



REPORT FOR ACTION

Delegation of Authority Update: June 2 - August 31, 2025

Date: September 4, 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 June 2, 2025, and August 31, 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 July 17, 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 April 2, 2025, and June 1, 2025.

<https://secure.toronto.ca/council/agenda-item.do?item=2025.PA15.5>

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 June 2, 2025, and August 31, 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 two (2) contracts 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 and in an amount between \$20,000 and \$250,000 were authorized.

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

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

1. CP52 Vent Shaft Repair – TTC Vent Shaft

Scope: Waterproofing repairs at 51 Dockside Drive - Carpark 286.

Contract Value: \$266,728.00 excluding HST

Contract Date: June 3, 2025

Vendor: Structural Contracting Ltd.

Status: Project progressing as planned and remains on schedule for timely completion.

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.

2. Civil Consultant Retainer

Scope: Provide civil engineering consulting, design, and contract administration services on an as-required basis.

Contract Value: \$450,000.00 excluding HST

Contract Date: June 26, 2025

Vendor: RV Anderson Associates Limited

Status: Project progressing as planned and remains on schedule for timely completion.

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/LIMITED SOLICITATION PROCUREMENTS

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

1. Contract Extension - Consulting for Procurement of Parking Access Revenue Control System (PARCS)

Scope: Provide procurement consulting to upgrade legacy garage equipment for improved customer experience, PCI compliance, and technology.

Contract Value: \$119,532.00 excluding HST

Contract Award Date: May 23, 2024

Rationale for Limited Solicitation Procurement: The Procurement Advisory Office has supported this process over the past year and is nearing completion. Transitioning to a different consultant at this stage would result in significant time and cost overruns for TPA.

Vendor: The Procurement Advisory Office

Status: Project progressing as planned.

2. Safety Management System Consulting Services - Extension of Contract to Complete Phase 3 of Project

Scope: Deliver Phase 3 of the Safety Management System (SMS) project to provide a comprehensive, user-friendly system aligned with TPA Vision, Mission, Core Values, regulatory compliance, WSIB H&S Excellence Program, and industry best practices.

Contract Value: \$154,060.00 excluding HST

Contract Award Date: June 11, 2025

Rationale for Non-Competitive Procurement: TPA requires WSP Canada Inc. to deliver Phase 3 of the Requirements and Solutions project. Continuing with WSP avoids duplication of effort and costs from re-aligning a new vendor, and ensures scope and pricing are based on completed Phases 1 and 2.

Vendor: WSP Canada Inc.

Status: Project progressing as planned and remains on schedule for timely completion.

3. EPAM – Additional Services to Migrate 25 Dashboards

Scope: Migrate remaining twenty-five (25) dashboards to TPA's new cloud-based data analytics platform.

Contract Value: \$99,200.00 excluding HST

Contract Award Date: June 22, 2025

Rationale for Non-Competitive Procurement: Under TPA Procurement Policy 5-7: "Additional deliveries by the original supplier not included in the initial procurement may proceed if changes cannot be made for economic or technical reasons without causing significant inconvenience or duplicating costs for TPA."

Vendor: EPAM Systems Inc.

Status: Project progressing as planned and remains on schedule for timely completion.

4. CP58 – Emergency Retaining Wall Assessment

Scope: Engineering review of the retaining wall above TTC subway tunnel at 9 Bedford Road – Carpark 58.

Contract Value: \$69,290.93 excluding HST

Contract Award Date: July 2, 2025

Rationale for Non-Competitive Procurement: AECOM, familiar with TTC tunnels and experienced in designing and rehabilitating TTC structures. Awarding this work to AECOM is recommended, as engaging another consultant would cause technical, safety and delay risks.

Vendor: AECOM Canada ULC

Status: Project progressing as planned and remains on schedule for timely completion.

5. Rogers – Distributed Antenna Systems Connection

Scope: Implement Distributed Antenna Systems (DAS) connectivity across four (4) TPA garage facilities.

Contract Value: \$60,000.00 excluding HST

Contract Award Date: July 15, 2025

Rationale for Non-Competitive Procurement: Rogers Communications Inc. hold exclusive proprietary rights to the DAS hardware and software integration protocols required for their backend network.

Vendor: Rogers Communications Inc.

Status: Project progressing as planned and remains on schedule for timely completion.

6. CP36 –110 Queen St W Fire and Life Safety System Repairs/Replacement

Scope: Construction work for fire and life safety system repairs/replacement at 110 Queen St West – Car Park 36.

Contract Value: \$240,051.36 excluding HST

Contract Award Date: July 29, 2025

Rationale for Non-Competitive Procurement: The goods or services are required for an emergency, making competitive procurement impractical.

Vendor: Eurotech Safety Inc.

Status: Project progressing as planned and remains on schedule for timely completion.

CONTACT

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