

# Municipal Water Conservation Guide

A Roadmap for Getting Started and Advancing Practices

## Roadmap Table

The Water Conservation Roadmap is a master table designed to help you organize, track, and implement your municipality’s water conservation actions. As you work through Steps 2 and 3 in the Guide, you’ll use this table to record each action you identify, clarify its purpose, assign roles and responsibilities, and outline the resources, timeline, and metrics needed for success. By the end, the Roadmap will outline a clear, actionable plan that supports you in getting started and outlines a path for progressing your water conservation efforts.

\* indicates required field

A*	B*	C	D*	E*	F	G*	H*	I
<b>Information Gap/Challenge to Be Addressed or Strength to Leverage*</b>  <i>The specific gap, challenge, or opportunity this action responds to or the strength this action leverages</i>	<b>Action</b>  <i>What do you plan to do?*</i>	<b>What the Action Aims to Accomplish</b>  <i>The intended outcome or benefit</i>	<b>Roles and Responsibilities*</b>  <i>Who is leading, accountable, consulted, and/or informed for this action?</i>	<b>Priority*</b>  <i>How urgent or foundational the action is (High/Medium/Low)</i>	<b>Resources and Dependencies</b>  <i>What is needed to implement?</i>	<b>Timeline*</b>  <i>Target start/end dates or milestones</i>	<b>Progress metrics*</b>  <i>How will you measure progress?</i>	<b>Status/Notes</b>  <i>Current status, barriers, adjustments, completion date</i>
Missing information about water consumption	Consult with operators to determine the best way to collect more data on our system.	Improves accuracy and completeness of water consumption data.	Operations Manager (Lead), Council (Accountable), Finance (Consulted)	High	Budget for meters, staff time, Council approval	Fall 2025 Budget planning  Begin implementation in Q1-Q2 2026	Number of meters installed; % of system metered	In progress; awaiting budget approval

Missing information about water consumption	Identify opportunities to make the determination of water consumption and estimation of water losses more accurate. Prioritize these opportunities from most impact to least impact.	Improves accuracy of water loss estimates and helps target efforts where they are most needed.	Operators (Consulted), Council (Informed)	High	Access to historical consumption data	2026	Number of opportunities identified; % of high-impact opportunities implemented	In progress; initial data review underway
Water consumption data is only available annually	Explore options for more frequent data collection (e.g., monthly or real-time meter readings) to better track trends and respond to issues.	Enables more timely and responsive water management.	Public Works staff (Lead), Operators (Consulted)	High	Meter reading equipment, staff time	Late 2026	Frequency of data collection; monthly data quality	Not started; need to assess feasibility
Communication with Council about water conservation is informal and ad hoc	Establish a regular reporting process to Council on water conservation progress and needs.	Helps keep Council informed and engaged in water conservation decisions.	Water Conservation Coordinator (Lead), Council (Informed)	Medium	Staff time, reporting template	Late 2026, Ongoing	Number of reports delivered; Council feedback	Not started; need to finalize data first
Aging water infrastructure	Identify which aging infrastructure is of highest priority to address.	Enables targeted investment in infrastructure renewal, reducing risk of	Public Works (Lead), Council (Accountable)	Medium	Asset inventory, staff time, condition assessment information		Completion of prioritization report	Planned; awaiting completion of asset inventory

		failures and water loss.						
Aging water infrastructure	Connect water conservation with asset management and develop a prioritized infrastructure renewal plan, considering areas with known leaks or frequent failures.	Reduces water loss and improves system reliability.	Public Works (Lead), Asset Manager (Accountable), Council (Consulted)	High	Asset inventory, leak detection equipment, capital budget	Q1 2027	Number of leaks repaired; infrastructure renewal milestones	Planned; asset inventory underway
Limited staff capacity	Establish a team dedicated to understanding your water context.	Builds organizational capacity for effective water management and conservation planning.	Public works staff (Lead), HR (Consulted), Council (informed)	High	Staff time, hiring and training resources, budget for staff		Team established; staff feedback	Not yet started; Proposal to Council pending
Strong community support	Launch a public education campaign to encourage water-saving behaviors and build on existing community engagement.	Increases public awareness and participation in water conservation efforts.	Communications staff (Lead), Public works staff (Consulted)	Medium	Outreach materials, staff time, budget for events	Fall 2026 campaign launch	Number of events; Community engagement metrics; feedback surveys	Not started
