



REPORT FOR ACTION

Delegation of Authority Update

Date: April 11, 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.

The purpose of this report is to provide a summary outlining the TPA President's use of the increased delegation of authority between August 24, 2023 and April 4, 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 October 6, 2023, TPA Board of Directors received a report to provide a summary outlining the Toronto Parking Authority President's use of the increased delegation of authority between March 8, 2023 and August 23, 2023.

<https://secure.toronto.ca/council/agenda-item.do?item=2023.PA6.4>

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 TPA Audit and Risk Management Committee of the Board of Directors on the use of the increased delegation of authority by the President, TPA, for the period between August 24, 2023 and April 4, 2024 period.

Since Management's last update, TPA's President has authorized the award of three (3) contracts that fall within the President's increased delegation of authority to make commitments and amend contracts authorized by either the President or TPA Board of Directors. A summary of the contracts and contract amendments authorized is provided below. Additional details about each contract are provided in Appendix A.

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

1. Priority Repairs at Car Park 26 (37 Queen Street East)

Scope: Completion of priority repairs to address localized areas of deteriorated concrete and waterproofing throughout Car Park 26.

Procurement Method: Request for Proposals

Contract Value: \$307,050, excluding HST

Contract Award Date: September 25, 2023

Vendor: Maxim Group

Status: Priority repairs were completed in January 2024.

2. Priority Repairs at Car Park 36 (110 Queen Street West)

Scope: Completion of priority repairs to address localized areas of deteriorated concrete and waterproofing throughout Car Park 36.

Procurement Method: Request for Proposals

Contract Value: \$498,728, excluding HST

Contract Award Date: October 16, 2023

Vendor: Heritage Restoration Inc.

Status: Completed in March 2024.

3. Retainer for TPA Painting (Various Sites)

Scope: Master services agreement for the painting and application of vinyl wraps to the walls and columns of various TPA garages and surface lots, including, but not limited to, where electric vehicle chargers have been installed. The MSA will expire if not expended within three (3) years of contract execution.

Procurement Method: Request for Proposals

Contract Value: \$450,000 excluding HST

Contract Award: March 7, 2024

Vendor: Almon Equipment Ltd.

Status: On-going

CONTACT

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SIGNATURE

W. Scott Collier
President

ATTACHMENTS

Appendix A: Internal Memorandums Requesting Authorities to Issue Purchase Orders