

A by-law to amend By-law
0013-2022, to implement a recommendation
relating to Medium Value Acquisitions and
High Value Acquisitions

WHEREAS sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act, 2001*") authorize the Council of The Corporation of the City of Mississauga to pass by-laws necessary or desirable for municipal purposes;

AND WHEREAS the *Municipal Act, 2001*, Part VI, Section 270(1) stipulates that a municipality shall adopt and maintain policies with respect to its procurement of goods and services;

AND WHEREAS Council of The Corporation of the City of Mississauga enacted the Procurement By-law 0013-2022 (the "Procurement By-law");

AND WHEREAS on _____, 2025, the General Committee for The Corporation of the City of Mississauga made a recommendation _____ to amend the Procurement By-law to increase the value of Medium Value Acquisitions and High Value Acquisitions, as set out in the corporate report from the Commissioner of Corporate Services, dated _____, 2025 and entitled "_____";

NOW THEREFORE the Council of The Corporation of the City of Mississauga ENACTS as follows:

1. That the Procurement By-law 0013-2022 be amended, as follows:
 - (a) The definition of "Buyer" in Section 1 be deleted in its entirety and replaced with the following:

"Buyer" means a Staff in Procurement Services with the title of Manager, Procurement Services; Manager, Procurement Business Partner; Manager, Procurement Business Process; or Procurement Specialist; who is assigned responsibility for a particular Procurement and who has delegated authority to approve Awards and execute Contracts in accordance with Schedule "B" attached hereto.
 - (b) The definition of "High Value Acquisition" in Section 1 be deleted in its entirety and replaced with the following:


"High Value Acquisition" (HVA) means a Procurement of Goods and/or Services having a value ascribed to it in accordance with Schedule "B".
 - (c) The definition of "Manager" in Section 1 be deleted in its entirety and replaced with the following:

"Manager" means a Staff in Procurement Services with the title of Manager, Procurement Services and includes any person who has been authorized, in writing, to temporarily act during absence or vacancy in that office.
 - (d) The definition of "Medium Value Acquisition" in Section 1 be deleted in its entirety and replaced with the following:

“Medium Value Acquisition” (MVA) means a Procurement of Goods and/or Services that has a value ascribed to it in accordance with Schedule “B”.

- (e) Section 12(1) be amended by deleting “(more than \$25,000 and up to an including \$100,000)” in the opening line.
- (f) Section 12(2) be amended by deleting “(more than \$100,000)” in the opening line.
- (g) Section 12(2)(e) be amended by deleting “Section 6” and replacing it with “Section 7”.
- (h) Schedule “B” be deleted in its entirety and replaced with Schedule “B” attached hereto.
- (i) Schedule “D”, Departmental Directors, (1.) be amended by deleting “competitive Procurements over \$50,000 and all” and replacing it with “Medium Value,”.
- (j) Schedule “D”, Departmental Managers, (1.) be amended by deleting “Procurements with a value of \$25,000 and up to \$50,000” and replacing it with “Medium Value Acquisitions”.

ENACTED and PASSED this 19th day of March 2025.

Approved by Legal Services City Solicitor City of Mississauga

Eleonora Filippone
Date: March 12, 2025
File: BL.01-24.09

MAYOR

CLERK

SCHEDULE "B"

**AWARD APPROVAL AND CONTRACT EXECUTION
AUTHORITY**

(Unless otherwise specified in the By-law)

This Schedule "B" is to be read in conjunction with the By-law and Policy # 03-06-12 Contract Amendments and Terminations.

Contract Value¹	Procurement Method	Departmental Approval	Award Process Approval	Contract Execution
Low Value Up to \$25,000	P-Card or Concur	Supervisor with Cost Centre authority	As per Departmental approval	In accordance with City policies and procedures
Low Value IT Solutions and Professional Services Up to \$25,000	P-Card or Concur	Supervisor with Cost Centre authority	Departmental IT Manager	Departmental IT Manager
Medium Value NON-CONSTRUCTION More than \$25,000 up to \$50,000	Competitive	Departmental Manager	Manager, Procurement Business Partner	Buyer
	Single Source	Departmental Director	Manager	Manager, Procurement Business Partner
Medium Value NON-CONSTRUCTION More than \$50,000 up to \$125,000 ²	Competitive	Departmental Director	Manager	Manager, Procurement Business Partner
	Single Source	Department Head	Manager	Manager, Procurement Business Partner
Medium Value CONSTRUCTION More than \$25,000 up to \$50,000	Competitive	Departmental Manager	Manager, Procurement Business Partner	Buyer
	Single Source	Departmental Director	Manager	Manager, Procurement Business Partner
Medium Value CONSTRUCTION More than \$50,000 up to \$325,000 ³	Competitive	Departmental Director	Manager	Manager, Procurement Business Partner
	Single Source	Department Head	Manager	Manager
High Value NON-CONSTRUCTION More than \$125,000 ⁴	Competitive	Departmental Director up to \$500,000 Department Head, if over \$500,000	Manager, up to \$500,000 Chief Procurement Officer ⁵ , if over \$500,000	Manager, up to \$500,000 Chief Procurement
	Single Source	Council upon	Chief	

		recommendation of Department Head	Procurement Officer ⁵	Officer ⁵ , if over \$500,000
	Emergencies ⁶	City Manager	Chief Procurement Officer ⁵	
	City-Wide Contracts	Commissioner appointed by Council with administrative responsibility for Procurement Services	Chief Procurement Officer ⁵	
High Value CONSTRUCTION More than \$325,000 ⁴	Competitive	Departmental Director up to \$500,000 Department Head, if over \$500,000	Manager, up to \$500,000 Chief Procurement Officer ⁵ , if over \$500,000	Manager, up to \$500,000 Chief Procurement Officer ⁵ , if over \$500,000
	Single Source	Council upon recommendation of Department Head	Chief Procurement Officer ⁵	
	Emergencies ⁶	City Manager	Chief Procurement Officer ⁵	

¹ The approval required is for the total Contract value, including any amendment(s) to the Original Contract, not just the value of the amendment(s).

² If despite best efforts to estimate the cost of the Medium Value Acquisition (Non-Construction), the lowest compliant Bid or Best Value Bid exceeds \$125,000, an Award without Council approval may be made only if the Manager is satisfied that all relevant considerations were taken into account such that:

- (a) The planning process and the cost estimation made prior to conducting a Medium Value Acquisition process were appropriate; and
- (b) The Procurement process was conducted properly; and
- (c) The total amount of the Best Value Bid or lowest compliant Bid does not exceed the prescribed thresholds in the Canadian Free Trade Agreement (CFTA).

³ If despite best efforts to estimate the cost of the Medium Value Acquisition (Construction), the lowest compliant Bid or Best Value Bid exceeds \$325,000, an Award without Council approval may be made only if the Manager is satisfied that all relevant considerations were taken into account such that:

- (a) The planning process and the cost estimation made prior to conducting a Medium Value Acquisition process were appropriate; and
- (b) The Procurement process was conducted properly; and
- (c) The total amount of the lowest compliant Bid or Best Value Bid does not exceed the prescribed thresholds in the Canadian Free Trade Agreement (CFTA).

⁴ Legal Services must review and approve Original Contracts with a value of \$500,000 or more and may prepare amending agreements, if required.

⁵ The role of the Chief Procurement Officer can only be delegated to the Commissioner appointed by Council with administrative responsibility for Procurement Services.

⁶ Award approval and Contract execution related to Emergencies may occur after Procurement has taken place.