



Toronto Parking Authority

Policy Resolutions

APPENDIX D: SUMMARY OF GOVERNANCE, COMPLIANCE AND RISK-BASED TPA POLICY RESOLUTIONS

Policy Categories

GRC - governance, compliance & risk management - refer to Article 6 of City of Toronto - TPA Relationship Framework for the Board's compliance and oversight responsibilities.
Operational - practices and procedures that govern the day-to-day activities and operations of the organization (suitable for delegation to President, TPA)

Category	Policy Number	Policy Name	Policy Description	Policy Type	Date Adopted	Date Last Amended	Board Ref/ Minute No.
Public Relations	1-1	Meeting and Minutes Open to the Public	Policy committing to meetings and minutes being open to the public, except for those specific issues and the specific times when matters are discussed relating to employee compensation or grievances, and real estate transactions. Reasons for closed meetings are consistent with the Municipal Code, Ch 27 - Council Procedures, Article V - Meetings and Council Committees, Sections 27 - 38.	GRC	77-167 (PAT)	2014-10-22	14-142
Public Relations	1-2	Notification to Councillors Regarding Rates	Affirms TPA's commitments to notifying local Councillors when changes are made to off-street parking rates at individual car parks or for changes in methods or times of operation.	GRC	79-304 (PAT)	2008-01-28	08-006
Public Relations	1-3	Communication with the News Media	Centralizes media requests, including those received by Board members, through the President's office for follow-up.	GRC	75-054 (PAT)	2017-04-24	17-055
Public Relations	1-9	MFIPPA	To outline the responsibilities of TPA in relation to MFIPPA and to define roles and responsibilities.	GRC	92-092 (PAT)	2010-01-25	10-003

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Public Relations	1-11	Sponsorship Policy	Policy aligns with City's sponsorship policy, provides guidelines that facilitate & support opportunities for sponsorship and creates a systematic approach to soliciting, managing and reporting on sponsorships.	GRC	2022-07-26	New	
Parking Charges	2-1	Parking Rates - Off-Street Facilities	Provides policy guidance on the establishment of off-street parking rates, rate structure, rate changes and alignment with the broader policy objectives of the City.	GRC	79-304 (PAT)	2020-06-03	Item PA15.4 June 3/2020
Parking Charges	2-6	Cost Recovery - Street Occupancy Permits at On-Street Meter Locations	Defines TPA's Policy with regard to the recovery of revenues associated with on-street meters when they are out of service to permit film companies, contractors, utilities, etc., to film and complete work on the road ways. This Policy will apply to anyone requiring the use of on-street metered spaces.	GRC	98-250 (TPA)	2018-05-15	Item PA11.3 May 15/2018
Parking Charges	2-8	Establishing On-Street Paid Parking	Governs the purpose and circumstances under which TPA will establish on-street paid parking.	GRC	00-166 (TPA)	2015-07-30	15-105
Operations	3-4	Issuing of Life Time and Annual TPA Parking Passes	Governs the issuance of life time and annual passes that allow the holder free parking at all of the off-street car parks that accept credit cards and all on-street P&D machines.	GRC	79-304 (PAT)	2020-12-14	Item PA20.4 Dec 14/2020

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Operations	3-12	Use of Parking Authority "P" Symbol	TPA shall have all signs and symbols used by it protected under Section 9 of the Trade Mark Act.	GRC	88-232 (PAT)	2012-07-24	12-114
Operations	3-14	Disposal of Surplus Vehicles and Equipment	Governs the disposal of vehicles through the VP Fianance.	GRC	09-010 (PAT)	2012-07-24	12-114
Personnel	4-3	Conflict of Interest	Conflict of interest policy applying to all employees and addressing, among other things, receiveing special treatment, financial interests, receiving fees/gifts, use of TPA property and confidential information.	GRC	77-054	2017-04-24	17-055
Personnel	4-9	Equal Opportunity Employment	TPA is an equal opportunity employer and, as such, its policy on recruitment is to seek employees using an open-search, competitive approach at all levels.	GRC	1986-08-19	New	
Personnel	4-15	Workplace Human Rights	All employess have the right to work in an environment free from unlawful discrimination and workplace harrassment. Reference to SOP A-40 and the Ontario Human Rights Code.	GRC	1993-02-23	2017-04-24	17-055
Personnel	4-19	Occupational Health & Safety Policy (to be posted)	Under OHSA, every employer must have a written health and safety policy. Employers must review this policy annually and develop a program to implement the policy.	GRC	2008-07-22	2017-04-24	17-055
Personnel	4-22	Workplace Harassment & Violence (to be posted)	Prevention of harrassment and violence in the workplace required by Part III.0.1 - OSHA	GRC	2009-04-20	2017-04-24	17-055

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Personnel	4-25	Whistle Blower Policy / Whistle Blower Form - Appendix A	Policy objective is to foster and maintain an environment at TPA that encourages employees to feel free to raise concerns about wrongdoing in the workplace and provides the mechanism through which employees can raise concerns, free of any threat of recrimination, retaliation or harassment.	GRC	2014-12-18	New	14-174
Personnel	4-26	Whistle Blower Protection Policy	Policy is to provide protection from reprisal to those employees or contractors who in good faith report wrongdoing.	GRC	2014-12-18	New	14-174
Personnel	4-29	Fraud Prevention Policy	Establishes a framework in the deterrence and detection of opportunities for fraud, and provides guidance to employees when misuse or misappropriation of TPA assets is suspected.	GRC	2014-12-18	2017-04-24	17-055
Personnel	4-31	Senior Executive Compensation Policy	Applies to executives employed by TPA and includes the President and those with the title of Vice-President. Policy outlines a reward-based incentivized payment structure for TPA executives in supporting both the long-term strategic vision of the organization and being held accountable to achieve key annual performance results.	GRC	16-027 2016-02-25	2024-03-26	Item PA8.15 March 26/2024
Finance	5-7	Procurement Policy	Policy is to be read in conjunction with its Appendices and the Delegation of Authority policy and prescribes guidelines for employees around the procurement of goods, services and construction or consulting services.	GRC	17-055 2017-04-24 Previous Policy: 87-218	New	17-055

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Finance	5-8	Investment of Reserve Funds	Policy objective is to maximize return on reserve funds within the confines of operational needs and legislative restrictions and prescribes eligible investments under Part IV (Section 42) of Ontario Regulation 610/06 (Financial Activities) under the City of Toronto Act, 2006.	GRC		2018-10-24	Item PA15.3 Oct 24/2018
Finance	5-9	Authorized Signatories Resolution	The following are authorized to sign for payments, including cheque and electronic payment transactions issued by TPA and will conform with all of the all banking resolutions held by the Company's financial institutions	GRC	17-055 2017-04-24 Previous Policy: 97-003	2018-10-24	Item PA15.3 Oct 24/2018
Finance	5-10	Delegation of Authority	Defines spending authorities delegated by TPA Board of Directors	GRC	79-304	2021-11-08	Item PA27.2 Nov 8/2021
Information Technology	8-1	Information Security Program	Policy ensuring that TPA's information assets, supporting information technology (IT) infrastructure, processing facilities, and related business services implements appropriate controls and safeguards to protect from internal and external threats to confidentiality, integrity and availability, as well as address all applicable legal and regulatory compliance requirements.	GRC	2014-03-31	New	14-038
Information Technology	8-2	Asset and Information Management	Policy ensuring that TPA's information assets and supporting IT infrastructure are classified based on their importance and value, and that procedures are defined for secure handling, processing, storage, retention, transmission, and declassification consistent with the specific classification.	GRC	2014-03-31	New	14-038

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Information Technology	8-4	Acceptable Use of Information Technology (IT) Resources	Policy ensuring that TPA's critical and restricted information technology resources, including hardware, software, information assets, supporting IT infrastructure, facilities, and related services, are used appropriately, securely, and for legitimate business purposes.	GRC	2014-03-31	New	14-038
Information Technology	8-12	Reporting Information Security Incidents	Policy ensuring that potential information security related events and incidents effecting the critical and restricted data and systems of the TPA are reported to appropriate TPA personnel in a prompt and timely manner.	GRC	2014-03-31	New	14-038