# 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:** October 22, 2021
**To:** Board of Directors, Toronto Parking Authority
**From:** President, Toronto Parking Authority
**Wards:** All

## SUMMARY


Toronto Parking Authority (TPA) Board of Directors referred Item PA25.3 to the President, TPA, for further consideration and report back to the September 29, 2021 meeting of TPA Board of Directors. The referral of this item was made in part to allow TPA to update the proposed amendments to TPA Policy Resolution 5-10: Delegation of Authority to reflect the feedback received by TPA Board of Directors at the July 29, 2021 meeting and to allow the proposed amendments to be considered together with the development of a terms of reference for an Audit and Risk Management Committee.

The terms of reference for the Audit and Risk Management Committee is expected to be considered at the November 8, 2021 meeting of TPA Board of Directors. This report has therefore been scheduled for consideration at the same time.

Based on the feedback received by TPA Board of Directors, TPA is proposing further amendments to the proposed Delegation of Authority to include a term limit not exceeding five (5) years on the Presidential authorities requested for commercial management agreements; adjust the requested authority for amendments to contracts issued at a value of $500,000 or less to the greater of 20 percent or $500,000 in total commitments; and remove the authorities requested to initiate legal action and to settle actual or potential legal disputes.

## 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 A 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 are no immediate financial impacts associated with the adoption of the recommendations in this report.

## DECISION HISTORY

At its meeting of July 25, 2021, TPA Board of Directors referred Item PA25.3 to the President, Toronto Parking Authority, for further consideration and report back to the September 29, 2021 meeting of the Board of Directors of Toronto Parking Authority. More information is available here:
http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.PA25.3

At its meeting of April 6, 2021, TPA Board of Directors referred Item PA22.10 to the President, Toronto Parking Authority for further consideration and report back to the May 12, 2021 meeting of the Board of Directors of Toronto Parking Authority. More information is available 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.
At its meeting of February 9, 2021, TPA Board of Directors deferred consideration of Item PA21.6 until the April 6, 2021, meeting of the Board of Directors of Toronto Parking Authority. http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.PA21.6

## COMMENTS

The following changes have been made to the proposed Delegation of Authority:

- Amend the requested authority for the President to enter into commercial management agreements having a net income not exceeding $500,000, including options, to include a term not exceeding five (5) years;
- Amend the requested authority for the President to amend contracts issued at a value of $500,000 or less to the greater of 20 percent or $500,000 in total commitments;
- Remove authority to initiate legal action; and
- Remove authority to settle actual or potential legal disputes.

The changes TPA are proposing to Delegation of Authority are included in Appendix A.

The Proposed Delegation of Authority presented to TPA Board of Directors is included in Appendix B.

The existing Delegation of Authority Policy is included in Appendix C.

As noted in Item PA25.3 presented to TPA Board of Directors, 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. The reports in question fall into the following categories:

- Procurement of Goods & Services - 8
- Commercial Management Agreements – 11
- Legal Matters – 5
- Others – 0
- Total - 24

TPA has also carried out a review of other delegation of authorities that are applicable to City Divisions and Agencies and has found that the delegation of authorities being requested by TPA is consistent with the authorities that other City Divisions and Agencies have in place. Table 1 below provides a summary of the findings.

***Table 1 –*** *Comparison of City Division and Agency Delegation of Authorities*

| **Division/Agency** | **Commitment Authority** | **Contract Amendments** | **Legal Matters** |
|---|---|---|---|
| CreateTO | $500,000 | Not addressed | $500,000 or less |
| Toronto Transit Commission | $500,000 for unbudgeted items<br><br>$5,000,000 for budgeted goods & services | $2,500,000 for contract amendments | Delegated to the Head of the Legal Department |
| Toronto Community Housing Corporation | $500,000 for budgeted items<br><br>$250,000 for unbudgeted items | Greater of $250,000 or 20 percent | $250,000 in write-offs |
| Transportation Services Division | $500,000 for contracts<br><br>$250,000 for consultant services | Lesser of 10 percent or $500,000 | Not addressed |
| Exhibition Place | $250,000 for commitments with some restrictions on term and budgeted v unbudgeted items<br><br>$150,000 for consultant services | Not addressed | $10,000 in write-offs |

Consequential amendments to Policy 5-13 - Purchase Cards (National Bank Mastercard) are still needed to ensure alignment with the proposed changes to Policy 5-10. No changes to the proposed amendments that were presented to TPA Board of Directors at the July 19, 2021 meeting are contemplated (refer to Appendix D).

## CONTACT

Jeffrey Dea, Vice President, Business Development, Toronto Parking Authority, 437-243-6545, Jeffrey.Dea2@toronto.ca

## SIGNATURE

W. Scott Collier, President
Toronto Parking Authority

## ATTACHMENTS

Appendix A - Proposed Delegation of Authority

Appendix B – Comparison of Proposed Delegation of Authority (November 1, 2021 versus July 19, 2021)

Appendix C – TPA Policy Resolution 5-10: Delegation of Authority

Appendix D – Proposed Amendments to TPA Policy Resolution 5-13 – Purchase Cards (National Bank Mastercard)

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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|---|---|---|---|
| FIRST ADOPTED: | April 24, 2017 | *(Previous Policy Version Adopted: 79-304)* | |
| LAST AMENDED: | ~~April 24, 2017~~ | MINUTE NUMBER: | 17-055 |
| LAST REVIEWED: | ~~April 24, 2017~~ | MINUTE NUMBER: | 17-055 |

**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 and term of the agreement not to exceed 5 years | $100,000 and term of the agreement not to exceed 5 years | $50,000 | $10,000 |
| **Contract Amendments** | | | | |
| For Agreements originally approved in an amount less than $500,000 | Greater of 20% or $500,000 in total commitments | Greater of 20% 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 |
| **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 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 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.
- **Commercial Management Agreements -** total of net operating income over the term of the agreement. 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:** Written delegation by the President of their delegated authority is permitted.

## Additional Explanatory Notes

FIRST ADOPTED: April 24, 2017 *(Previous Policy Version Adopted: 79-304)*
LAST AMENDED: ~~April 24, 2017~~ MINUTE NUMBER: 17-055
LAST REVIEWED: ~~April 24, 2017~~ MINUTE NUMBER: 17-055

***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 an amendment to the contract not exceeding the greater of 20 percent or $500,000 in total 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).

TORONTO PARKING AUTHORITY

**POLICY RESOLUTION** **5-10**

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

**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 and term of the agreement not to exceed 5 years | $100,000 and term of the agreement not to exceed 5 years | Nil | Nil | Nil |
| **Contract Amendments** | | | | | | |
| For Agreements originally approved in an amount less than $500,000 | No limit | Greater of 20% or $500,000 in total commitments | Greater of 20% 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 in further commitments | Nil | Nil | Nil | Nil |
| **Holdback Release Payments** | Any in excess of Approved Budget | Approved Budget | $50,000 | $25,000 | 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 B – COMPARISON OF PROPOSED DELEGATION OF AUTHORITY (NOVEMBER 1, 2021 VERSUS JULY 19, 2021)

TORONTO PARKING AUTHORITY

**POLICY RESOLUTION** **5-10**

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

**Purpose**

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***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.

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| **Commercial Management Agreements** | $500,000 and term of the agreement not to exceed 5 years | $100,000 and term of the agreement not to exceed 5 years | $50,000 | $10,000 |
| **Contract Amendments** | | | | |
| For Agreements originally approved in an amount less than $500,000 | ~~Amendments not to exceed~~ Greater of 20% or $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.

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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

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| 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 4~~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.*
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> *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 an amendment to the ~~-~~contract not exceeding the greater of 20 percent or ~~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 total 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).

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**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 and term of the agreement not to exceed 5 years | $100,000 and term of the agreement not to exceed 5 years | Nil | Nil | Nil |
| **Contract Amendments** | | | | | | |
| For Agreements originally approved in an amount less than $500,000 | No limit | Greater of 20% or $500,000 in total commitments | ~~Lesser~~ Greater 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 in further commitments | 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 B~~b~~oard. | | | | | | |

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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<br>Budgeted | Commitment Authority<br>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<br>(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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|---|---|---|---|
| FIRST ADOPTED: | April 24, 2017 | *(Previous Policy Version Adopted: 79-304)* | |
| LAST AMENDED: | April 24, 2017 | MINUTE NUMBER: | 17-055 |
| LAST REVIEWED: | April 24, 2017 | MINUTE NUMBER: | 17-055 |

*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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| FIRST ADOPTED: | April 24, 2017 | *(Previous Policy Version Adopted: 79-304)* | |
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# APPENDIX D – PROPOSED AMENDMENTS TO TPA 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
LAST REVIEWED: April 24, 2017 — MINUTE NUMBER: 17-055