

POLICY: FINANCE – ENVIRONMENTAL PURCHASING AND PRACTICES

POLICY #: B-FIN-13

COMMITTEE:	Finance & Audit	PASSED:	22 October 2015
TOPIC:	Finance – Procurement and Purchasing	AMENDED:	28 November 2024
		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 provision of services for the Library. The LEED certified status of the Library buildings reflects this commitment, and creates an obligation to make environmentally sustainable purchasing, maintenance and supply of service 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

Sustainable environmental practices considered by the Library should aim to balance ecological, economic and social goals subject to both appropriateness and effort in provision.

Environmental effects and sustainable outcomes should be considered when evaluating the “best value” purchase option or best practices for protection of the environment.

RESPONSIBILITIES

Library Board

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

Finance & Audit 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