



Toronto Transit Commission
1900 Yonge Street, Toronto, ON M4S 1Z2
416-393-4000

February 20, 2018

Ulli Watkiss, City Clerk
Toronto City Hall
100 Queen Street West
Toronto, ON M5H 2N2

Dear Ulli Watkiss:

At its meeting on Thursday, February 15, 2018 the TTC Board considered the attached report from the Auditor General entitled "Review of Toronto Transit Commission Procurement Policies and Practices: A Case Study to Improve Future Wheel-Trans Accessible Taxi Services Procurement".

The Board adopted the recommendations in the Auditor General's report, as follows:

The Auditor General recommends that:

1. The Board request the Chief Executive Officer, Toronto Transit Commission, to review the necessity and the risks associated with stipulating a minimum driver rate in the upcoming accessible taxi services procurement. Financial, operational, legal and procurement risks should be considered, in consultation with legal and procurement experts.
2. The Board request the Chief Executive Officer, Toronto Transit Commission, in the event that a minimum driver rate is included in the upcoming accessible taxi services procurement, to ensure that the appropriate financial staff assess the accuracy, completeness, and reasonableness of the financial estimate of driver income.
3. The Board request the Chief Executive Officer, Toronto Transit Commission, to ensure that draft call document for accessible taxi services, and other Wheel-Trans contracted services, is sufficiently and thoroughly reviewed to minimize the need for addendums and changes.
4. The Board request the Chief Executive Officer, Toronto Transit Commission, to ensure that the appropriate subject matter experts, including finance and risk management staff, are involved at the planning stage of the upcoming accessible taxi services procurement process and the final review of the call document.

Josh Colle, Chair
Alan Heisey, Q.C., Vice-Chair
Richard J. Leary, Chief Executive Officer (Acting)
Rick Byers, Commissioner

John Campbell, Commissioner
Vincent Crisanti, Commissioner
Glenn De Baeremaeker, Commissioner
Joanne De Laurentiis, Commissioner

Mary Fragedakis, Commissioner
Ron Lalonde, Commissioner
Joe Mihevc, Commissioner
Denzil Minnan-Wong, Commissioner



5. The Board forward this report to City Council for information through the City's Audit Committee.

The Board also adopted the following member motions:

- i) That all future Wheel-Trans contracts, if they specify a minimum driver rate, require all drivers to have HST numbers; and
- ii) That all contractors be required to provide proof of HST remittance to the Canada Revenue Agency (CRA)
- iii) That the draft RFP document be presented to the TTC Audit & Risk Management Committee for consideration prior to issuance.

In accordance with Recommendation No. 5 above, the foregoing is submitted to City Council for information through the City's Audit Committee.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Lee', written over a light blue horizontal line.

Kevin Lee
Head of Commission Services