



## REPORT FOR ACTION

### Procurement Policy

**Date:** February 25, 2020  
**To:** CreateTO Board of Directors  
**From:** Chief Executive Officer  
**Wards:** All

#### SUMMARY

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This report seeks approval of CreateTO's Procurement Policy.

#### RECOMMENDATIONS

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The Chief Executive Officer recommends that the Board of Directors:

1. Adopt the Procurement Policy attached in Appendix A to this report; and
2. Authorize the Chief Executive Officer or his designate to make such non-material amendments to the Procurement Policy as may be appropriate from time to time to respond to the evolving requirements of the organization, provided that the Chief Executive Officer or his designate shall not amend the Procurement Thresholds without obtaining further approval from the Board of Directors.

#### FINANCIAL IMPACT

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There is no financial impact.

#### DECISION HISTORY

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This is a new policy.

## COMMENTS

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In drafting this policy, Management reviewed and considered the procurement policies of the City of Toronto and several of its agencies.

|        | Proposed Policy          | Minimum Standard                             |
|--------|--------------------------|----------------------------------------------|
| Tier 1 | \$0 to \$25,000          | Sole source                                  |
| Tier 2 | \$25,000 to \$100,000    | Three competitive quotes                     |
| Tier 3 | \$100,000 to \$5,000,000 | Open procurement or three bids from a Roster |
| Tier 4 | Over \$5,000,000         | Open procurement                             |

The Procurement Policy is included in Appendix A to this report.

## CONTACT

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Jaspreet Hansra-Kulasingam, Chief Financial Officer, (416) 981-3765,  
[jhansrakulasingam@createto.ca](mailto:jhansrakulasingam@createto.ca)

Mary Ormond, Associate General Counsel, (416) 981-2468, [mormond@createto.ca](mailto:mormond@createto.ca)

## SIGNATURE

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Brian Johnston  
Chief Executive Officer

## ATTACHMENTS

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Appendix A: Procurement Policy