

**From:** "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>

**To:** "Direct to Mayor and Council - DL" <CCDTMACDL@vancouver.ca>

**Date:** 1/18/2016 3:24:18 PM

**Subject:** Memo - Sustainability Engagement Consultant

**Attachments:** [CMO - Mayor & Council - Engagement for Sustainability Consultant - 2016.01.15.pdf](#)

Dear Mayor and Council,

Please see attached memo informing you of a short-term engagement for an external consultant.

A short summary of the memo is as follows:

- Engagement of an external consultant to support the continued enhancement of the City's Sustainable and Ethical purchasing program (SEP).
- Opportunity for Councillors to provide the consultant with input on sustainable and ethical purchasing in achieving the City's goals.
- The objective of this engagement is to optimize the sustainability capability within this department.

Regards,  
Sadhu

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OFFICE OF THE CITY MANAGER  
Sadhu Johnston, Acting City Manager

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## MEMORANDUM

January 15, 2016

**TO:** Mayor and Council

**CC:** Sadhu Johnston, Acting City Manager  
Paul Mochrie, Acting Deputy City Manager  
Janice MacKenzie, City Clerk  
Lynda Graves, Manager, Administration Services, City Manager's Office  
Rena Kendall-Craden, Director, Communications  
Mike Magee, Chief of Staff, Mayor's Office  
Kevin Quinlan, Deputy Chief of Staff, Mayor's Office  
Braeden Caley, Director, Policy and Communications, Mayor's Office  
Paul Mochrie, Acting Deputy City Manager  
Patrice Impey, CFO/ General Manager Finance, Risk and Business Planning  
Nick Kassam, CPO/Director, Supply Chain Management

**FROM:** Sadhu A. Johnston  
Acting City Manager

**SUBJECT:** Engagement for Sustainability Consultant

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Dear Mayor and Council,

The purpose of this memo is to inform Council of a short-term engagement for an external consultant to support the continued enhancement of the City's Sustainable and Ethical Purchasing program (SEP). As part of this engagement, I would like to give you the opportunity, through meeting with the consultant, to provide your thoughts regarding sustainable and ethical purchasing in achieving the City's goals.

As you know, in 2010 the SEP program was launched to support City's sustainability goals and aims to incorporate sustainability into the best value (Social, Environmental and Economic Sustainability) equation in the acquisition of goods and services for City operations. Details are included in the Annual Procurement Reports presented to Council by the Chief Procurement Officer.

Through this engagement, the City's Supply Chain Management (SCM) department, as the overseeing group of the SEP program has the opportunity to further develop their leadership in SEP. The objective of this engagement is to optimize the sustainability capability within this department. The role of the consultant will be to provide subject matter expertise and

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recommend leading practices which can be practically implemented within the City's procurement function to enhance the current program with the objective of contributing to City priorities such as the Greenest City Action Plan, Healthy City Strategy and the Green Operations Plan.

It is expected the consultant will be with the City for approximately four weeks from mid-January. We look forward to your continued support of the development of sustainability related actions within SCM and providing your time to take part in the consultation process. If you are interested in sharing your thoughts with the consultant, please let me know by January 19th so we can coordinate the meetings.

A handwritten signature in black ink, reading "Sadhu A. Johnston". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Sadhu A. Johnston, LEED AP  
Acting City Manager

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SAJ/lis