



POLICY: DJF
SUBJECT: SUSTAINABLE PRACTICES
APPROVAL DATE: June 19, 1990
REVISION DATE: November 3, 2003, October 17, 2022
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1. GENERAL

- 1.1 The Winnipeg School Division (WSD) believes in developing responsible decision-makers and global citizens, who contribute to the social, cultural, environmental, and economic well-being to ensure a sustainable future for all.
- 1.2 WSD schools and departments strive to follow sustainable practices in the social, environmental and economic realms.
- 1.3 WSD teaches, encourages and demonstrates critical thinking about global and environmental issues including inequalities of the sharing distribution of global resources and political power (Manitoba Education).
- 1.4 Traditional Indigenous perspectives regarding our relationship with Mother Earth, such as our responsibility to ensure the survival of the Seventh Generation and collective responsibility, are incorporated in the WSD Sustainable Development Plan.
- 1.5 WSD recognizes the importance of families and values cultural diversity and community partnerships while working toward a sustainable future for all.
- 1.6 WSD recognizes and support the connection between healthy lifestyles and sustainable living.
- 1.7 WSD supports the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to our work.
- 1.8 WSD recommends the purchase of environmentally preferable products whenever these products perform satisfactorily and are available at a reasonably competitive price.
- 1.9 WSD shall promote the use of recycled/recyclable supplies and materials as a priority as follows:
 - a) Encourage waste prevention, recycling, market development and use of recycled/recyclable materials through lease agreements, contractual relationships and purchasing practices with vendors, contractors, businesses and other governmental agencies;
 - b) Review how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed.

2. DEFINITIONS

- 2.1 Recycling - means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products which meet the quality standards necessary to be used in the marketplace.
- 2.2 Waste Prevention - means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.
- 2.3 Environmentally Preferable Products - means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.



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2.4 Recycled Products - are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

2.5 Practical - means sufficient in performance and reasonably available at a reasonably competitive cost.

3. TENDERS

3.1 In accordance with the Public Schools Act, Section 70, WSD will purchase goods and services at all times use the following procedures:

- a) All purchases of personal property and contracted services shall be made in the most economical manner possible;
- b) Where the cost of personal property or services mentioned in clause (a) exceeds the amount of \$50,000, competitive offers for such property and services shall be obtained, except in emergency situations, by public tender;
- c) All offers received pursuant to clause (b) shall be tabulated for ready reference for presentation to the school Board of Trustees for approval.

3.2 The Metro Winnipeg School Division Purchasing Committee has undertaken joint tenders on behalf of all or some divisions and intends to pursue this practice on an ongoing basis. It shall be recognized that WSD will participate in certain tenders and will assign authority to award tenders to the Metro Winnipeg School Division Purchasing Committee having representation from the Winnipeg area divisions.

4. SUPPLIERS

4.1 All suppliers shall be provided with the opportunity to provide materials and services to WSD. In selection of suppliers, consideration shall be given to:

- a) The timely procurement of goods;
- b) The quality of goods provided;
- c) The satisfactory level of service provided;
- d) Sustainable development;
- e) The price of goods.

5. PARENT/COMMUNITY PARTNERSHIPS

5.1 Parents and community partners will be actively encouraged to participate in school-based sustainable development committees/activities.

5.2 Community gardens, feasts, and initiatives will be promoted and enhanced.

5.3 Schools will engage in opportunities to explore and develop partnerships in support of other Healthy Schools Initiatives: Winnipeg Regional Health Authority, Winnipeg Harvest, Child Nutrition Council of Manitoba, Manitoba School Improvement Program and the Immigrant & Refugee Community Organization of Manitoba.

6. MATERIALS

6.1 Sustainability principles will be applied to all aspects of facility/operations management procurement and resource use.



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- 6.2 Construction and maintenance materials conform to LEED Resource Re-use, Recycled Content, Durable Building criteria and low VOC content where available and practical.
- 6.3 All procurement decisions that will have some impact on sustainable development will be based on initial cost, quality, durability, running costs, management, and disposal.
- 6.4 Sustainable schools use goods and services of high ecological and ethical standards from local sources where practicable, increasing value for money by reducing, reusing, repairing, composting, and recycling as much as possible.

7. WASTE PREVENTION PRACTICES

- 7.1 WSD staff are encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities as follows:
- a) Consider durability and repair-ability of products prior to purchase;
 - b) Conduct routine maintenance on products/equipment to increase the useful life;
 - c) Use duplex features on laser printers and copiers. Specify duplex on print jobs;
 - d) Create electronic letterhead for use by all WSD Schools/Departments;
 - e) Send and store information electronically when possible. This includes e-mail, website and electronic fax;
 - f) Review record retention policies and implement document imaging systems;
 - g) Plant trees and seedlings to provide shade, wind barriers and air filtering;
 - h) Implement "Turn Off the Lights" campaign in our schools and use more natural light in the classroom;
 - i) Other waste prevention practices that further the goals of this Policy.

8. RESPONSIBILITIES

8.1 Chief Superintendent/Chief Executive Officer (CEO)

The Chief Superintendent/CEO is responsible for the implementation of this Policy.

8.2 Secretary-Treasurer/Chief Financial Officer (CFO)

The Secretary-Treasurer/CFO shall ensure that all staff who manage a divisional program, department or school budget purchase products or services that are consistent with promoting sustainability in schools.

The Secretary-Treasurer/CFO is responsible for the relevant provisions of the Public Schools Act and purchasing procedures outlined in the Agreement on Internal Trade.

The Purchasing function is the responsibility of the Secretary-Treasurer/CFO or designate and includes supervising the purchasing activity; ensuring adherence to divisional purchasing procedures; and delegating that responsibility as appropriate to the staff of the Purchasing Department.

8.3 Principal

The Principal is responsible to ensure that all staff purchase and use recycled and environmentally preferable products whenever practical.



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8.4 Staff

Each school/department shall be responsible for the implementation and promotion of this Policy and shall:

- a) Practice waste prevention whenever possible;
- b) Continue to utilize recycling programs and expand where possible;
- c) Procure recycled products whenever practical;
- d) Develop, evaluate and maintain information about environmentally preferable and/or recycled products containing the maximum practical amount of recycled materials;
- e) Ensure that procurement documents require environmental preferred alternatives whenever practical.

8.5 Purchasing Department

In accordance with Policy DJA – Purchasing Authority, the Purchasing Department will maintain an inventory of WSD's equipment and assets as required by the Public Schools Act as follows:

- a) Maintain and use information, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage Schools/Departments to purchase such products whenever possible;
- b) Provide Schools/Departments with information about recycled products and environmental procurement opportunities;
- c) Inform vendors of our Green Procurement Policy.

9. CONFLICT OF INTEREST

- 9.1 No Board of Trustee member, officer or staff of WSD shall be interested financially in any contract entered into by the Board. This shall also preclude acceptance of any gratuities, financial or otherwise, by the above persons, from any supplier of materials or services to WSD.