

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

Service Area:	Office of the City Engineer	Policy No.:	
Department:	Pollution Control	Approval Date:	February 17th 2015
Division:		Approved By:	M66/2015
		Effective Date:	February 17th 2015
Subject:	Policy to Promote the Use of Municipal Tap Water	Procedure Ref.:	
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Prepared By:	Environment & Sustainability Coordinator		Date: September 7, 2008

1 POLICY

1.1 This policy is to encourage the use, availability and promotion of municipal tap water at all City facilities and events.

2 PURPOSE

2.1 Municipal drinking water is significantly more cost effective and has a lower environmental impact than bottled water. As a municipality, we want to encourage consumption of municipal tap water as a healthy, affordable, environmentally conscious alternative to bottled water.

3 SCOPE

3.1 This policy applies to all City of Windsor employees, elected officials, municipal buildings and events.

3.2 This policy will not apply under the following circumstances:

- 3.2.1** Boil water advisories;
- 3.2.2** Heat advisory days; and
- 3.2.3** In areas with inadequate access to municipal water.

4 RESPONSIBILITY

4.1 All City of Windsor Departments

4.1.1 Schedule the Hydration Station for all city run outdoor events where necessary.

4.2 Environmental Master Plan Office

- 4.2.1** Promote awareness on the benefits of municipal tap water to staff as well as to the public;
- 4.2.2** Promote participation in the Blue W program to community partners and other organizations;

4.3 Facilities

4.3.1 Review the accessibility and availability of water fountains and water bottle re-fill stations in all municipal buildings as necessary;

4.3.2 Provide clean water pitchers and glasses for use at meetings as requested.

4.4 Corporate Projects

4.4.1 Ensure all new municipal buildings are constructed with adequate water fountains and water bottle re-fill stations.

4.5 Parks

4.5.1 Ensure proper maintenance of the Hydration Station;

4.5.2 Deliver the Hydration Station to and from events as requested;

4.5.3 Ensure proper maintenance of all outdoor water fountains and water bottle re-fill stations;

4.5.4 Ensure, where possible, all new and redeveloped washroom facilities in parks are constructed with an adequate number of water fountains and water bottle re-fill stations;

4.6 Recreation

4.6.1 Ensure all municipally operated concession stands and food outlets on city property are able to distribute tap water or fill up personal water bottles upon request;

4.6.2 Promote the Hydration Station to private event holders;

4.6.3 Discourage the use of bottled water at private events being held on city property.

5 GOVERNING RULES AND REGULATIONS

5.1 Blue W Campaign

5.1.1 Ensure that all City of Windsor buildings and agencies that are accessible to the public participate in the program.

5.2 Municipal Tap Water – Outdoor City Facilities

5.2.1 Water fountains with water bottle re-fill spouts will be incorporated into the design or redevelopment of washroom facilities in city parks, where possible;

5.2.2 Proper maintenance shall be conducted on all outdoor water fountains and water bottle re-fill stations.

5.3 Municipal Tap Water – Indoor City Facilities

5.3.1 All new municipal buildings will be designed and constructed with an adequate number of water fountains and water bottle re-fill stations;

5.3.2 All municipally operated concessions stands and food outlets on city property shall be able to distribute tap water or fill up personal water bottles upon request;

5.3.3 The accessibility and availability of water fountains and water bottle re-fill stations in all municipal buildings will be reviewed as necessary.

5.4 City of Windsor Events

5.4.1 The Hydration Station shall be used for all city run outdoor events to provide access to municipal tap water where it might otherwise be limited, where necessary.

5.5 Private Events

- 5.5.1 Activities or events that require access to bottled water are permitted however the use of tap water will be strongly encouraged;
- 5.5.2 The use of bottled water at private events being held on city property will be discouraged;
- 5.5.3 The Hydration Station will be promoted to private event holders as an option to provide access to municipal tap water.

5.6 Definitions:

- 5.6.1 City: defined as The Corporation of the City of Windsor, or its representatives.
- 5.6.2 Parks: The City of Windsor Parks & Facilities department.
- 5.6.3 Hydration Station: The City of Windsor's bottled water kiosk used at events to provide access to municipal drinking water.
- 5.6.4 Blue W: A community-based program providing mapped details on where to find clean, free public and commercial sources to fill your reusable bottle without compelling you to make additional purchases. In May 2012 City Council endorsed the Blue W program as a way to promote the use of municipal tap water and encouraged all City of Windsor buildings and agencies that are accessible to the public to participate in the program.

6 RECORDS, FORMS AND ATTACHMENTS

- 6.1 Hydration Station agreements will be filed and retained by the Recreation department.
- 6.2 Municipal buildings participating in the Blue W program will be filed and retained by the Environmental Master Plan Office.