

Procurement Policy Updates

Date: October 20, 2026
To: Board of Directors of the Toronto Atmospheric Fund
From: Chief Executive Officer

SUMMARY

This report recommends adoption of a revised Procurement Policy for The Atmospheric Fund (TAF). The proposed amendments build on TAF's existing procurement framework by incorporating operational experience gained since implementation, strengthening governance and oversight provisions, improving alignment with current broader public sector procurement practices, and establishing a clearer distinction between Board-approved policy and administrative procurement procedures.

RECOMMENDATIONS

The Chief Executive Officer recommends that the Board of Directors of the Toronto Atmospheric Fund adopt the revised Procurement Policy attached as Attachment 1, replacing the Procurement Policy adopted by the Board on February 12, 2024.

FINANCIAL IMPACT

There are no direct financial implications associated with the adoption of the revised Procurement Policy. While the Policy establishes the framework governing how goods and services are procured, all procurement expenditures will continue to be subject to approved budgets, delegated authorities, and applicable approval requirements.

DECISION HISTORY

On May 22 and 23, 2024, City Council adopted amendments to the Purchasing and Materials Management Division's policies to ensure alignment with the amended Toronto Municipal Code Chapter 195, Procurement (<https://secure.toronto.ca/council/agenda-item.do?item=2024.GG12.18>).

On February 12, 2024, the TAF Board of Directors approved the current TAF Procurement Policy, which repealed and replaced the former Purchasing Policy (<https://secure.toronto.ca/council/agenda-item.do?item=2024.TA5.4>).

On June 15, 2022, City Council adopted the Amended Toronto Atmospheric Fund Relationship Framework with the City. The amended Framework included section 5.2.7, which authorizes TAF's Board to adopt its own purchasing and procurement policies. (<https://www.toronto.ca/legdocs/mmis/2022/ex/bgrd/backgroundfile-226435.pdf>)

BACKGROUND

Prior to 2024, TAF's competitive procurement activities were conducted through the City of Toronto's Purchasing and Materials Management Division. Following updates to TAF's Relationship Framework with the City, which enabled TAF to develop and administer its own procurement policies and procedures, the Board approved TAF's Procurement Policy.

The Procurement Policy requires review at least every two years. This review considered operational experience since implementation, updates to the City of Toronto's procurement framework, changes to broader public sector procurement requirements, and opportunities to improve clarity, consistency, and administration.

Since TAF adopted its Procurement Policy in 2024, both the City of Toronto's procurement framework and broader public sector procurement requirements have evolved. As a result, amendments to the Policy are recommended to improve alignment with current requirements and procurement best practices.

PROPOSED PURCHASING POLICY REVISIONS

The review identified opportunities to improve the clarity, governance, and administration of the Policy, including procurement roles and accountabilities, procurement methods and thresholds, non-competitive procurement requirements, and the distinction between Board-approved policy requirements and administrative procedures.

A key objective was to improve alignment with the Broader Public Sector Procurement Directive; amendments are proposed to tie procurement thresholds directly to the Directive and moves those thresholds to Annex A. This approach will support ongoing compliance as requirements evolve while reducing the need for future amendments to the core Policy.

Other key revisions include:

- clarifying procurement roles, responsibilities, oversight authorities, and approval accountabilities;
- improving alignment with the Broader Public Sector Procurement Directive;
- clarifying requirements, documentation expectations, and approval processes for non-competitive procurements;
- updating provisions related to conflicts of interest, ethical procurement, supplier conduct, and confidentiality;
- relocating key administrative provisions, including procurement thresholds and non-competitive procurement exceptions, to annexes;

- establishing a defined set of procurement procedures to be maintained and updated by management; and
- reorganizing the Policy to improve the logical flow and grouping of related requirements.

Given the extent of the revisions and reorganization, the revised Purchasing Policy is attached as Attachment 1 rather than in redlined format.

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SIGNATURE

Julia Langer
Chief Executive Officer

ATTACHMENTS

1. TAF Procurement Policy - 2026