

Council Policy No.:	
Council Policy Name:	Sustainable Procurement Policy
Date Approved by Council:	
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Forms	

## Policy Statement and Rationale:

The Corporation of the City of Kawartha Lakes (City) is committed to continuously improving the social and environmental footprint of its procurement of goods and services to become a vibrant, diverse and highly desirable location to live, striving to balance the social, economic and environmental needs of our community in compliance with our continuous improvement protocols.

The purpose of this policy is to increase the development and awareness of environmentally preferred products and services, and align the City's Procurement practices by:

- Including environmental criteria in the City's purchases where practicable;
- 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;
- Adhering to the principles of public procurement by continuing to support a process that is open, fair, transparent and competitive;
- Striving to reduce the overall consumption of goods and services where possible;
- Advancing a Corporate culture at the City that recognizes and places a priority on becoming a more Environmentally Sustainable Community in alignment with the City's initiative for continuous improvement.
- Encouraging manufacturers and distributors to create and promote sustainable products.
- Educating staff on the environmental benefits of a more sustainable purchasing policy.

## Definitions

1. *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.
2. *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.

3. *Goods, Services and Construction* include supplies, equipment, property, construction, maintenance and service contracts, consulting and professional services.
4. *Total 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, license fees and disposal costs.
5. *Payback Period* – The period of time required to recoup the funds expended in an investment, or to reach the break-even point.
6. *Supplier/Respondent* – 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.
7. *Sustainable Procurement* – Purchasing of environmentally preferable products (goods and services) that have a lessor or reduced effect on human health and the environment when compared with other goods and services that serve a similar process.
8. *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 organization.

**Scope:**

This policy applies to the purchase of goods, services and construction by all Departments and must be used in conjunction with the City's Council Policy and Management Directive.

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

**Responsibility**

This policy will be used by the Procurement Division and all employees with procurement decision-making responsibilities as outlined below.

1. Departments Responsibility:
  - a. Adhere to the sustainable Procurement Policy in conjunction with the Purchasing Policy and Management Directive.
  - b. Share successes and challenges of Policy implementation with the Procurement Department.
  - c. Identify and pursue opportunities to reduce consumption, increase efficiency and re-use of products in City operations.
2. Procurement Division:
  - a. Act as a resource and provide support to City departments in the implementation of the Sustainable Procurement Policy tasks listed above.
  - b. Develop and maintain resources including standard tender clauses and

- evaluation matrices.
- c. Introduce the Sustainable Procurement Policy during any Procurement training.
- d. Guide the application of the Policy through promotion and awareness.
- e. Discuss the progress, challenges and successes of the Policy with Senior Management.

## **Governing Rules and Regulations**

1. Implementation Framework
  - a. Employees will apply specifications to increase the sustainability performance of goods and services purchased by the Corporation.
  - b. As appropriate, employees will embed sustainability considerations into their procurement processes by:
    - i. Assessing whether or not the product, service or construction is necessary, prior to initiating the procurement process.
    - ii. Assessing the Life Cycle Cost or the Payback Period of the product or service, wherever practical.
  - c. As appropriate, employees will specify goods, services and construction that:
    - i. Are environmentally preferred and have desirable environmental features.
    - ii. 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.
  - d. Incorporate sustainability standards into standard tender clauses and evaluation matrices to be utilized across Departments.
  - e. Consult the City's Waste Division to learn more about which products can be recycled at the end of their use.

## **Revision History:**

Proposed Date of Review:

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0.0	[Date]	Initial Release	