



REPORT FOR ACTION

Delegation of Authority Update: September 1 - October 31, 2025

Date: October 30, 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 September 1, 2025, and October 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 October 16, 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 June 2, 2025, and August 31, 2025.

<https://secure.toronto.ca/council/agenda-item.do?item=2025.PA16.4>

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, 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 September 1, 2025, and October 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 five (5) contracts 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 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. Restoration Consultant Retainer

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

Contract Value: \$450,000.00 excluding HST

Contract Date: September 2, 2025

Vendor: Sense Engineering

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. Contract Award for Wayfinding Design Consulting Services to Steer Davies Gleave North America Inc.

Scope: Develop site specific, tender ready wayfinding and signage packages for five priority garages as part of the Wayfinding and Signage Modernization Program.

Contract Value: \$288,333.75 excluding HST

Contract Date: September 3, 2025

Vendor: Steer Davies Gleave North America Inc.

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.

3. 305 Rockcliffe Renovation

Scope: Facility renovation project to meet safety standards, including dedicated battery storage area, ventilation improvements, targeted repairs, and mechanical & electrical upgrades

Contract Value: \$483,100.00 excluding HST

Contract Date: September 4, 2025

Vendor: Ritestart Limited

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.

4. Request to Amend Internal Memorandum to Award for Parking Occupancy Project for Off Street In-Ground Sensors

Scope: Request to amend Internal Memorandum to award for Parking Occupancy Project for Off Street In-Ground Sensors.

Contract Value: \$490,451.75 excluding HST

Contract Date: September 12, 2025

Vendor: Eleven-x

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.

5. Planning Services Contract 1-Year Extension

Scope: One-year extension of the contract for the Planning Services Vendor of Record (VOR) Agreement, awarded in 2022.

Contract Value: \$475,000.00 excluding HST

Contract Date: September 19, 2025

Vendor: Multiple vendors

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. Award to Purchase Accelerated Custom Development from Passport Parking Inc.

Scope: Elevate the Green P App and strengthen Toronto Parking Authority's (TPA) leadership in digital parking and mobility.

Contract Value: \$215,055.00 excluding HST

Contract Award Date: September 18, 2025

Rationale for Non-Competitive Procurement: As the exclusive Green P App provider, Passport is the only vendor to deliver these enhancements without added cost or operational disruption, per TPA Policy 5-7.

Vendor: Passport Parking Inc. (Passport)

2. Succession Planning Project - Contract Amount Increase

Scope: Korn Ferry to provide consultant services for the Succession Planning Project.

Contract Value: \$108,300.00 excluding HST

Contract Award Date: October 17, 2025

Rationale for Limited Solicitation: In June 2025, TPA awarded Korn Ferry a \$96,900 contract for succession planning covering director-level roles. When the project expanded in September to include vice president positions, the contract was extended on a non-competitive basis to avoid duplication of costs and ensure continuity.

Vendor: Korn Ferry

AUDIT COMMITTEE FOLLOW-UP REQUESTS FROM SEPTEMBER 25, 2025 MEETING

The Committee requested Management to provide a history of the number of procurements that has been reported.

Below is the trend of procurements reported for 2023 and YTD 2025. Limited solicitation reporting was approved by the Committee at its July 2024 meeting.

Year	Commitments made \$250,000 - \$500,000	Total \$ Value	Non-Competitive/ Limited Solicitation*	Total \$ Value
2023	9	\$3.58M	N/A	N/A
2024	10	\$4.38M	3	\$0.37M
2025	10	\$3.90M	2	\$0.36M

*Limited solicitation – 3 quotes

CONTACT

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SIGNATURE

W. Scott Collier
President

ATTACHMENTS

Appendix A: Internal Memorandums Requesting Authorities to Issue Purchase Orders