



## REPORT FOR ACTION

### Delegation of Authority Update: February 1, 2026 – April 30, 2026

**Date:** May 14, 2026

**To:** Board of Directors, Toronto Parking Authority

**From:** President, Toronto Parking Authority

**Wards:** All

#### SUMMARY

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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 February 1, 2026, and April 30, 2026.

#### RECOMMENDATIONS

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The President, Toronto Parking Authority recommends that:

1. The Board of Directors, Toronto Parking Authority, receive this report for information.

## FINANCIAL IMPACT

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There is no financial impact to this report.

## DECISION HISTORY

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At its meeting of March 11, 2026, 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 November 1, 2025, and January 31, 2026.

<https://secure.toronto.ca/council/agenda-item.do?item=2026.PA18.9>

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

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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 February 1, 2026, and April 30, 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 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. Five (5) 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**

During the current period, the President has authorized the following commitments originating from competitive open solicitations:

- 1. Expansion Joint Leaks at Car Park 52 (40 York Street)**

**Scope:** Retention of contractor to complete expansion joint leak repairs at Car Park 52 (40 York Street). This project includes curtain injection waterproofing trial at two locations, followed by full-scale repairs upon successful performance.

**Contract Value:** \$484,470.00 excluding HST

**Contract Award Date:** February 11, 2026

**Vendor:** Macdero Construction (Ontario) Ltd.

- 2. Safety and Security Upgrades – Phase 1 Retainer**

**Scope:** TPA has launched its multi-year Safety and Security Upgrades Program designed to modernize critical systems, enhance customer protection, and ensure alignment with current safety standards and emerging technologies. To support this initiative, TPA intends to retain one qualified consultant on a retainer basis to lead the consulting, design process, and provide contract administration services for the various project packages

**Contract Value:** \$400,000.00 excluding HST

**Contract Award Date:** March 31, 2026

**Vendor:** Smith and Anderson Consulting Engineering

- 3. Switchgear Preventative Maintenance Services – Updated Annual Spend, Scope Additions, and Request for Budget Approval**

**Scope:** Provision of electrical switchgear preventative maintenance services across TPA facilities, including infrared testing during regular hours and de-energized maintenance during after-hours, with scope expanded to additional sites. The contract incorporates updated cost structure based on RFP rates and supports ongoing maintenance requirements over a multi-year term with potential extension.

**Contract Value:** \$314,805.97 excluding HST

**Contract Award Date:** February 26, 2026

**Vendor:** Smith & Long

#### **4. Electrochemical Chloride Extraction (ECE) at Car Park 36 (110 Queen St W)**

**Scope:** TPA is planning to undertake an Electrochemical Chloride Extraction (ECE) assessment at Car Park 36 (CP36) located at 110 Queen Street West, in two (2) localized areas of the garage. The objective of this assessment is to reduce chloride contamination within the suspended parking slabs and determine if this restoration strategy is viable for complex structures where traditional slab repairs or replacements are very difficult or costly to undertake.

**Contract Value:** \$339,775.00 excluding HST

**Contract Award Date:** April 21, 2026

**Vendor:** Complete Concrete Restoration

#### **5. Contract Award for RFP-TPAOBPC-202602-01-Toronto Parking Authority Organizational Best Practice Codification to Arcadis Professional Services (Canada) Inc. for Parking Operations**

**Scope:** Professional consulting services to support the codification of organizational best practices at the Toronto Parking Authority (TPA).

**Contract Value:** \$272,701.00 excluding HST

**Contract Award Date:** April 13, 2026

**Vendor:** Arcadis Professional Services (Canada) Inc.

### **COMMITMENTS MADE \$20,000 - \$250,000 ORIGINATING FROM NON-COMPETITIVE/LIMITED SOLICITATION PROCUREMENTS**

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#### **1. Contract Award – Multi-Site Fire & Life Safety – 2025 Annual & Monthly Deficiency Repairs**

**Scope:** Remediation of identified fire and life safety deficiencies across 19 TPA facilities, as identified through 2025 inspections and in preparation for future Toronto Fire Services reviews. The work will be carried out by a qualified contractor to ensure compliance, system reliability, and alignment with ongoing maintenance and safety program requirements.

**Contract Value:** \$241,505.89 excluding HST

**Contract Award Date:** March 2, 2026

**Rationale for Limited Solicitation:** Minimizes the delays in executing these essential Fire & Life Safety repairs, posing potential risks to customers and staff and could have resulted in duplication of costs due to the need to repeat investigations, site reviews, and deficiency validations.

**Vendor:** Eurotech Safety Inc.

## **2. Contract Award for Extension of SAP Third-Party Vendor Support to EPI-USE**

**Scope:** Provision of short-term SAP third-party vendor support services through a contract extension with the incumbent provider to maintain system stability and continuity of critical operations. The extension ensures uninterrupted support while a longer-term competitively sourced contract is finalized by mid-2026.

**Contract Value:** \$120,000.00 excluding HST

**Contract Award Date:** February 27, 2026

**Rationale for Non-Competitive Procurement:** A short-term, non-competitive contract with EPI-USE ensures continuity of SAP ensures stable, uninterrupted support while longer-term decisions are finalized. As the incumbent provider, EPI-USE, has in-depth knowledge of TPA's SAP environment. Engaging a new vendor for just a few months would require significant ramp-up time and introduce unnecessary operational risk.

**Vendor:** EPI-USE

## **3. CP15 – 33 Yorkville Ave – Car Wash and EV Infrastructure Installation**

**Scope:** Installation of base-building infrastructure at Car Park 15 (33 Yorkville Ave) to support a future car wash on Level P6 and six Level 2 EV charging stations on Level P1. The work includes structural, mechanical, and electrical provisions integrated during construction to enable future amenities and avoid costly retrofits.

**Contract Value:** \$158,972.86 excluding HST

**Contract Award Date:** March 16, 2026

**Rationale for Non-Competitive Procurement:** The car wash and EV infrastructure works are being carried out by the current Developer, Pemberton Group Inc., as part of the base building of the construction contract. Engaging an alternate supplier was not feasible, as the infrastructure installation is fully integrated into the ongoing structural, mechanical, and electrical works during construction. The pricing was checked using historical information for similar type of work. It was found that the original quote, due to the timing, constructability and easier integration with the base building work was the most cost effective way to proceed.

**Vendor:** Pemberton Group Inc.

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

**Scope:** Delivery of enhanced Green P app functionality, including digital permit integration with Scheidt & Bachmann and expanded business account and fleet management features. The work supports a unified, digital first parking experience and enables scalable B2B and permit-based services.

**Contract Value:** \$248,756.90 excluding HST

**Contract Award Date:** March 19, 2026

**Rationale for Non-Competitive Procurement:** As the exclusive provider and operator of the Green P App, Passport Parking Inc. is the only vendor capable of delivering these enhancements without significant duplication of cost or operational risk.

**Vendor:** Passport Parking Inc.

**5. Contract Award - DocuSign e-Signature Services for SAP SuccessFactors Recruitment Module**

**Scope:** Implementation and integration of an electronic signature solution within the SAP SuccessFactors Recruitment module to enable a fully digital end-to-end hiring process. The work includes secure execution of offer documents, real-time signature tracking, and automated document storage within the system.

**Contract Value:** \$21,455.00 excluding HST

**Contract Award Date:** April 7, 2026

**Rationale for Non-Competitive Procurement:** A sole source procurement was selected for this process as DocuSign provides a proven native integration with SAP SuccessFactors, currently used within the city environment, and represents a secure, efficient and low risk option.

**Vendor:** DocuSign

## **CONTACT**

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## **SIGNATURE**

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W. Scott Collier  
President

## **ATTACHMENTS**

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Appendix A: Internal Memorandums Requesting Authorities to Issue Purchase Orders