



REPORT FOR ACTION

Delegation of Authority Update

Date: October 19, 2024

To: Audit and Risk Management Committee of the Board of Directors of Toronto Parking Authority

From: President, Toronto Parking Authority

Wards: All

SUMMARY

At its meeting of November 8, 2021, the Board of Directors, Toronto Parking Authority (TPA) reviewed, approved and endorsed an update to TPA Policy Resolution 5-10: Delegation of Authority, as amended by resolution. Among other things, these amendments increased the TPA President's authority to make commitments on behalf of TPA from an amount not exceeding \$250,000 to an amount not exceeding \$500,000.

At the same meeting, the Board of Directors also established an Audit and Risk Management Committee and adopted the mandate and Terms of Reference presented in Item PA27.13. Under the Roles and Responsibilities adopted by the Board, the Audit and Risk Management Committee shall review a list prepared by Management that summarizes the items where the TPA President has used the increased delegation of authority.

At its meeting of July 19, 2024, TPA Board of Directors approved proposed amendments to TPA Policy Resolution 5-10: Delegation of Authority as outlined in Appendix B to the report (June 11, 2024) from the President, Toronto Parking Authority. The approved amendments recognize the authorities under TPA Policy Resolution 5-7: Procurement for the President to award a contract through a non-competitive procurement process in an amount not exceeding \$250,000. Where the President uses this authority, Management has committed to providing a summary of the purchasing activity in its regular Delegation of Authority update to the Audit & Risk Management Committee.

The purpose of this report is to provide a summary outlining the TPA President's use of the increased Delegation of Authority between September 7 and October 22, 2024.

RECOMMENDATIONS

The President, Toronto Parking Authority recommends that:

1. The Board of Directors, Toronto Parking Authority, receive this report for information.

FINANCIAL IMPACT

There is no financial impact to this report.

DECISION HISTORY

At its meeting of July 19, 2024, the TPA Board of Directors approved amendments to Toronto Parking Authority Policy Resolution 5-10: Delegation of Authority as outlined in Appendix B to the report (June 11, 2024) from the President, Toronto Parking Authority and directed the President, Toronto Parking Authority, to enact Policy Resolution 5-10: Delegation of Authority, as amended. The approved amendments recognize the authorities under TPA Policy Resolution 5-7: Procurement for the President to award a contract through a non-competitive procurement process in an amount not exceeding \$250,000. Where the President uses this authority, Management has committed to providing a summary of the purchasing activity in its regular Delegation of Authority update that is provided to the Audit & Risk Management Committee.

<https://secure.toronto.ca/council/agenda-item.do?item=2024.PA10.3>

At its meeting of October 18, 2024, the TPA Board of Directors received a report providing a summary outlining the Toronto Parking Authority President's use of the increased delegation of authority between June 11 and September 6, 2024.

<https://secure.toronto.ca/council/agenda-item.do?item=2024.PA11.2>

At its meeting of November 8, 2022, the TPA Audit and Risk Management Committee adopted Item PR2.5, which provided an update on the commitments made by TPA using the increased delegation of authority between the April 23, 2022, and October 6, 2022, period. This report was subsequently adopted by the Board of Directors, Toronto Parking Authority at its December 12, 2022, meeting.

<https://secure.toronto.ca/council/agenda-item.do?item=2023.PA1.3>

At its meeting of November 8, 2021, the Board of Directors, Toronto Parking Authority reviewed, approved and endorsed an update to TPA Policy Resolution 5-10: Delegation of Authority, as amended by resolution.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.PA27.2>

At its meeting of November 8, 2021, the Board of Directors, Toronto Parking Authority established an Audit and Risk Management Committee of the Board and adopted the mandate and terms of reference included in Attachment 1 to the November 8, 2021, letter from the Chair, Toronto Parking Authority.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.PA27.13>

COMMENTS

This report provides an update to the Board about the President's use of increased Delegations of Authority that have been approved by the Board. The report covers the period between September 7 and October 22, 2024. As part of this update, Management is providing a summary of all commitments made by the President as follows:

1. Commitments made in an amount between \$250,000 and \$500,000
2. Commitments made in an amount between \$20,000 and \$250,000 originating from a non-competitive procurement process

Since Management's last update, TPA's President has authorized the award of two (2) contract(s) that fall within the President's increased delegation of authority to make commitments in an amount between \$250,000 and \$500,000. One (1) contract originating from a non-competitive procurement process were also authorized.

A summary is provided below with additional details provided in Appendix A.

TPA President Commitments Made: \$250,000 - \$500,000

1. Phase 2 Occupancy Project for In-Ground Sensors

Scope: Installation and operation of 450 in-ground occupancy sensors within on-street paid parking spaces.

Procurement Method: Request for Proposals

Contract Value: \$483,626 excluding HST

Contract Award Date: August 30, 2024

Vendor: Eleven X

Status: Sensors to be installed before the end of 2024.

Notes: Attachments referenced in the August 28, 2024 Internal Memorandum (Attachment 1 to this report), include the RFP, vendor's technical proposal, statement of work and Master Services Agreement. Due to the size of these documents, these materials have been omitted from this report but can be provided as needed.

2. Real Time On-Street Parking Closure Monitoring

Scope: In field monitoring and mapping services to identify, document, and consolidate closures of on-street paid parking stalls.

Procurement Method: Request for Proposals

Contract Value: \$383,000 excluding HST

Contract Award Date: September 16, 2024

Vendor: Sensen Networks Canada Limited

Status: In progress.

Notes: Attachments referenced in the Internal Memorandum (Attachment 2 to this report), include the RFP, vendor's technical proposal, statement of work and Master Services Agreement. Due to the size of these documents, these materials have been omitted from this report but can be provided as needed.

Commitments Made \$20,000 - \$250,000 Originating from Non-Competitive Procurements

During the current period, the President has authorized the following commitments originating from non-competitive procurement processes:

1. Two-Year Licence for consumer analytics.

Scope: two-year licence for consumer analytics.

Contract Value: \$200,000 excluding HST

Contract Date: October 4, 2024

Rationale for Non-Competitive Procurement: Renewal of a licence with an existing vendor. Transitioning to a new provider would duplicate internal efforts spent learning a new web platform. Environics' user-friendly web platform allows us to run our own consumer insights reports seamlessly. Maintaining technical continuity is crucial for efficient operations. Renewing the contract avoids disruptions and allows Management to focus on core operations.

Vendor: Environics Analytics

Status: Licence covering a two-year period beginning October 4, 2024 executed.

CONTACT

Jeffrey Dea, Vice President, Growth & Strategy, Toronto Parking Authority
(437) 243-6545, Jeffrey.Dea@greenpmobility.com

Rose-Ann Lee, Chief Financial Officer, Toronto Parking Authority
(647) 202-9440, Rose-Ann.Lee@greenpmobility.com

SIGNATURE

W. Scott Collier
President

ATTACHMENTS

Appendix A: Internal Memorandums Requesting Authorities to Issue Purchase Orders

APPENDIX A: INTERNAL MEMORANDUMS REQUESTING AUTHORITIES TO ISSUE PURCHASE ORDERS
