



REPORT FOR ACTION

Delegation of Authority Update: July 1, 2026 – August 31, 2026

Date: September 21, 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 July 1, 2026, and August 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 July 24, 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 May 1, 2026, and June 30, 2026.

[Agenda Item History - 2026.PA20.4](#)

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 July 1, 2026, and August 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/limited solicitation procurement process

Since Management's last update, TPA's President has not authorized award of any contract 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.

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

1. GreenP Website Related Services to Michael Woodward

Scope: Amendment to continue Michael Woodward's engagement for GreenP website-related services through December 2026, including website maintenance, enhancements, cybersecurity support, operational stability, and occupancy project integration support while a future competitive procurement process is completed.

Contract Value: \$230,000.00 (+\$70,000.00 as \$160,000.00 previously board approved)

Date of Memo: June 22, 2026

Vendor: Michael Woodward

Rationale for Non-Competitive Procurement: Michael Woodward designed, developed, and maintains the GreenP website and has extensive knowledge of its architecture, integrations, and operational dependencies. Replacing him would create delays, duplication of costs, and risk to ongoing operations, cybersecurity support, and enhancements.

2. Intercom integration with Microsoft Teams

Scope: 24-month contract for 300 CyberGate licenses to integrate Talkmaster and Commend intercom platforms with Microsoft Teams, creating a single SOC call queue, improving response consistency, mobility, reporting, and customer service across current and future parking sites.

Contract Value: \$179,056.00

Date of Memo: August 05, 2026

Vendor: CyberTwice

Rationale for Non-Competitive Procurement: CyberGate was identified as the only solution connecting Talkmaster, Commend, and Microsoft Teams and was recommended by Scheidt & Bachmann. Based on this proprietary technology, TPA proceeded under a non-competitive procurement process.

3. Digital Advertising

Scope: Non-competitive award to Statements Media Inc. for ESA electrical connections, permitting, inspections, and installation-related requirements

needed to complete digital advertising display installations under an existing advertising agreement at TPA parking facilities.

Contract Value: \$25,000

Date of Memo: August 10, 2026

Vendor: Statements Media Inc.

Rationale for Non-Competitive Procurement: Additional work is part of an existing competitively awarded project. Using a different vendor would create transition, coordination, and implementation costs, increase operational disruption, and delay completion. Continuity with Statements Media is required to complete installations efficiently and meet electrical and operational requirements.

4. Hub Car Parks PinPad upgrade to UX301

Scope: Request for approval to purchase 40 Verifone UX301 Moneris pinpads for existing Hub gated parking equipment. The acquisition supports continuity of operations, planned deployments, and ongoing PARCS migration projects.

Contract Value: \$ 199,956.92

Date of Memo: August 14, 2026

Vendor: Hub Parking Technology Canada Ltd.

Rationale for Non-Competitive Procurement: TPA conducted a non-competitive procurement to ensure technical compatibility and successful integration of UX301 Moneris pinpads with TPA's existing gated parking equipment, with Hub being the original equipment manufacturer and only authorized support provider.

5. Compensation Market Review for Executives and Directors

Scope: Non-competitive award to Gallagher Benefit Services to conduct a compensation market review of executive and director total compensation, supporting a Board-requested review and reporting back in fall 2026. Contract includes consulting services and associated contingency.

Contract Value: \$37,000.00

Date of Memo: August 21, 2026

Vendor: Gallagher Benefit Services

Rationale for Non-Competitive Procurement: Gallagher previously completed compensation market reviews for TPA, helped update the Executive Compensation Policy, and is familiar with TPA roles and requirements. Due to Board-requested timelines and prior experience, retaining Gallagher avoids delays and significant rework.

OTHER DISCLOSURES

1. SAP SuccessFactors Support Services in FY 2025 by Mr. Adam Li (Dezhi Consulting)

Scope: Authorization documenting a sole-source engagement for SAP SuccessFactors implementation and support services during FY2025. The services ensured successful deployment, integration with the existing SAP landscape, system stability, issue resolution, and continuity of HR systems modernization initiatives at TPA. This contract was completed in December 2025 and internal review process indicated requirement of additional documentation. Post the expiry of this contract in December 2025, an open RFP was conducted for this scope of work and Deloitte Canada was the successful proponent approved by the Board in May 2026.

Contract Value: \$155,250.00

Date of Memo: March 13, 2026

Vendor: Dezhi Consulting (Mr. Adam Li)

Rationale for Non-Competitive Procurement: The engagement was sole-sourced because Mr. Adam Li possessed unique institutional knowledge of TPA's SAP environment, integrations, historical configuration decisions, and SuccessFactors dependencies. TPA lacked sufficient internal expertise, and replacing him would have introduced significant implementation, continuity, and operational risk.

CONTACT

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SIGNATURE

W. Scott Collier
President

ATTACHMENTS

Appendix A: Internal Memorandums Requesting Authorities to Issue Purchase Orders