

**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 City Green Team to proceed with the proposed 2015 Work Plan.

**REPORT**

The Environment Committee, at its meeting held on 2015 February 10, received and adopted the *attached* report providing a summary of initiatives undertaken by the City Green Team in 2014 and seeking Council's endorsement of the proposed 2015 Work Plan.

Respectfully submitted,

Councillor A. Kang  
Chair

Councillor S. Dhaliwal  
Vice Chair

Councillor P. Calendino  
Member

Copied to:	City Manager Deputy City Managers Director Finance Director Planning & Building Director Engineering Director Parks, Recr. & Cult. Services Fire Chief Chief Librarian OIC, RCMP
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**TO:** CHAIR AND MEMBERS ENVIRONMENT COMMITTEE **DATE:** 2015 February 05

**FROM:** DIRECTOR FINANCE **FILE:** 2410-20

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

**PURPOSE:** To report on 2014 City Green Team initiatives, and to seek Council's endorsement of the proposed 2015 Work Plan.

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**RECOMMENDATIONS:**

1. **THAT** Council receive this report for information.
2. **THAT** Council authorize the City Green Team to proceed with the proposed 2015 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 initiatives beyond the City's numerous current practices. These practices provide a sound foundation for the development of sustainable processes across all departments, divisions, and offices at the City.

The Green Team is tasked with several objectives including:

- Establishing specific objectives for purchasing consideration.
- Identifying 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 communication plan to inform staff and provide sufficient education and training of the Sustainable Purchasing Guidelines.

- Establishing procedures for continuous review, monitoring and updating of priority areas, and defining requirements for progress reporting.

## **2.0 OVERVIEW OF ACTIVITIES IN 2014**

### **2.1 Communications/Education/Awareness**

Education and awareness were again a priority for the Green Team in 2014. The Team utilized the SAP Portal to distribute and store all Team communications including the Monthly Highlights bulletins, and staff workshop/presentations.

Monthly Highlights bulletins included the following topics:

- Winter Idling and the Chilling Truth
- Green Your New Year's Resolutions
- "One Ream Less" Paper Campaign
- 12 Days of Energy Conservation
- BC Commuter Challenge/Bike to Work Week

In addition, the Green Team sponsored two Lunch and Learn workshops with food-related themes: Fruit Canning Basics and Winter Container Gardening. Staff workshops are offered annually to bring education to the forefront and target key topics. The food theme was predominant for 2014 as the Green Team aligned its educational workshops with the "Nourish" theme petal from the Environmental Sustainability Strategy. Discussions with the City's Food Services division also continued to bring increased awareness about food recovery programs.

### **2.2 Green Office Campaign**

The City's "One Ream Less" Paper Campaign for 2014 had an ambitious target of a 3% reduction over the prior year's 5.512 million sheets of copy paper. The Team continued to challenge City staff on their use of paper, and to provide them with the required education and training on new ways to engage in their work. The Team also provided staff with quarterly updates to track their progress.

At year end, City purchases totalled 5.577 million sheets of paper for a year-over-year increase of 1%.

Paper purchases in 2013:	5.512 million sheets
Paper purchases in 2014:	5.577 million sheets

While City numbers appear to have plateaued, it is recognized that the City is growing in services and programs, and the Team was pleased with staff's ongoing efforts to minimize paper usage. Staff has embraced new ways of doing work to continue to reduce the City's environmental footprint. Green meetings, electronic agendas and minutes, webinars, portal collaboration rooms for electronic document sharing, have now become the norm for the majority of our departments at the City, as they embrace new environmentally friendly ways of working.

## **2.3 Printing Equipment Assessment**

The Green Team, in collaboration with Information Technology staff and Xerox, initiated a second print and environmental assessment in six main City facilities to produce a carbon footprint progress report. The following summary compares the 2014 findings against the 2009 baseline numbers:

- 35% less printing devices
- 24% less volume of prints (this mirrors the overall decrease in paper usage over the same period of time)
- 51% less single-function devices
- 23% more volume allocated to multi-function devices (copier/scanner/fax)

On the environmental assessment side, the following results were achieved:

- a decrease of 7,250 kW per year
- a decrease of 6,495 kg/year in CO2 emissions
- an equivalent of 75 less trees consumed per year

These metrics average approximately 20% less power consumption, produce less CO2 emissions, and consume fewer trees annually. The Green Team is extremely proud of these overall findings, and of staff's collective efforts in working towards making our environment better.

## **3.0 PROPOSED 2015 WORK PLAN**

### **3.1 Green Office Campaign**

Given the overwhelming success of the “One Ream Less” Paper campaign over the past several years in reducing the City’s overall copy paper usage by more than 22%, the Green Team will now shift its focus to a new area – data storage. The Team, working with the IT department, will shortly launch a new campaign that will provide tips and tricks for staff to de-clutter, organize and minimize their e-storage.

### **3.2 Information Technology**

Server virtualization will be the focus of education and awareness in our efforts to reduce the City’s hardware infrastructure footprint. The City currently virtualizes 45% of its servers, and is targeting 80% by 2018.

### **3.3 Energy Conservation**

The ongoing development of the Environmental Sustainability Strategy (ESS) presents the Green Team with an opportunity to renew its efforts to engaging staff in the overall process, to provide input into the various implementation actions that will support the strategy, and to continue to demonstrate environmental leadership to the community.

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From: Director Finance  
Re: Sustainable Purchasing Initiatives – City Green Team  
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For 2015, the Green Team has selected the ESS “Conserve” petal theme. Activities will include workshops and educational opportunities for staff on topics such as energy conservation in the workplace, and the behavioural aspects of conservation.

### **3.4 Printing Equipment Assessment**

The Green Team will continue to work to strengthen the City’s centralized print strategy and to educate staff on its environmental merits.

Focusing on initiatives stemming from the printing equipment assessment, the Team will work with individual departments and Information Technology to further minimize and remove satellite/peripheral equipment which do not duplex copy or have become redundant.

### **3.5 Food Recovery Program**

The Green Team will crystallize the preparation work done this past year with the Food Services Division, and will assist with the pilot of a food recovery program at Burnaby Mountain Clubhouse. The City’s Food Services Division will partner with the Greater Vancouver Food Bank Society to participate in their “Community Angels” Food Runner Program. This partnership program is set to kick off in February, and will see the Clubhouse donate nourishing food to local meal providing agencies –food that would otherwise go to waste. This program will support the City in reducing its environmental impact, encourage social improvements and leverage fiscal responsibility.

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 staff a form for environmental stewardship by focusing on the economic, environmental and social aspects of purchasing decisions using the City’s Sustainable Purchasing Guidelines.

  
for Denise Jorgenson  
DIRECTOR FINANCE

DJ:GC/ts

Copies: City Manager  
Deputy City Managers  
Director Building and Planning  
Director Engineering  
Director Parks, Recreation and Cultural Services  
Fire Chief  
Chief Librarian  
OIC RCMP