



REPORT FOR ACTION

Delegation of Authority Update: November 1, 2025 - January 31, 2026

Date: February 25, 2026

To: Board of Directors, 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 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 Board.

The purpose of this report is to provide a summary outlining the TPA President's use of the increased Delegation of Authority between November 1, 2025, and January 31, 2026.

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 December 12, 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 September, 1 2025, and October 31, 2025.

<https://secure.toronto.ca/council/agenda-item.do?item=2025.PA17.10>

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 November 1, 2025, and January 31, 2026. 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 not authorized the award of any contract that falls within the President's increased delegation of authority to make commitments in an amount between \$250,000 and \$500,000. Three (3) contracts originating from a non-competitive procurement process and in an amount between \$20,000 and \$250,000 were authorized.

In addition, the President authorized a small increase to a contract originally authorized by the TPA Board, details of which are provided below for transparency and full disclosure.

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

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. Approval of a work award to D & Y Consulting on the SAP Interfaces

Scope: Six-month extension of SAP integration services to D & Y Consulting (Daniel Li) to support critical system integrations, including EV charging infrastructure, PARCS modernization, and new vendor onboarding, ensuring continuity, automation, and operational efficiency.

Contract Value: \$125,000.00 excluding HST

Contract Award Date: October 24, 2025

Rationale for Limited Solicitation: A non-competitive procurement was proposed in order to maintain continuity, institutional knowledge, preserve project momentum, and avoid operational disruption. Mr. Li has in-depth knowledge of our SAP landscape and existing integrations, enabling rapid development and minimal onboarding time. Engaging a new vendor would introduce significant delays, increase risk, and require additional ramp-up for knowledge transfer, as such a move would entail substantial costs and time.

Vendor: D & Y Consulting (Daniel Li)

2. Microsoft SQL Server Upgrade

Scope: Purchase of Microsoft SQL Server 2022 Enterprise Edition licenses through Softchoice under TPA's existing Microsoft Enterprise Agreement, to support high-availability database infrastructure. The current version has reached end of life, and the latest MS SQL version is required to provide high availability and latest security patches.

Contract Value: \$140,695.31 excluding HST

Contract Award Date: December 22, 2025

Rationale for Sole Source: Per TPA Procurement Policy 5-7, due to "the existence of exclusive rights such as patent, copyright, license or warranty

restrictions," we recommend conducting a sole source procurement of Microsoft SQL Server licenses.

Vendor: Softchoice

3. ChargePoint/Passport Integration for Electric Vehicle (EV) charging in the GreenP App

Scope: This will deliver the full integration of TPA's EV charging network with the GreenP app by enabling Flo and ChargePoint chargers to support in-app discovery, pricing, visibility, and payment, including B2B access for fleets and commercial users.

Contract Value: \$ 122,000.00 excluding HST

Contract Award Date: December 9, 2025

Rationale for Sole Source: Integration must be completed directly with the existing EV charging network providers, FLO and ChargePoint, whose proprietary systems are required to enable full GreenP app functionality and cannot be competitively substituted.

Vendor: FLO Inc. and ChargePoint Inc.

OTHER DISCLOSURES

1. Increase in Contingency Spend for Security Guard Services in 2025, Awarded to Garda Canada Security Corporation

Scope: Security guard services in support of TPA's Security Program, including increased coverage required to mitigate risk and maintain compliance arising from unforeseen conditions such as the CP36 fire protection system capital project.

Original Contract Value: \$ 4,256,641.00 excluding HST

Updated Contract Value: \$ 4,441,640.00 excluding HST

Amendment authorized by TPA President: \$ 184,999.00 excluding HST

Contract Date: September 12, 2025

Vendor: Garda Canada Security Corporation

CONTACT

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SIGNATURE

W. Scott Collier
President

ATTACHMENTS

Appendix A: Internal Memorandums Requesting Authorities to Issue Purchase Orders