



REPORT FOR ACTION

Delegation of Authority Update

Date: June 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 April 4 and June 11, 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 May 25, 2024, 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 August 23, 2023 and April 4, 2024.

<https://secure.toronto.ca/council/agenda-item.do?item=2024.PA9.5>

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 April 4 and June 11, 2024 period.

Since Management's last update, TPA's President has authorized the award of one (1) contract that falls within the President's increased delegation of authority to make commitments. A summary of the contract authorized is provided below with additional details provided in Appendix A.

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

1. Parking Gated Equipment Purchase at CP 221 (Simcoe)

Scope: Purchase and installation of Parking Access Revenue Control System (PARCS) of gated equipment at Car park 221

Procurement Method: Request for Proposals under the Parking Access Revenue Control Systems Vendor of Record (refer to Request for Prequalification No. PS2023-03 approved by TPA Board of Directors at its meeting of July 18, 2023 - [Item PA5.7](#))

Contract Value: \$460,262.05, excluding HST

Contract Award Date: April 19, 2024

Vendor: Scheidt and Bachmann

Status: Awaiting CP 221 turnover from Lanterra Development to TPA

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