REPORT FOR ACTION

Proposed Amendments to Toronto Parking Authority Policy Resolutions 5-10: Delegation of Authority and 5-13: Purchase Cards (National Bank Mastercard)

Date: July 5, 2021
To: Board of Directors, Toronto Parking Authority
From: President, Toronto Parking Authority
Wards: All

SUMMARY

Toronto Parking Authority (TPA) Policy Resolution 5-10: Delegation of Authority (see Appendix A) sets out the authorities delegated by TPA Board of Directors to TPA to make financial commitments and execute documents. TPA is proposing to amend the policy to update the cost thresholds, recognize the authorities related to commercial management agreements, including parking management and parking equipment agreements, real estate activities involving lands or a portion of lands under TPA's operational jurisdiction and the lack of TPA's authority to acquire lands or an interest in lands. Further amendments are proposed to clarify the authority to amend or extend contracts and to both initiate and resolve legal action.

The proposed amendments will provide TPA with increased operational flexibility, improve TPA's competitive position in the marketplace, ensure alignment with the authorities provided to TPA under Chapter 179 of the Municipal Code and minimize the potential for misinterpretation.

Consequential amendments to Policy 5-13 - Purchase Cards (National Bank Mastercard) are needed to ensure alignment with the proposed changes to Policy 5-10.

RECOMMENDATIONS

The President, Toronto Parking Authority recommends that:

1. The Board of Directors of the Toronto Parking Authority review, approve and endorse the following Toronto Parking Authority Policy Resolutions:

a) Policy Resolution 5-10 - Delegation of Authority, attached as Appendix C to the report from the President, Toronto Parking Authority); and

b) Policy Resolution 5-13 - Purchase Cards (National Bank Mastercard), attached as Appendix D to the report from the President, Toronto Parking Authority.

and direct staff to enact these Policy Resolutions, as approved and endorsed.

FINANCIAL IMPACT

There is no financial impact resulting from the adoption of the recommendation in this report.

DECISION HISTORY

At its meeting of April 6, 2021, TPA Board of Directors considered Item PA22.10 and referred the item to the President, TPA, for further consideration and report back to the May 12, 2021 meeting of the Board of Directors. A further report on this matter was not before the Board's May 12, 2021 meeting, and is instead being considered by TPA Board of Directors as Item PA25.3 at the July 19, 2021 meeting. Additional information can be found here:
http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.PA22.10

At its meeting of December 5, 6, 7 and 8, 2017, City of Toronto (City) Council adopted changes to Chapter 179, Toronto Parking Authority of the Municipal Code. The changes to the Municipal Code recognize the city-wide real estate service delivery model and imposed limitations on the authorities for TPA to complete real estate transactions. More information is available here:
http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.EX29.5

TPA Board of Directors most recently reviewed and approved Policy Resolution 5-10 - Delegation of Authority at its meeting of April 24, 2017.

TPA Board of Directors most recently reviewed and approved Policy Resolution 5-13 - Purchase Card (National Bank Mastercard) at its meeting of April 24, 2017.

COMMENTS

Proposed amendments to Policy 5-10 were previously presented to TPA Board of Directors through Item PA22.10 at its meeting of April 6, 2021 and since that time TPA has made a number of more recent updates to the previous policy changes that were proposed in PA22.10. For ease of reference, a summary of the additional amendments that TPA is proposing to Policy Resolution 5-10 since the Board's last review at its meeting of April 6, 2021 is included in Appendix B.

With the inclusion of the more recent proposed amendments to Policy 5-10 as referenced in Appendix C, the following inclusive changes are proposed to Policy Resolution 5-10: Delegation of Authority:

- Replacement of policy statement and description of policy application with a single paragraph of introductory text;
- Replacement of the definitions section;
- Replacement of Approval Authority Matrix with both a Delegated Authorities Table and an Execution Authorities Table - intended to provide clarity with regards to the authorities in place to execute documents that bind the corporation;
- Removal of TPA Board of Directors from Delegated Authorities Table - the table outlines authorities delegated by TPA Board of Directors to TPA staff. Including the TPA Board of Directors is redundant in this table;
- Removal of Purchase Requisition Authorities from Delegated Authorities Table - Policy 5-10 is focused on purchasing commitments, whereas initiating a purchasing process does not include a commitment to purchase;
- Removal of budgeted versus non-budgeted commitments from Delegated Authorities Table - all purchases shall be funded from the appropriate capital or operating budgets;
- Removal of Purchase Card Limits from Delegated Authorities Table. These amounts are now proposed to be included in Policy 5-13: Purchase Cards (National Bank Master Card) - include all Purchase Card policies in a single policy for greater consistency and clarity;
- Increase the President's commitment authority from $250,000 to $500,000,
- Add an authority for the President, TPA to authorize commercial management agreements where the estimated annual net operating income for the entire term, including any options, is $500,000 or less;
- Add an authority for the Departmental Vice Presidents to authorize commercial management agreements where the estimated annual net operating income for the entire term, including any options is $100,000 or less;
- Increase the President's authority to authorize a contract amendment or amendments to a contract originally entered into with a value of $500,000 or less, as long as the effect of the amendments does not increase the value of the agreement, as amended to greater than $500,000 in commitments.
- Add authority for the President to amend a contract authorized by TPA Board of Directors, to an amount not exceeding the lesser of 15 percent or a further $500,000 in commitments.
- Add authorities to initiate legal action, including the commencement of claims, counterclaims, file defences, seeking injunctive relief before a court or quasi-judicial tribunal;
- Add authorities for TPA President to authorize the resolution of actual or potential legal action;
- through means other than contract amendments to a value of $500,000 or less;
- Add authorities as defined under Section 179-7 of the Municipal Code, Chapter 179; and
- Add new explanatory notes to provide further clarification.

A further explanation of the key amendments proposed to Policy 5-10: Delegation of Authority is provided below while the proposed policy is included in Appendix C.

Commitment Authority

Policy 5-10 provides authority to the President, TPA to make commitments up to $250,000. Given the period of time that has elapsed since the last update, TPA is proposing that this threshold be increased to $500,000. The proposed increase will provide TPA with greater operational flexibility under the oversight of the President and will bring the commitment authority of the President, TPA, in line with the authorities provided to other executive-level positions across the City of Toronto's Divisions, Agencies and Corporations.

The changes to Policy 5-10 will allow TPA to focus the attention of TPA Board of Directors on matters of strategic significance. Had the proposed changes to Policy 5-10 been in place between January 2019 and May 2021, TPA Board of Directors would have received 24 fewer reports from TPA, amounting to 32 percent of the total reports submitted. Matters falling under the delegation of authority can be brought forward to TPA Board of Directors through a variety of portfolio reviews without the need for individual reports and requests for authority to carry out day-to-day operational activities.

Commercial Management Agreements

Under the current version of Policy 5-10, TPA is required to seek authority from TPA Board of Directors to enter into all commercial management arrangements where TPA is making commitments to provide goods or services to a third-party, irrespective of the value of the commitment being made. This includes agreements to provide parking management services, parking equipment or other arrangements where TPA is working with a third party to jointly provide infrastructure, such as, the electric vehicle charging pilot project with Toronto Hydro Electric Systems.

The proposed amendments to Policy 5-10, include an authority for the President to negotiate, enter into and execute commercial management agreements where the total of the estimated annual net operating income for the entire term, including any options, is $500,000 or less. It is further proposed that the Departmental Vice Presidents be provided the same authority with a value not exceeding $100,000.

Over the years, the absence of a delegated authority has resulted in a number of reports being submitted to TPA Board of Directors where the significance of the item may not warrant the resources of TPA needed to prepare the report or for TPA Board of Directors to receive and consider the report. For example, Items PA16.5 and PA22.6, which were considered by TPA Board of Directors at their meetings of July 24, 2020 and April 6, 2021, included extensions of the same parking management agreement with CreateTO where the annual net income was approximately $1,700.

Delegating an authority for TPA to enter into commercial management agreements will improve TPA's competitive position in the marketplace and will allow it to offer and execute on deals in a more timely manner. To ensure that TPA Board of Directors continues to have visibility into the day-to-day business that falls within the delegation of authority, TPA is proposing that regular portfolio updates be provided to TPA Board of Directors. Regular updates have already been initiated or are planned on matters including: City-Building Activities involving TPA facilities, TPA's Parking Management Portfolio, legal disputes and TPA's Capital Projects. Additional items can be included as needed.

Commencing and Resolving Legal Action

The proposed policy includes an authority for the President to commence claims, counterclaims, file defences, seek injunctive relief before a court or quasi-judicial tribunal. The proposed amendment does not, however, provide an authority to commit to purchasing the provision of goods/services in relation to such actions (such as legal service providers, experts, investigators, etc.). Any goods and services required to support the legal action being taken would be subject to the relevant commitment authorities identified.

An authority for the President to resolve legal action is proposed to be provided through the contract amendment authorities identified. Where resolution of a legal action is through a means other than an amendment to a contract (e.g. a settlement involving a monetary or non-monetary amount), a $500,000 authority is proposed for the President, TPA.

Municipal Code - Chapter 179, Toronto Parking Authority

At its meeting of December 5, 6, 7 and 8, 2017, City Council approved amendments to Chapter 179, Toronto Parking Authority, of the Municipal Code. The amendments recognized the City's new real estate service delivery model and resulted in a number of key changes related to the authorities under which TPA participates in real estate transactions.

Under Section 179-7 of the Municipal Code, land and buildings where vehicles may be parked shall be acquired and owned by the City and shall be used by TPA only where designated by by-law of Council for that purpose. Only Council shall pass by-laws regulating the parking of vehicles and imposing penalties for the contravention of such by-laws. Accordingly, the City’s acquisition of lands, or any form of interest in land (regardless of the form of the agreement) for the purposes of TPA's operation of municipal parking will require City approval either by City Council or by City Council’s delegated authority to City staff where such delegated authority is applicable.

Agreements concerning real estate transactions, where the TPA is a party, shall be executed by the TPA Board. Policy 5-10 is being updated to reflect these changes.

The other change to Chapter 179 of the Municipal Code of note is the placement of numerous restrictions on the TPA's authority to approve and enter into licences and leases in relation to areas or facilities under its jurisdiction, including but not limited to:

(1) the term of the arrangement, including all licences and leases and rights of extension or renewal, is

 (a) for a total period of one (1) year or less; or,
 (b) where the arrangement relates to only a portion of an existing building or structure, for a total period of three (3) years or less, and
 (c) subject to a right of termination in favour of TPA, exercisable upon not greater than 90 days' prior notice;

(2) the total rent or licence fee payable to the Parking Authority pursuant to such arrangement does not exceed $50,000;

The proposed amendments to Policy 5-10 specifically reference the above-noted restrictions implemented in Subsections 179-8.1.B (1), (2) of Municipal Code Chapter 179.

Contract Amendments

The proposed amendments to Policy 5-10 also include additional specificity around the required authorities for amending a contract in any fashion and clarifies the maximum authority of the TPA President. These changes will provide the flexibility to manage contracts, emerging requirements, and supplier and commercial tenancy disputes without the need to seek the authority of TPA Board of Directors on matters that can involve modest financial considerations. Under the proposed policy, an amendment to a contract may be approved by the President under the following circumstances:

- For agreements originally approved in an amount less than $500,000, an amendment or amendments may be authorized by the TPA President in an amount not exceeding $500,000 in total commitments; and

- For agreements originally approved in an amount greater than $500,000, an amendment or amendments may be authorized by the TPA President to the contract not exceeding the lesser of 15 percent or a further $500,000 in commitments.

A delegated authority equaling the lesser of 20 percent or $100,000 in total commitments is included for Departmental Vice Presidents for agreements originally approved in an amount less than $500,000.

Examples are included in the proposed policy and intended to reinforce the need to consider the cumulative value of the contract.

Other

To address uncertainty in the existing Policy 5-10 about which staff have authority to execute documents and when, a separate Execution Responsibility table has been added to the proposed policy.

Consequential Amendments to Policy 5-13: Purchase Cards (National Bank Mastercard)

In addition, it is proposed that the Purchasing Card spending limits included in the existing policy be removed and instead included in TPA Policy Resolution 5-13 - Purchasing Card Limits. The proposed amendments to Policy 5-13 needed to implement these changes are included in Appendix D. Additional housekeeping amendments to replace "the Toronto Parking Authority" with "Toronto Parking Authority;" removal of National Bank Mastercard from the title of the policy; and the addition of new text to define the timeframes under which the review and approval of purchases using a purchase card must be obtained.

CONTACT

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SIGNATURE

W. Scott Collier, President
Toronto Parking Authority

ATTACHMENTS

Appendix A: Toronto Parking Authority Policy Resolution 5-10 - Delegation of Authority

Appendix B: Summary of Changes to Proposed Amendments to TPA Policy Resolution 5-10: Delegation of Authority

Appendix C: Proposed Amendments to Toronto Parking Authority Policy Resolution 5-10 - Delegation of Authority

Appendix D: Proposed Amendments to Toronto Parking Authority Policy Resolution 5-13 - Purchase Cards (National Bank Mastercard)

APPENDIX A:

TORONTO PARKING AUTHORITY POLICY RESOLUTION 5-10 - DELEGATION OF AUTHORITY

TORONTO PARKING AUTHORITY

POLICY RESOLUTION **5-10**

ITEM: **Delegation of Authority** PAGE 1 OF 3

POLICY STATEMENT: This Delegation of Authority policy defines the manner in which the TPA will enter into legally binding commitments.

APPLICATION: The Approval Authority Matrix below sets out the approval authority by staff position. Written delegation by the Board or President of their approval authority is permitted.

Authorized Staff	Requisition Authority	Commitment Authority Budgeted	Commitment Authority Not Budgeted	Purchase Card Limits	Execution of Documents
Board	Unlimited	Unlimited	Unlimited	n/a	All documents
President	Unlimited	$250,000	250,000	20,000	All documents
Vice Presidents	100,000 (Real Estate Unlimited)	100,000	20,000	10,000	All documents
Directors	20,000	20,000	5,000	5,000	Invoices and Employee expenses
Managers	10,000	10,000	2,500	2,500	Invoices and Employee expenses
Supervisors	n/a	n/a	n/a	2,000	Invoices and Employee expenses

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All commitments, purchases and document execution are subject to the signing authority within the delegated limits provided above. Contracts for normal day-to-day operations, requiring one authorized signature may be signed by either the President or delegated to the Vice Presidents.

Change orders pertaining to previously approved purchase orders may be approved up to 20% of the original purchase value, subject to the delegation of authority above.

Real estate acquisitions require the approval of Council or by their delegated authority. All conditional real estate transactions, including but not limited to Purchase and Sale agreements, leases, licences, access agreements, encroachment and other similar documents requiring execution are to be signed by the President or appropriate designate and the VP Real Estate, in order to facilitate the timely execution of real estate transaction contracts necessary to secure the real estate and or to commence due diligence.

Final real estate transactions with Board approval and are to be executed by the President or designate and a Board member on behalf of the TPA as per the Delegation of Authority above.

All amounts are in Canadian dollars and exclusive of applicable taxes.

DEFINITIONS: *Requisitions:*

Requisition orders detail the ordering information, including the department requesting materials, the exact number of supplies requested, a general description of those supplies, the legal name of the supplier and the expected price of the purchase. It also provides the g/l coding, budget verification, quotes obtained, and document authorization prior to ordering and committing.

Budget:

Budgets are approved by Council and the TPA Board. Non-budgeted items may include items or services required for emergency repairs.

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Commitment Authority:

Commitment Authority is the ability to commit the TPA to enter into contractual arrangement for the purchase of goods and services by awarding a Purchase Order, signing a contract or agreement, placing an order for goods or services, using a Purchase Card or approving a cheque requisition.

Execution of Documents:

Provides the authority to sign documents to bind the corporation.

Approval of Disbursements:

All disbursements of Parking Authority funds must be received by the Board and noted in the Minutes of the TPA Board of Director meetings. A list indicating the payment reference number or cheque number, payee and brief description of the service or supply appended to the Minutes is sufficient. Any commitment by the President, not previously approved by the Board, between $100,000 and $250,000 should be reported to the Board at the next meeting of the Board.

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APPENDIX B:

SUMMARY OF CHANGES TO PROPOSED AMENDMENTS TO TPA POLICY RESOLUTION 5-10: DELEGATION OF AUTHORITY

Proposed new Policy Amendments Included in TPA Staff Report PA25.3 (July 19, 2021 Board Meeting)	**Amendments Previously Proposed in TPA Staff Report PA22.10 (April 6, 2021 Board Meeting)**	**Rationale for Changes to Proposed Policy Amendments**
New authority for President to authorize commercial management agreements to an amount not exceeding $500,000 in net operating income over the term of the contract.	Authority to authorize parking management agreements to an amount not exceeding $250,000 in net operating income over the life of the contract.	Including the term "Commercial Management Agreements" opens the authority to a broader range of commercial arrangements. This authority applies to revenue generating contracts, which will be the subject of regular update reports to the Board.
New authority for Departmental Vice Presidents to authorize commercial management agreements to an amount not exceeding $100,000 in net operating income over the term of the contract.	Authority to authorize parking management agreements to an amount not exceeding $100,000 in net operating income over the life of the contract.	Including the term "Commercial Management Agreements" opens the authority to a broader range of commercial arrangements. This authority applies to revenue generating contracts, which will be the subject of regular update reports to the Board.
New authority for the President to amend or make amendments to a contract to a combined value of $500,000.	Authority for the President to amend or make amendments to a contract to the lesser of 20 percent or $500,000	Changes will provide greater flexibility to manage contracts where the scope of work (construction contracts, legal retainers) can be unpredictable and where multiple amendments to a contract may be required and appropriate.
Include an authority for the President to amend contracts awarded by the Board to the lesser of $500,000 or 15 percent;	Not included	Changes will provide greater operational flexibility to manage contracts where the scope of work (construction contracts) can be unpredictable and where multiple amendments to a contract may be required and appropriate.

Proposed new Policy Amendments Included in TPA Staff Report PA25.3 (July 19, 2021 Board Meeting)	**Amendments Previously Proposed in TPA Staff Report PA22.10 (April 6, 2021 Board Meeting)**	**Rationale for Changes to Proposed Policy Amendments**
Providing an authority to initiate legal action without financial limitation	Not included	The current delegation of authority policy does not explicitly include this authority and through recent items considered by the Board (e.g. Item PA22.11 for example), it is proposed that this authority be clearly delegated and that regular updates on any legal disputes be provided to the Board.
Provide an authority to resolve legal action, not involving a contract amendment, to an amount not exceeding $500,000	Not included	Intended to address situations where resolution of a legal action does not involve an amendment to a contract. Updates on all legal disputes will be included in regular updates to the Board and can be disclosed at that time.
Not included	Exceptions - in cases of emergency, the President, with the approval of the Board Chair, or his or her delegate, may commit TPA contractually in excess of the $500,000 threshold. Where this situation arises, TPA shall disclose the commitment at the next regularly scheduled meeting of TPA Board of Directors.	TPA is proposing that an emergency meeting of the Board be used as the mechanism to address emergency situations that arise, where contracts exceeding the President's commitment authority are needed to ameliorate the situation.
Not included	Exclusions - this policy does not apply to employment-related contracts or the procurement of goods and services from another public body.	TPA is proposing that other authorities (commitments, contract amendments, resolution of legal action) identified in Policy 5-10, as proposed, be relied upon to address the matters that this authority has historically been applied to.
Note: The proposed amendments to Policy 5-10: Delegation of Authority have also been updated to include new definitions and explanatory notes.		

APPENDIX C:

PROPOSED AMENDMENTS TO TORONTO PARKING AUTHORITY POLICY RESOLUTION 5-10 - DELEGATION OF AUTHORITY

TORONTO PARKING AUTHORITY

POLICY RESOLUTION **5-10**

ITEM: **Delegated Authorities and Execution Responsibilities** PAGE 1 OF 5

Purpose

This policy defines the authorities delegated by the Board of Directors of Toronto Parking Authority (TPA) to TPA staff to make various forms of binding commitments, and execute associated documents. Delegated authorities to bind the TPA to enter into various forms of commitments vary by staff position and are set out in the Table 1 below.

Definitions

Commitments - arrangements where the primary purpose is to bind third parties to provide goods or services to the TPA in return for the payment of funds by the TPA, can be in a variety of documentary forms (i.e. Purchase Order, etc.) depending on the value of the obligations.

Contract Amendments – an arrangement which modifies the terms of an existing agreement, in any fashion.

Commercial Management Agreements – arrangements where the primary purpose is to bind the TPA to provide goods or services to a third-party including, but not limited to, revenue contracts, commercial agreements, parking management agreement, parking equipment services agreement, etc. All such arrangements are restricted to the scope of authority provided to the TPA under Municipal Code Chapter 179. The total of the net operating income for the entire term, including any options, shall be used to determine the level of signing authority required. (The total net operating income shall be calculated as the sum of the annual net operating income for each 12-month period and the annual net operating income on a prorated basis for any remainder).

Licenses and Leases of Lands or areas of land under the jurisdiction of TPA - transactions involving lands or facilities under TPA operational jurisdiction are subject to the Delegated Real Estate Authority under Chapter 179-8.1 of the Municipal Code.

Parking Equipment Service Agreements – arrangements for the maintenance, operation and management of parking facilities as per Municipal Code Chapter 179, s.179-13, where the primary function of the arrangement is the provision, maintenance or operation of equipment utilized in the operation of a parking facility.

Parking Management Agreements – arrangements for the maintenance, operation and management of parking facilities as per Municipal Code Chapter 179, s.179-13, where the primary function of the arrangement is the overall operation and management of a parking facility.

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Table 1: Delegated Authorities

Agreement Type	President (Maximum Value)	Vice President (Maximum Value)	Director (Maximum Value)	Manager (Maximum Value)
Commitments	$500,000	$100,000	$50,000	$10,000
Commercial Management Agreements	$500,000	$100,000	$50,000	$10,000
Contract Amendments				
For Agreements originally approved in an amount less than $500,000	Amendments not to exceed $500,000 in total commitments*	Greater of 20% of Contract or $100,000 in total commitments	Nil	Nil
For Agreements originally approved in an amount greater than $500,000	Lesser of 15% or $500,000 in further commitments	Nil	Nil	Nil
Commencement of legal action	No limit	Nil	Nil	Nil
Resolution of legal action other than by Contract Amendments	$500,000	Nil	Nil	Nil
Acquisition of Lands or an Interest in Lands (Ch 179-7)	Nil	Nil	Nil	Nil
Licenses and Leases of Lands or areas of land under the jurisdiction of TPA (Ch 179-8.1)	$50,000 and term of arrangement not to exceed S. 179-8.1 B. (1)	Nil	Nil	Nil

Note 1: All amounts are in Canadian dollars and exclude HST.

Note 2: Total commitments being the sum of the value of the original contract amount and the value of all contract amendments related thereto.

Note 3: The value shall be calculated as follows:

- **Commitments -** total amount expended over the term of the agreement. Contract Amendments or the Resolution of legal action other than by Contract Amendments shall equal the greater amount of either the change in value of total amount expended or value of goods/services received in relation total amount expended.
- **Licenses and Leases of Lands or areas of land under the jurisdiction of TPA –** total amount received over the term of the agreement. Contract Amendments or the Resolution of legal action other than by Contract Amendments shall equal the greater amount of either the change in value of total amount received or, the increase in the value of the lease/license provided.

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• **Commercial Management Agreements -** total of net operating income over the term of the agreement. Contract Amendments or the Resolution of legal action other than by Contract Amendments shall equal the greater amount of either the change in value of net operating income over the term of the agreement or the increase in the value of the goods/services provided by the TPA in relation to the agreement.
Note 4: Authority for commencement of legal action is restricted to the authority to commence claims, counterclaims, file defences, seek injunctive relief before a court or quasi-judicial tribunal – it does not provide an authority to commit to the provision of goods/services in relation to such actions (such as legal service providers, experts, investigators, etc.)
Note 5: Written delegation by the President of their delegated authority is permitted.

Additional Explanatory Notes

Acquisition of Lands or an Interest in Lands – Under Chapter 179-7 of the Municipal Code, land and buildings where vehicles may be parked shall be acquired and owned by the City and shall be used by TPA only where designated by by-law of Council for that purpose. Only Council shall pass by-laws regulating the parking of vehicles and imposing penalties for the contravention of such by-laws. Accordingly, the City's acquisition of lands, or any form of interest in land (regardless of the form of the agreement) for the purposes of TPAs operation of municipal parking will require the approval of both TPA Board of Directors and City Council or by City Council's delegated authority where such delegated authority is applicable. Final real estate transactions are to be executed by the President and a Board member on behalf of TPA.

Contract Amendments - Where an agreement has been authorized by TPA Board of Directors, the President, TPA, may authorize an amendment to the contract not exceeding the lesser of 15 percent or a further $500,000 in commitments.

Example 1: if a contract is awarded for $600,000 by TPA Board of Directors, the President may authorize amendments to the contract by up $90,000 (15%) for a total commitment not exceeding $690,000.

Example 2: if a contract is awarded for $3,500,000 by TPA Board of Directors, amendments to the contract may be authorized by the President in an amount not exceeding a further $500,000 (approx. 14.3 percent) in commitments.

Where an agreement has been authorized and is less in value than $500,000, the President, TPA, may authorize a contract amendment or contract amendments, as long as the effect of the amendments does not increase the value of the agreement, as amended to greater than $500,000 in commitments.

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Example 1: if a PO is issued for $200,000 by the President TPA, amendments to the contract may be approved by the President up to a cumulative total of $500,000 in total commitments. Any further amendments to the contract exceeding a total commitment value of $500,000 require authority from the TPA Board of Directors.

Amendments exceeding the President's authorities outlined above shall require further authorization from TPA Board of Directors.

Execution Responsibilities – The individual with the delegated purchase authority identified above shall have the authority to execute the documents that commit TPA to within the stated delegated limits as set out under Table 2 below. Alternatively, documents may be executed by the TPA Board, if otherwise authorized by a delegated authority. (Execution by the TPA Board of an agreement authorized by a delegated authority requires the signature of a member of TPA Board, as well as a corresponding signature of the TPA President).

Table 2: Execution Responsibility

Agreement Type	TPA Board (See Note 1)	President	Vice President	Director	Manager	Supervisor
Commitments	Greater than $500,000	$500,000	$100,000	$50,000	$10,000	$2,000
Commercial Management Agreements	Greater than $500,000	$500,000	$100,000	Nil	Nil	Nil
Contract Amendments						
For Agreements originally approved in an amount less than $500,000	No limit	$500,000 in total commitments	Lesser of 20% of Contract or $100,000 in total commitments	Nil	Nil	Nil
For Agreements originally approved in an amount greater than $500,000	No limit	Lesser of 15% of the original contract value or $500,000	Nil	Nil	Nil	Nil
Holdback Release Payments	Any in excess of Approved Budget	Approved Budget	$50,000	$25,000	Nil	Nil
Commencement of legal action	No limit	No limit	Nil	Nil	Nil	Nil
Acquisition of Lands or an Interest in Lands (S. 179-7)	Only where execution on the part of the TPA is specifically required by the City	Nil	Nil	Nil	Nil	Nil
Licenses and Leases of Lands or areas of land under the jurisdiction of TPA (S. 179-8.1)	$50,000 and term of arrangement not to exceed S. 179-8.1 B. (1) limits	$50,000 and term of arrangement not to exceed S. 179-8.1 B. (1) limits	Nil	Nil	Nil	Nil
All Other Arrangements and Agreements Authorized directly by TPA Board	All (See note 2)	Nil	Nil	Nil	Nil	Nil

Note 1: All documents to be executed by the TPA Board, require signature by one member of the TPA Board member, as well as a corresponding signature by the President.

Note 2: TPA Board may, by decision at a meeting of the TPA Board specifically designate the responsibility of executing an agreement or other arrangement to specific TPA staff on behalf of the board.

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APPENDIX D:

PROPOSED AMENDMENTS TO TOROTO PARKING AUTHORITY POLICY RESOLUTION 5-13 - PURCHASE CARDS (NATIONAL BANK MASTERCARD)

TORONTO PARKING AUTHORITY

POLICY RESOLUTION **5-13**

ITEM: **Purchase Cards ~~(National Bank Mastercard)~~** PAGE 1 OF 1

POLICY STATEMENT:

~~The~~ Toronto Parking Authority (TPA) Purchasing Cards (PCards) are TPA-liability credit cards issued in the names of authorized individuals to purchase certain eligible goods and services in support of TPA.

Only eligible direct TPA business expenses may be charged to the PCard; personal purchases are strictly prohibited; and exceedances of the PCard Limits by authorized staff below shall not be permitted.

All PCard transactions must be supported by a detailed business purpose and by proof of purchase documentation. All transactions must be summarized in an expense report submitted to the Designated Approval Body within 60 days of the PCard transactions for review and approval by the Designated Approval Body specified below. Review and approval of the PCard transaction must be completed within 30 days (with the exception of review and approval by the TPA Board which must be completed within 60 days of the submission of the expense report). Improper use of the PCard, including use of the PCard for personal purchases, may result in disciplinary action up to and including termination of employment.

Individuals who spend funds on behalf of the TPA have a stewardship responsibility to ensure those transactions are reasonable, appropriate, provide the best value and have a proper business purpose. Cardholders must ensure they are free from conflict of interest when selecting vendors.

Cardholders are to be familiar with and comply with TPA's Procurement Policies and the spending authorities outlined below:

Authorized Staff	Purchase Card Limits	Designated Approval Body
President	$20,000	TPA Board
Vice Presidents	$10,000	President
Directors	$5,000	Vice Presidents
Managers	$2,500	Directors
Supervisors	$2,000	Managers

~~Authorized Staff~~	~~Purchase Card Limits~~
~~President~~	~~$20,000~~
~~Vice Presidents~~	~~$10,000~~
~~Directors~~	~~$5,000~~
~~Managers~~	~~$2,500~~
~~Supervisors~~	~~$2,000~~

FIRST ADOPTED:	17-055 (April 24, 2017)	
LAST AMENDED:	NEW	MINUTE NUMBER: NEW
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