

Adopted by Council at its meeting held June 15, 2015 [M210-2015]
/RB
Windsor, Ontario June 15, 2015

REPORT NO. 257 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE
of its meeting held May 20, 2015


Present:
Councillor P. Borrelli
Councillor F. Francis
Councillor C. Holt
Councillor H. Payne
Councillor B. Marra (Chair)


That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED**:

Moved by Councillor Holt, seconded by Councillor Borrelli,
THAT the Sustainable Purchasing Policy and Associate Guide **BE APPROVED**
by City Council for use by Administration to guide purchasing decisions.
Carried.

Clerk's Note: The administrative report entitled "*Sustainable Purchasing Guide and Policy*" is attached as background information.

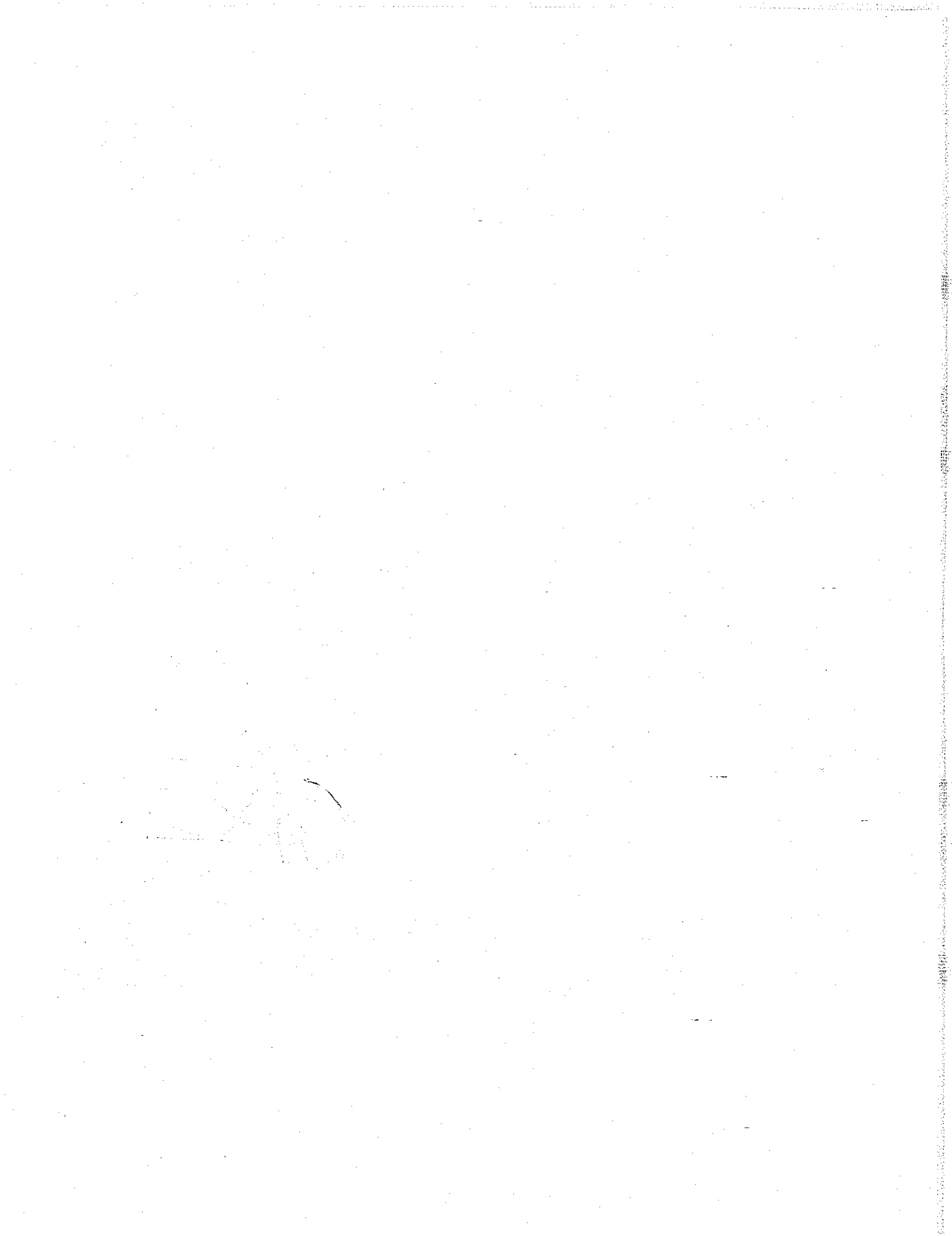
Livelihood #17596 SW/8523



CHAIRPERSON


COUNCIL SECRETARIAT

NOTIFICATION:	
NAME	CONTACT INFORMATION



THE CORPORATION OF THE CITY OF WINDSOR
Environment, Transportation & Public Safety Standing Committee -
Admin Report - Environment Transportation

**MISSION STATEMENT:**

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."

LiveLink REPORT #: 17596 SW/8523	Report Date: April 27th 2015
Author's Name: Averil Parent	Date to Standing Committee: May 20, 2015 #4011 jc-04/28/15:eb
Author's Phone: 519 253 7111 ext. 3290	Classification #:
Author's E-mail: aparent@city.windsor.on.ca	

To: Environment, Transportation & Public Safety Standing Committee

Subject: Sustainable Purchasing Guide and Policy

1. RECOMMENDATION: City Wide: Ward(s): _____

THAT the Sustainable Purchasing Policy and associate Guide **BE APPROVED** by City Council for use by Administration to guide purchasing decisions.

EXECUTIVE SUMMARY: N/A

2. BACKGROUND:

In July 2006, City Council approved Windsor's first Environmental Master Plan. The Plan describes a series of potential actions for the municipality to take, over the short and long term, to improve the City's environment.

The Environmental Master Plan includes many goals and actions related to sustainability. Implementation of an Environmental Purchasing Policy accomplishes *Objective D(a): Adopt an environmentally friendly purchasing policy* under *Goal D: Use Resources Efficiently*.

Environmental purchasing means purchasing products or services which minimize, or provide favourable environmental impacts. Environmental purchasing involves considering the costs and environmental consequences of a product in all stages of its life cycle, from product development and manufacturing through product use to the ultimate disposal of whatever remains of the product at the end of its life span.

There are many compelling reasons to practice environmental purchasing. These can include making efficient use of natural resources, minimizing waste, supporting recycling programs, minimizing toxicity, as well as protecting indoor and outdoor air quality. There can also be long-term financial benefits as utility, waste disposal and replacement costs may be lowered.

Environmental purchasing is an important way for City staff to demonstrate leadership for the environment. Every day administration considers or makes a buying decision on behalf of the City. This guide shows how we can use our purchasing power to demonstrate commitment to the environment.

3. DISCUSSION:

The Sustainable Purchasing Policy and Guide are meant to be tools for administration to assist in making purchasing decisions. They provide a framework to encourage environmentally conscious decision making when purchasing goods and services. The purpose of this initiative is to increase the procurement of environmentally preferred products and services, ensure products are recycled appropriately where possible and align the City of Windsor's purchasing practices with the Environmental Master Plan goal of resource efficiency.

Full implementation of the policy will be phased in over time, and this policy must be used in conjunction with the City of Windsor's Purchasing Bylaw. Training on the Sustainable Purchasing Guide and Policy may be delivered in the form of Lunch 'n' Learns as well as provided as part of the Purchasing By-law Training.

Nothing in this Policy will require the purchase of goods, services and construction services, or materials that do not perform to the operating specifications or requirements of the issuing department or are not available at a commercially competitive cost.

The Sustainable Purchasing Guide has been modelled from the City of Richmond BC's program. Many other municipalities across Canada have implemented sustainable purchasing programs including but not limited to York Region, Oshawa, Markham, Halton Region, Oakville, Brampton, Hamilton, Guelph, Toronto, Ottawa, Edmonton, Calgary and Vancouver.

4. RISK ANALYSIS:

- Resource Risk - Implementation of this program does not require additional funding. The departments involved have adequate resources to implement the program. This risk is considered unlikely to occur and of low impact.
- Timing Risk - There is currently no timing issues for approval of the policy and guide. This risk is considered unlikely to occur and of low impact.
- Cross-Corporate Impact Risk - The Purchasing department has agreed to participate in this initiative. They will assist various departments where possible when preparing procurements. This risk is considered unlikely to occur and of low impact.
- Community Impact Risk - By using our purchasing power to make more sustainable purchases, it is hoped that suppliers will offer these products more readily. The City of

Windsor can be a leader in the community and encourage other business and industries to adopt similar practices. This risk is considered unlikely to occur and of low impact.

5. FINANCIAL MATTERS:

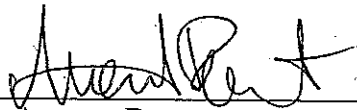
The finances required to produce the Sustainable Purchasing Guide (approximately \$12 each) for various departments will be allocated to the Environmental Master Plan budget.

6. CONSULTATIONS:


Alex Vucinic, Purchasing Department
Essex Windsor Solid Waste Authority
Parks
Angela Marazita, Fleet
Facilities

7. CONCLUSION:

In conclusion, purchasing decisions made at the City of Windsor can reduce our environmental impact in many ways. Adoption of the Sustainable Purchasing Policy and Guide are recommended for the reasons listed in this report.



AVERIL PARENT
Environment and Sustainability Coordinator



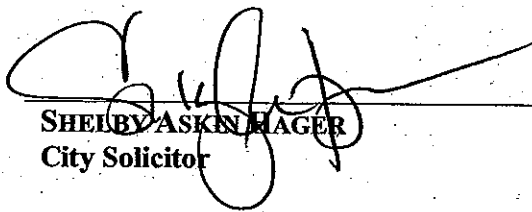
CHRIS MANZON
Senior Manager, Pollution Control



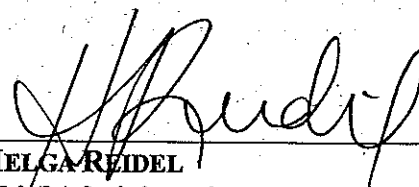
ALEX VUCINIC
Purchasing Manager



MARK WINTERTON
City Engineer and Corporate Leader
Environmental Protection and Transportation



SHELBY ASKEN MAGER
City Solicitor



HELGA REIDEL
Chief Administrative Officer

AP/jc

APPENDICES:**Appendix A – Sustainable Purchasing Policy****Appendix B – Sustainable Purchasing Guide****DEPARTMENTS/OTHERS CONSULTED:****Name:****Phone #:****NOTIFICATION :**

Name	Address	Email Address	Telephone	FAX

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

Service Area:	Office of the City Engineer	Policy No.:	
Department:	Pollution Control	Approval Date:	
Division:		Approved By:	
		Effective Date:	
Subject:	Sustainable Purchasing Policy	Procedure Ref.:	
Review Date:	April 2020	Pages:	Replaces:
Prepared By:	Environment and Sustainability Coordinator		Date:

1. POLICY

1.1 The City of Windsor recognizes the impact it has on the public market through the purchase of goods and services necessary for municipal operations. In 2006, City Council adopted the Environmental Master Plan (CR 12241/2006). The EMP calls for the development and implementation of sustainable purchasing to further the City's goal to *Use Resources Efficiently*. The Sustainable Purchasing Policy and Guidebook provides a framework for purchasing decision makers to encourage environmentally conscious decision making when purchasing goods and services.

2. PURPOSE

2.1 The purpose of this policy is to increase the development and awareness of environmentally preferred products and services, and align the City of Windsor's purchasing practices with the Environmental Master Plan goal of resource efficiency by:

- 2.1.1 Recommending the inclusion of environmental criteria into the City's purchases where practicable;
- 2.1.2 Identifying and setting specifications for goods and services that achieve environmental benefits including but not limited to increased energy efficiency, reduced toxicity and pollution and minimized waste wherever possible;
- 2.1.3 Adhering to the principles of public procurement by continuing to support a process that is open, fair, transparent and competitive;
- 2.1.4 Striving to reduce the overall consumption of goods and services where possible;
- 2.1.5 Advancing a corporate culture at the City that recognizes and places a priority on becoming a more Environmentally Sustainable Community.

3. SCOPE

- 3.1 This policy applies to the purchase of goods, services and construction by all Departments.
- 3.2 This policy must be used in conjunction with the City of Windsor's Purchasing Bylaw.
- 3.3 Nothing in this Policy will require the purchase of goods, services and construction services, materials that do not perform to the operating specifications or requirements of the issuing Department or are not available at a commercially competitive cost.

4. RESPONSIBILITY

4.1 This policy will be used by the Purchasing Department, Environmental Sustainability and Climate Change staff, as well as all employees with purchasing decision-making responsibilities.

4.1.1 All City Department staff responsible for purchasing

- a. Individuals with authority to approve procurement contracts, as well as those with purchasing responsibility, will apply the principles outlined in the Sustainable Purchasing Policy and Guide to purchasing activities.
- b. Share successes and challenges of Policy implementation with the Purchasing Department and the Environmental Sustainability and Climate Change staff.
- c. Identify and pursue opportunities to reduce consumption, increase efficiency and re-use of products in City operations.

4.1.2 Purchasing Department

- a. Act as a resource and provide support to city departments in the implementation of the Sustainable Purchasing Policy tasks listed above.
- b. Develop and maintain resources including standard tender clauses and evaluation matrices.
- c. Introduce the Sustainable Purchasing Guide and the Policy during any Purchasing Bylaw training.
- d. Guide the application of the Policy through promotion and awareness.
- e. Discuss the progress, challenges and successes of the Policy with the Environmental Sustainability and Climate Change staff.

4.1.3 Environmental Sustainability and Climate Change staff

- a. Act as a resource and provide support to the Purchasing Department in the implementation of the Sustainable Purchasing Policy tasks listed above.
- b. Guide the application of the Policy through promotion and awareness.
- c. Develop and maintain resources including the Sustainable Purchasing Guide and any education and training tools.
- d. Report successes and challenges during the implementation of the Policy in any Environmental Master Plan updates to Council.

5. GOVERNING RULES AND REGULATIONS

5.1 Implementation Framework

5.1.1 Using the Sustainable Purchasing Guide as a resource, employees will bring ideas, information and recommendations forward and apply specifications to increase the sustainability performance of goods and services purchased by the Corporation.

5.1.2 As appropriate, employees will embed sustainability considerations into the City's purchasing processes by:

- a. Assessing whether or not the product, service or construction is necessary, prior to initiating the procurement process.
- b. Assessing the Life Cycle Cost or the Payback Period of the product or service, wherever practical.

- 5.1.3 As appropriate, employees will specify goods, services and construction that:
- a. Are Environmentally Preferred and have desirable environmental features such as those explained in the Sustainable Purchasing Guide.
 - b. Meet third-party environmental standards and certifications. When third-party environmental standards and certifications are not available, Supplier declarations of environmental attributes will be considered.
- 5.1.4 When appropriate, incorporate sustainability standards into standard tender clauses and evaluation matrices to be utilized across Departments.
- 5.1.5 Where appropriate, consult the Essex Windsor Solid Waste Authority at www.ewswa.org or 1-800-563-3377 to learn more about which products can be recycled at the end of their use.

5.2 Definitions

Construction – Construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other work, but does not include Consulting Services related to the Construction unless they are specifically included in the Purchase.

Contract – A document to evidence an agreement for the purchase of Deliverables, and includes both a Purchase Order and a Formal Agreement.

Environmentally Preferred – Means goods, services and construction that have less impact on the environment and human health over their life cycle when compared to competing goods, services and construction serving the same purpose.

Environmentally Sustainable Community – A community that provides a healthy environment for its citizens by minimizing the impact of its activities on the air, land and water systems while reducing the need to import natural resources.

Goods – Any moveable property, including the costs of installing, maintaining or manufacturing such moveable property, including raw materials, products, equipment and other physical objects of every kind and description, whether in solid, liquid, gaseous or electronic form, unless they are purchased in connection with Construction.

Life Cycle Cost – An estimate or calculation that considers all direct and indirect costs of a Deliverable over its useful life, from acquisition to disposal including Contract Prices, implementation costs, upgrades, carrying costs, maintenance contracts, support contracts, licence fees and disposal costs.

Payback Period – The period of time required to recoup the funds expended in an investment, or to reach the break-even point.

Purchase – The acquisition of Deliverables by any means, including rental and leasing, and the functions that pertain to the acquisition of Deliverables, and “Purchasing” shall have a corresponding meaning.

Services –Intangible products not having a physical presence.

Supplier – A person, corporation or other entity that responds or intends to respond to a Solicitation or provides Deliverables to the City including but not limited to contractors, consultants, suppliers, service organizations.

Sustainable Purchasing – The process by which organizations buying foods, services and construction take into account the economic value of the good or service while also considering the environmental and social impacts of the good or service.

Third Party Certification – An independent assessment declaring that specified requirements pertaining to goods or services have been met. Examples include Ecologo certified by Underwriters Laboratories (UL) or Green Seal certified by an independent non-profit organisation.