

**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 2011 Work Plan.

**REPORT**

The Environment Committee, at its meeting held on 2011 March 08, received and adopted the *attached* report providing a summary of initiatives undertaken by the City Green Team in 2010 and seeking Council's endorsement of the proposed 2011 Work Plan.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor S. Dhaliwal  
Vice Chair

Councillor A. Kang  
Member

Copied to:	City Manager Deputy City Managers (2) Director Finance Director Planning & Building Director Engineering Director Parks, Recr. & Cult. Services Fire Chief Chief Librarian OIC, RCMP Chief Information Officer
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**TO:** CHAIR AND MEMBERS ENVIRONMENT COMMITTEE **DATE:** 2011 March 08

**FROM:** DIRECTOR FINANCE

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

**PURPOSE:** To provide the Committee with a summary of initiatives undertaken by the City Green Team in 2010 and to seek Council's endorsement of the proposed 2011 Work Plan.

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**RECOMMENDATION:**

1. **THAT** Council receive this report for information, and authorize the Green Team to proceed with the proposed 2011 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 initiatives with the assistance of a City "Green Team".

The Sustainable Purchasing Guidelines were established to help ensure that purchasing decisions include consideration of factors that will support 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 provide a sound foundation for the development of sustainable processes across all departments, divisions, and offices at the City.

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 IN 2010**

### **2.1 Communications**

We added a Lunch and Learn workshop to our regular tool set of ongoing communications to the staff to ensure a more targeted approach in 2010. We continued to use the Green Team logo in all our communications to highlight our team identity, and also made extensive use of the collaboration room on the SAP Portal to draw attention to our Monthly Highlight (Tip of the Month), online discussions, electronic presentations, etc. The Green Team was also a regular contributor to the Burnaby Enquirer to update the staff on initiatives.

Green Team staff members also attended the Environmental Festival at City Hall during Environment Week to communicate its initiatives to Burnaby citizens and festival attendees.

The Lunch and Learn workshop held in February 2010 was a joint collaboration between the Green Team and Grand & Toy. The workshop focused on our “Green Office Campaign” and provided an overall information sharing of our supplier relationship with Grand & Toy and how the partnership really has evolved over the years with a particular focus on sustainability. Some of the benefits gained through this supply chain highlighted the elimination of the annual bulk catalogue shipments

(back in 2007); the introduction of an online office catalogue and electronic-based requisitions; elimination of all Grand & Toy paper-based purchase orders and invoices; recycling of all imaging products; and introduction of a sustainable product substitution with the online catalogue to prompt our staff to consider the selection of a sustainable product offering rather than the traditional product. The workshop was also the setting for the launch of the “One Ream Less” Campaign for paper reduction across the City.

## **2.2 Initiatives**

### **Green Office Campaign:**

Our Green Office Campaign goals included the following:

- \*Convert: From 30% to 100% recycled content paper
- \*Reduce: Our annual paper usage by 10%
- \*Promote: “One Ream Less Campaign” to focus on paper reduction
- \*Increase: Our use of sustainable products by 20%
- \*Reduce: Our deliveries from Grand & Toy by 40%

Tips and techniques for each of the above goals were shared with staff to assist us in our collective efforts to create a greener office for ourselves.

At year end, we tallied all the numbers, and the City met its targeted 2010 reduction in paper by slightly more than 10% for total purchases of 6.247 million sheets (7 million in 2009). Our green product purchases also totalled 25.56% of all our Grand & Toy purchases, eclipsing our prior year’s purchases of 16.27%. In terms of paper purchases, we are also seeing increasing trends in the selection towards more recycled content (30%, 50% and 100%) and also FSC certified papers. We are confident that our environmental message is being supported through staff purchases.

As an offshoot to the Green Office Campaign, the Green Team collaborated with the Payroll Department in an initiative to promote the use of online earnings statement through the SAP Portal for regular full time and temporary full time employees. We had a resounding enrolment and it allowed the Payroll department to substantially decrease the amount of paper earnings statements that were previously being distributed to City Staff.

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### **Printing Equipment Carbon Assessment:**

The Green Team in collaboration with Information Services and Xerox initiated a carbon assessment of the printing equipment in City Hall, the West Building and select library and recreational facilities to gain a better understanding of our carbon footprint as it relates specifically to this area of our business. In summer 2010, new upgraded CSA certified Energy Star Xerox multifunction devices were installed as part of the fleet replacement. As part of the paper reduction campaign, we also ensured that this equipment was automatically set to default double-sided printing for all staff.

### **Stationary Supply Delivery Reductions:**

Launched in January 2010, this program would provide the City with an overall reduction of 40% of our deliveries from our stationary supply provider, by implementing a 3 days per week delivery schedule versus the standard 5 days per week schedule. With the current data collected, the City saw an immediate savings of 2 tonnes of carbon emissions for the year. This “Green Day” program was so successful that in August 2010 following the initial pilot period, staff encouraged the Green Team to further reduce our deliveries by adding a third Green Day, thereby decreasing our Grand & Toy delivery GHG emissions by 60%.

### **City Hall Fleet Vehicles:**

In 2010, we also replaced our 10 oldest vehicles again with those having a smaller ecological footprint, lower emissions, and reduced fuel consumption. We have also reviewed our operational requirements for cargo vans, and replaced those with multipurpose crossover vehicles. Discussions about sharing dedicated assigned vehicles amongst staff within departments, where feasible, have also begun with the ultimate intent of keeping our overall fleet numbers at a net zero growth over the next two years, and ultimately making more vehicles available to the pool which serves the majority of our employee base.

### **Janitorial Cleaning Products Pilot Project:**

In collaboration with the Parks Janitorial and Purchasing staff, the Green Team worked to ensure that EcoLogo or Green Seal certified cleaning products were included in the Cleaning Products contract, and also to establish pilot sites at key recreational centre facilities for the testing of environmentally safe cleaning products. The safety and health of our employees is a key priority for us all, and this step ensures that our

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purchasing decisions help our environment, and our staff in the delivery of their services.

#### **Wake On LAN:**

Information Services staff have been implementing a software application to help the City keep greening its technology. A small application is being downloaded onto City computer equipment to allow for remotely turning off when the equipment is not in use. The Wake-On LAN software allows the City to turn off the computer equipment, and then “wake” them up to receive patches/software updates, and then turn them off when the work is completed. This project is being customized to the various service providers across the City and is approximately 30% complete. Information Services anticipates a completion date in Q2 2011.

### **3.0 Proposed 2011 Work plan**

The Green Team is largely proposing ongoing work on many of the 2010 initiatives with a few new ones.

#### **Green Office Campaign:**

The Green Office Campaign was fairly successful in terms of the program targets and we feel that there is more work to do in this area. We are also proposing another Lunch and Learn workshop for City staff, with a focus on document tips and tricks for the multifunction printer devices. The team would also like to focus on electronic processing in certain office functions to leverage the “One Ream Less” paper campaign even further.

#### **Printer Assessment, Phase 2:**

The second phase of the Printing Equipment Assessment would see the Green Team work with individual departments and Information Services in the removal of some satellite/peripheral equipment which are the old simplex copying technology or which have become redundant with the centralized multifunction print strategy. This is a fairly large initiative which would combine an equipment strategy with our Information Services department.

#### **Food Services:**

Discussions are underway to introduce compostable cups at all our large festivals and events scheduled in 2011. Our Food Services department will be reviewing the logistics of this program and together with

Purchasing, a full review of the relevant supply chain vendors would also be undertaken to increase sustainable products within our offering.

**Janitorial Cleaning Products:**

Results and feedback from our pilot sites will be reviewed, and discussions on a full scale implementation at all City facilities would also be reviewed and scheduled accordingly. It is proposed that once the major cleaning products are switched over, then a deeper review of other related product lines would ensue.

**Green Days Program:**

With the success of this pilot program last year, it is now proposed that the feasibility of a similar program be reviewed for other delivery vendors to the City. The team will look at specific areas where the consolidation of deliveries can easily be achieved through some planning without impacting the operation of the business units.

**City Hall Vehicle Fleet:**

The team proposes a utilization assessment of the City Hall fleet to ensure we continue our efforts in greening the fleet. We are targeting a total of 3 vehicles to be moved from the assigned portion to the pool portion of the fleet, and will work with departments to see if this can be achieved.

**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. The Green Team has made strides in generating overall interest at the staff grassroots level, and is helping them in their willingness to move forward with their key priorities in a unified manner across all departments.

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Denise Jorgenson  
DIRECTOR FINANCE

GC:

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