

ENVIRONMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

**SUBJECT: SUSTAINABLE PURCHASING INITIATIVES
CITY GREEN TEAM**

RECOMMENDATIONS:

1. THAT Council receive this report for information.
2. THAT Council authorize the Green Team to proceed with the proposed 2010 work plan.

REPORT

The Environment Committee, at its meeting held on 2009 November 10, received and adopted the *attached* report providing a summary of initiatives undertaken to date by the City Green Team and seeking Council endorsement of an outline of the proposed work plan for 2010.

The Green Team is providing a forum for greater stewardship by City staff as a deeper awareness and understanding of the economic, environmental and social aspects of purchasing decisions which are managed and balanced through the use of the Sustainable Purchasing Guidelines.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor S. Dhaliwal
Vice Chair

Councillor A. Kang
Member

Copied to:	City Manager Director Finance Director Engineering Director Planning and Building Director Parks, Recr. & Cult. Services Fire Chief Chief Librarian OIC, RCMP
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TO: CHAIR AND MEMBERS
ENVIRONMENT COMMITTEE

DATE: 2009 Nov. 10

FROM: DIRECTOR FINANCE

**SUBJECT: SUSTAINABLE PURCHASING INITIATIVES
CITY GREEN TEAM**

PURPOSE: To provide the Committee with a summary of initiatives undertaken to date by the City Green Team and to seek Council endorsement of an outline of the proposed work plan for 2010.

RECOMMENDATION:

1. **THAT** Council receive this report for information, and authorize the Green Team to proceed with the proposed 2010 work plan.

REPORT

1.0 BACKGROUND

Council, at the Open Council meeting held on 2008 October 27, endorsed the proposed Sustainable Purchasing Guidelines and Initiatives, and authorized staff to proceed with the implementation of these with the assistance of a City "Green Team".

The Sustainable Purchasing Guidelines were established to ensure that purchasing decisions achieve benefits for the City in reducing environmental impact, encouraging social improvement, and leveraging fiscal responsibility.

The work of the Green Team assists in advancing further initiatives beyond the City's numerous current practices implemented over the past several years. These practices serve as a sound foundation for further progressive criteria for additional sustainable processes across all departments, divisions, and offices at the City.

A call for membership to the Green Team was made in spring 2009, and representatives from the Purchasing Department and each of the City's

major departments including Fire, Police and Library volunteered to assist with the program. The Green Team, comprised of eight staff, was officially launched during Environment Week 2009, and leverages the individual strengths that each brings with their various background and experiences.

The Green Team was tasked with several objectives including:

- Establishing more specific objectives for purchasing consideration.
- Identifying specific priority areas for systematic review from a sustainability perspective.
- Defining resource requirements, including any pilot program testing resources to undertake and complete specific priority area reviews and implementation of recommended actions.
- Developing a communications plan to further inform staff and provide sufficient education and training of the Sustainable Purchasing Guidelines and specific product and commodity objectives and criteria.
- Establishing procedures for continuous review, monitoring and updating of specific priority areas, and defining requirements for progress reporting.

2.0 OVERVIEW OF ACTIVITIES TO DATE

2.1 Communications

Several key initiatives have been developed to ensure staff become involved and have the ability to receive as much information as possible. These initiatives include:

- **Burnaby Green Team logo:** This logo was developed to provide identity to the City's initiatives.
- **Collaboration Room:** This dedicated communication area is located on the SAP Portal, and staff can access information of various topics including news announcements, documents, events calendar and even post comments in a discussion room. This area is being updated frequently with the latest information and updates.

- **Green Team Email:** A new email address (green@burnaby.ca) has been created to allow staff and the public to ask questions and get information about all things environmental at the City.
- **City Common Network Drive:** Folders have been created for staff who do not have access to the SAP Portal , and who wish to obtain information about the Green Team's activities.
- **City Website:** The team has worked with key departments and our Information Services staff to consolidate current website information into one area for easier access for the public and staff. While still in the development stages, we anticipate launching this tool in the next few months. Highlights of the site will include tips and tools, informational material for home, office, transportation and sustainability in general, and City environmental events, amongst others.

2.2 Initiatives

- **Printing Equipment Carbon Assessment:** The Green Team, in collaboration with Information Services and Xerox, have initiated a carbon assessment of our printing equipment in major City facilities in an effort to gain a better understanding of our carbon footprint as it relates specifically to this area of our business. We are seeking recommendations on our ability to reduce our overall energy consumption, CO2 emissions and solid waste relative to our printing equipment, and to see sustainable improvement over this initial benchmark.
- **Stationary Supply Delivery Reductions:** The Green Team is finalizing the details of a program to be launched in January 2010 that would see an overall reduction of 40% of our deliveries from our stationary supply provider, by implementing a 3 days per week delivery schedule versus our current 5 days per week schedule. With the current data collected, the City would see an immediate savings of 2 tonnes of carbon emissions. The program will be reviewed with the departments for further savings in the future, and will also be reviewed with other key delivery providers to see if a similar "Green Day" program can be implemented.
- **City Hall Fleet Vehicles:** This year, we have replaced a total of 10 older vehicles with those that have a smaller ecological footprint, lower emissions, and reduced fuel consumption. By making this switch, the City has seen its total annual tonnes of CO2 reduced by approx. 24 tonnes. We have begun to review the

process of sharing vehicles in an effort to right size the overall fleet, and will continue to pursue discussions with departments in 2010.

3.0 Proposed 2010 Work plan

Communications: Community Boards at key City facilities to ensure all staff (especially those who do not have electronic access) have a method to receive information.

- **Lunch and Learn Sessions:**

Team members are planning a series of Lunch and Learn sessions to assist staff in furthering their knowledge on key environmental topics, and share information through discussion with the Green Team and City vendors. Topics would include “sustainable techniques around the office”; “How to reduce paper usage around the office”, amongst others.

Initiatives/Pilot Programs:

- **Janitorial Cleaning Products Pilot Project:**

In collaboration with the City’s Central Joint Occupational Health and Safety Committee, the Green Team will work to establish pilot sites for the testing of environmentally safe cleaning products.

- **Printing Equipment Carbon Assessment:**

Review the results of the 2009 carbon assessment, and implement key recommendations that will drive an overall improvement to the initial benchmark.

- **Wake On LAN:**

Information Services will be reviewing a new initiative to further support the City’s Green Team initiatives and keep greening our technology. A small application would be downloaded onto all City personal computers (PC) that would allow for these to be remotely turned off when not in use. Currently, staff have been advised to leave their PC equipment turned ON to allow Information Services to install new patches or fixes provided by Microsoft and other software manufacturers; virus signature files and software updates to thwart any new threats coming from the web or through email messages. The Wake-On LAN software would allow the City to turn off PCs, wake them up to receive patches/software updates, and then turn them off when the work is completed.

To: *Environment Committee*
From: *Director Finance*
Re: *Sustainable Purchasing Guidelines and Initiatives*
2009 November 10..... Page 5

4.0 Summary

Through the work of the Environment Committee, there is a clear desire to ensure that the City remains at the forefront of a sustainable approach in all its initiatives. The Green Team is providing a forum for greater stewardship by City staff as a deeper awareness and understanding of the economic, environmental and social aspects of purchasing decisions are managed and balanced through the use of the Sustainable Purchasing Guidelines. Since its inception earlier this year, the Green Team has made strides in generating overall interest at the staff grassroots level, and is helping staff in their willingness to move forward with their key priorities in a unified manner across all departments.



f Rick Earle,
DIRECTOR FINANCE

GC:

Copied to: City Manager
Director Engineering
Director Building and Planning
Director Parks, Recreation and Cultural Services
Fire Chief
Chief Librarian
OIC RCMP
City Clerk