

SUSTAINABLE PROCUREMENT POLICY -TOWN OF STOUFFVILLE

Effective Date: May 22024

Authority: Commissioner Finance and Procurement Manager

(Under the delegated authority Procurement Bylaw 2024-032 FI
approved by the Town Council April 2024.)

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Table of Contents

1.	PURPOSE	3
2.	SCOPE	3
3.	POLICY STATEMENT	3
4.	Sustainability Objectives	3
5.	IMPLEMENTATION GUIDELINES	3
6.	EXEMPTIONS	4
7.	MONITORING AND REPORTING	4
8.	DEFINITIONS	4
9.	REFERENCES	4

NOTE: The Town reserves the right to amend or update this document at any time.

1. PURPOSE

The purpose of this policy is to formalize the Town's commitment to sustainable procurement practices that consider environmental, social, and economic impacts in the acquisition of goods, services, and construction. This policy supports responsible stewardship of taxpayer funds, aligns with the Town's environmental goals, and contributes to the long-term well-being of the community.

2. SCOPE

This policy applies to all procurement activities conducted by the Town of Whitchurch-Stouffville, including goods, services, and construction, and is applicable to all departments and staff involved in procurement decisions.

3. POLICY STATEMENT

The Town will:

- Integrate sustainability criteria into procurement processes, alongside traditional factors such as cost, quality, and service.
- Promote the acquisition of products and services that have reduced environmental impact.
- Encourage suppliers to adopt environmentally and socially responsible practices.
- Support the local economy and diverse vendors where possible.

4. Sustainability Objectives

Procurement decisions will take into account the following:

- **Environmental Impact:** Preference for goods and services that are energy-efficient, recyclable, made from renewable or recycled materials, and have low emissions.
- **Social Responsibility:** Support for suppliers that uphold ethical labor practices, diversity and inclusion, and accessibility.
- **Economic Sustainability:** Consideration of whole life-cycle costs, including maintenance, operation, and disposal, as well as local economic development opportunities.

5. IMPLEMENTATION GUIDELINES

Town staff shall:

- Incorporate sustainability criteria into RFPs, RFQs, and other solicitation documents.
- Evaluate vendors on their sustainability credentials, policies, and past performance.
- Engage vendors to identify sustainable alternatives and innovations.
- Maintain documentation on procurement decisions related to sustainability.
- Provide training for staff on sustainable procurement practices.

6. EXEMPTIONS

In certain cases, sustainable options may not be available, feasible, or economically justifiable. In such cases, justification must be documented, and alternatives will be considered.

7. MONITORING AND REPORTING

The Procurement Department will:

- Track sustainable procurement activities annually.
- Report outcomes to Council and the public.
- Review and update the policy every three years or as needed.

8. DEFINITIONS

- Sustainable Procurement: The acquisition of goods and services in a way that achieves value for money on a whole-life basis while minimizing environmental harm and promoting social value.
- Life Cycle Costing t: The total cost of ownership over the life of the product or service, including acquisition, operation, maintenance, and disposal.

9. REFERENCES

- Municipal Act, 2001
- Town of Whitchurch-Stouffville Procurement Bylaw 2024-032 FI