



REPORT FOR ACTION

Delegation of Authority Update

Date: April 2, 2025

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 October 22, 2024 and April 2, 2025.

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 November 5, 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 September 7 and October 22, 2024.

<https://secure.toronto.ca/council/agenda-item.do?item=2024.PR8.5>

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 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 Board about the President's use of increased Delegations of Authority that have been approved by the Board. The report covers the period between October 22, 2024 and April 2, 2025. As part of this update, Management is providing 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 three (3) contract(s) that fall within the President's increased delegation of authority to make commitments in an amount between \$250,000 and \$500,000. Six (6) 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. Parking Occupancy Project for Off-Street In-Ground Sensors

Scope: Installation and operation of 532 in-ground occupancy sensors within 15 off-street car parks.

Procurement Method: Request for Proposals

Contract Value: \$385,490.68 excluding HST

Contract Award Date: November 14, 2024

Vendor: Eleven X

Status: Installation of sensors complete. Installation of digital signage pending.

Notes: Attachments referenced in the October 15, 2024 Internal Memorandum (Attachment 1 to this report), include the RFP, vendor's technical proposal, statement of work and Master Services Agreement. Due to the size of these documents, these materials have been omitted from this report but can be provided as needed.

2. CP36 Hydro Vault Repairs

Scope: Construction services required for the required rehabilitation work at the Toronto Hydro Vault at CP36 located at 100 Queen Street West.

Procurement Method: Request for Tender

Contract Value: \$337,941.71 excluding HST Contract

Award Date: November 25, 2024

Vendor: Robert B. Somerville Co. Limited

Status: Base scope completed.

Notes: Continued work being done to address repair deficiencies identified by Toronto Hydro. Attachments referenced in the Internal Memorandum (Attachment 1 to this report), include the bid summary letter from TPA's consultant, WSP which has been omitted from this report but can be provided as needed.

3. CP43 East Garage Restoration

Scope: Engineering consulting services required for design, tendering and construction administration for the state-of-good repair work required at Car Park 43 located at 2 Church St., Toronto.

Procurement Method: Request for Proposals

Contract Value: \$262,200 excluding HST Contract

Award Date: April 1, 2025

Vendor: Sense Engineering

Status: In progress.

Notes: Attachments referenced in the Internal Memorandum (Attachment 1 to this report), include the proposal evaluation summary table which has been omitted from this report but can be provided as needed.

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. Astral Winter 24/25 Digital Out of Home Media Buy

Scope: Purchase of Digital Out of Home Media to support the fall/winter campaign to communicate Green P's network of parking and EV charging locations.

Contract Value: \$70,200 excluding HST

Contract Date: November 15, 2024

Rationale for Non-Competitive Procurement: TPA Policy Resolution 5-7: Procurement allows for the non-competitive procurement of media advertising time or space. As a Vendor partner, Astral Media is able to provide TPA with preferred rates and access to its inventory of digital out of home billboards.

Vendor: Astral Media Inc.

Status: Execution of media campaign completed.

Note: Attachments referenced in the Internal Memorandum (Attachment 1 to this report), include commercially sensitive pricing from the Vendor. These materials have been omitted from this report but can be provided as needed.

2. Rogers Media Radio Campaign

Scope: Purchase of radio ads read by 680 News hosts during traffic updates to support awareness of Green P's network of parking, EV charging and Bike Share services.

Contract Value: \$25,600 excluding HST

Contract Date: October 25, 2024

Rationale for Non-Competitive Procurement: TPA Policy Resolution 5-7: Procurement allows for the non-competitive procurement of media advertising time or space. Purchasing radio ads from Rogers Media takes advantage of a captured audience that is predominantly driving vehicles while listening to 680 News.

Vendor: Rogers Media Inc.

Status: Execution of radio campaign completed

Note: Attachments referenced in the Internal Memorandum (Attachment 1 to this report), include commercially sensitive pricing from the Vendor. These materials have been omitted from this report but can be provided as needed.

3. Virgin Radio 99.9 Fall/Winter Campaign

Scope: Purchase of radio ads read by Virgin Radio 99.9 hosts during traffic updates to support awareness of Green P's network of parking, EV charging and Bike Share services.

Contract Value: \$32,000 excluding HST

Contract Date: November 4, 2024

Rationale for Non-Competitive Procurement: TPA Policy Resolution 5-7: Procurement allows for the non-competitive procurement of media advertising time or space. Purchasing radio ads from Virgin Radio 99.9 takes advantage of a captured audience that is predominantly driving vehicles while listening to traffic updates.

Vendor: Bell Media Inc.

Status: Execution of media campaign completed.

Note: Attachments referenced in the Internal Memorandum (Attachment 1 to this report), include commercially sensitive pricing from the Vendor. These materials have been omitted from this report but can be provided as needed.

4. Engagement with External Consultant for GreenP Website Related Services 2025

Scope: On-going digital and technical operation support for marketing web development support, website maintenance and support, cybersecurity collaboration and technical support for the parking occupancy sensor project.

Contract Value: \$160,000 excluding HST

Contract Date: November 4, 2024

Rationale for Non-Competitive Procurement: Changing consultant services would

cause financial and technical hardships that would cause significant delays and/or duplication of costs for TPA.

Vendor: Michael Woodward

Status: Work on-going.

5. Enterprise Financial Planning & Analysis (FP&A) and Reporting Tool

Scope: Enterprise FP&A and Reporting data insights tool that will automatically generate standard reports using SAP data, thereby allowing greater staff time to be spent on analytics instead of the production of reports.

Contract Value: \$241,687 excluding HST

Contract Date: October 8, 2024

Rationale for Limited Solicitation: The goods or services are required as a result of an emergency which would not reasonably permit the solicitation of competitive submissions.

Vendor: Vena Solutions Inc.

Status: Systems integration in progress.

Note: Attachments referenced in the Internal Memorandum (Attachment 1 to this report), include legal advice and the master services agreement with the Vendor. These materials have been omitted from this report but can be provided as needed.

6. CP11 Emergency Drainage Repairs in TTC Tunnel

Scope: Engineering consulting services required for design and construction administration of emergency repairs at garage foundation footing at TTC track level below CP11.

Contract Value: \$55,370 excluding HST Contract

Award Date: March 6, 2025

Rationale for Non-Competitive Procurement: Need for emergency drainage repairs at garage foundation footing at TTC track level below CP11. Given the urgency of the work, TPA requested the services of AECOM due to their completion of the initial emergency assessment, experience working with TTC, and having staff with valid TTC track training credentials immediately available to be engaged on this work.

Vendor: AECOM

Status: Design work in progress.

Notes: Attachments referenced in the Internal Memorandum (Attachment 1 to this report), include AECOM's proposal which has been omitted from this report but can be provided as needed.

CONTACT

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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
