

## APPENDIX B: TPA POLICY RESOLUTION 5-10 DELEGATION OF AUTHORITY EXPLANATORY NOTES

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### TPA Policy Resolution 5-10: Delegation of Authority

#### 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 bylaws 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 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 20 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.

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.

**Note:** These explanatory notes reflect the current Delegation of Authority policy that has been endorsed and approved by TPA Board of Directors: November 8, 2021 (Item PA27.2).

Last Update: April 11, 2024