

**THE CORPORATION OF THE CITY OF WINDSOR
POLICY**

Service Area:	Public Works	Policy No.:	944/88
Department:	Corporate Wide	Approval Date:	April 18, 2016
Division:		Approved By:	CR259/2016
		Effective Date:	1988; amended October 2015
Subject:	City of Windsor Recycled Construction Materials Policy	Procedure Ref.:	
Review Date:	October 1, 2020	<i>Pages:</i>	Replaces: Recycled Materials Policy
Updated By:	Andrew Lewis		Date: 1988

1. POLICY

1.1 This policy pertains to promotion and use of recycled and reusable construction materials in construction projects funded by the City of Windsor.

2. PURPOSE

2.1 The purpose of the Recycled Construction Materials Policy is to promote that all removed materials generated from City of Windsor funded construction or reconstruction projects be disposed of in a fashion which provides for the opportunity of future recycling or reuse of the materials.

2.2 That consideration is given to the use of materials that are recycled or reused for construction in City of Windsor funded projects, where deemed acceptable, by the designer.

3. SCOPE

3.1 This policy applies to all contractors who enter into contracts with the Corporation of the City of Windsor to construct, reconstruct or rehabilitate any type of municipally owned buildings or infrastructure utilize this policy, when applicable.

4. RESPONSIBILITY

4.1 The Chief Administrative Officer is responsible for:

4.1.1 The application of this policy within the Corporation.

4.2 The City Engineer is responsible for:

4.2.1 The communication of this policy to all Department Heads that are responsible for construction and rehabilitation projects funded by the City of Windsor.

4.2.2 Being the chief spokesperson on this policy and may speak on behalf of the municipality regarding this policy.

4.2.3 The review and revision of this policy so that it remains current with industry practices and standards, as applicable.

4.3 The Department Heads are responsible for:

4.3.1 The communication of this policy to all their Employees whom they supervise so that those employees are aware of and implement this policy, when applicable.

4.4 The Engineers, Project Managers and Coordinators are responsible for:

4.4.1 That this policy is included in any applicable tender for work funded by the City of Windsor.

5. **GOVERNING RULES AND REGULATIONS**

5.1 The following should be considered prior to the use of recycled materials on any project:

5.1.1 An application to use the recycled material must be completed and submitted to the City of Windsor for review where it is deemed, by the designer, to be cost effective and consistent with sound engineering design systems.

5.1.2 Future disassembly or reuse of the materials should always be considered during the design phase so a greater percentage of materials can be reused or recycled in the future.

5.1.3 The Ministry of Environment and Climate Change should be consulted for any testing requirements that pertain to the use or disposal of recycled materials.

5.2 The City of Windsor has an established Recycled Aggregate Program. This successful program would be a good model for any future material recycling programs when it pertains to construction projects.

6. **RECORDS, FORMS AND ATTACHMENTS**

6.1 Records are the responsibility of Public Works and will be kept in accordance with the Records Retention Bylaw #21-2013 as amended from time to time.