

STAFF REPORT: ENGINEERING AND PUBLIC WORKS DEPARTMENT

REPORT TO: Council
MEETING DATE: May 25, 2011
REPORT NO.: EPW.11.053
SUBJECT: Eco-Procurement Guide
PREPARED BY: Adam McMullin, Environmental Initiatives Coordinator

A. Recommendation

THAT Council receives Report EPW.11.053 entitled "Eco-Procurement Guide" for their information.

B. Background

The Town recognizes the importance of demonstrating sustainable leadership through its procurement practices. Environmental Purchasing is an important way for Staff to demonstrate leadership for the environment.

The Purchasing of Goods and Service Policy (POL.COR.07.05), approved by Council October, 2008, directed Staff to develop an 'Eco Procurement Guide'. The Guide will act as a resource for Staff to encourage and promote environmental purchasing and incorporate sustainable thinking into the day-to-day operations of the corporation. The Guide will serve Staff when procuring goods & services and developing budgets.

Environmental Purchasing Defined

Environmental Purchasing involves considering the costs and environmental consequences of a product in all stages of its lifecycle, from product development and manufacturing through product use, maintenance and to the ultimate disposal of whatever remains of the product at the end of its lifespan. Environmental purchasing focuses upon life-cycling costing and evaluation.

When we practice environmental purchasing, we evaluate potential purchases not just by standard criteria such as price and performance but by environmental criteria such as recycled content, packaging and energy efficiency as well.

Environmental purchasing means purchasing products or services which minimize, or provide favourable environmental impacts. Environmentally sound products:

- are generally produced and disposed of in ways that have *less impact* on the environment;
- are often produced using *fewer natural resources* or using resources sustainably to ensure a future supply;
- may contain *fewer hazardous or toxic materials* so pollution is reduced in its manufacture, use and disposal;
- may use *less energy* in their manufacture or consume less energy when used;

- may *reduce waste* because the product contains recycled materials, uses less packaging that contains recycled material, is recyclable or will be taken back by the supplier.

Guide Development Process

The guide was developed internally by a Staff working group, comprised of representatives from all departments of the Town. The working group commenced their work on February 2009 and completed a final draft of the guide in November 2010.

The guide was presented in a workshop format in December 2010 to the Service Area Managers to garner feedback and ideas on the best method to roll-out and utilize the guide.

Based on the feedback from the workshop, Staff presented the guide and proposed roll-out to the Senior Management Team(SMT) in January 2011. SMT approved the guide and planned roll-out plan. The CAO formally approved the guide in May 2011.

Guide Roll-Out

A series of workshops (four) will be held in June/July for all of Staff and Council. The goal of the workshops is to establish Staff ownership of the guide and educate attendees on the purpose of environmental purchasing and its practical uses during procurement and budgeting activities. These workshops will provide an opportunity for all Staff and Council to discuss the guide and ask questions regarding its implementation.

Implementation

All purchases of goods and services will continue to follow the purchasing policy. The objective of the Guide is to have Staff evaluate other considerations during procurement, with a focus on life-cycle costing. Enhancing Staff's procurement capabilities will improve the quality of the products and services acquired by the Town both economically and environmentally. The Guide implementation strategy will be clearly delineated during the roll-out workshops.

C. The Blue Mountains' Strategic Plan

The Guide will help to 'Provide a strong, well managed municipal government', Strategic Goal #6.

D. Financial Impact

Any cost associated with environmental purchasing will be approved in operational or capital budgets.

E. Environmental Impacts

Incorporating and evaluating environmental considerations during procurement will improve the environmental performance of the Town.

F. Attached

None.

Respectfully submitted,

Adam McMullin
Environmental Initiatives Coordinator

Reg Russwurm
Director, Engineering & Public Works

For more information, please contact:

Adam McMullin
amcmullin@thebluemoorains.ca
519-599-3131 x.264