



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**CLIMATE ACTION COMMITTEE MEETING  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, SEPTEMBER 21, 2021 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY  
VIA ZOOM VIDEO CONFERENCE**

TO JOIN THE MEETING, CLICK HERE: <https://us02web.zoom.us/j/81233846511>  
TO JOIN VIA PHONE, DIAL 778-907-2071 AND ENTER MEETING ID: 812 3384 6511

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**AGENDA**

- 1. Call to Order**
- 2. Appointment of Recorder**
- 3. Approval of the Agenda**  
THAT the agenda be adopted, as submitted.
- 4. Public Questions & Comments**
- 5. Approval of Minutes**
  - A. Minutes from the August 25, 2021, Climate Action Committee Meeting (Page 3)**  
THAT the August 25, 2021, Climate Action Committee Meeting Minutes be approved, as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
  - A. Request for Decision: Green Purchasing Policy (Christina Lee) (Page 8)**  
*Recommendation to Council:*  
THAT the Climate Action Committee recommends to Council THAT Council update the POL-2002 -Purchasing Policy to consider the immediate and future impacts of purchases through their consumption and eventual end-of-life stage to reduce environmental impacts; AND  
THAT Council directs staff to amend POL-2002-Purchasing Policy to include language similar to that of the District of Squamish, specifically with the following information:
    - 1. Ensures that Suppliers are contributing to the advancement of the community socially, economically, culturally, and environmentally;*

*II. Works with current and future Suppliers on reducing GHG emissions in the delivery of*

*goods, services and construction;*

*III. Encourages (or requires) the use of materials and products that have less embodied*

*carbon; and*

*IV. Values Suppliers who demonstrate commitment to ethical sourcing and procurement*

*practices, through corporate social procurement policies or certifications including but not limited to Fair Trade, Ocean Wise Seafood, CSA, Forest Stewardship Council, or organic certification; AND*

THAT Council directs staff to work with the Committee to provide feedback regarding the proposed changes.

**B. Climate Action Committee Report and Recommendations for Council Strategic Planning Report (Ruth Simons) (Page 31)**

*Recommendation to Council:*

THAT the Climate Action Committee recommends to Council THAT Council receives the Climate Action Committee Recommendations for Council Strategic Planning report; and

THAT Council provides direction to the Committee outlining how the Committee can support the recommended strategic commitments outlined in the report presented at the October 5, 2021 regular Council meeting.

**C. New Committee Member**

*Recommendation to Council*

THAT the Climate Action Committee recommends to Council THAT Council directs staff to publish a call for a new Climate Action Committee member in the Village Update.

**8. New Business**

**9. Public Questions & Comments**

**10. Adjournment**

**11. Next Meeting - TBD**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**CLIMATE ACTION COMMITTEE MEETING  
OF THE VILLAGE OF LIONS BAY  
HELD ON WEDNESDAY, AUGUST 25, 2021 at 7:00 PM  
VIA ZOOM VIDEO CONFERENCE**

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**MINUTES**

In Attendance:

Committee: Norm Barmeier, Councillor  
Jaime Cunliffe, Councillor  
Ruth Simons  
Clara George  
John Povill

Public: 0

**1. Call to Order : 7:02**

**2. Appointment of Recorder**

Councillor Barmeier was appointed as the recorder.

**3. Approval of the Agenda**

THAT the agenda be adopted, as submitted. Move New Business to 7 A.

**4. Public Questions & Comments – Neville Abbott**

**5. Approval of Minutes**

**A. Minutes from the June 23, 2021, Climate Action Committee Meeting**

Moved/Seconded

THAT the June 23, 2021, Climate Action Committee Meeting Minutes be approved, as circulated.

**CARRIED**

**B. Minutes from the July 28, 2021, Climate Action Committee Meeting**

Moved/Seconded

THAT the July 28, 2021, Climate Action Committee Minutes be approved, as circulated.

**CARRIED**

**6. Business Arising from the Minutes**

**A. Anti-Idling signage** – signs currently on order – JC advises some at/around school parking.

- B.** Priorities of Committees from items in categories
- C.** Approved Resolutions from Council from the July 6, 2021 meeting:  
THAT Council directs staff to work with the Climate Action Committee to support research on retrofits for buildings and to provide information on current data to create a baseline for Lions Bay.

How do we take next steps. JP

What's happening with Klatt in terms of "green procurement" Staff provided current procurement policy. We have two projects coming up, Klatt building and Beach Park renovation.

How can the CAC affect these projects? CAC is asking to have a review/consultation of the project to offer CAC lens?

C. Lee referring to green procurement strategy versus green building, suggesting these are two separate issues.

CAC would like to know how far along each project is. Has staff asked contractors on green strategy approaches? Ask of CAC on status of each projects, how far along is design, contractor selection. Survey for grant opportunities.

CG suggest that whatever we do going forward is more sustainable. Minimal impact building should be considered. Vet projects for grant opportunities. Are we forward thinking?

Action: CL to ask staff to report out what level of sustainable building certifications were asked for on the Klatt building and Beach Park project.

Action: CAC to provide language for updated purchasing policy by means of researching example policies and boiling it down to some examples for council. CL to lead.

Squamish has a policy worth looking at.

- D.** Roles, responsibilities, and terms of reference.
- i.** With Rebecca stepping down we should look for an additional committee member. Penny Nelson is willing to join, chair will look into adding new member.

RS expressed concerned about meeting CAC objectives on GHG reduction targets. Committee has been struggling to get traction on actions.

CAC needs to look at low hanging fruit for a win.

Can the CAC apply directly for grants. A volunteer with grant writing experience would be helpful. Needs to align with infrastructure projects.

Two major projects existing should offer opportunity for a energy efficiency review or additional grant. Bundling may be an opportunity on top of existing grants.

## 7. Unfinished Business

### A. Renewable Energy Category

#### i. **Solar Panels on Municipal Buildings:** Jon Povill lead

Discussion on hosting an information session and preparing a report for recommendation to Council – the Klatt and Beach Park building could benefit from this initiative. APS was open to making a presentation however that was met with resistance due to procurement conflicts.

RS and CG offered to present local examples of solar panel, and experience.

**Action:** CAC to wrap up solar power information into a report to council? CAC to recommend entertaining a presentation on solar retrofits.

Need total energy bills to understand municipal GHG reductions. **Action:** NB to pass on latest AP report.

Russ M is the local architect, also has local mechanical engineer on project.

**CAC recommendation to council:** Oil burning furnace in the hall is an easy target – CAC could ask council to take this to the 2021 fall strategic planning for budgeting purposes.

#### ii. **Ice Stupas for water supply:** John Povill lead

J. Povill to provide update from hydrological engineer, Mike Paget

**Priority:**

**Action:**

#### iii. **ZEVIP (Zero-emission vehicle infrastructure program) update:** Norm Barmeier lead

**Priority:**

**Action:**

#### iv. **Diesel for yard trucks:** Clara George lead – Committee Recommendation to Council required

**Priority:**

**Action:**

**B. Public Engagement and Education Category**

- i. **FireSmart Program:** Greg Weary lead

**Priority:**

**Action:**

- ii. **Metro Vancouver Wood Burning Bylaw:** Committee to provide ideas on education around this bylaw

**Priority:**

**Action:**

- iii. **Waste Management:** Village has partnered with Recycle BC. JC to provide update on local recycling program.

**Priority:**

**Action:**

- iv. **Resident Survey**

**Priority:**

**Action:**

- v. **Communication and Education ideas**

**Priority:**

**Action:**

**C. Planning Category**

- i. **Natural Asset Inventory:** Greg Weary lead and tie in with FireSmart Education program

**Priority:**

**Action:**

- ii. **Climate Action Toolkit:** Ruth Simons to research

**Priority:**

**Action:**

- iii. **OCP Amendment and Associated targets:** baseline Village data was presented at the May 25<sup>th</sup> regular Council meeting and CAC to present a report to Council to influence Carbon Neutrality goals

**Priority:**

**Action:**

- iv. **Climate Action Plan**

**Priority:**

**Action:**

**D. Finance Category**

**i. Small Community Energy Efficiency Upgrade Grants and Loans**

**Priority:**

**Action:**

**ii. Funding**

**Priority:**

**Action:**

**iii. Infrastructure Grants**

**Priority:**

**Action:**

**E. Information requests to staff** (information requests only for items requiring research. Does not surpass recommendations from the Committee to Council)

**8. New Business**

A. Committee Structure, Roles and Ability to meet Objectives.

**9. Public Questions & Comments**

**10. Adjournment**

The meeting was adjourned at 8:30 p.m.

**Next Meeting – September 21<sup>st</sup>, 2021**



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Type	Request for Decision		
Title	Green Purchasing Policy		
Author	Christina Lee	Reviewed By:	Ruth Simons & Clara George
Date	Sept 17, 2021	Version	1.0
Issued for	Oct 5, 2021 – Regular Council Meeting		

### Recommendation:

(1) THAT Council declared a climate emergency and that adopting a green purchasing policy is recognizably one of the first steps to follow through with making changes to tackle the climate emergency. THAT the Climate Action Committee recommends to Council THAT Council update the POL-2002-Purchasing Policy to consider the immediate and future impacts of purchases through their consumption and eventual end-of-life stage to reduce environmental impacts; AND

(2) THAT Council directs staff to amend POL-2202-Purchasing Policy to include language similar to that of the District of Squamish, specifically with the following information;

- I. *Ensures that Suppliers are contributing to the advancement of the community socially, economically, culturally, and environmentally;*
- II. *Works with current and future Suppliers on reducing GHG emissions in the delivery of goods, services and construction;*
- III. *Encourages (or requires) the use of materials and products that have less embodied carbon; and*
- IV. *Values Suppliers who demonstrate commitment to ethical sourcing and procurement practices, through corporate social procurement policies or certifications including but not limited to Fair Trade, Ocean Wise Seafood, CSA, Forest Stewardship Council, or organic certification;*

(3) THAT Council directs staff to work with the Committee to provide feedback regarding the proposed changes.

### Attachments:

- (1) Reference to Squamish - Procurement Policy (December 2020)



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### (2) [What is a green procurement policy](#)

#### **Background and Key Information:**

The current POL-2002 Purchasing Policy was last amended in 2016 and does not contain any guidance for acquiring and selecting materials, supplies and services based on their impact on the environment and human health.

*“Green purchases are those that have a low environmental impact and are more sustainable in terms of the materials they’re made from and the sourcing and manufacturing practices that make them. Green procurement also considers the immediate and future impacts of purchases through their consumption and eventual end-of-life stage. Green procurement policies embody the triple bottom line (TBL), a business framework for improving performance in all three areas – environmental, social, and financial.” - Natalie Sheffe Soto*

**Council Strategy or OCP Considerations:** Reference to 2008 Amendment Bylaw No. 420, 201, specifically;

*“Lions Bay strives to become a leader among municipalities in creating a sustainable community for future generations”* contained within Section 2.2; and

*“Seek to be a leader in municipal sustainability by supporting the Greenhouse Gas Reduction Emission Strategy, contained within Section 9 that:*

- ii) makes sustainability and the reduction of emissions a priority in all planning processes and future decisions regarding development, transportation, housing density, and alternative energy; and*
- iii) work towards reducing greenhouse gas emissions.”*

**Financial Considerations:** It will require staff time to update the policy however we would be benefiting by using our buying power to support our Village’s objectives to promote and support sustainable solutions to mitigate climate change.

**Social Consideration:** Purchasing decisions would favour manufacturers who are socially responsible. Socially responsible companies should have policies that promote the well-being of society and the environment while lessening negative impacts on them.



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**Environmental Considerations:** A Green procurement is intended to lead to choices that will impose less harm on the environment.

**Options:**

(1) update the current purchasing policy to incorporate goals to reduce environmental and health impacts

**Preferred Option:** This should be easy low hanging fruit that is achievable with minimal staff time.

**Legal Considerations:** not aware of any.

**Follow Up Action:** Staff report back on if approval is granted to update the purchasing policy.

**Communication Plan:** Provide a statement in the Village Update. Leading by example, and raising awareness of village initiatives in green purchasing, we can help inspire residents to adopt similar practices into their personal lives.



# What Is A Green Procurement Policy?

By Green Business Bureau | February 25, 2021 | Blog

5 Comments

## GREEN PROCUREMENT POLICY

A green procurement or green purchasing policy (GPP) is put in place to guide businesses when acquiring materials, supplies and services and selecting such products based on their impact on the environment and human health. GPPs can apply to both products bought to run the business internally (Ex. office supplies and equipment) as well as for producing the goods and services of the business itself (Ex. materials used in business products).

Green purchases are those that have a low environmental impact and are more sustainable in terms of the materials they're made from and the sourcing and manufacturing practices that make them. Green procurement also considers the immediate and future impacts of purchases through their consumption and eventual end-of-life stage. Green procurement policies embody the triple bottom line (TBL), a business framework for improving performance in all three areas – environmental, social, and financial.

## GREEN PROCUREMENT BENEFITS

### Resource and Operational Efficiency

Buying sustainable products and purchasing from green suppliers and vendors promotes resource efficiency. Often GPPs instruct businesses to purchase products that consume less resources such as energy efficient light bulbs or low-flow faucets. Further, purchasing from a supplier who offers products with eco-friendly packaging or no packaging at all reduces your waste stream. These improvements in efficiency translate into cost savings for your business



and resource conservation at large which is a win all the way around.

Having a GPP in place also improves operational efficiency as it provides your team with clear guidance on which green products to look for across all areas of your business. Providing detailed information on your GPP requirements and product standards makes it easy for your business to make credible green purchases quickly and confidently.

### Improved Employee Health and Safety

Green procurement also serves your employees health, safety and overall well being. For example, buying certified eco-friendly cleaners to use in your workplace avoids the caustic and often toxic chemicals used in many conventional store-bought products.

The food items you provide in the break room vending machine can also be included in your GPP. Buying locally-made, organic and sustainable food options are usually healthier and can make your employees feel better and be more productive.

### Employee Engagement

Launching a GPP will keep employees aware of both the sustainable products and habits they should be using but also the company's larger sustainability mission. Raising employee awareness of and engagement in green purchasing can help **build a green work culture** and inspire employees to adopt such practices into their personal lives.

### Innovation

Procuring sustainably means evaluating your current products and practices in an innovative way. Sometimes choosing the eco-friendly option for products and suppliers may require you to rethink and redesign the way you operate. **These brands are manufacturing their shoes from recycled and biodegradable materials and sourcing sustainably** while still achieving the durability and comfort that shoe lovers expect.

As a best practice, invite all ideas to the table from across all levels and departments in your business and be open to new ways of greening your products, practices, and habits. You never know what creative solutions you may come up with.

### Green Market Support

Continuing to buy truly eco-friendly products and support other sustainable businesses helps build the green market that is taking hold in economies worldwide. There are more eco-friendly products on the market today than ever before. However, having a GPP in place can help your team choose only the products that meet high standards and certifications thus combatting the rampant greenwashing that exists today.

### Mitigated Risks

A GPP can help you adhere to corporate regulations and avoid the risk of malpractice from using harmful products or partnering with unethical providers. You will also maintain public trust and avoid lawsuits and legal action. Such was the case for [these chocolate industry giants that now face child labor allegations](#).

### Improved Public Image

Abiding by a green procurement policy looks good in the public sphere in which more [customers are preferring businesses that are socially responsible and good environmental stewards](#). Having a GPP allows you to be transparent with your customers, employees and other stakeholders on the products you buy, the providers you support and your purchasing habits. Launching a GPP is another way to reflect your commitment to sustainability and the well being of communities and the environment.

### Increased Profitability

Green procurement can drive higher profits in various ways. Along with the customer attraction and loyalty that comes from having a greener reputation, green purchasing yields cost savings in the form of energy efficiency and reduced waste. While some green products can be more expensive, many are associated with rebate programs such as those [offered by ENERGY STAR](#). As mentioned before, a GPP simplifies the green purchasing process. The time originally spent navigating a market overwhelmed with so many product options can now be used towards other important areas of your business.

## GREEN PROCUREMENT IN THE PUBLIC SECTOR

The entities who most notably use green procurement policies reside in the public sector – universities, government agencies, and other public institutions. Many institutional GPPs are

built upon larger federal policies. For example, the U.S. Department of Agriculture (USDA) developed their **Green Purchasing Affirmative Procurement Program (GPAPP)** from legislation such as the Energy Policy Act, the Resource Conservation and Recovery Act, and the Farm Security and Rural Investment Act.

## GREEN PROCUREMENT IN THE PRIVATE SECTOR

Establishing and enforcing sustainability standards across the entire private sector can be difficult as the sector includes a vast variety of businesses, non-profits and NGOs. Businesses wanting to develop a GPP can use the **Voluntary Sustainability Standards (VSS)** concept developed by the U.N. Forum on Sustainability Standards (UNFSS). VSS are stakeholder-derived rules and guidelines for developing and implementing sustainable policies and practices.

The buying of goods and services can account for 50% or more of a company's expenses. Therefore, the adoption of a GPP alone can have a major impact on your business and its position as a sustainability leader. GPPs can also lead to partnerships that benefit and improve the image of all companies involved. Johnson & Johnson, a multinational holding company, has a **sustainable procurement program** that promises to not only ensure compliance of social and environmental standards from their suppliers but also dedicate resources to engage with their partners and support them on their journey towards sustainability. As you design your GPP, reflect on your current suppliers and offer to share your sustainable business strategies with them. This could require or inspire them to adopt some of the same policies into their own operations.

## WHAT A GREEN PROCUREMENT POLICY SHOULD INCLUDE

### Overview

This includes the reasoning behind the new policy and an outline of the goals and strategies it entails. Also include your sustainability mission statement and explain how the policy coincides with the company's short and long-term sustainability goals. Displaying upper management support for the policy and perhaps personal remarks from these individuals will add to the credibility of your green procurement policy.

### Table of Contents

The table of contents should be broken down into easy-to-navigate categories either

organized by business area (Ex. Transportation) or green initiative (Ex. Energy efficiency).

*Example:*

1. Office
  1. Paper
  2. Electronics
  3. Furniture
2. Cafeteria
  1. Food
  2. Plates, cups and cutlery
  3. Kitchenware
  4. Cleaners
  5. Cleaning Equipment
3. Outdoors
  1. Lawn care
  2. Pesticides and fertilizers
  3. Irrigation

Here's an [example of a real green purchasing policy](#) from Babson College in Massachusetts.

### Green Procurement Policy Principles

- **Understand** the impact your business purchases have on your community, the environment, and your profits.
- **Commit** to developing a plan of action to address negative externalities and find solutions.
- **Measure** and track GPP progress and its effects at all parts of the value chain.
- **Be transparent** with your stakeholders on the motives, goals, and strategies behind your GPP.

### Best Practices

- **Source locally** from credible and certified businesses
- **Choose certified eco-friendly products** made from 100% biodegradable, compostable, or post-consumer content and those that do not include caustic or toxic chemicals. Note: When buying biodegradable products, ensure that there is a facility that can collect these

items as biodegradable materials require special processing.

- **Choose ethical products** that support quality working conditions, worker health and safety, and community prosperity. Look for fair trade labels and other ethical certifications.
- **Avoid plastic** products whenever possible as many plastics are non-recyclable and can break down into microplastics that threaten wildlife and human health.
- **Choose efficient products** that conserve natural resources and limit waste.
- **Think ahead** and have a plan for how to manage the disposal of products.

## EXECUTIVE SUMMARY

A green procurement policy is a powerful tool for ensuring your business makes purchasing decisions that are environmentally sound and socially responsible. While procurement policies surrounding sustainability have traditionally only existed for public institutions, the private sector is beginning to implement GPPs and address the growing demand for greener businesses.

GPPs bring a wealth of benefits such as resource and operational efficiency, improved employee health and safety, risk mitigation, enhanced company image, and increased profitability. With the combined efforts from the public and private sectors, green procurement can become a normative practice and support the growth of green markets and economies worldwide.

## About the Author

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### Natalie Sheffey Soto

GBB GREEN AMBASSADOR

Natalie Sheffey Soto is a content writer for the Green Business Bureau. Growing up in the Appalachian Mountains, she developed a love for the natural environment and has committed

herself to a career working to protect it. She is currently pursuing a Master's in Global Sustainability with a concentration in Sustainable Business at the University of South Florida. Along with her outdoor enthusiasm, Natalie loves to play sports and foster animals for local rescues.



#### Recent Posts



[Green Your Workplace With These Eco-Friendly Office Products and Supplies](#)

August 6, 2021



[Managing Commercial Refrigeration In Restaurants for Improved Energy Efficiency](#)

March 4, 2021



[Sustainable and Eco-Friendly Gym Equipment](#)

February 26, 2021

Curious what you might recommend for a tree care company using big trucks, chainsaws, diesel powered equipment, etc.?



Sarah Long

May 10, 2021 at 9:19 AM

[Reply](#)

Great point, Robert. I personally am not too knowledgeable about that industry and what it takes to secure all the required equipment, vehicles, etc. I will pass your comment along to my team and see if we can develop an article around this topic specifically. Thank you!

Pingback:

[Sustainable Food and Eco-Friendly Food Packaging - Green Business Bureau](#)

Pingback:

[What are the Carbon Emission Scopes 1, 2, 3? - Green Business Bureau](#)

Pingback:

[How To Create A Sustainability Plan: Executive Guide To Becoming A Sustainable Business - Step 5 - Green Business Bureau](#)

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**LEAVE A REPLY**

POLICY NAME:	<b>Procurement Policy</b>	
APPROVING AUTHORITY:	<input checked="" type="checkbox"/> Legislative (Council approved) <input type="checkbox"/> Administrative (CAO approved)	
ISSUED BY:	Financial Services	DATE APPROVED: December 1, 2020
(Dept. Name <b>and</b>	Manager of	NEXT REVIEW DATE: December 2025
Dept. Mgr. Name):	Procurement	DATE LAST AMENDED:
	Anthony Jeffery	

**PURPOSE** 1. The purpose of this policy is to deliver best overall value to the District of Squamish (the District), in its acquisition of goods, services and construction. This will be done in accordance with the values of our community and Council as articulated in documents such as the Official Community Plan and the Strategic Plan.

- DEFINITIONS** 2. In this policy the following terms are defined as indicated below.
- 2.1. **Authorized Staff** refers to specified Staff delegated the authority to enter into Agreements on behalf of the District that bond the District to the acquisition of goods and services under the District of Squamish Officer and Delegation Bylaw No. 2661, 2019, as amended from time to time. Staff are only considered authorized for contracts within their delegated purchasing authority.
  - 2.2. **Award** refers to the business decision by Authorized Staff to enter into and execute contracts for goods, services and construction.
  - 2.3. **Best Value** means the optimal combination of compliant responses to the District’s terms and conditions and contract documents; providing the District with the best value in Total Cost of Ownership as determined in accordance with specific criteria established by Authorized Staff and communicated during competitive bidding processes.
  - 2.4. **Bid** means a submission from a Supplier in response to a solicitation or competition advertised by the District for a contract to supply goods or perform services for the District.
  - 2.5. **Budget Authority** refers to the Department Manager responsible for managing the budget of the Department.
  - 2.6. **Change Order** means a contract amendment that increases or decreases the Scope of Contract and/or total dollar value of a contract.
  - 2.7. **Chief Administrative Officer or “CAO”** means the person appointed

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- pursuant to section 147 of the charter to hold the position of chief administrative officer for the District;
- 2.8. **Chief Financial Officer or “CFO”** means the person appointed pursuant to section 149 of the charter to hold the position of finance officer for the District;
- 2.9. **Conflict of Interest** - Where an employee of the District has financial or other interest in goods or services which the District desires to acquire or dispose of, the employee is disqualified from approving the transaction or being an evaluator on any procurements notwithstanding their written authority governed by applicable bylaws.
- 2.10. **Consultant** means an individual or firm that is not an employee of the District and provides technical or professional services in the form of advice, plans, designs, policy development, reports or management services which do not result in an output of tangible assets or operational goods.
- 2.11. **Direct Award** refers to entering a contract for service without undertaking a competitive bid solicitation.
- 2.12. **Emergency** will be defined as an unforeseen, present and/or imminent event or circumstance that is caused by accident, fire, explosion, technical failure or by forces of nature that pose an immediate threat to the safety of the Community; that would have irreversible impacts on the environment if not addressed immediately; and/or where an immediate action will mitigate further financial loss to the District. Emergency does not refer to circumstances created by project administrative issues, lack of sufficient planning or failure to comply with District policies.
- 2.13. **Environmental Impact** describes the positive and negative effects an organization has on the environment.
- 2.14. **Equity Deserving** addresses economic disadvantage, discrimination, and barriers to equal opportunity, particularly among equity-deserving communities, that disproportionately experience unemployment and underemployment, discrimination, or barriers to equal opportunities.
- 2.15. **Financial Plan** refers to the current bylaw under section 165 of the Community Charter which sets out the proposed expenditures of the District, proposed funding sources and transfers between funds.
- 2.16. **Financing Agreements** include leases, promissory notes and other financial instruments that bound the District to a payment plan and financing rates. Execution of Financing Agreements is not delegated

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to “Authorized Staff” as defined under this Policy.

- 2.17. **Formal Competitive Bid** is a Bid solicitation which must be advertised on BC Bid and the District’s website.
- 2.18. **General Manager of Corporate Services or “CO”** means the person appointed pursuant to section 148 of the charter to hold the position of corporate officer for the District
- 2.19. **Informal Competitive Bid** is a Bid solicitation that at a minimum must be advertised on the District website, and provided to a minimum of three Suppliers with known qualifications but other forms of local advertising are encouraged. Documentation soliciting bids and Supplier responses must be in written form but may be conveyed by email, mail, or direct delivery.
- 2.20. **Informal Quotation** means that three quotes are solicited through an informal communication process including email or phone. Documentation is required and must include particulars about time, date and nature of supply or goods solicited, whether a quote was received from each Supplier and details of each quote including total contract price.
- 2.21. **Integrity** refers to conducting procurement processes with honest, moral principles and ethical standards and in compliance with the District Employee Code of Ethics & Conflict of Interest Policy (A04C03).
- 2.22. **Living Wage** is the hourly amount a family needs to cover basic expenses. Basic expenses include: food, clothing, rental housing, child care, transportation and small savings for illness and emergencies. The Living Wage for Families Campaign calculates living wage rates annually and for simplicity the District will use the rate calculated for Metro Vancouver.
- 2.23. **Local Small Enterprise** is a business of any legal structure that operates with a District of Squamish business licence, with 1-99 employees.
- 2.24. **Mayor** includes a Council appointed Acting Mayor.
- 2.25. **Non-Standard Credit Terms** include payment requirements outside of industry standards which may include payment terms less than net 30 days from the invoice date, interest rates that exceed 18% per annum or that assign District assets as collateral.
- 2.26. **Officer** refers to Chief Administrative Officer, Financial Officer or Corporate Officer pursuant to the Community Charter and includes Staff appointed by Council into Deputy Officer positions.

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- 2.27. **Open Fair and Transparent** means ensuring that the public is aware of and permitted to compete for supply opportunities in their demonstrated field of expertise.
- 2.28. **Proponent** refer to suppliers, contractors or consultants that may receive or may be responding to particular bid requests from the District.
- 2.29. **Revised Contract Value** is the value of the contract awarded plus all change orders or additions to that contract over the course of the contract.
- 2.30. **Preferred Supplier List** is a list of Suppliers determined by a competitive process. Suppliers are prequalified for multiple small dollar contracts or procurements of a similar nature that are likely to exceed \$25,000 annually.
- 2.31. **Scope of Contract** means predefined deliverables in the bid or contract. It includes additional works that may not have been foreseen at the time of contracting or bid but that are necessary to meet the defined deliverables.
- 2.32. **Scope Change** means additional works that are added to a project in excess of the originally defined scope of work in the Contract.
- 2.33. **Social Benefit** describes the positive social impact of the District's procurement activities. It can include but not be limited to diversifying the Supplier base, and engaging First Nations companies, Social Enterprises and not for profit organizations.
- 2.34. **Social Enterprises** are businesses that sell goods and services; they embed a social, cultural or environmental purpose into the business, and they reinvest the majority of profits (51%+) into their social mission.
- 2.35. **Social Procurement** is a procurement practice that seeks to leverage existing procurement activities to achieve positive social outcomes such as environmental, social and economic benefits that align with community values and strategic objectives.
- 2.36. **Social Value** means supporting Council's objectives as articulated in its Strategic Plan and OCP and refers to programs or services delivered by the District that impact the well being of individuals and the community.
- 2.37. **Supplier** is any person or business that supplies goods or services to the District, also referred to as a Vendor.
- 2.38. **Supplier Diversity** means creating opportunities for diverse

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suppliers such as Indigenous peoples and employment equity deserving groups which could include people with disabilities and other underrepresented groups.

- 2.39. **Total Cost of Ownership** means the direct social, environmental and financial costs and benefits to the District of products, services and construction during their acquisition, use and end of life phases. All contracts will be evaluated based on the full range of costs that may include acquisition, maintenance, replacement, legal disposal, training costs, environmental and social impacts associated with goods or services.
- 2.40. **Trade Agreements** means any Government of Canada, or Province of British Columbia or International trade agreement that apply to the procurement practices of municipalities in British Columbia including, that include but are not limited to, the Canada Free Trade Agreement (CFTA), the New West Partnership Trade Agreement (NWPTA) EU-Canada Comprehensive Economic Trade Agreement (CETA).
- 2.41. **Workforce Development** means offering education development and training opportunities in the form of work-integrated learning, skills training and other developmental support to employees, contractors or volunteers.

## POLICY

3. The District will acquire goods, services and construction in a manner that is Open, Fair and Transparent. The District is committed to developing and maintaining a social procurement culture that leverages our procurement activities to not only deliver best value but also achieve social value objectives.

This policy directs staff to conduct procurement in a manner that contributes to the development and diversification of the supply chain in a way that makes positive contributions to the local economy and the overall vibrancy of the community, including and not limited to the principles identified below:

- Ensures that Suppliers are contributing to the advancement of the community socially, economically, culturally, and environmentally;
- Values and supports supply chain partners who provide a Living Wage;
- Works with current and future Suppliers on reducing GHG emissions in the deliver of goods, services and construction;
- Encourages (or requires) the use of materials and products that

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have less embodied carbon;

- Maximizes employment, training and work-integrated learning opportunities among local, disadvantaged, equity-deserving or marginalized individuals and populations;
- Maximizes the diversification and social impact of the supply chain by including, Social Enterprises, First Nations Suppliers and local small enterprises;
- Supports entrepreneurs creating Social Value and new local employment opportunities within the District;
- Values Suppliers providing work experience and employment opportunities to local youth aged 15-29;
- Values Suppliers who demonstrate commitment to ethical sourcing and procurement practices, through corporate social procurement policies or certifications including but not limited to Fair Trade, Ocean Wise Seafood, CSA, Forest Stewardship Council, or organic certification;
- Supports Good Food Values as articulated in the Squamish to Lillooet Good Food Pledge and Program in the procurement of food for District operational needs or when leasing District space to operators of food concessions;
- The District will seek opportunities via its procurement activities to partner and honour its relationship with the Squamish Nation;
- Procurements that do not meet Trade Agreement thresholds, the District will – all things being equal, give preference to social enterprises and or local small businesses.

#### **POLICY PRINCIPLES 3.1**

The following values shall guide procurement decisions towards the delivery of programs and services approved by Council in the District's Financial Plan:

- 3.1.1. Integrity;
  - 3.1.2. Best Value; and
  - 3.1.3. Open, Fair and Transparent procurement processes; and
  - 3.1.4. Building equity and Social Value.
- 3.2. Authorized Staff are required to ensure compliance with all District policies, bylaws, all provincial and federal laws, regulations and the applicable Trade Agreements that apply to the procurement of goods, services and construction.
  - 3.3. The District will consider co-operative procurement agreements

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within the District and with other public bodies to increase efficiencies and reduce administrative costs in the procurement process. All co-operative agreements shall comply with District policies, bylaws and applicable Trade Agreements.

3.4. The District will endeavor to increase the use of products and services that are more responsible to the environment in the way made, used, transported, stored and packaged and disposed of. It is recognized that analysis is required in order to ensure that the products are made available at competitive prices and the environmental benefits provided by a product or service should not significantly affect the intended use of that product or service.

3.5. The District is open to innovative ideas and financial opportunities and encourages the community to share their ideas with staff and Council; however, this will not constitute grounds for direct award of a contract and does not pre-empt policy requirements.

#### 4. Scope

4.1. This policy applies to anyone directly or indirectly involved in the procurement of goods, services and construction on behalf of the District.

4.2. The policy does not apply to the following:

4.2.1 Land and real property acquisitions;

4.2.2 Facility and land rentals or leases;

4.2.3 Utilities including hydro, gas and basic telecommunications;

4.2.4 Borrowing and investing of funds;

4.2.5 Policing Services;

4.2.6 Exclusive rights such as licenses, copyrights and patents;

4.2.7 Admissions and registration for conferences, conventions, training courses, workshops and seminars;

4.2.8 Memberships in professional and vocational associations;

4.2.9 Publications, magazines and newspapers;

4.2.10 Advertising mediums such as newspapers and websites;

4.2.11 Subject to CAO approval, employment agencies and/or contractors used to backfill vacant employment positions identified and approved in the Financial Plan;

4.2.12 Employee home computer systems purchased under the

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Employee and Council Member Computer Purchase Plan Policy (020-03).

#### **5. Prohibitions**

- 5.1. The following activities are prohibited under this Policy or excluded from the authority delegated to Authorized Staff:
  - 5.1.1. The dividing of contracts or procurements to avoid the requirements or thresholds of this or any Policy and the applicable trade treaties.
  - 5.1.2. Committing the District to a contract without the appropriate level of authority to do so.
  - 5.1.3. The Award of a contract for an expenditure which is not included in the Financial Plan without CFO approval.
  - 5.1.4. The Award of a contract that exceeds five years without Council approval; shorter terms are encouraged where practical to promote principles of being open, fair and transparent.
  - 5.1.5. The Award of a contract that would give rise to a conflict of interest between the Authorized Staff and Supplier without CAO approval, or Council approval, where the CAO is the Authorized Staff person.
  - 5.1.6. The Award of a contract that binds the District into a Financing Agreement or Non-Standard Credit Terms without the express approval of the CFO.

#### **6. Exceptions to Policy**

- 6.1.1. In the event of an emergency, any two of the following may grant approval to enter a contract without undergoing a competitive bid process: CAO, CFO and Mayor.
- 6.1.2. The CAO will provide a memorandum to Council at the next Council meeting describing the nature of the emergency and the amount and nature of procurement contracts issued.
- 6.1.3. All exemptions that exist in the NWPTA, CFTA, CETA or their successors shall apply to this policy.

#### **7. Bid Solicitation**

- 7.1. The District will utilize a competitive bidding process to procure goods, services and construction unless otherwise permitted under

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this Policy.

- 7.2. The bid solicitation process will meet the minimum following criteria:

<b>Value of Procurement (including PST, duties and freight)</b>	<b>Bid Process</b>	<b>Evaluation Method</b>
\$0-\$9,999	Direct Award	One Authorized Staff based on professional judgement.
\$10,000-\$74,999	Informal Quotation	Panel review of two or more Authorized Staff based on predetermined weighted criteria
\$75,000-\$199,999 construction contracts only	Informal Competitive Bid	Panel review of two or more Authorized Staff based on predetermined weighted criteria
\$75,000 and higher for all contracts except construction contracts	Formal Competitive Bid Process	Panel review of two or more Authorized Staff based on predetermined weighted criteria
\$200,000 and higher for construction contracts	Formal Competitive Bid Process	Panel review of two or more Authorized Staff based on predetermined weighted criteria

- 7.3. Direct Award is not suitable where a number of small contracts for the same or similar service will be contracted throughout the year and is reasonably expected to exceed \$25,000 of goods and services acquired within the year. Staff are still responsible for ensuring reasonable market price and good value.

7.3.1 For consulting services where specialized expertise and/or experience in local government or specifically with the District will result in demonstrable cost savings; a Direct Award may be considered with the approval of the Budget Authority and Manager of Procurement up to a contract value of \$25,000.00.

- 7.4. Where co-operative procurement arrangements are in place with other agencies that have undergone a competitive bidding processes that meets or exceed those in 7.2, no further Bid process is required.

- 7.5. All Suppliers must be provided equal access to all information and reasonable and equal time to submit bids.

- 7.6. Selection criteria must be established, assigned weights and specified in the Bid solicitation. Criteria must consider supplier capability and experience, work method, Total Cost of Ownership

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and incorporate principles of Social Value.

7.7. Evaluation of Bids must be conducted based on criteria and weightings determined under Section 7.6.

7.8. All records associated with a competitive bid process are subject to Freedom of Information and Protection of Privacy Act provisions and Authorized Staff are required to maintain those records in a manner consistent with the procedures established by the Corporate Officer and be easily accessed by the CO or CFO in the event of a public or supplier inquiry. The documentation must clearly demonstrate that contract selection complied with original bid solicitation, criteria established in Section 7.6 and District Policy. The Financial Officer or Corporate Officer may prescribe further procedures for how those records will be maintained or provided.

## 8. Direct Awards

8.1. Requirements for competitive bidding may be waived in the following circumstances:

8.1.1 Emergency situations.

8.2. In the absence of a competitive bid process, Authorized Staff must still endeavour to negotiate best price and favourable contract terms.

## 9. Awarding and Contracting

9.1 Prior to executing an Agreement, Authorized Staff will verify and obtain documentation of the following:

9.1.1 Expenditure approval by the applicable Budget Authority;

9.1.2 WorksafeBC clearance (where relevant);

9.1.3 Proof of Contractors General Liability insurance for all contracted services and professional liability insurance for consulting related services that meet the minimum levels prescribed in the Municipal Insurance Association Recommended Minimum Insurance Requirements for Contracts: [https://www.miabc.org/docs/default-source/risk-management/templates/recommended-minimum-insurance-requirements-for-contracts-\(2019\).pdf?sfvrsn=63be6fcf\\_2](https://www.miabc.org/docs/default-source/risk-management/templates/recommended-minimum-insurance-requirements-for-contracts-(2019).pdf?sfvrsn=63be6fcf_2); and

9.1.4 Proof of District Business License unless an exception is provided under another District bylaw or policy.

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- 9.2 Regardless of contract price, Authorized Staff are responsible for providing Suppliers with clear documentation of scope of work or itemized supplies being contracted, any contract requirements, the maximum value of the contract including taxes and freight and proof of authorization by Authorized Staff otherwise delegated by Council.
- 9.3 Authorized Staff are responsible for reviewing contract terms and language to mitigate legal and financial risk to the District. Authorized Staff shall employ recommended District standardized contract templates where available and suitable to the nature and requirements of the contract. Authorized Staff are responsible for assessing suitability and seeking additional officer or legal counsel where modifications or alternate contracts are required.
- 9.4 The procure to payment process at the District is as follows; a purchase order requisition is created in the Financial System (UBW), requisition is approved by the Budget Authority and generates a purchase order. Vendor invoicing is applied against approved purchase orders and cannot exceed the purchase order limit. The process is fully automated within UBW which provides the District the necessary financial controls and audit compliance.

## 10 Change Orders

- 10.1 Authorized Staff may issue Change Orders within the Scope of the Contract where the Revised Contract Value does not exceed Authorized Staff's delegated authority AND where the contract will not exceed the expenditure budget for the project or works as approved in the Financial Plan. Change Orders will be documented appropriately within the Procurement Module of the Financial System.
- 10.2 In accordance with the Local Government Act, Community Charter and Officers and Delegation Bylaw, Change Orders to projects that exceed or are not included in the approved five-year financial plan will require a financial plan amendment through the budget amendment process.

## RESPONSIBILITY 11.

- The **CAO**, appointed by Council pursuant to Community Charter Section 147 is responsible for ensuring that Staff adhere to policies and bylaws of Council.
12. **The CFO**, appointed by Council pursuant to Community Charter Section 149 is responsible for developing and maintaining policies and procedures for District procurement processes.
13. The **Manager of Procurement** is responsible to lead and oversee

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the Districts procurement program.

14. The **Budget Authority** is responsible for ensuring that expenditures under their management comply with the Financial Plan.
15. **Authorized Staff** will award, enter into and execute contracts on behalf of the District and only to the amounts delegated by Bylaw.
16. **Council's** role in procurement is to provide policy direction and approve the Financial Plan. All contracts that are longer than five years in length require Council approval.

### REFERENCES

1. Community Charter [SBC 2003]
2. District of Squamish Purchasing Authority Bylaw 1721, 2002.
3. New West Partnership Trade Agreement (NWPTA):  
<http://www.newwestpartnershiptrade.ca>
4. Canada Free Trade Agreement (CFTA):  
<https://www.cfta-alec.ca/>.
5. EU-Canada Comprehensive Economic Trade Agreement CETA:  
<https://www.international.gc.ca/trade-commerce/trade-agreements-accords-commerciaux/agr-acc/ceta-aecg/text-texte/toc-tdm.aspx?lang=eng>
6. District Employee Code of Ethics & Conflict of Interest Policy (A04C-03)
7. Employee and Council Member Computer Purchase Plan Policy (020-30)
8. Municipal Insurance Association Recommended Minimum Insurance Requirements for Contracts [https://www.miabc.org/docs/default-source/risk-management/templates/recommended-minimum-insurance-requirements-for-contracts-\(2019\).pdf?sfvrsn=63be6fcf\\_2](https://www.miabc.org/docs/default-source/risk-management/templates/recommended-minimum-insurance-requirements-for-contracts-(2019).pdf?sfvrsn=63be6fcf_2)
9. Government of Canada definition of a Social Enterprise:  
[http://www.ic.gc.ca/eic/site/053.nsf/eng/h\\_00006.html#s1](http://www.ic.gc.ca/eic/site/053.nsf/eng/h_00006.html#s1)

### ATTACHMENTS

None

### DISTRIBUTION

Online Policy Library

RECORD OF AMENDMENTS	DATE AMENDED	SUMMARY OF AMENDMENT(S)

Date: August 30, 2021

To: Village of Lions Bay Council and Staff

From: Climate Action Committee (CAC) members

Climate Action Committee report and Recommendations for Council Strategic Planning.

Since the committee was formed in fall of 2020 the following resolutions and policies have been proposed by the CAC and passed by Council:

- Declaration of a Climate Emergency
- Support for Help Cities Lead campaign
- Staff cooperation to work with the Climate Action Committee to support research on retrofits for buildings and to provide information on current data to create a baseline for Lions Bay.

The CAC has received and reviewed a report from the CAO on the status of the Village's 2012 GHG emission reduction targets.

The CAC members have researched and provided information and data on the following, reports to Council can be provided as requested:

- Solar panels for the Village Office and Hall that would produce renewable energy and reduce hydro costs.
- Replacement of diesel fuel with a proven Biodiesel product having an immediate effect on GHG reduction
- Current grant opportunities to replace oil furnace heating system
- Innovative proposal unique for Lions Bay to create an option for reducing (and potentially eliminating) water shortages in the future.

We have discussed and provided support for the following and now ask Council how else can the CAC support these initiatives and what is needed from Council and staff?

- EV charging stations
- Best practices for wood burning
- Fire Smart practices
- Anti-Idling practices
- Creating a recycling depot

Research and recommendations by the CAC can continue, however the committee urges Council to imbed best practices for sustainability into the strategic planning as a commitment to reducing our contribution to greenhouse gas and preparing for the worsening impacts of climate change. Doing so will demonstrate the Village of Lions Bay's response to the current and ongoing Climate Emergency and show we are leading by example.

This means a strategic commitment to:

- Update the POL-2002 Purchasing Policy to employ green procurement best practices
- Urgently replacing the use of fossil fuels
- A commitment to electrifying the village fleet
- Maximizing energy efficiency in all new Village building upgrades.
- Reprioritizing infrastructure projects based on increasing risks.
- Immediate replacement of fossil fuel heating/ cooling infrastructure with heat/cooling pump in Village buildings.
- Minimizing risks to the village from Wildfires

We now ask Council how else can the CAC support these initiatives and what is needed from Council and staff?

We look forward to your response and direction.

Members of the CAC Committee:

- Ruth Simons
- Christina Lee
- Clara George
- Jon Povill
- Greg Weary
- Rebecca Loco Mayo (on leave)
- Co-Chair Councillor Norm Barmeier
- Chair Councillor Jaime Cunliffe