether they choose to participate in the rebate program or not. Information regarding efficient irrigation demonstrations will also be provided.

Eligibility & Application Requirements

- a) Rain Barrel must be purchased and installed within the current calendar year.
- b) Proof of installation (similar to toilet replacement program)
- c) Proof of purchase & purchase date

Implementation Rate	Estimated Annual Capital Cost	Wear/% Saved	Total Usage Reduction by 2020
15 homes per year (5 year program)	\$1,125	\$7,750	0.2%

Rebate Program Administration Plan
How to Claim Rebate - Application Process Scenario

- 1) Resident walks into the office to submit application
- 2) Applicant will have either accessed the application form from **online** OR will ask for one **in the office**
- 3) The application is complete if all required entries have been made and all attachments are on file. Each application will require:
 - a. Complete Application Form
 - b. Proof of Purchase & Date of Purchase – receipts of purchase with clear date
 - c. Proof of Installation and Disposal/Recycle - photos & permission for staff to inspect installation
- 4) Once application is received with all components:
 - a. Resident is notified that the Village will be calling in the next week or two to coordinate an installation inspection.
 - b. Resident is ensured that their rebate will be mailed to them within 3 weeks of their submission.
 - c. Resident will receive information regarding other rebate or education programs that they might be interested in.
- 5) Each complete application will be connected to a lot number & filed with their folio.
- 6) All submissions will be transcribed to a Rebate Tracker Sheet to easily keep track of the number and type rebates being given out.
- 7) We accept application and review
 - a. Review includes:
 - i. Ensuring all components of application required is on file. If not, contact applicant.
 - ii. Ensuring the replacement toilet/washer/faucet/showerhead/rain barrel meets qualifications for rebate.
 - iii. Reviewing proof of installation and disposal/recycle.
 - iv. Coordinating with applicant and sending staff member to inspect installation.
- 8) Once everything has been approved, process a cheque for the resident and mail it to their residence.
- 9) A copy of the invoice will be placed in the folio with the rest of the application.
- 10) Once the rebate has been mailed to the resident. The Rebate Tracker is updated showing who has received cheques.
- 11) The application is complete.
- 12) Resident should have their rebate in hand within a few weeks of their submission.