



REPORT FOR ACTION

Delegation of Authority Update

Date: September 10, 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.

At its meeting of July 19, 2024, TPA Board of Directors approved proposed amendments to TPA Policy Resolution 5-10: Delegation of Authority as outlined in Appendix B to the report (June 11, 2024) from the President, Toronto Parking Authority. The approved amendments recognize the authorities under TPA Policy Resolution 5-7: Procurement for the President to award a contract through a non-competitive procurement process in an amount not exceeding \$250,000. Where the President uses this authority, Management has committed to providing a summary of the purchasing activity in its regular Delegation of Authority update to the Audit & Risk Management Committee.

The purpose of this report is to provide a summary outlining the TPA President's use of the increased Delegation of Authority between June 11 and September 6, 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 July 19, 2024, the TPA Board of Directors approved amendments to Toronto Parking Authority Policy Resolution 5-10: Delegation of Authority as outlined in Appendix B to the report (June 11, 2024) from the President, Toronto Parking Authority and directed the President, Toronto Parking Authority, to enact Policy Resolution 5-10: Delegation of Authority, as amended. The approved amendments recognize the authorities under TPA Policy Resolution 5-7: Procurement for the President to award a contract through a non-competitive procurement process in an amount not exceeding \$250,000. Where the President uses this authority, Management has committed to providing a summary of the purchasing activity in its regular Delegation of Authority update that is provided to the Audit & Risk Management Committee.

<https://secure.toronto.ca/council/agenda-item.do?item=2024.PA10.3>

At its meeting of July 19, 2024, the TPA Board of Directors received a report providing a summary outlining the Toronto Parking Authority President's use of the increased delegation of authority between April 4 and June 11, 2024.

<https://secure.toronto.ca/council/agenda-item.do?item=2024.PA10.2>

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.

COMMENTS

This report provides an update to the Board about the President's use of increased Delegations of Authority that have been approved by the Board. The report covers the period between June 11 and September 6, 2024. Beginning with this update, Management will provide a summary of all commitments made by the President as follows:

1. Commitments made in an amount between \$250,000 and \$500,000
2. Commitments made in an amount between \$20,000 and \$250,000 originating from a non-competitive procurement process

Since Management's last update, TPA's President has authorized the award of four (4) contract(s) that fall within the President's increased delegation of authority to make commitments in an amount between \$250,000 and \$500,000. Two (2) contracts originating from a non-competitive procurement process were also authorized.

A summary is provided below with additional details provided in Appendix A.

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

1. Car Park 29 Garage Restoration: 75 Holly Street

Scope: Consultant services for Garage Restoration. This includes services for design, tendering, and construction review/contract administration.

Procurement Method: Request for Proposals

Contract Value: \$405,290 excluding HST

Contract Award Date: June 21, 2024

Vendor: Engineering Link

Status: In progress.

2. Car Park 150 Garage Restoration: 40 Larch Street

Scope: Consultant services for Garage Restoration. This includes services for design, tendering, and construction review/contract administration.

Procurement Method: Request for Proposals

Contract Value: \$471,850 excluding HST

Contract Award Date: June 26, 2024

Vendor: Sense Engineering

Status: In progress.

3. Car Park 125 Garage Restoration: 323 Richmond Street East

Scope: Consultant services for Garage Restoration. This includes services for design, tendering, and construction review/contract administration.

Procurement Method: Request for Proposals

Contract Value: \$472,342 excluding HST
Contract Award Date: June 26, 2024
Vendor: Morrison Hershfield
Status: In progress.

4. E-Fit Bicycles (Electric Pedal-Assist Bikes)

Scope: 160 E-Fit Bicycles (Electric Pedal-Assist Bikes)
Procurement Method: approved supplier agreement with PBSC
Contract Value: \$449,478.40 plus HST
Contract Award Date: August 12, 2024
Vendor: PBSC Urban Solutions
Status: E-fit bicycles to be delivered by December 2024.

Commitments Made \$20,000 - \$250,000 Originating from Non-Competitive Procurements

During the current period, the President has authorized the following commitments originating from non-competitive procurement processes:

1. Purchase of Solar-Powered E-Stations

Scope: purchase of two (2) solar-powered e-stations
Contract Value: \$100,972 excluding HST
Contract Date: August 8, 2024
Rationale for Non-Competitive Procurement: Skyhook Solar is the only Vendor of a solar-powered bike share e-stations and TPA is prototyping the use of these products.
Vendor: Skyhook Solar
Status: Delivery expected by the end of November.

2. Update to 2022 EV Deployment Plan Report

Scope: Consultant services to update previously published report from 2022 with current data and modelling. This new updated report will help guide EV deployment by TPA from 2026 onwards.
Contract Value: \$69,582 excluding HST
Contract Date: August 13, 2024
Rationale for Non-Competitive Procurement: Dunskey Energy + Climate Advisors prepared the 2022 EV Deployment Report for TPA. With access to all of the contributing data and research, it was determined that Dunskey + Climate Advisors would be the least costly option for securing this work. TPA was satisfied with the overall quality of work delivered as part of the original 2022 report.
Vendor: Dunskey Energy + Climate Advisors
Status: In progress.

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

APPENDIX A: INTERNAL MEMORANDUMS REQUESTING AUTHORITIES TO ISSUE PURCHASE ORDERS
