

# Corporate Policy & Procedure



**Policy Title: Reduction of Single-use Items in City Facilities and Operations**

**Policy Number: 09-06-XX**

**Draft Only – Clean Copy – December 4, 2023**

**Section: Environment and Conservation**

**Subsection: Waste Management**

**Effective Date: [Effective Date]**

**Last Review Date: [Last Review]**

**Approved by:**

**Owner Division/Contact:**

**Council**

**Environment Section, Parks, Forestry  
and Environment Division, Community  
Services Department**

## Policy Statement

The City is committed to reducing Single-use Items within City Facilities and throughout City operations to advance waste reduction and litter mitigation efforts.

## Purpose

This policy is intended to:

- Limit the Purchase and use of Single-use Items in City Facilities and operations
- Educate City staff on environmentally sustainable alternatives to Single-use Items
- Communicate the City’s commitment to environmental stewardship, and
- Identify roles and responsibilities in reducing the Purchase and use of Single-use Items

## Scope

This policy applies to Single-use Items Purchased for use in all City Facilities and operations.

This policy is supported by the Reduction of Single-use Items Guidebook, which is available on Inside Mississauga.

## Exclusions

This policy does not apply to:

- Single-use Items required for use in City Facilities and operations where an equivalent (re-usable) alternative is unavailable, including but not limited to:
  - Accessibility items (e.g., plastic flexible hinge straws)
  - Health and safety items (e.g., personal protective equipment and supplies) or items required under a public health or legislative mandate
  - Food handling equipment (e.g., hair nets)
  - Required temporary signs designed for one-time only communication (wayfinding, statutory notices and education and outreach purposes), and

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- Fasteners (e.g., cable ties, tape)
- Single use items that can be readily recycled or composted in Mississauga (e.g., plastic beverage containers and aluminum cans)

## Related Documents and Policies

Climate Change Action Plan

Circular Economy Road Map

Corporate Policy and Procedure – 03-06-09 - Sustainable Procurement

Corporate Policy and Procedure – 08-03-09 - Healthy Food and Beverage Policy for Recreation Facilities

Corporate Policy and Procedure – 03-06-10 - Disposal of Surplus City Assets

## Definitions

For the purposes of this policy:

“Circular Economy” means an economic system that eliminates Single-use Items and strives to keep resources in use for as long as possible.

“City” means the Corporation of The City of Mississauga.

“City Facilities” means meeting rooms, libraries, lobbies, auditoriums, theatres, banquet and event spaces, gymnasiums, golf courses, pools, arenas, and museums owned or operated by the City of Mississauga, including the Living Arts Centre and Civic Centre. It does not include cemeteries, marina slips or properties which are owned by the City and leased to or operated by third parties under full or partial management and operation agreements for long-term use.

“Environment Section” means the Environment Section of the Parks, Forestry and Environment Division, Community Services Department.

“Giveaways” means promotional materials offered by the City for brand awareness purposes free of charge (e.g. pens, lanyards, key chains).

“Purchase” means items that are formally procured, purchased via procurement card (PCard) or purchased by staff for City use.

“Single-use Items” means items made from materials that are not durable and are intended for short-term use (e.g. plastic cutlery, plastic food containers).

## Guiding Principles

The City shall take a phased approach to limiting the Purchase and use of Single-use Items.

The following principles shall guide staff:

- Be transparent about the City’s procurement preferences and work with suppliers to identify appropriate alternatives to single use items

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- Influence the broader community to be less reliant on Single-use Items by leveraging City resources, expertise and practices
- Review and consider the impacts of purchasing and using alternatives to Single-use Items and make environmentally responsible purchasing decisions in a way that balances fiscal responsibility and social equity and contributes to the Circular Economy
- Engage in ongoing learning and development to leverage emerging opportunities and current information, and
- Evaluate operational activities with the intent to implement environmentally responsible processes/decisions to achieve continuous improvement

## Roles & Responsibilities

### Directors

Directors are accountable for:

- Fostering, supporting and resourcing the reduction of Single-use Items in City Facilities and operations, and
- Ensuring alignment of strategic and business plans in relation to this policy

### Managers/Supervisors

Managers/supervisors are accountable for:

- Ensuring applicable staff are trained on this policy with respect to their specific job function
- Ensuring alternatives to Single-use Items are Purchased and used where available/practical, and
- Providing their staff with the resources and support required to implement alternatives to Single-use Items

### Manager, Environment

The Manager, Environment is accountable for:

- Reporting to leadership and elected officials, as required/requested, and
- Identifying opportunities for collaborative work with internal and external stakeholders

### Environment Section, Parks, Forestry and Environment Division

The Environment Section is responsible for:

- Monitoring legislative requirements and leading practices and providing timely information/education to staff, where applicable
- Educating staff on tactics for the reduction of Single-use Items purchased and used in City Facilities and operations, identifying alternatives and creating job aids, where appropriate
- Coordinating with applicable staff to identify Single-use Items commonly purchased and used in City Facilities and operations, and
- Updating the Reduction of Single-use Items Guidebook, as needed

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### Procurement Services

The Procurement Services Section is responsible for:

- Collaborating with the Environment Section on the proposed Purchase of Single-use Items to identify appropriate alternatives, where possible
- Consulting with clients to promote product specifications that align with this policy, where applicable, and
- Providing Environment Section staff with the quantity and cost of Single-use items purchased and used in City Facilities and operations annually, where available

### All Employees

All Employees are responsible for:

- Consulting the Reduction of Single Use Items Guidebook as applicable/appropriate
- Participating in training on this policy with respect to their specific job function, where applicable, and
- Identifying and implementing opportunities to reduce the use of Single-use Items, including but not limited to:
  - Purchasing alternatives to Single-use Items where available/practical
  - Hiring vendors that use alternatives to Single-use Items where available/practical
  - Ensuring City Giveaways and other promotional items are designed for reuse (e.g. reusable mugs, bags, and cutlery), and
  - When doing Procurement, ensuring that the statement of work and/or specifications include alternatives to Single-use Items, where available/practical

### Revision History

Reference	Description
Enter previous review - e.g. GC-1234-2015	<a href="#">Click here to enter text.</a>