
Subject: Public Works Policy Manual Update

Report to: Public Works Committee

Report date: Tuesday, May 11, 2021

Recommendations

1. That the policies listed in Appendix 1 to Report PW 16-2021 **BE REPEALED** and **REMOVED** from the Public Works Policy Manual; and
2. That the revised policies contained in Appendix 2 to Report PW 16-2021 **BE APPROVED** and **ADDED** to the Corporate Policy Manual.

Key Facts

- The purpose of this report is to seek approval of changes to departmental policies contained within the Public Works Policy Manual.
- The Public Works Department is undertaking a review of its Policy Manual with the goal of eliminating the departmental manual and transferring required policies to the Corporate Policy Manual.
- As noted in C-A-001-001 Corporate Policy Framework – Administrative Processes and Review, changes to corporate policies require the approval of Regional Council.
- Obsolete policies are listed in Appendix 1 to this report; it is proposed that these policies be repealed and removed from the Policy Manual.
- Two (2) policies have been revised and are presented for approval; they are included in Appendix 2.
- Additional policies are slated for review and revision and will be submitted to Committee/Council under cover of future reports.

Financial Considerations

There are no financial considerations associated with this report.

Analysis

The Public Works Department has initiated a review of the Public Works Policy Manual. The goals of the review are as follows:

- Eliminate any policies that are no longer required;

- Revise/update remaining policies as required to ensure that they reflect current practice;
- Reformat policies using the corporate-approved template;
- Move policies to the Corporate Policy Manual and apply document control measures.

Divisional Representatives have reviewed their respective division's policies and assigned a disposition of "keep and maintain", "keep and revise", or "delete/obsolete". In addition, nine (9) policies were identified for transfer to another department or division.

Policies proposed for deletion are listed in Appendix 1 of this report.

To-date, two (2) policies have been reviewed and revised. They are submitted for approval in Appendix 2 of this report as follows:

- **Appendix 2A:** "Lettering on Steel Water Storage Tanks and Standpipes";
- **Appendix 2B:** "Tours of Public Works Facilities"

Alternatives Reviewed

Not applicable.

Relationship to Council Strategic Priorities

The recommendations in this report align with Council's Strategic Priority #4, "Sustainable and Engaging Government", and more specifically with Objective 4.1: "High Quality, Efficient and Coordinated Core Services". The Public Works Policy Manual update is a continual improvement exercise. The revised policies provide accurate overviews of departmental programs and operations, allowing the department to communicate more effectively with internal and external customers.

Other Pertinent Reports

Not applicable.

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Submitted by:

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This report was reviewed by Doran Anzolin, Corporate Policy Advisor and Donna Gibbs, Director, Legal and Court Services.

Appendices

Appendix 1	Public Works Policies Proposed for Repeal
Appendix 2A	Policy: Lettering on Steel Water Storage Tanks and Standpipes
Appendix 2B	Policy: Tours of Public Works Facilities

PW 16-2021 Appendix 1: Public Works Policies Proposed for Repeal

Policy No.	Section	Name of Policy	Enacted	Approved By	Last Revision Date	Status	Recommended Action	Comments
PW2.R01.0	Administration	Records Management - Retention, Microfilm, Destruction	10-Jun-97	PWC	n/a	Obsolete	Repeal	Refer to C-IMT-008 Records and Information Management
PW2.T01.1	Administration	Training and Development - Requests to attend workshops, seminars and conferences	28-May-96	PWC	n/a	Obsolete	Repeal	Superseded by C-HR-024-002 Approval to Attend External Learning Events
PW2.T01.2	Administration	Tuition Reimbursement	28-May-96	PWC	n/a	Obsolete	Repeal	Superseded by C-HR-024-001 Tuition Reimbursement
PW3.C04.0	Engineering	CONSTRUCTION CONTRACT HOLDBACKS	06-Nov-84	PWC	16-Jul-98	Obsolete	Repeal	Covered under the Construction Lien Act and the maintenance holdback is covered under the relevant contract documents
PW3.C06.0	Engineering	CONSULTING ENGINEERS & ARCHITECTS RETENTION POLICY	20-Jul-95	PWC	20-Apr-00	Obsolete	Repeal	Covered under By-law 02-2016 Procurement Policies and Procedures
PW3.P01.3	Engineering	EXECUTION OF PROPERTY AGREEMENTS UNDER \$5,000 BY THE DIRECTOR OF PUBLIC WORKS	05-Nov-85	PWC	02-Apr-98	Obsolete	Repeal	Superseded by Document Execution By-law 09-2016
PW4.C01.0	Environmental	CONFINED SPACE ENTRY	02-Feb-86	PWC	16-Mar-00	Delete	Repeal	Refer to C-HS-002 Confined Space Entry Policy. Division-level SOPs also required.
PW4.H01.1	Environmental	HAULED SEWAGE FOR DISPOSAL AT REGIONAL POLLUTION CONTROL FACILITIES, ACCEPTANCE OF	08-Jun-93	PWC	n/a	Delete	Repeal	Superseded by PW4.H01.1a
PW4.H01.2	Environmental	HAULED SEWAGE, RESPONSIBILITY FOR PAYMENT OF FEES FOR RECEIPT OF SEWAGE AT REGIONAL POLLUTION CONTROL FACILITIES	08-Jun-93	PWC	19-Aug-93	Delete	Repeal	Superseded by PW4.H01.1a
PW4.K01.0	Environmental	KEY MANAGEMENT POLICY, POLLUTION CONTROL	11-Jan-94	PWC	n/a	Delete	Repeal	Captured in Divisional SOPs.
PW4.S03.0	Environmental	SEWER SURCHARGE	10-Apr-90	PWC	07-Mar-96	Delete	Repeal	Covered Under Sewer Use By-Law 27-2014.
PW4.W02.0	Environmental	WATER CONSERVATION MEASURES - AREA MUNICIPALITIES	17-Jun-75	PWC	19-Aug-93	Delete	Repeal	Will be incorporated into W-WW ERP
PW1.P04.0	Manual Related	PROCEDURE FOR DISTRIBUTION AND MAINTENANCE OF POLICY MANUAL	24-Oct-95	PWC	n/a	Obsolete		Policies are maintained on the Vine

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Appendix 2A

Policy: Lettering on Steel Water Storage Tanks and Standpipes

Public Works

Lettering on Steel Water Storage Tanks

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Policy Owner: Public Works Department, Water-Wastewater Division

Approval Body: Council

Approval Date:

Effective Date:

Review by Date:

1. Policy

That Niagara Region permit the painting of local municipal names, as well as the Region's own logo, on Regional steel water storage tanks, subject to the requirements of:

- i. Applicable American National Standards Institute (ANSI)/American Water Works Association (AWWA) standards and/or Canadian Standards Association (CSA) standards, as amended;
- ii. Niagara Region Identity Standards Guide (May 2013, as amended);
- iii. The "Lettering on Steel Water Storage Tanks and Standpipes" procedure (C-PW-XXX-001).

No other lettering or advertisements will be permitted on a steel water storage tank in order to standardize the appearance and branding of infrastructure.

2. Purpose

The ANSI/AWWA standard D102 for the *Coating of Steel Water Storage Tanks* was updated in 2017. There have been technological advances in exterior coatings for steel water storage tanks. In 2013 the Niagara Region updated the Identity, Standards, Style and Protocol Guide for use of the Niagara Region logo.

The purpose of the policy is to ensure the correct application of the Niagara Region logo and brand on Regional steel water storage tanks.

3. Scope

This policy applies to all steel water storage tanks that reside within the boundaries of the Niagara Region's distribution system.

3.1. Roles and Responsibilities

3.1.1. Corporate Communications

- i. Provide direction and guidance regarding the use of the Niagara Region logo.

3.1.2. Water-Wastewater Project Managers

- i. Review and approve artwork for steel tank painting as part of capital project works, ensuring that artwork meets the requirements as outlined in Niagara Region Identity Standards Guide (May 2013, as amended).

4. References and Related Documents.

4.1. Legislation, By-Laws and/or Directives

- i. American National Standards Institute (ANSI)
- ii. American Water Works Association (AWWA) standards
- iii. Canadian Standards Association (CSA) requirements

4.2. Procedures

- i. Lettering on Steel Water Storage Tanks and Standpipes (C-PW-XXX-001)
- ii. Niagara Region Identity Standards Guide (May 2013, as amended)

5. Related Policies

C-A-013 – Logo Identity

6. Document Control

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

Approval History

Approver(s)	Approved Date	Effective Date

Public Works

Lettering on Steel Water Storage Tanks

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Revision History

Revision No.	Date	Summary of Change(s)	Changed by
XX	XX	Policy incorporated into new policy template and assigned new policy number to reflect new Public Works policy naming convention. Policy formerly identified as PW3.W01.0.	

References

Report	Committee Date	Council Date
DEA-283-32	June 10, 1986	June 19, 1986
PWA 169-98	June 23, 1998	July 16, 1998
PWA 03-2010	February 2, 2010	February 11, 2010

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Appendix 2B

Policy: Tours of Public Works Facilities

<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.

Public Works

Tours of Public Works Facilities

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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	

<i>Public Works</i>	<i>Tours of Public Works Facilities</i>
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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>	