



## REPORT FOR ACTION

### **Proposed Amendments to Toronto Parking Authority Policy Resolution 5-10: Delegation of Authority**

**Date:** June 11, 2024

**To:** Board of Directors, Toronto Parking Authority

**From:** President, Toronto Parking Authority

**Wards:** All

#### **SUMMARY**

---

The purpose of this report is to reconcile an inconsistency between Toronto Parking Authority (TPA) Policy Resolutions with respect to the authority of the President and certain Management to award a contract through a non-competitive procurement process or limited solicitation. Under TPA Policy Resolution 5-7: Procurement, the President and certain Management are provided the authority to award a contract through a non-competitive procurement process or limited solicitation. These same authorities are not reflected in TPA Policy Resolution 5-10: Delegation of Authority.

To reconcile this inconsistency, Management is recommending that TPA Policy Resolution 5-10: Delegation of Authority be amended to recognize the authorities under TPA Policy Resolution 5-7 for the President and Vice Presidents to award a contract through a non-competitive procurement process in an amount not exceeding \$250,000 and \$20,000, respectively.

This same proposed amendment was contemplated as part of the broader amendments to TPA Policy Resolution 5-10: Delegation of Authority and the delegation of operational policies that the Board received through Item PA9.6 for information at its meeting of May 28, 2024. Although PA9.6 was deferred by the Board to the July 18, 2024, meeting, Management is now seeking the Board's approval of the specific amendment contained herein and recommending that the balance of what was presented in Item PA9.6 be deferred to the first quarter of 2025.

## **RECOMMENDATIONS**

---

The President, Toronto Parking Authority recommends that:

1. The Board of Directors of the Toronto Parking Authority approve the proposed amendments to TPA Policy Resolution 5-10: Delegation of Authority as outlined in Appendix B and direct the President, Toronto Parking Authority, to enact this Policy Resolution, as amended.

## **FINANCIAL IMPACT**

---

There are no financial impacts resulting from the adoption of the recommendation in this report.

## **DECISION HISTORY**

---

At its meeting of May 28, 2024, Toronto Parking Authority Board of Directors deferred Item PA9.6 - Amendments to Toronto Parking Authority Policy Resolutions 5-10: Delegation of Authority and Delegation of Operationally Focused Toronto Parking Authority Policy Resolutions to its next meeting on July 19, 2024.

<https://secure.toronto.ca/council/agenda-item.do?item=2024.PA9.6>

At its meeting of November 8, 2021, Toronto Parking Authority Board of Directors adopted Item PA27.2, as amended. In providing this approval, the Board approved and endorsed amendments to TPA Policy Resolution 5-10: Delegation of Authority and directed the President to enact the updated Policy Resolution, as approved and endorsed.

<https://secure.toronto.ca/council/agenda-item.do?item=2021.PA27.2>

At its meeting of April 24, 2017, Toronto Parking Authority Board of Directors adopted Item 1.4 - Toronto Parking Authority - Policy Resolutions Committee Review. In providing this approval, the Board approved and endorsed amendments to TPA Policy Resolution 5-7: Approval of Disbursements, Calling of Tenders and Quotations.

[https://parking.greenp.com/app/uploads/2017/09/00000163\\_agenda.pdf](https://parking.greenp.com/app/uploads/2017/09/00000163_agenda.pdf)

## COMMENTS

---

Under TPA Policy Resolution 5-7: Procurement Policy, the President and Vice Presidents are provided authority to make commitments through non-competitive procurements or limited solicitations to an amount not exceeding \$250,000 and \$20,000, respectively, where specific conditions are met. These authorities are inconsistent with Note 7(i) of TPA Policy Resolution 5-10: Delegation of Authority, which states that the delegated authority to the President shall not apply to any proposed agreement that is proposed to be sole sourced.

To address the inconsistency, TPA is proposing to include new items in Tables 1 (Delegated Authorities) and 2 (Execution Responsibilities) of the Delegation of Authority (refer to Appendix B) to align with the authorities of the President and Vice President to make commitments through non-competitive or limited solicitations under the circumstances defined in TPA's Procurement policy.

The following changes to Note 7 are also proposed to ensure consistency throughout the Delegation of Authority policy:

**Existing Note 7:** Delegated authority to the President shall not apply to any proposed agreement that:

- (i) is proposed to be sole sourced;

**Proposed Note 7:** Delegated authority to the President shall not apply to any proposed agreement that:

- (i) is sourced through a non-competitive or limited solicitation process without satisfactorily meeting at least one of the conditions for such procurements as defined under TPA Policy Resolution 5-7: Procurement Policy.

Should the Board adopt the recommendations of this report, Management will amend TPA Policy Resolution 5-10: Delegation of Authority and enact the new policy resolution.

## **CONTACT**

---

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

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

## **SIGNATURE**

---

W. Scott Collier, President  
Toronto Parking Authority

## **ATTACHMENTS**

---

Appendix A - TPA Policy Resolution 5-10: Delegation of Authority

Appendix B - Proposed Amendments to TPA Policy Resolution 5-10: Delegation of Authority