



Finance

TO: Budget and Corporate Services Committee

SUBJECT: Green Procurement Initiatives Update

Report Number: F-12-13

File Number(s):

Report Date: January 5, 2013

Ward(s) Affected: 1 2 3 4 5 6 All

Date to Committee: March 26, 2013

Date to Council: April 8, 2013

Recommendation: For information only

Purpose:

- Address goal or action in strategic plan
- Establish new or revised policy or service standard
- Respond to legislation
- Respond to staff direction
- Address other area of responsibility

This report provides baseline data on how the City is performing on Green Procurement Initiatives.

Reference to Strategic Plan:

- Vibrant Neighbourhoods
- Excellence in Government
- Prosperity
- N/A

- 4. Ensure that we are environmentally sustainable.
 - c) Implement a Green Procurement Policy. Milestones to reach – gather baseline data.
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Background:

In 1990, the City of Burlington was one of the first municipalities in Canada to declare itself a sustainable community.

Since then, the City has developed numerous plans, policies and strategies to enhance and build on its initial declaration of being a sustainable community including:

- Corporate Energy Policy
 - Corporate Sustainable Building Policy
 - Greening the Corporate Fleet Transition Strategy
 - Toward Zero Waste Strategy including a Zero Waste Policy for Food Services and Internal Staff Events, and an Implementation Plan to Restrict the Sale of Bottled Water (in
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City facilities)

- Idling Control By-law
- Urban Forest Management Plan
- Cycling Master Plan
- Trails Master Plan (under development)

The City of Burlington's Green Procurement Policy was approved by Council in November, 2011, as outlined in report F-36-11 with an annual reporting component. In recent years, Halton Region and the Town of Oakville have also passed Green Procurement policies, which indicate regionally there is a shift towards sustainable procurement practices.

The City of Burlington actively participates and plays a leadership role in the Halton Co-operative Purchasing Group (HCPG), for common goods & services. The city's responsibilities include but are not limited to identifying strategic goals of the HCPG, acting as a lead agency on bid calls, coordinating and participating in training opportunities, participating in reverse trade shows, and conducting dispute resolutions with contractors. This group consists of the area municipalities, library boards and hydro utilities, two school boards, Sheridan College, Halton Regional Police Service, Halton Children's Aid Society, and Conservation Halton. Collectively, the group leverages buying power to obtain the best value for goods and services and achieves administrative efficiencies in doing so.

Furthermore, HCPG is a great resource to discuss common issues, challenges, initiatives and share in training opportunities. From a Green Procurement perspective, the HCPG is encouraging, promoting and procuring goods and services that do the least damage to the environment, where appropriate.

In 2012, the City had budgeted to spend 73.3 million dollars on goods and services. This expenditure can be leveraged to continue to play a leadership role, encourage vendors to practice more sustainable procurement practices, acquire goods and services that do the least amount of damage to the environment, while still providing best value for the City.

As outlined in report F-36-11, this report is being brought forward to Council as an information piece and to establish baseline data.

Discussion:

Strategy/Process

Implementation / Awareness:

As part of the implementation process, the Green Procurement team which consisted of the Senior Sustainability Coordinator, the Sustainability Project Coordinator and the Manager of Purchasing met with the three General Managers and the City Manager to get feedback and guidance on how they wanted to roll out this policy to staff within their respective divisions.

As a result of the feedback, a PowerPoint presentation was developed, which was provided to all appropriate staff at divisional and departmental management meetings. A request was made for departmental liaisons to be appointed to report on Green Procurement initiatives. A training session was provided for the departmental liaisons which included an overview of the measures that were tracked centrally (stationery, fuels, janitorial supplies, paper and vehicles) and an explanation of how to use the tracking sheets that were provided to document departmental green procurement initiatives. In addition, a checklist and guideline were developed for staff to use to assist in the procurement of goods and services. The checklist is a mandatory requirement for all staff to review prior to buying any goods and services. (See Appendix C for a recent article in Focus, the staff newsletter, which demonstrates staff thinking differently and applying the Green Procurement Checklist and Guideline.)

Consolidated reports were requested from each department in June and October and incorporated into this report.

The Green Procurement team also met with the Development and Infrastructure Division Standards Committee and will be invited annually to support Green Procurement standards for products.

This report was provided to the Senior Management Team and the Sustainable Development Committee for comments. Both groups support and endorse this report.

Green Procurement Initiatives:

There are a variety of Green Procurement Initiatives as outlined in Appendices A & B. Appendix A outlines the baseline data that will be updated each year. Appendix B outlines all the other successful Green Procurement initiatives. Appendix D explains all the environmental or certification labels.

Financial Matters:

As outlined in the Green Procurement Policy, staff will stay within budget for any good or service that it purchases when considering and applying the intent of the Green Procurement policy.

Appendices A & B, provides quantitative and qualitative data, including financial data on Green Procurement Initiatives.

Environmental Matters:

The range and diversity of green procurement initiatives demonstrates that City staff are considering the sustainability implications of their procurement decisions.

Communication Matters:

The Green Procurement policy, guideline and checklist are posted on COBnet for staff to use. Articles about Green Procurement initiatives have also been published in the staff newsletter *FOCUS* to help raise awareness; see Appendix C for an example.

Staff will continue to highlight Green Procurement initiatives through *FOCUS* and the quarterly *Take Action Burlington – Environment Update*.

Conclusion:

This report provides qualitative and quantitative baseline data on Green Procurement initiatives, showing the City's progress in the implementation of the Green Procurement policy.

The Green Procurement Policy has been successfully implemented and staff will continue to promote and encourage the use of Green Procurement, where ever possible.

Respectfully submitted,

Jazz Thandi, B.A.S, C.P.P., C.P.M.
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Appendices:

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| A. Green Procurement Initiatives – Baseline Data Jan.1 – Dec. 31, 2012 |
| B. Green Procurement Initiatives |
| C. Article from Focus – Winter 2012 |
| D. Environmental or Certification Labels |

Notifications:
(after Council decision)

| Name | Mailing or E-mail Address |
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Approvals:

*required

*Department

City Treasurer

General Manager

City Manager

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| | To be completed by the Clerks Department |
| Committee Disposition & Comments | |
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| | 01-Approved 02-Not Approved 03-Amended 04-Referred 06-Received & Filed 07-Withdrawn |
| Council Disposition & Comments | |
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| | 01-Approved 02-Not Approved 03-Amended 04-Referred 06-Received & Filed 07-Withdrawn |