



REPORT FOR ACTION

Delegation of Authority Update: April 2 - June 1, 2025

Date: June 11, 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 April 2, 2025 and June 1, 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 April 24, 2025, 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 October 22, 2024 and April 2, 2025.

<https://secure.toronto.ca/council/agenda-item.do?item=2025.PR9.6>

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 April 2, 2025 and June 1, 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 one (1) contract that falls within the President's increased delegation of authority to make commitments in an amount between \$250,000 and \$500,000. One (1) contract originating from a non-competitive procurement process and in an amount between \$20,000 and \$250,000 was authorized.

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

TPA PRESIDENT COMMITMENTS MADE: \$250,000 - \$500,000

1. 2025 Localized Waterproofing Repairs 51 Dockside Drive - Carpark 286

Scope: Perform waterproofing repairs at 51 Dockside Drive - Carpark 286.

Contract Value: \$462,700.00 excluding HST

Contract Date: May 12, 2025

Vendor: Maxim Group General Contracting Limited

Status: Construction is scheduled to commence on or about June 9, 2025.

Note: Attachments referenced in the Internal Memorandum (Attachment 1 to this report), include commercially sensitive pricing. These materials have 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. CP36 – 110 Queen St W Fire System Repairs/Replacement

Scope: Emergency fire system repairs/replacement at Car Park 36 (CP36) located at 110 Queen St W (City Hall).

Contract Value: \$188,817.35 excluding HST

Contract Award Date: May 29, 2025

Rationale for Non-Competitive Procurement: The procurement of goods and services are required due to an emergency which would not reasonably permit the solicitation of competitive submissions. TPA retained Eurotech Safety Inc., which has been TPA's fire and life safety maintenance contractor from November 30, 2021 and currently has a maintenance contract with TPA through April 15, 2026.

Vendor: Eurotech Safety Inc.

Status: Work to commence in June 2025.

CONTACT

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SIGNATURE

W. Scott Collier
President

ATTACHMENTS

Appendix A: Internal Memorandums Requesting Authorities to Issue Purchase Orders