

## Procurement Policy

**Date:** January 29, 2024  
**To:** Board of Directors of the Toronto Atmospheric Fund  
**From:** Chief Executive Officer

### SUMMARY

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A Procurement Policy is presented for Board approval. It reflects best practices, draws significantly on the City's procurement policy, and complies with the Broader Public Sector Accountability Act and other relevant requirements and authorities. This will enable TAF to undertake procurements independently as authorized by the TAF/City Relationship Framework.

### RECOMMENDATIONS

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The Chief Executive Officer recommends that the Board of Directors of the Toronto Atmospheric Fund approve the Procurement Policy as presented in Attachment 1, which repeals and replaces the former Purchasing Policy, approved February 9, 2018 and amended April 30, 2019.

### FINANCIAL IMPACT

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There is no direct financial impact resulting from the adoption of the recommendations in this report. However, implementation of the Policy can have a positive impact for TAF by making procurement of goods and services more efficient and effective, including improving value for money.

### DECISION HISTORY

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On June 15, 2022, City Council adopted the Amended Toronto Atmospheric Fund Relationship Framework with the City.  
(<https://www.toronto.ca/legdocs/mmis/2022/ex/bgrd/backgroundfile-226435.pdf>)

TAF's current procurement policy was approved by the Board of Directors on September 27, 2013 (<https://secure.toronto.ca/council/agenda-item.do?item=2013.TA15.4>), and amended on February 9, 2018 (<https://secure.toronto.ca/council/agenda-item.do?item=2018.TA19.5>) and April 30, 2019. (<https://www.toronto.ca/legdocs/mmis/2019/ta/bgrd/backgroundfile-132058.pdf>)

## COMMENTS

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To date, TAF has procured goods and services in accordance with City of Toronto purchasing policies as guided by the TAF Relationship Framework with the City of Toronto, which directed TAF's procurement of consulting and other goods and services be conducted through Purchasing and Materials Management Divisions (PMMD), in accordance with the City's purchasing policies. Amendments to TAF's Relationship Framework, approved by Council in June 2022 included an update to section 5.2 Corporate Support from City Divisions including:

*5.2.7 Purchasing and Materials Management: The Board will adopt purchasing policies in consultation with Purchasing and Materials Management Division (PMMD). PMMD Will consider requests for assistance from TAF on matters related to procurement.*

In September 2023, TAF procured the services of Sense & Nous (S&N) to develop an updated procurement policy for Board approval that leverages TAF's existing policy and framework and meets governance requirement and key objectives. The S&N team reviewed key documents and consulted with TAF staff to understand TAF's current policy, approach, requirements and constraints, and developed a draft for staff review. TAF staff consulted with the City's Chief Procurement Officer and confirmed alignment on the proposed approach for requesting support from PMMD on matters related to procurement.

The proposed Procurement Policy (Attachment 1) is provided for Board consideration and approval. Key elements include:

- Complies with TAF's Relationship Framework with the City of Toronto; the Broader Public Sector Accountability Act (BPSAA), as required by the Transfer Payment Agreement with the Province of Ontario; and emphasizes compliance with the existing Conflict of Interest Policy (which will be further elaborated in a Supplier Code of Conduct to be developed).
- Guiding principles of transparency and ethics anchor the policy, speak to Equity, Diversity and Inclusion objectives, take into consideration social, environmental and economic factors, and aim to help TAF achieve its climate solutions mandate.
- Procurement governance includes a description of TAF's authorities and accountabilities related to procurement; clear assignment of procurement decision-making; and delegation of authority in line with TAF's Board approved processes and proportional to the level of risk to the organization.
- Procurement methods and associated dollar values/thresholds are reflective of TAF's organizational capacity and resourcing, aligned with the risk management framework and BPSAA, and support best value procurement methods that support TAF's mandate.
- TAF may seek and PMMD will consider providing support for TAF procurements; a specific process will be articulated in a procedure document, to be developed with input and further consultation with PMMD.

- Conditions for non-competitive procurements are spelled out; requirements and justification for sole or single sourcing are defined; and exemptions are articulated in the policy.

Following approval of the Procurement Policy, S&N will develop a series of materials for successful implementation of the policy, including: a process flow chart; supplier code of conduct; tools and guidelines for marketing, intake and evaluation; sample evaluation criteria; pre-qualification process; and templates for the various procurement processes specified in the policy.

## **CONTACT**

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## **SIGNATURE**

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Julia Langer  
Chief Executive Officer

## **ATTACHMENTS**

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1. Draft Procurement Policy