

SUSTAINABLE ENVIRONMENTAL AND ETHICAL PROCUREMENT POLICY ENGAGEMENT PROCESS SUMMARY

ENGAGEMENT PROCESS USED

An engagement assessment for this project was conducted and a plan developed to address the needs of the project team and the stakeholders.

The project team was comprised of an interdepartmental group of representatives from Finance & Supply, Environmental Management, Community & Neighbourhood Services, and Communications and Customer Service including the Engage Resource Unit.

The engagement processes that were used were Inform and Listen & Learn. Working within these two categories allowed the project team to successfully engage stakeholders, while at the same time meet the corresponding promise of each strategy, as follows:

Inform strategy / corresponding promise:

The team worked diligently to provide timely, accurate, balanced, objective and easily understood information to stakeholders

Listen & Learn strategy / corresponding promise: Sought out and listened to stakeholders to learn about their plans, views, issues, concerns and expectations.

The project team reached out to various internal and external contacts to identify stakeholders who should be included in engagement sessions.

Efforts were made to reach a diverse stakeholder base addressing a broad range of interests and expertise, including the environment, labour, social action groups, sustainability, third party certification bodies, businesses and suppliers.

In addition input was solicited from a variety of external reference groups with experience or expertise in the subject matter of green and/or ethical procurement. The engagement process entailed meetings with internal and external stakeholders, communications via e-mail and The City of Calgary website, circulation of draft documents and peer review by the external reference groups.

SUMMARY OF STAKEHOLDER ENGAGEMENT

Stakeholder activities commenced in 2006 August. Meetings were held with internal and external stakeholders, which included presentations and small group discussions. The draft Policy and Supplier Code of Conduct were then developed, taking into account the views, concerns and expectations voiced by the stakeholders. Subsequent stakeholder sessions were held in 2006 October with both internal and external stakeholders. These meetings provided an opportunity for robust discussion around the revised draft Policy and Code.

The draft documents were circulated to external reference groups for comment. The documents were reviewed and refined based on the comments received. The City website was maintained and updated, and provided an opportunity for input from the general public as well as the stakeholders. Additional meetings were held with interested parties including aldermen and interest groups. The project team continues to be responsive to stakeholder requests for meetings / information sharing.

Future Engagement

It is anticipated that engagement will continue into the implementation phase, based on stakeholder feedback expressing an interest in participating in further Inform and Listen & Learn sessions.