

POLICY: **FINANCE –  
ENVIRONMENTAL PURCHASING**

POLICY #: **B-FIN-13**

---

COMMITTEE:	Finance and Infrastructure	PASSED:	22 October 2015
TOPIC:	Finance – Procurement and Purchasing	AMENDED:	
		REVIEW PERIOD:	3 - 5 years

**PURPOSE**

To meet the Library’s commitment to sustainability and its objective of being a community leader in environmental stewardship.

**POLICY**

The Library Board supports the use of environmentally sustainable products and practices and expects staff to pursue this objective in the acquisition of goods and services for the Library. The LEED certified status of the Library buildings reflects this commitment, and creates an obligation to make environmentally sustainable purchasing and maintenance choices.

Purchasing decisions of the Library should reflect the commitment to environmentally sustainable choices subject to both suitability and cost. Areas that may be affected by environmental purchasing implications include:

- Office supplies
- Technology purchases and practices
- Furniture purchases, including disposal
- Housekeeping and janitorial products and practices
- Solid waste management and recycling
- Landscaping and pest management
- Any other area of environmental impact

Environmental effects should be considered when evaluating the “best value” purchase option.

**RESPONSIBILITIES**

**Library Board**

- Support this policy and Management Guideline(s)
- Maintain this policy and update as necessary

### **Finance and Infrastructure Committee**

- Support this policy and Management Guidelines

### **Chief Financial Officer**

- Support this policy and Management Guidelines

### **Director of Library Services**

- Implement and support this policy and Management Guidelines
- Ensure staff are aware of, and acting in accordance with, the Board's commitment to environmental sustainability

### **RELATED POLICIES:**

- B-FIN-11 Contracting
- B-FIN-12 Procurement and purchasing
- MG-FIN-12.2 Procurement - Other than Library Collection Materials
- MG-FIN-12.4 Purchasing & payment approval authority: other than Library Collection Materials