

 The Corporation of the Town of Oakville PROCEDURE Sustainable Purchasing	Procedure Number EN-GEN-001-002	Page: 1 of 2
	Parent Policy No.: EN-GEN-001 Author: Environmental Policy Department Authority: CAO	
Section: Environment Sub-Section: General	Effective Date: 2009 Apr 6	Replaces/Last Modified: 2015 September
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Purpose Statement

The purpose of this procedure is to promote sustainable purchasing to achieve continuous improvement to the corporation's resilience to climate change, waste diversion rates and indoor and outdoor air quality while reducing resource (energy, fuel and water) consumption, greenhouse gas emissions and impact on the environment.

Scope

This procedure applies to all Town staff making purchasing decisions.

Procedure

All Town departments and staff shall follow the Sustainable Purchasing Handbook (SPH) when making purchasing decisions. The procedure recognizes that the environmental benefits of a product or service cannot undermine its efficacy or overall performance.

All purchasing decisions shall consider

1. **Making efficient use of all resources** in support of existing town policies including but not limited to the Sustainable Building Guidelines, Green Fleet Procedure, Energy Conservation and Demand Management Strategy and 2015/2016 Water Conservation Strategy.
2. **Minimizing waste** by adhering to the 2015 Towards Zero Waste Procedure that includes giving preference to high quality renewable or recyclable materials that can be repaired, reused or upgraded as required.
3. **Minimizing toxicity** to protect health, air and water quality.
4. **Incorporating climate change considerations** to increase the town's resiliency to extreme weather impacts including flooding, wind damage, loss of biodiversity and canopy cover, heat and cold stresses and increased freeze/ thaw cycles.

The SPH will be updated on an ongoing and regular basis to incorporate emerging sustainable purchasing practices, products, services and education initiatives.

References and Relevant Documents

1. Sustainable Purchasing By-law
2. Environmental Sustainability Policy
3. Environmental Strategic Plan (ESP)
4. Towards Zero Waste Procedure
5. Sustainable Building Design Guidelines
6. Sustainable Green Fleet Procedure and Guide
7. Energy Conservation Demand Management Plan
8. Clean Air Plan
9. Applicable Ministry of the Environment's Reduce, Reuse, and Recycle (3R) Regulations for Municipalities
10. Climate Change Strategy

Responsibilities

All Departments/Staff are required to comply with the Sustainable Purchasing Procedure and Handbook when making all purchasing decisions.

The Purchasing Department is responsible to assist with vendor outreach and education, maintain the vendors list of pre-approved companies, amend the Purchasing By-law as required, assist to create compliant purchasing documents, provide input on the SPH and participate in the GTA-Clean Air Council Procurement Community of Practice.

The Environmental Policy Department is responsible to promote, track, evaluate and report on the implementation of the procedure, to maintain the SPH and to participate in the GTA-Clean Air Council Procurement Community of Practice.