

Policy Title: Sustainable Procurement

Policy Number: 03-06-09

Section: Corporate Administration

Subsection: Acquisition/Disposal of Good and Services

Effective Date: November 28, 2024

Last Review Date: November, 2024

Approved by:

Owner Division/Contact:

Leadership Team

Procurement Services, Corporate Business Services Division, Corporate Services Department

Policy Statement

The City of Mississauga is committed to continuously improving the social and environmental impacts of its procurement of Goods and Services in a transparent and accountable way that balances fiscal responsibility, social equity, Indigenous reconciliation and environmental stewardship.

Purpose

This policy is intended to:

- Define and communicate the City’s commitment to Sustainable Procurement, and
- Identify roles and responsibilities

Scope

This policy applies to all Medium and High Value Acquisitions (MVAs and HVAs) and supplements the Procurement By-law 0013-2022, as amended.

Exclusions

Co-operative Procurements are excluded from the requirements of this policy.

Sustainable Procurement Menu

This Corporate Policy and Procedure is supported by a Sustainable Procurement Menu which provides detailed direction to employees on operationalizing the City’s Sustainable Procurement Principles, which are set out below. The Menu provides:

- Criteria for inclusion in evaluated procurements
- Specifications for inclusion in procurements where requirements are stated
- Guidance on the review and evaluation of bid submissions

Related Policies, Plans and Standards

- Corporate Policy and Procedure - 03-06-10 - Disposal of Surplus City Assets
- Corporate Policy and Procedure - 09-00-03 - Corporate Green Fleet and Equipment
- Corporate Policy and Procedure - 09-06-03 - Reduction of Single-use Items in City Facilities and Operations
- Corporate Policy and Procedure – 03-06-15 – Low Value Acquisitions
- Corporate Policy and Procedure - 05-02-07 – City Art Collection
- Climate Change Action Plan
- Corporate Green Building Standards

Definitions

For the purposes of this policy:

“Best Value” has the meaning set out in the Procurement By-law 0013-2022, as amended.

“Buyer” has the meaning set out in the Procurement By-law 0013-2022, as amended

“Contract Manager” has the meaning set out in the Procurement By-law 0013-2022, as amended.

“Co-operative Procurement” has the meaning set out in the Procurement By-law 0013-2022, as amended.

“Goods” has the meaning set out in the Procurement By-law 0013-2022, as amended.

“High Value Acquisition” (HVA) has the meaning set out in the Procurement By-law 0013-2022, as amended.

“Medium Value Acquisition” (MVA) has the meaning set out in the Procurement By-law 0013-2022, as amended.

“Services” has the meaning set out in the Procurement By-law 0013-2022, as amended.

“Sustainable Procurement” means evaluating social, environmental and Indigenous impacts, in addition to purchase price, quality and service, when procuring Goods and/or Services to achieve Best Value.

Sustainable Procurement Principles

The City’s three guiding sustainability principles are:

Promote Environmental Stewardship

- Consider alternatives to buying new Goods, including reuse, sharing among business units, leasing rather than buying, and purchasing products as a service
- If it is necessary to purchase new Goods, prioritize the following:

- Low or zero greenhouse gas emitting Goods, wherever possible (e.g. electric powered technologies, low impact materials and/or material substitutions)
- Energy efficiency, water conservation and alternatives to toxic and hazardous chemicals
- Durable, and easy to repair and maintain Goods to extend the time they are in use and to avoid disposal for as long as possible
- Goods that limit waste going to landfill either from packaging or end of life
- Services should be purchased from companies with sustainable business practices

Integrate Social Value

- Consider purchases of Goods and/or Services that integrate social impact outcomes related to increasing employment opportunities for equity-deserving communities and/or training and skills development including apprenticeships and internships

Advance Indigenous Reconciliation

- Consider purchases of Good and/or Services that create opportunities to build relationships with Indigenous communities that lead to positive social and economic impacts including providing employment opportunities, increasing engagement and integrating cultural practices

Roles & Responsibilities

Chief Procurement Officer/Director Corporate Business Services

The Chief Procurement Officer is accountable for ensuring that all directors are aware of this policy and of any subsequent revisions.

Directors

All directors are accountable for:

- Ensuring their staff are aware of this policy and of any subsequent revisions
- Appointing Contract Managers, as applicable, and
- Approving procurements that deviate from the requirements set out in the Sustainable Procurement Menu, as applicable

Manager, Procurement Services:

The Manager, Procurement Services is accountable for:

- Ensuring Procurement staff are aware of this policy and of any subsequent revisions, and
- Monitoring implementation and use of the Sustainable Procurement Menu

Sustainable Procurement Consultant

The City's Sustainable Procurement Consultant is responsible for:

- Maintaining the Sustainable Procurement Menu
- Developing and delivering training for Buyers and Contract Managers
- Providing support to Buyers and Contract Managers, as required, and
- Working with suppliers to raise awareness of the City's Sustainable Procurement Policy

Buyers and Contract Managers

Buyers and Contract Managers are responsible for following the Sustainable Procurement Menu.

Exceptions

Any deviation from the requirements in the Sustainable Procurement Menu must be approved by the applicable director before a procurement can proceed.

Revision History

Reference	Description
GC-0357-2017 – June 21, 2017	Effective date – January 1, 2018
March 20, 2019	Housekeeping to update Division name to Parks, Forestry & Environment.
November 26, 2020	Housekeeping to reference Corporate Green Fleet and Equipment policy.
May 31, 2021	Scheduled review. No changes required.
March 14, 2022	Housekeeping to reflect reorg and new Procurement By-law.
LT – 2024 11 28	Scheduled review. Substantial revision to modernize the policy and to provide guidance to staff via an associated “menu”.