

Model Green Fleet Policy

1. STATEMENT

[A statement of what this policy seeks to achieve.]

The [Municipal Subtype] of _____ is committed to continuously improve the social and environmental impacts of its procurement of Goods and Services in a transparent and accountable way that balances fiscal responsibility, social equity and environmental stewardship.

Or

The [Municipal Subtype] of _____ is committed to advance the protection of the environment and support sustainable development by integrating environmental performance considerations into the procurement decision-making process.

2. PURPOSE

[Set up a goal that is aligned with Climate Municipal GHG emissions reductions and Action/Mitigation/Adaptation/Resilient Plans]

The purpose of this policy is to document the process for purchasing and managing the [Municipal Subtype]'s diverse vehicle fleet, which includes both vehicles and heavy equipment, in a manner that minimizes greenhouse gas emissions and considers life-cycle economics.

The municipality is committed to greenhouse gas reduction initiatives and has a stated numeric goal of an _____ % reduction in greenhouse gas emissions by the year _____.

3. SCOPE

[Define the boundaries of the policy and the alignment with existing Procurement Policy]

This policy applies to the procurement of all Goods and Services required by the [Municipal Subtype] .

This policy supplements the _____ Bylaw and _____ Policy/Principals.

4. DEFINITIONS

- Employee: An individual who is employed (full-time, part-time, temporary, permanent) by the [Municipal Subtype]

- Buyer: The individual designated by [Municipal Subtype] Revenue & Material Management Division to undertake all activities necessary for the procurement of goods, works, or services
- Contract Manager: A [Municipal Subtype] employee who has been authorized and assigned the responsibility of overseeing a particular bid or contract
- Environmental Specialist: [Municipal Subtype] staff with environmental expertise who monitor the impact of the municipality on the environment and the community, identifying environmental issues and recommending solutions
- Goods: Tangible and intangible items, including but not limited to supplies, materials, equipment and licences
- Services: Actions that support work done, including but not limited to labour, construction, maintenance and professional and consulting services
- Sustainable Procurement: The acquisition of products and services with the lowest environmental impact and most positive social results. It captures the full cycle from manufacturing, supply chain, distribution, retailer, to customer. It considers total costs (e.g. purchase, operating/maintenance, disposal or recycling costs) and supports 'Best Value' procurement)
- Low Emission Vehicle and Zero Emission Vehicle: Electric and hydrogen-fuel-cell vehicles that have zero harmful tailpipe emissions

5. ROLES AND RESPONSABILITIES

a) Division Finance/Corporate Services Management

- Ensure the maintenance and administration of the policy by:
 - Amending forms and templates for proposals, quotations and tenders to reference an existing Green Procurement Policy
 - Ensuring all applicable managers/supervisors are aware of this policy and any subsequent revisions
 - Program performance, including managing program planning and resourcing
 - Ensuring that precise specifications are provided for the procurement process
- Monitoring and evaluating performance metrics
- Reporting to Council and the public on Sustainable Procurement progress annually for three years from the effective date of this policy and regularly after that

b) Purchasing and Materials Management Division

- Executing this policy and supporting procedures
- Assisting client departments to incorporate life cycle costing factors within the specification requirements for the good or service being procured
- Ensuring applicable staff are aware of this policy and any subsequent revisions
- Providing training, as requested
- Recommending resourcing
- Coordinating implementation of Sustainable Procurement activities

c) Managers/Supervisors

- Ensuring staff comply with this policy

d) Buyers

- Complying with this policy and supporting procedures
- Coordinating market analysis and research
- Applying best practice procurement tools

e) Departmental/ All Employees

- All departments and all staff are required to comply with the Green Procurement Policy when making all procurement decisions
- All departments and all staff are encouraged to identifying opportunities and risks for sustainability procurement, recommending specifications, and engaging in the total cost of ownership analysis

f) Contract Managers

- Monitoring supplier performance and ensuring sustainability compliance

g) Environmental Specialists

- Communicate and recommending specifications with applicable environmental legislative requirements in the procurement of goods and services
- Engaging in risk and opportunity analysis

6. FLEET PROCUREMENT PRINCIPLES

a) Transparency

- Increase consistency and transparency in green procurement reporting requirements for all departments by publicly reporting on implementation progress
- Inform suppliers and other impacted stakeholders about sustainable fleet procurement methods and decision making

b) Education and Training

- Ensuring staff have the resources needed, including training and funding, to support the implementation and ongoing application of this policy

c) Consider Whole-of- life-costing

Whole-life cost is the total cost of ownership over an asset's life and the life-cycle benefits and impacts on society, the environment and the economy resulting from procurement activities. Including, but not limited to:

- Ownership costs
- Vehicle administration costs
- Fuel costs
- Maintenance costs
- Total cost of ownership
- GHG reductions – Life-cycle assessment
- Charging/Fuel infrastructure costs

d) Sustainability partnerships

- Mobilizing regional/county approach to Sustainable Procurement in shared supply chains
- Actively participating with the existing coalitions, collaborations, partners to stay abreast of new innovative ideas and be willing to utilize [Municipal Subtype] vehicles to demonstrate promising technologies
- Encourage and support suppliers to continually improve their sustainability practices and outcomes, and the sustainability impacts of their Goods and Services and supply chain, where possible and appropriate
- Integrate knowledge from other leading organizations and share best practices broadly

7. FLEET PROCUREMENT PRACTISES

a) Low Emission and Zero Emission Vehicle (ZEV) acquisitions

- Purchase vehicles based on the actual type of use and need of a particular position classification based upon an established vehicle standard with an emphasis on purchasing units offering the greatest fuel economy and lowest GHG emissions in its respective class, as well as alternative fuels and ZEV's
- Increasing ZEVs in the [Municipal Subtype]'s fleet across all vehicle and equipment categories as follows:
 - A minimum commitment for ____% of annual light-duty Fleet purchases to be ZEV by ____ year and ____% of annual light-duty Fleet purchases to be ZEV by ____ year
 - A commitment to test, evaluate, and, where feasible, acquire ZEVs for medium- and heavy-duty vehicle and equipment categories
- Establishing a "ZEV First" commitment for vehicles and equipment, requiring the procurement of battery-electric, hydrogen fuel-cell, or other ZEV types that emit no tailpipe emissions from the onboard source of power, as follows:
 - Procurement: Fleet Services is authorized to procure ZEVs for vehicle replacements when a suitable ZEV option is identified with equivalent operational

capacity. ZEV purchases shall be prioritized over comparable vehicles powered by internal combustion engines utilizing fossil fuels and flex-fuel or bi-fuel vehicles powered by petroleum-based fuels and other alternative fuels, such as ethanol

- Continue to expand the use of vehicles using Compressed Natural Gas (CNG), Biodiesel or other available clean fuel sources and technologies for trucks and heavy equipment where ZEV's are not yet a viable option

b) Environmental, Social, and Ethical aspects of purchasing

- Seeking suppliers that have leading sustainability practices in their governance, supply chain or operations
- Seeking suppliers that use reduced materials and waste, maximizing energy efficiency, and reduce GHG emissions
- Seeking suppliers that demonstrate best practices in workplace diversity, inclusion and accessibility
- Seeking suppliers that exhibit fair labour practices and respect human rights

8. PROCUREMENT ALTERNATIVES

- Reduce fleet size by removing under-utilized units, reviewing annually, from the fleet or through reassignment in place of additional units
- Consider possible alternatives to buying new Goods, including reuse, sharing between divisions, refurbishing, appropriate order quantity, leasing rather than buying
- Actively seek grants, rebates, and other financial incentives and funding opportunities to use in implementing new technology into the Fleet
- Identify opportunities and the financial resources needed to replace older fleet equipment with certified low emission equipment
- Enhance Fleet Management systems and implement new technology to reduce fossil fuel consumption and "right-sizing" the municipal fleet

9. MONITORING AND REPORTING

[The ideal sustainable/green procurement policy should evolve and develop over time. Once the green fleet procurement policy is created, evaluate it annually and measure your progress against planned milestones. Then, revise as needed.]

- a) **Measure and track when the policy is being applied and the outcomes and impacts of Sustainable Procurement**
- b) **Publicly report on implementation progress**
- c) **Each fiscal year Fleet Management shall:**
 - Prepare an annual replacement budget, including the cost of ZEVs suitable for replacing existing gas vehicles

- Include a report of any other actions taken to support or enhance the Fleet Sustainability Procurement

10. Appendix

A. Green/Sustainable Procurement Examples and Guidelines

- Town of Oakville - [Sustainable Purchasing Procedure](#)
- City of Mississauga - [Sustainable Procurement](#)
- The University of Vermont – [Fleet Vehicle Procurement Procedure](#)
- Australian Government, Environment and Energy - [Sustainable Procurement Guide](#)
- Government of Ireland – [Green Procurement: Guidance for the Public Sector](#)