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

**DOCUMENT CONTROL**

Policy Application Lead: Director, Corporate Sustainability  
Policy Owner: ADM Office  
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Policy Drafter: Senior Manager, Environmental Management System  
Approved by: ADM, RPD  
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**REVISION RECORD**

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<td>Jan 28, 13</td>
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<td>Transferred policy into SSBC Policy template</td>
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<td>Mar 21, 13</td>
<td>1.1</td>
<td>Updated document control and missing definitions as discussed.</td>
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<td>Mar 27, 13</td>
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<td>Corporate Sustainability Dept. reviewed and updated policy</td>
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<td>Review of updates</td>
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<td>Apr 10, 14</td>
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<td>Change IWS to RPD. Clarify Application re: owned, leased, maintained. Minor edits.</td>
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<td>Addition of text to align with ISO 14001:2015</td>
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1. **TITLE:** Environmental Stewardship Policy

2. **OVERVIEW:**

The context for this policy is as follows:

2.1 Environmental imperatives derived from [The Natural Step Framework](#) 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, 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.

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1 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.

2 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.

3 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 Every staff is responsible for comprehending and fulfilling environmental management roles and responsibilities.

4.5 Senior Management Team upholds and maintains accountability for environmental management responsibilities.

4.6 Products and services that uphold environmental stewardship are solicited, promoted, shared, and/or incented.4

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 programming efforts 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

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