

**PW 16-2021**

**Appendix 2B**

**Policy: Tours of Public Works Facilities**

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| <i>Public Works</i> | <i>Tours of Public Works Facilities</i> |
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**Policy Owner:** Commissioner, Public Works

**Approval Body:** Council

**Approval Date:**

**Effective Date:**

**Review by Date:**

## 1. Policy

Niagara Region's policies with respect to tours of Public Works facilities are:

- i. To encourage public interest in Public Works facilities and operations.
- ii. To provide the public or other interested groups with procedures for walking tours of Public Works facilities, including but not limited to water treatment plants, wastewater treatment plants, the Garner Road Biosolids facility, and the Recycling Centre.
- iii. To provide bus tours of the Region's compost facility on an annual basis, in conjunction with Waste Reduction Week.
- iv. To restrict tours of water and wastewater treatment plants to participants aged 12 and older.
- v. To not permit public tours at water or wastewater facilities that are undergoing construction.
- vi. To restrict tours of the Recycling Centre to participants aged 10 and older.

## 2. Purpose

The general public, and particularly educational groups, show a keen interest in Public Works infrastructure. Public Works staff commonly receive requests for tours of water treatment facilities, wastewater treatment facilities, the Garner Road Biosolids facility, and the Recycling Centre; additionally, bus tours of the compost facility are offered annually in conjunction with Waste Reduction Week. Niagara Region will strive to honour tour requests in accordance with this policy and relevant supporting procedures, provided that such tours do not compromise or interfere with operations, safety, or security at the subject facility.

## 3. Scope

This policy applies in respect of tours conducted at Public Works facilities, including but not limited to water treatment plants, wastewater treatment plants, the Recycling Centre, and the compost facility.

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### 3.1. Roles and Responsibilities

#### 3.1.1. Public Works Staff

- i. Organize, schedule, arrange, and conduct tours in accordance with the requirements of this policy, the *Tours of Public Works Facilities* procedure ( ), and any applicable divisional procedures.

#### 3.1.2. Tour Participants

- i. Abide by all instructions, procedures, and safety protocols when visiting Regional work sites.

## 4. References and Related Documents.

### 4.1. Legislation, By-Laws and/or Directives

### 4.2. Procedures

- i. Tours of Public Works Facilities (C-PW-XXX-001)
- ii. Waste Management Recycling Tour Scheduling (divisional procedure)
- iii. Touring Water and Wastewater Facilities (divisional procedure)

## 5. Related Policies

## 6. Document Control

The electronic version of this document is recognized as the only valid version.

### Approval History

| Approver(s) | Approved Date | Effective Date |
|-------------|---------------|----------------|
|             |               |                |

### Revision History

| Revision No. |    |   |  |
|--------------|----|---|--|
| XX           | XX | Policy incorporated onto new Corporate policy template and assigned new name and number to reflect current Public Works policy naming convention. Policy formerly identified as PW4.T01. Procedural content |  |

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| Revision No. | Date | Summary of Change(s)  | Changed by |
|--------------|------|---|------------|
|              |      | <p>from former policy PW4.T01 has been incorporated onto the Corporate's Procedure Template.</p> <p>Added details of Waste Management tour programs.</p> <p>Increased age threshold for W-WW tours from grade 5 (age 10-11) to grade 7 (age 12 and up)</p> <p>Added stipulation that public tours are not permitted at sites under construction</p> |            |