

PURPOSE

The Purchasing and Materials Management Division and City Divisions when purchasing food (for purchases greater than \$3,000) shall include language in all Request for Proposals (RFPs) and Request for Quotations (RFQs) to increase the percentage of food that is grown locally.

POLICY

The City's Local Food Procurement Policy endeavours to reduce the greenhouse gas emissions associated with the provision of food purchased for City operations and facilities while supporting local producers and processors.

City Council at its meeting on July 12, 13 and 14, 2011 adopted the Local Food Procurement Policy as presented in the Report GM5.13.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2011.GM5.13>

This policy will be included in all procurement calls for food issued by Purchasing and Materials Management Division, and in all purchases made by Divisions (greater than \$3,000) using the Divisional Purchase Order process (DPO).

All RFPs and RFQs to purchase food for City of Toronto operations (greater than \$3,000) will include language indicating that it is a policy objective of the City to increase the percentage of food that is grown locally when all factors, including costs, quality and availability are equal.

Definitions:

In accordance with the policy, the following definitions of local food have been adopted:

- **Fresh foods** means the product must be grown in Ontario and adhere to the Foodland Ontario definitions.
- **Value added or Processed foods** means that the primary agricultural ingredients (e.g., chicken in chicken pot pie) and the majority (i.e., 51 percent or greater.) of remaining ingredients must be of Ontario origin and/or 80% of the processing costs must be returned to Ontario, or any amended definition provided by Foodland Ontario.

Exceptions to the Policy:

Operations that will be outside the scope of the Local Food Procurement Policy due to the nature of operations or the already high local food content include third-party operators of concessions in the Real Estate Services and Parks, Forestry and Recreation divisions (as such operators have demonstrated they are unwilling or unable to participate). Also

outside of the scope of the policy are farmers' markets, street food vendors, vending/snack machines, park vendors and St. Lawrence Market or similar venues.

Monitoring:

The Environment and Energy Division, the Purchasing and Materials Management Division and the City Divisions directly responsible for implementing this policy will continually review implementation of this policy.

PROCEDURE

1. All RFPs and RFQs to purchase food for City operations will include language indicating that it is a policy objective of the City to increase the percentage of food that is grown locally.
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3. All City divisions engaged in the purchase of food for operational needs will include in their procurement documents appropriate specifications to increase local content in food purchases, measured in volume and categories of food.
4. Each division issuing food purchasing documents will, according to their situation and business needs, define specific criteria that must be addressed by potential vendors.

Staff may, when their divisions determine that it is appropriate:

- require vendors to provide a catalogue of the available items that meet the City's definition of local;¹ i.e., 51 percent or greater.
- through divisional cooperation, issue joint purchasing documents to select a primary vendor for specific goods; and
- insert in procurement documents seeking food vendors, evaluation criteria favouring local food.

Staff may also include in procurement documents requirements that potential vendors:

- indicate how they can meet the City's policy objective and defined criteria;
- identify the expected costs of local food in comparison to items that may not be produced in Ontario; and
- indicate their ability to track and calculate the percentage of local products being purchased by site and by division.

CONTACT

Should you have any questions please contact the Purchasing and Materials Management Division. In the event that further interpretation is required, please contact the Manager, Corporate Purchasing Policy & Quality Assurance at 416-392-0387 or Supervisor, Policy, Training & Technology at 416-392-1305.