



ENVIRONMENTAL STEWARDSHIP POLICY

This policy is applicable to: all RPD business and portfolio, including contracted services.

DOCUMENT CONTROL

Table with 3 columns: Policy Application Lead, Policy Owner, Version, Policy Drafter, Approved by, Status, Drafter Contact number, Date approved, Next review date.

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REVISION RECORD

Table with 3 columns: Date, Version, Revision description. Lists revisions from 1.0 to 3.0.



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|------------|-----|---|
| Dec 07, 17 | 3.1 | Policy Review   |
| Jun 18, 18 | 3.2 | Addition of text to align with ISO 14001:2015   |
| Dec 12, 18 | 3.3 | Minor edits to Policy Statements  |
| Nov 5, 19  | 3.4 | Minor edits to Policy Statement 4.9   |
| Jan 29, 21 | 3.5 | Minor edits to Policy Statements 4.11; order of Policy Statements 4.4 and 4.5 revised |

2. **OVERVIEW:**

The context for this policy is as follows:

- 2.1 Environmental imperatives derived from [The Natural Step Framework](#)<sup>1</sup> drive the need to enhance environmental sustainability for present and future generations.
- 2.2 Environmental imperatives are linked to human health and safety.
- 2.3 Effective environmental stewardship of government facilities is an integral component of the Ministry's mandate to provide value to citizens.
- 2.4 Division-wide responsibility for environmental stewardship is an integral component of Real Property Division's (RPD) strategic plans, policies and strategies.
- 2.5 RPD will enhance environmental sustainability through the proactive management of its activities and operations, on behalf of and in conjunction with other stakeholders.
- 2.6 RPD may transfer responsibility to external parties, including outsource facility management Service Providers<sup>2</sup>, and must retain ultimate accountability for environmental stewardship.

3. **PURPOSE:**

To outline requirements that ensure the delivery of sustainable real estate services by RPD that address environmental stewardship imperatives such as climate action and risk mitigation.

4. **POLICY STATEMENTS:**

To provide assurance that its environmental stewardship commitments are upheld, RPD business operations shall be managed by RPD staff in consideration of the following:

- 4.1 Compliance with applicable legislation and other environmental commitments (e.g. policies, standards).
- 4.2 Protection of the environment, including pollution prevention and ecosystem restoration, underpin environmental stewardship efforts.<sup>3</sup>

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<sup>1</sup> The Natural Step Framework is a well-recognized industry resource that was developed by a not-for-profit organization. The Framework includes System Conditions of a Sustainable Society that considers the impact of resource extraction and material production on the natural ecosystem and on social vitality.

<sup>2</sup> An outsource facilities management Service Provider is a private-sector organization which provides property management services to RPD and its clients under a contractual relationship.

<sup>3</sup> This policy statement is delivered within the context of RPD's Triple Bottom Line framework.

- 4.3 Participation as a learning and leading organization in collaboration with other organizations and jurisdictions.
- 4.4 Senior Management Team upholds and maintains accountability for environmental management responsibilities.
- 4.5 Every staff is responsible for comprehending and fulfilling environmental management roles and responsibilities.
- 4.6 Products and services that uphold environmental stewardship are solicited, promoted, shared, and/or incented.<sup>4</sup>
- 4.7 Environmental requirements and expectations are explicitly and clearly identified in legal contracts and agreements with contractors, clients, landlords and other stakeholder parties.
- 4.8 RPD and its facility management service providers maintain an ISO 14001 registered Environmental Management System, which will be continually improved to enhance environmental performance.
- 4.9 Information related to environmental management must be accessible, effectively communicated and easily identifiable by interested parties, as appropriate.
- 4.10 Environmental stewardship must be integrated within decision-making processes balanced with economic and social imperatives.
- 4.11 Client initiatives that positively affect building performance and reduce environmental impact are supported within the context of RPD's mandate.

## 5. APPLICATION:

This policy applies to the business activities and processes undertaken by all RPD branches and departments. This policy applies to the entire portfolio under RPD management responsibility; i.e. owned, leased and maintained. Resources, reference materials and other support for applying the policy are available from the RPD [Environmental Stewardship](#) intranet site.

## 6. EVALUATION AND REVIEW:

The following practices ensure rigorous and routine evaluation and review of environmental practices:

- 6.1 Environmental Management Monitoring and Reporting Program
- 6.2 Quarterly EMS Management Review
- 6.3 Annual review of the Environmental Management System elements
- 6.4 Sustainability Assessments
- 6.5 Maintenance of ISO 14001 registration of the RPD Environmental Management System

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<sup>4</sup> Incentives can include, for example, rewards for clear standards of performance and/or environmentally-minded vendors.