

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 20, 2012**

Item 1, Report No. 11, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on March 20, 2012.

**1 DRAFT CONSOLIDATED PURCHASING POLICY AND DRAFT GREEN PROCUREMENT POLICY**

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Finance/City Treasurer and the Director of Purchasing Services, dated March 6, 2012, be approved; and
- 2) That the following Communications be received:
  - C1. Memorandum from the Commissioner of Legal and Administrative Service and City Solicitor, dated March 5, 2012; and
  - C2. Presentation material, entitled "*Options to Amend the City's Purchasing Policy*", and attachments, submitted by the Commissioner of Finance/City Treasurer, dated March 6, 2012.

**Recommendation**

The Commissioner of Finance/City Treasurer and the Director of Purchasing Services recommend:

- 1) That the draft Consolidated Purchasing Policy be received; and
- 2) That the draft Green Procurement Policy be received; and
- 3) That the presentation "Options to Amend the City's Purchasing Policy" be received; and
- 4) That based on Committee of the Whole (Working Session) discussion, staff report back with recommendations for revisions to the Draft Consolidated Purchasing Policy and the Draft Green Procurement Policy.

**Contribution to Sustainability**

The intent of the draft Green Procurement Policy is to recognize the importance that purchasing decisions have in contributing to the environmental sustainability of the City of Vaughan by providing a framework for the purchase of environmentally preferable products and services and to support the purchase of goods and services that will enhance and protect the environment and represent best value for the City.

**Economic Impact**

There are no economic impacts associated with this report

**Communications Plan**

The City of Vaughan new Consolidated Purchasing Policy and Green Procurement Policy will be communicated to City of Vaughan staff once the policies have been approved by Council. Training on the policies will also be provided to staff where appropriate.

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#### **Purpose**

The purpose of this report is to provide Committee of the Whole (Working Session) with an opportunity to receive and discuss the draft Consolidated Purchasing Policy and draft Green Procurement Policy, and to provide options for updating, amending and improving the Purchasing Policy.

#### **Background - Analysis and Options**

The majority of the City of Vaughan purchasing policies and procedures have existed for over a decade. The policies setting out the approval limits, as included in the draft Consolidated Purchasing Policy, were approved by Council in 2001. Purchasing procedures have also been developed as companion documents to the purchasing policies in order to provide further guidance to staff.

At this time, staff have consolidated the key aspects of the policies currently approved by Council into a concise purchasing policy format that is modeled after the Region of York's Purchasing By-law. Changes to the limits and wordings have been made to the Region's by-law to reflect the City of Vaughan's policies, procedures and practices as they are today. Sections in the Region's policy that do not apply to the City have been deleted.

The draft Green Procurement Policy has been developed to align with the *Green Directions Vaughan*, the Community Sustainability and Environmental Master Plan, which was approved by Council in April 2009. The draft Green Procurement Policy is a companion policy to the draft Consolidated Purchasing Policy, and is a statement of intent to recognize the importance that purchasing decisions have in contributing to the environmental sustainability of the City.

Senior Management and Directors have reviewed the draft Consolidated Purchasing Policy and draft Green Procurement Policy and provided comments on both the draft policies and potential amendments to be considered. In addition, since the purchasing policies have not been reviewed for some time, staff have researched purchasing policies from comparable Ontario municipalities. Potential updates, amendments and improvements will be provided in a presentation to the March 6, 2012 Committee of the Whole (Working Session). Subject to Committee's discussion and feedback on the presentation, staff will report back to the Finance and Administration Committee prior to the summer recess with additional information and recommendations.

#### **Relationship to Vaughan Vision 2020/Strategic Plan**

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

#### **Regional Implications**

Not applicable

#### **Conclusion**

The draft Consolidated Purchasing Policy and draft Green Procurement Policy are provided to generate discussion and review of the practices of comparable municipalities. Following the discussion and deliberations at the March 6, 2012 Committee of the Whole (Working Session), staff will report back to the Finance and Administration Committee prior to the summer recess, with information and recommendations to update, amend and improve the draft policies and will seek Council approval of the Consolidated Purchasing Policy and the Green Procurement Policy.

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**Attachments**

Attachment #1: Draft Consolidated Purchasing Policy

Attachment #2: Draft Green Procurement Policy

**Report prepared by:**

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Commissioner of Finance/City Treasurer

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(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)