



TORONTO PARKING AUTHORITY

Internal Memorandum

DATE: 10-24-2025
TO: President, Toronto Parking Authority
FROM: Associate Director, Information Management and Security,
Toronto Parking Authority
SUBJECT: **Approval of a work award to D & Y Consulting on the SAP Interfaces**

If DOA reporting to TPA Board required: Yes

SUMMARY

This memorandum seeks approval to award additional work to D & Y Consulting, conducted by Mr. Daniel Li, for a period of six months to support SAP integration services.

In January 2024, Mr. Li was initially engaged to design and build SAP interfaces for the parking equipment at CP 72 – St. Lawrence Market North and CP 221 – Simcoe. Both interfaces were delivered successfully, meeting the required technical specifications and timelines, and are now fully operational. In addition to completing the original scope of work, Mr. Li has supported several critical initiatives that emerged during the contract term, including a critical SAP system upgrade and enhancements that enabled online payment processing via the GreenP mobile app at multiple car parks, reducing the manual workload for the Finance Team. Mr. Li also played a significant role in preparing a standard SAP interface template that can be used to onboard any new vendor in the future.

Going forward, we require Mr. Li to develop new SAP interfaces to support Electric Vehicle (EV) charging infrastructure, working closely with TPA's EV charging vendors, Flo and ChargePoint. These integrations will replace a manual reconciliation process currently used by the Finance Team and introduce automation, accuracy, and auditability to the transaction flow. Mr. Li is also working on developing and validating the SAP interface for onboarding the University of Toronto Project to fetch and process the transactions generated at the University of Toronto.

In addition, Mr. Li is expected to play a pivotal role in the PARCS Revamp project, which involves full modernization of parking systems and integration of new vendor platforms. This work will demand deep technical expertise, which Mr. Li has already demonstrated through proven success. Given the

complexity and scale of the upcoming work, as well as his strong track record of delivery, responsiveness, and embedded knowledge of the SAP environment, it is recommended that this additional work be awarded to D & Y Consulting to ensure continuity, institutional knowledge, preserve project momentum, and avoid operational disruption.

RECOMMENDATIONS

The Associate Director- Information Management and Security recommends that the President of the Toronto Parking Authority grant the authority to:

- 1. Approve a six-month additional engagement for D & Y Consulting to continue supporting the development, integration, and enhancement of SAP interfaces, including new initiatives such as EV charging systems with Flo and ChargePoint, Passport – EV (ChargePoint and Flo), University of Toronto integration and the PARCS Revamp, for a maximum of \$125,000 (excluding HST).

FINANCIAL IMPACT

The total amount has been estimated at a maximum of \$125,000 (excluding HST), including contingency, with the term ending in June 2026.

Table 1: Financial Impact Summary of Recommendation

Description	Details
D & Y Consulting: Daniel Li's Hourly Rate	\$120.00
CONTRACT TERM (35 hours/week, 6 months)	\$109,220.00
Contingency	\$15,800.00
Total	\$125,000.00
Funding Source	The cost for this extension is covered under the following Internal Orders: a) 700587 (Capital) b) 700565 (Capital) c) 700562 (Capital)

DECISION HISTORY

Internal Memo, January 31, 2024: Design and Build SAP Interfaces for Parking Equipments for New Vendors for CP 72 - St Lawrence Market North -92 Front St E, Toronto, Ontario, MSE 1 C4 and CP 221 - Simcoe -234 Simcoe St, Toronto, Ontario, MST 1T4

SOLICITATION SUMMARY

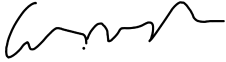
We propose non-competitive procurement in order to maintain continuity, institutional knowledge, preserve project momentum, and avoid operational disruption. Mr. Li has in-depth knowledge of our SAP landscape and existing integrations, enabling rapid development and minimal onboarding time. Engaging 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.

His performance thus far has demonstrated a high degree of agility, technical expertise, and effective communication.

Given the tight deadlines for EV interface automation and the foundational role he will play in the PARCS Revamp, this extension ensures both continuity and project momentum.

CONTACTS

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Gurvinder Gill
Chief Information Officer, Toronto Parking Authority
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COMMENTS

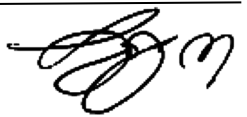
The Information Technology team conducted internal stakeholder discussions to evaluate ongoing interface needs. There was a consensus that Mr. Li's work has been critical to past and current SAP integration efforts, with strong delivery results. The stakeholders agreed that his deep familiarity with the technical landscape, proactive issue resolution, and close coordination with the Finance Team and the Parking Development Team have created substantial value across both planned and ad-hoc initiatives. The EV charging integration, University of Toronto Project, and upcoming PARCS modernization are seen as priority workstreams where continuity and system insight are essential.

For the recommended contract award, the following requirements have been met:

- a. The total contract value is \$125,000.00 (excluding applicable taxes), and the contract term is 6 months with the possibility of an extension.
1. The total term of the contract is 5 years or less, including any option years; AND
2. The President has authority for contract award as provided below

Delegated Authorities (Refer Policy 5-10 for details)					
Agreement Type	TPA Board	President (Maximum Value)	Vice President (Maximum Value)	Director (Maximum Value)	Manager (Maximum Value)
Commitments	> \$500,000	\$500,000	\$100,000	\$50,000	\$10,000
Commitments via Non-Competitive or Limited solicitations (under circumstances as defined in TPA Policy 5-7)	> \$250,000	\$250,000	\$20,000	Nil	Nil

SIGNATURE

A handwritten signature in black ink, appearing to read 'W. Scott Collier', written over a horizontal line.

W. Scott Collier

President, Toronto Parking Authority



TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM

DATE: December 22nd, 2025
TO: President, Toronto Parking Authority
FROM: Gurvinder Gill, Chief Information Officer
SUBJECT: Internal Memo – Microsoft SQL Server Upgrade

Executive Summary

I am requesting approval to proceed with the purchase of Microsoft SQL Server 2022 Enterprise Edition licenses through Softchoice, at a total cost of \$140,695.31 CAD (including HST), under TPA's existing Microsoft Enterprise Agreement (Authorization #8171283), to ensure compliance with our procurement policies.

Background

Our database infrastructure requires SQL Server Enterprise Edition to support an Always On Availability Group cluster configuration for high availability. This capability is essential for ensuring business continuity across our critical operations supporting GreenP Parking, Bike Share Toronto, and EV charging services. The current version has reached end of life, and we would need to use the latest MS SQL Server version to provide high availability and the latest security patches.

Justification

- 1. Technical Requirement:** Our physical server (TPASQL1) has 16 cores, requiring 8 two-core license packs under Microsoft's per-core licensing model.
- 2. Feature Necessity:** Always On Availability Groups—required for high availability clustering—are only fully supported in Enterprise Edition.
- 3. Cost Efficiency:** Enterprise per-core licensing includes passive failover rights for both our local datacenter and Azure cloud environments at no additional cost, eliminating the need for separate Client Access Licenses (CALs).
- 4. Procurement Compliance:** This purchase is being made through Softchoice under TPA's existing Microsoft Enterprise Agreement (Authorization #8171283), ensuring compliance with our procurement policies.

SOLE SOURCING

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.

RECOMMENDATIONS

**The Chief Information Officer of the Toronto Parking Authority recommends that:
The President of the Toronto Parking Authority authorizes the procurement of Microsoft SQL Server licenses.**

FINANCIAL IMPACT

Funding of the licenses will be provided via the capital budget with an internal Order number 700625

Table 1: Summary of capital costs

Product Description	Qty	Unit Cost	Total Cost
SQL Server Enterprise Core ALng LSA 2L	8	\$15,563.64.00	\$124,509.12
HST	1	\$16,186.19	\$16,186.19
Total Capital Cost			CAD \$140.695.31

CONTACTS

Gurvinder Gill
Chief Information Officer
Toronto Parking Authority
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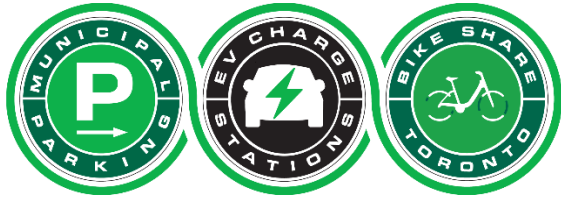
SIGNATURE

x 

Gurvinder Gill
Chief Information Officer,
Toronto Parking Authority

x 

Scott Collier
President, Toronto Parking Authority



INTERNAL MEMORANDUM

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

Date: December 9, 2025
To: Scott Collier, President, Toronto Parking Authority
From: Jarrett McDonald, Vice-President, Operations, Toronto Parking Authority
Wards: All

RECOMMENDATION

The Director, Parking Development recommends that:

- 1) Toronto Parking Authority pay ChargePoint Canada Inc. (ChargePoint) the amount of \$122,000.00 excluding HST for development work required to integrate ChargePoint's EV charging capabilities into the GreenP App.

FINANCIAL IMPACT

The total amount being spent on the integration is \$122,000.00 excluding HST. These costs are accounted for in the 2025 Capital Budget. \$72,000.00 will come from Internal Order 700572: GreenP App Integration with ChargePoint. The remaining \$50,000 will come from Internal Order 700565: GreenP App Enhancement.

SUMMARY

TPA operates Canada's largest municipally-owned EV network with over 500 chargers across on-street and off-street facilities. To enhance customer convenience, TPA is integrating the GreenP App with its EV charging providers, Flo and ChargePoint. Once complete, customers will be able to:

- Initiate and pay for charging sessions
- Locate all TPA EV charging stations via the in-app map
- View charger pricing, connector types, and power outputs
- Enable B2B access for corporate fleets, rideshare drivers and businesses

Currently, these features are unavailable in the GreenP App, requiring customers to use third-party apps. Integration with Flo was completed in 2024 but remains inactive, as we plan to launch alongside the full network of chargers. To achieve full network integration, TPA must also integrate ChargePoint's 175 chargers. Development will conclude by December 2025, followed by testing, with public launch targeted for Q1 2026.

CONTACT

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cullen.lee@greenpmobility.com

SIGNATURE



Scott Collier
President

ATTACHMENTS

Attachment 1 – Quotation for Integration Work from ChargePoint



TORONTO PARKING AUTHORITY

INTERNAL MEMORANDUM Contract Amendment

Date: September 12, 2025
To: Scott Collier, President, TPA and Jarrett McDonald, Vice President, Operations, TPA
From: Beverly Goulding, Manager, Safety, TPA

Subject: PS 2021-02- Increase in contingency spend for security guard services in 2025, awarded to Garda Canada Security Corporation

As part of the Toronto Parking Authority's (TPA) Security Program, the Board of Directors of TPA approved a contract award to Garda Canada Security Corporation on October 25, 2021, with a budgeted spend of \$4,256,641 for the year 2025.

However, due to unforeseen conditions such as the CP36 fire protection system capital project, there was a TPA and Corporate Security managed increase in this type of ad-hoc security coverage to reduce risk and maintain compliance.

RECOMMENDATIONS

The Manager, Safety, Toronto Parking Authority, recommends that:

1. The President of the Toronto Parking Authority (TPA) grant authority to increase the previously approved contingency line by \$184,999 from \$191,159 to \$376,151.30 (excluding applicable taxes) to cover cost incurred and projected to incur in 2025. The total contract award value for the year 2025 therefore increases to \$4,441,640 from \$4,256,641. The DOA limit for this contract amendment is lessor of 15% or \$500,000 in further commitments.

FINANCIAL IMPACT

Contract Award Contingency Line Extension Value to the Total Contract Extended 1 Year Price (2025):

Description	Cost
A) Total scope approved (October 2021)	\$4,256,641
3 rd Party (Flow Through) included	\$242,300
TPA Costs	\$3,823,182
Contingency	\$191,159
B) Total Contingency Change Orders to be approved	\$184,999
C) Total new internally approved contract value (A+B=C)	\$4,441,640
DOA Policy 5-10 Table 1: For Agreements originally approved in an amount greater than \$500,000 - Lesser of 15% or \$500,000 in further commitments	

Table 1: Financial Summary

	Year 1 Price (2022)	Year 2 Price (2023)	Extended 1 Year Price (2024)	Extended 1 Year Price (2025)	Extended 1 Year Price (2026)
Total Request	\$3,863,959	\$4,051,532	\$4,152,821	\$4,256,641	\$4,363,057
3 rd Party (Flow-through)	\$225,000	\$230,625	\$236,391	\$242,300	\$248,358
TPA Costs	\$3,465,676	\$3,638,959	\$3,729,933	\$3,823,182	\$3,918,761
Contingency	\$173,284	\$181,948	\$186,497	\$191,159	\$195,938

Based on the foregoing, staff recommends that the contingency line for 2025 be increased as outlined for Garda Canada be accepted.

COMMENTS

Over the past nine months, and based on projections for the remainder of 2025, the Toronto Parking Authority (TPA) has experienced a sustained need for additional, unplanned security coverage in the form of Fire Watch and Ad hoc services. These measures have been essential to safeguard customers, employees, and joint venture partners.

Key Drivers of Increased Contingency Costs

Legislative Compliance:

- Ontario Fire Code requirements, including those arising from the CAPEX Fire Protection System project at CP36.

Emergent Security Requirements:

- Short-term deployments at car parks (CPs) without static coverage.
- Support for PARC/Joint Venture sites such as CP72, CP49, and CP217.

Operational Necessity:

- Rapid response to safety risks, infrastructure issues, or partner requests where no pre-planned coverage exists.

Governance & Approval Process

Since March 2025, a dedicated TPA Fire Watch/Ad hoc Team has met regularly to review and approve all additional coverage requests.

This team includes:

- Manager, Safety
- Director, Parking Operations
- City of Toronto Corporate Security – Security Supervisor
- Joint Venture Coordinator

Approval is based on operational requirements, legislative obligations, and risk assessments, ensuring that all deployments are justified and documented. Please note that some of the risk assessments have been conducted with partnership with JHSC/Union Representatives.

Table 2: TPA Fire Watch and Ad hoc YTD Hrs. and 2025 Projections Chart v August 27, 2025 (Internal Documentation)

Adhoc Positions/Fire Watch													
Adhoc - CP36 - Fire Watch (Weekday nights)	207	240	192	276	276	276	276	276	276	276	0	0	2571
Adhoc - CP36 - Fire Watch (Weekends 247)	144	192	192	192	192	192	192	192	192	192	0	0	1872
Adhoc - CP404 - Fire Watch	0	4	0	0	0	0	0	0	0	0	0	0	4
Adhoc - CP26 - Fire Watch	0	0	12	0	0	0	0	0	0	0	0	0	12
Adhoc - CP68 - Fire Watch	0	0	192	0	0	0	0	0	0	0	0	0	192
Adhoc - CP221 - Fire Watch	0	0	48	0	0	0	0	0	0	0	0	0	48
Adhoc - CP262 - Fire Watch	0	0	60	99	0	0	0	0	0	0	0	0	159
Adhoc - Misc Fire Watch	0	0	60	99	0	0	0	8	8	8	8	8	199
TOTAL Fire Watch	351	436	756	666	468	468	468	476	476	476	8	8	5057
Adhoc Positions/Other													
Adhoc - CP34 - Stairwell	72	0	0	0	0	0	0	0	0	0	0	0	72
Adhoc - CP1 - Pedestrian Access	36	0	0	0	0	0	0	0	0	0	0	0	36
Adhoc - CP304 - Contractor Access	744	672	252	432	0	0	0	0	0	0	0	0	2100
Adhoc - CP149 - Contractor Secure Access	12	0	0	0	0	0	0	0	0	0	0	0	12
Adhoc - CP72 - Contractors Access	0	0	84	171	48	0	0	0	0	0	0	0	303
Adhoc - CP217 - Response to CONDO report/Violence	0	0	12	360	348	324	372	372	0	0	0	0	1788
Adhoc - CP58 - Response to Hotel Report	0	0	120	360	48	0	0	0	0	0	0	0	528
Adhoc - CP215 - Response to Hotel Report	0	0	120	36	0	0	0	0	0	0	0	0	156
Adhoc - CP49 Response to Condo Report	0	0	0	36	310	270	310	310	0	0	0	0	1236
Adhoc - CP68 Increase Violence (12-00)	0	0	0	0	288	324	372	372	372	372	372	372	2844
Adhoc - CP68 Graffiti & Trespassers (19-07)	0	0	0	0	0	168	0	0	0	0	0	0	168
Adhoc - CP266 - Access Control for Construction	0	0	0	0	0	8	0	0	0	0	0	0	8
Adhoc - Misc	0	0	0	0	0	0	0	36	36	36	36	36	180
TOTAL Adhoc-Other	864	672	588	1395	1042	1054	1054	1090	408	408	408	408	8431
TOTAL ADHOC	1215	1108	1344	2061	1510	1562	1522	1566	884	884	416	416	14488

CONTACTS

Beverly Goulding, Manager, Safety, Toronto Parking Authority,
647.241.1869, Beverly.Goulding@greenpmobility.com

SIGNATURE



Jarrett McDonald
Vice President, Operations
Toronto Parking Authority

SIGNATURE



Scott Collier
President
Toronto Parking Authority

ATTACHMENTS

Attachment 1: Report for Action, Contract Award for Security Guard Services, October 25, 2021