



Delegation of Authority during the Board Recess

Date: July 22, 2026
To: TTC Board
From: Chief Executive Officer

Recommendations

It is recommended that the TTC Board:

1. Delegate authority to the Chief Executive Officer during the Board recess from July 22, 2026, until the first scheduled TTC Board meeting of the new term, to:
 - a. award or amend contracts that may exceed a term of five years, including optional terms, or the projected term of capital funding for a project as otherwise approved by the Board and City Council subject to:
 - i. the value of the contract award or amendment being within the CEO's current delegation of authority financial limits; and
 - ii. funding being available within the TTC's approved budgets; and where the contract is funded through the TTC's Capital Budget and the contract term extends beyond the current approved 10-Year Capital Budget, the Chief Executive Officer's approval is also subject to:
 - A. the Interim Chief Financial Officer confirming that funding is available for the portion of the contract within the approved 10-Year Capital Budget; and
 - B. the commitment by the Chief Executive Officer and Interim Chief Financial Officer to fully fund future budget requirements for amounts beyond the current 10-year Capital Budget term through the subsequent annual budget process.
 - b. in consultation with the Interim Chief Financial Officer, enter into agreements, including any amendments and extensions, with other orders of government, including their agencies, to take actions as required to preserve the TTC's ability to secure intergovernmental funding or financing opportunities that may arise, including entering into any necessary agreements with other levels of government to receive such funding.

2. Delegate authority to the Interim Chief Financial Officer to approve the following budget adjustments, provided that sufficient budgets and funds are available to reallocate:
 - a. budgets between capital projects or sub-projects in an amount of not more than \$6 million; and
 - b. operating budgets in an amount of not more than \$1 million, including associated changes to service levels and complement.
3. Direct the Chief Executive Officer, or delegate, to:
 - a. report to the first Board meeting of the new term on the use of any delegated authority under Recommendation 1 and 2 above; and
 - b. report budget adjustments to City Council, through the Budget Committee in accordance with the requirements set out in the Toronto Municipal Code Chapter 279, Toronto Transit Commission.

Summary

This report recommends the TTC Board provide additional delegated authorities to the Interim Chief Financial Officer (CFO) and Chief Executive Officer (CEO) to ensure continuity of services during a municipal election year, and critical and time-sensitive TTC operating and capital activities continue to move forward after the last TTC Board meeting of the current 2022-2026 term on July 22, 2026.

The recommended delegated authorities, if approved, would come into effect following the July 22, 2026 Board meeting with the authority under Recommendations 1 and 2 remaining in effect until the first scheduled TTC Board meeting of the new term. Any use of the delegated authorities during the Board recess period, beyond the Interim CFO's or the CEO's otherwise regular authority, will be reported by staff at the first TTC Board meeting of the new term.

Background and Analysis

The TTC's Authorization for Expenditures and Other Commitments Policy defines the framework to make purchases and/or commitments on behalf of the TTC and covers the Board's delegation of authority to the CEO to authorize expenditures, including contract awards and amendments.

In June 2025, the Board approved updates to the CEO's delegation of authority that permit the CEO to approve contract awards and amendments (other than single source contracts) up to the approved budget amount with one of the controls being that contracts do not exceed a maximum term of five years, including optional terms, or the projected term of capital funding for a project as approved by the Board and City Council. The Board's approval included a requirement to report back on a semi-annual basis on contracts awarded under the delegated authority that exceed \$5 million.

Recommendations 1 and 2 in this report are specific to temporary delegated authority in consideration of the Board Recess period from July 22, 2026, until the first scheduled TTC Board meeting of the new term, whereby recommendation 1. a. addresses the current limits related to the term of a contract. Board approval of the temporary delegated authorities in this report will permit the CEO to authorize contract awards or amendments subject to funding availability within existing approved budgets, and for the CFO to approve budget adjustments as noted above, during the stated Board recess period, as required in the normal course of business and to ensure critical and time sensitive TTC operating and capital activities continue to move forward and are not delayed.

Any use of delegated authority is subject to the following controls to ensure accountability and transparency:

1. **Budget Compliance:** Awards and/or amendments values must be within the TTC's approved budget.
2. **Best Value:** Contract awards based on competitive procurement processes are made to the supplier that, based on the evaluation criteria set out in the specific bid document (which includes an evaluation of pricing), represents the best value.
3. **Non-Competitive Oversight:** Established procedures that ensure contract awards based on non-competitive procurement processes represents best value and are subject to appropriate oversight.
4. **Internal Checks and Balances:**
 - i. CFO approval for awards and amendments authorized by the CEO; and
 - ii. a committee established by the CEO to advise on non-standard situations or concerns arising during the procurement process.
5. **Fairness and Integrity:** All procurement processes must be fair, transparent, and free of conflicts of interest.
6. **Public Reporting:** Continued posting of bid results and awards. In addition, staff report to the Board twice annually on all contract awards that exceed \$5 million.

In addition to the above controls, any use of delegated authority by the CEO or the CFO during the stated Board recess period, over and above their otherwise regular authority, will be reported at the first meeting of the Board in the new term (currently scheduled for December 15, 2026) and with respect to budget adjustments, reported to City Council through the Budget Committee in accordance with the requirements set out in the Toronto Municipal Code Chapter 279, Toronto Transit Commission.

Financial Impact

This report has no additional financial impact beyond what has been approved in the 2026 TTC Conventional and Wheel-Trans Operating Budgets and 2026-2035 Capital Budget and Plan as approved by the TTC Board on January 7, 2026, and by City Council on February 10, 2026.

The Interim Chief Financial Officer has reviewed and approved this report and agrees with the financial impact information.

Contact

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Attachments

Attachment 1 – Decision History

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The TTC Board has provided delegated authority in the past during a prolonged Board recess period to ensure officials are able to continue key business of the TTC. In 2022, the following report was brought forward:

[Delegation of Authority during the Board Recess \(July 14, 2022\)](#)

Toronto City Council, historically, also provides delegated authorities to City officials to maintain City business during a Council recess while a municipal election is underway. The last report of this nature was CC47.4 Delegation of Authority for the Remainder of the 2018-2022 Council Term.

[CC47.4 - Delegation of Authority for the Remainder of the 2018-2022 Council Term](#)

At its meeting of June 23, 2025, the Board approved a report that increased the delegated authority provided to the Chief Executive Officer to award and amend contracts, other than single source, up to an approved budgets to expedite procurements.

[TTC6.15 - Amendments to TTC Policy 6.5.1 \(Authorization for Expenditures and Other Commitments\) - Increasing Delegated Authority to Expedite Procurements](#)