



Toronto Parking  
Authority

Office des parcs de  
stationnement de  
Toronto

*The Toronto Parking Authority exists to provide safe, attractive, self-sustaining, conveniently located and competitively priced off-street and on-street public parking as an integral component of Toronto's transportation system.*

## NOTICE OF MEETING AND AGENDA

A meeting of the Toronto Parking Authority will be held at City of Toronto City Hall, located at **100 Queen Street West, Meeting Room B, 2<sup>nd</sup> Floor, at 4:00 PM on Tuesday, November 2, 2004.**

### AGENDA

- A. Declarations of Conflict of Interest.
- B. Confirmation of the minutes of the October 13, 2004 meeting.

*Italicised items: Approval of these items will result in expenditure/receipt of funds*

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#### **1.0 FINANCE & ADMINISTRATION**

- 1.1 List of Cheques issued, for information only, and shown as Annex A. to this November 2, 2004 Agenda (vouchers 21862 – 22152).
- 1.2 Staff memorandum dated October 28, 2004, for information only, regarding the off-street revenue results for September, 2004 and year to date.
- 1.3 Staff memorandum dated October 22, 2004, for information only, regarding the on-street revenue results to September 2004.
- 1.4 ***Staff memorandum dated October 19, 2004 recommending approval of the expenditure of \$3,000.00 as a total contribution towards the TPA office staff 2004 Christmas Party, the 2005 Summer Event, and flowers and fruit baskets for births, deaths, hospitalization, etc.***
- 1.5 Staff memorandum dated October 29, 2004 recommending approval of new Policy 7-1 entitled "Lobbying Disclosure Policy for Requests for Proposals and Tender Quotation Calls".

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### **3.0 PARKING OPERATIONS**

#### **Off-Street**

- 3.1 Staff memorandum dated October 27, 2004, for information only, regarding "Security Report, Vehicle Break-in Summary for Off-Street Facilities".

### **5.0 IN-CAMERA**

- 5.1 Staff memorandum dated October 26, 2004, for information only, regarding real estate status update.

- 5.2 ***Staff memorandum dated October 27, 2004 regarding an amendment to an agreement of purchase and sale.***

- 5.3 ***Staff memorandum dated October 28, 2004 regarding a proposed property acquisition for municipal parking purposes.***

### **6.0 OTHER BUSINESS**

- 6.1 Copies of the following articles recently appearing in local newspapers:

- 1) "Development May Occur on Brooke" (Toronto Community News, October 29, 2004);
- 2) "Plan to turn Danforth-area pathway into more parking spaces nixed" (Toronto Star, October 28, 2004);
- 3) "Parking lot expansion eyed" (Toronto Community News, Scarborough, October 24, 2004);
- 4) "Auto shop owner furious at parking officials" (Toronto Community News, Scarborough, October 20, 2004);
- 5) "Civic Centre Crumbling (Town Crier, October 4, 2004); and
- 6) "Landmark hardware store to leave village" (Town Crier, October 4, 2004);

- 6.2 Staff memorandum dated October 26, 2004 recommending approval of the 2005 Toronto Parking Authority Pass Card list.

- 6.3 Staff memorandum dated October 28, 2004 regarding proposed TPA Board meeting dates for calendar year 2005.

- 6.4 Video presentation of the October 18, 2004 CityWatch Award Ceremony for TPA staff member Dimitri Delinis.



# BOARD MEMORANDUM

TO: Board of Directors FILE NO:  
FROM: Teresa Toigo DATE: October 28, 2004  
SUBJECT: SUGGESTED BOARD MEETING DATES FOR CALENDAR YEAR 2005

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**MEETING DATE: Tuesday, November 2, 2004**

Below is a list of suggested Board meeting dates for calendar year 2005 taking into consideration vacations, Council, Committees, and other meetings. All meetings would again be held at City Hall beginning at 4:00 p.m. except for the meeting on January 12<sup>th</sup> to accommodate the Board's annual luncheon to follow:

Wednesday, January 12, 10:30 a.m. (*Annual Board Luncheon to follow*)  
Thursday, February 24  
Tuesday, March 15  
Tuesday, April 5  
Wednesday, May 4  
Tuesday, May 24  
Monday, June 20  
Tuesday, July 26  
Tuesday, September 13  
Monday, October 17  
Monday, November 7  
Monday, December 5

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# TORONTO PARKING AUTHORITY

## POLICY RESOLUTION

7-1

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ITEM: **Lobbying Disclosure Policy for Requests for Proposals and Tender/Quotation Calls**

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ITEM: To establish provisions respecting the disclosure of lobbying activities with respect to request for proposals and tender/quotation calls.

SCOPE: This policy shall apply to all competitive requests or calls issued in excess of \$10,000.00 excluding Sole Source Purchases or Purchase Orders issued in accordance with approved purchasing policies.

POLICY: Lobbying in relation to Requests for Proposals and Tender/Quotation Calls issued by the Toronto Parking Authority is subject to disclosures as set out in the procedure section below.

DEFINITIONS: **“Lobbying”** will be defined as direct contact by a lobbyist with a lobbyable official of the TPA whether face to face, by telephone, letter, electronic media or any other means, the purpose of which is to influence the official’s administrative actions with respect to the selection of a proponent or the awarding of a contract.

**“Lobbyist”** means any person who shall engage in lobbying as defined herein for compensation for:

- (1) an entity other than his or her employee or;
- (2) for an entity other than his or her employer if a principal function of his or her position in lobbying or governmental relations.

PROCEDURE: Disclosure shall contain the following information:

- (i) the name, address and telephone number of the Proponent or Bidder;
- (ii) the name, address and telephone number of each person retained, employed or designated by such Proponent or Bidder who has engaged in Lobbying in relation to the Proposal or Bid;
- (iii) the Request or Call document number in respect of which each person retained, employed or designated by such Proponent or Bidder has engaged in Lobbying;

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FIRST ADOPTED: \_\_\_\_\_  
LAST AMENDED: New MINUTE NUMBER: \_\_\_\_\_  
LAST REVIEWED: New MINUTE NUMBER: \_\_\_\_\_

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# TORONTO PARKING AUTHORITY

## POLICY RESOLUTION

**7-1**

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ITEM: **Lobbying Disclosure Policy for Requests for Proposals and Tender/Quotation Calls**

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- (iv) a description of the general nature of communications that each person retained, employed or designated by such Proponent or Bidder has made in Lobbying; and
- (v) the name of the person and department before whom such Proponent or Bidder has engaged in Lobbying.

The disclosure information shall be provided to the Board Secretary of the Toronto Parking Authority unless an alternate official is identified in the Request for Proposal or Tendered/Quotation documents issued by the Toronto Parking Authority.

All documents issued by the Toronto Parking Authority to which this Policy applies shall include a statement advising the Proponents or Bidders of the Disclosure Policy.

Where a proponent or bidder fails to comply with the Policy as set out herein, the proponent or bidder may, at the discretion of the Board of the Toronto Parking Authority, be prohibited from submitting bids or proposals to the Toronto Parking Authority for a period of one year.

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FIRST ADOPTED: \_\_\_\_\_  
LAST AMENDED: New MINUTE NUMBER: \_\_\_\_\_  
LAST REVIEWED: New MINUTE NUMBER: \_\_\_\_\_

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# BOARD MEMORANDUM

TO: Maurice J. Anderson FILE NO: 4085-26  
FROM: Ian Maher DATE: October 28, 2004  
SUBJECT: Off-Street Revenue Results – September 2004

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MEETING DATE: November 2, 2004

RECOMMENDATION:

That the report be received as information.

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BACKGROUND:

The year-to-date and monthly revenue results for off-street facilities for September 2004 are summarized below:

	Year-to-Date (\$000)	Month (\$000)
2002	39707	4399
2003	39879	4650
2004	41884	4744
Budget	42998	4946
2004/2003	2005	95
2004 / Budget	(1115)	(202)
Parks Adjustment	(413)	(\$68)
Vs 2003	2417	163
Vs Budget	(702)	(134)

As of the end of September, the revenue (after the Parks Adjustment) was **\$2.417 million above 2003 (6.1%)**, but about **\$700,000 below budget (1.7%)**. For the actual month of September, the percents were 3.5% and 2.8% respectively.

## Yonge Corridor

Further to our discussion at the October 13<sup>th</sup> meeting of the Board of Directors, I have specifically analyzed the Yonge corridor. The attached maps indicate the performance of the attended carparks in the Yonge corridor. The facilities are grouped by area and revenues are indicated below versus budget for year-to-date, and month of September performance.

	<b>YTD vs Budget (\$000)</b>	<b>%</b>	<b>September vs Budget (\$000)</b>	<b>%</b>
Yonge/Sheppard	(59)	(6)	(17)	(14)
Yonge/Eglinton	(175)	(7)	(28)	(9)
Yonge/St. Clair	(342)	(9)	(86)	(26)
Yonge/Bloor	(386)	(5)	(59)	(7)
Core	(13)	--	(47)	(4)
Fringe	70	1	45	9
Total	(905)		(192)	
Rest of City	203		58	

The system, excluding the Yonge corridor is above budget for both the year and for the month.

The Yonge corridor is compared to the 2003 results in the following table.

	<b>YTD vs 2003 (\$000)</b>	<b>%</b>	<b>September vs 2003 (\$000)</b>	<b>%</b>
Yonge/Sheppard	(36)	(3)	(9)	(8)
Yonge/Eglinton	(20)	(1)	3	1
Yonge/St. Clair	(52)	(2)	(84)	(25)
Yonge/Bloor	293	4	(44)	(5)
Core	805	8	67	6
Fringe	92	2	69	13
Total	1082		2	
Rest of City	1335		162	

The 2003 results were expected to be comparatively lowered by the SARS event and for the August blackout. As such, it was expected that a significant rebound would occur against these results. This has occurred in most locations. However, the results for the Yonge/Sheppard, Yonge/Eglinton and Yonge/St. Clair areas do not demonstrate this gain. In addition, the results in the Yonge/Bloor area are of concern for the month of September.

## **Comments**

There are a number of possible explanations for the unexpected shortfall in revenues in the Yonge corridor. These would include:

1. higher office and retail vacancies;
2. lower employment levels;
3. loss of mode share to transit; and
4. new parking competitors.

These issues are being investigated but no conclusive information is available at this point.

The possible impact of higher fuel costs has been considered. While this may have had a suppressive effect on the entire market, it should not have disproportionately impacted the Yonge corridor.

## **CONCLUSION**

At the end of the third quarter the off-street revenue was about \$700,000 below budget. This budget shortage was entirely due to poor results in the Yonge corridor. Despite the budget shortfall, the Yonge corridor was exceeding 2003 revenues by more than one million dollars and the system as a whole was exceeding 2003 results by \$2.4 million. Investigation into the possible causes of the shortfalls in the Yonge corridor will continue.

Ian Maher



# BOARD MEMORANDUM

TO: Maurice J. Anderson FILE NO: 2000-01  
FROM: Ian Maher DATE: October 29, 2004  
SUBJECT: **Lobbying Disclosure Policy for Requests for Proposals and Tender /  
Quotation Calls**

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MEETING DATE: November 2, 2004

RECOMMENDATION:

**It is recommended that the Board of Directors of the Toronto Parking Authority adopt Policy 7.1 entitled "Lobbying Disclosure Policy for Requests for Proposals and Tender Quotation Calls".**

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BACKGROUND:

Toronto City Council, at their meeting of March 1, 2, and 3, 2004 adopted the recommendation of the Administrative Committee which amended their existing "Lobbying Disclosure Policy for Requests for Proposals and Tender / Quotation Calls". The existing policy was adopted by Council at their April 14, 15 and 16, 2003 meeting. The amendment had the effect of extending the policy to all tenders. Previously, the policy had been restricted only to high dollar value calls. City Council requested its agencies, boards and commissions to adopt Lobbyist Disclosure Policies similar to the policy adopted by Council. The attached Policy was developed in response to this request.

The City Policy applies to tenders and proposals for amounts above the departmental discretionary limit of \$7500. The comparable delegated limit as set out in TPA Policy 5.7 is \$10,000 to the President of the TPA. This has been adopted as the limit in the TPA policy above which the Lobbyist Disclosure policy would apply.

A copy of the proposed policy is attached in addition to the report considered and adopted by City Council.

Ian Maher



# BOARD MEMORANDUM

TO: Maurice J. Anderson FILE NO: 5000-200  
FROM: Gwyn Thomas DATE: October 27, 2004  
SUBJECT: SECURITY REPORT, VEHICLE BREAK-IN SUMMARY – OFF-STREET FACILITIES

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MEETING DATE: Tuesday, November 2, 2004

RECOMMENDATION:

**It is recommended that this memorandum be received for information purposes.**

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BACKGROUND:

The Toronto Parking Authority has established and implemented security measures in its parking facilities with a view to eradicating criminal activity placing specific emphasis on the occurrence of vehicle break-ins. Attached is a copy of the Monthly/Year-to-Date summary of vehicle break-ins for Toronto Parking Authority off-street parking facilities for the months of July, August and September 2004. The following summarizes those monthly reports:

First Quarter Summary

In January, February and March 2004 statistics indicate that vehicle break-ins in our facilities have been significantly reduced. Year-to-date statistics show that 4.15% more vehicles parked in these facilities in the first quarter of 2004 than in the first quarter of 2003 and that there were 137 or 48% fewer occurrences than for the same period in 2003; in 2004 there were 146 occurrences versus 283 in 2003.

Second Quarter Summary (Year to Date)

Second quarter statistics clearly indicate that criminal activity in our facilities has been further reduced. Year-to-date statistics indicate that 163,096 or 7.12% more vehicles parked in these facilities in the first half of 2004 than in the same period of 2003. There were 211 or 38% fewer occurrences than for the same period in 2003; in 2004 there were 345 occurrences versus 556 in 2003. Thirteen arrests were made at this point in 2004.

July 2004

In July 2004, 23660 or 6.18% more vehicles parked in these facilities than in July 2003. There were 40 vehicle break-in occurrences in July 2004, 78 or 66% less than in July 2003 when there were 118 occurrences. In July 2004 there were .98 break-ins per 10,000 vehicles parked in these facilities versus 3.08 per 10,000 in July 2003.

The Year to Date summary indicates that there were 385 vehicle break-ins that occurred up to the end of July 2004, 43% or 289 occurrences fewer than experienced up to July 2003 when there were 674 year to date.

#### August 2004

In August 2004, 29912 or 8.25% more vehicles parked in these facilities than in August 2003. There were 75 vehicle break-in occurrences in August 2004, a reduction of 49 occurrences or 40% when compared to August 2003 when there were 124 occurrences. In August 2004 there were 1.91 break-ins per 10000 vehicles parked in these facilities versus 3.42 per 10000 in August 2003.

The Year to Date summary indicates that there were 460 vehicle break-ins that occurred up to August 2004, 42% or 338 occurrences fewer than experienced up to August 2003 when there were 798.

Between August 9, 2004, and August 18, 2004, five significant arrests took place in Carparks 15, 34, 36 and 68, three of which are known recidivists.

#### September 2004

In September 2004, 202 or .05% more vehicles parked in these facilities than in September 2003. There were 27 vehicle break-in occurrences in September 2004, a reduction of 54 occurrences or 67% when compared to September 2003 when there were 81 occurrences. . In September there were .63 break-ins per 10000 vehicles parked in these facilities versus 1.89/10000 in September 2003.

The Year to Date summary indicates that there were 496 vehicle break-ins up to September 2004, 44% or 392 fewer occurrences than up to September 2003 when there were 888. There were three arrests on the month of September.

#### SUMMARY:

These statistics clearly indicate that criminal activity in our facilities has been significantly reduced over the course of the past 12 months.

Year-to-date statistics indicate that 214655 or 5.84% more vehicles parked in these facilities in the first three-quarters of 2004 than in the same period of 2003. There were 392 or 44% fewer occurrences than for the same period in 2003; in 2004 there were 496 occurrences versus 888 in 2003. There were 1.28 break-ins per 10000 vehicles parked in these facilities versus 2.42/10000 in at this point in 2003.

Twenty-one (21) arrests have been made to date 2004.



# BOARD MEMORANDUM

TO: Board of Directors FILE NO: 2000-03  
FROM: Maurice J. Anderson DATE: October 26, 2004  
SUBJECT: 2005 TORONTO PARKING AUTHORITY PARKING PASSES

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MEETING DATE: Tuesday, November 2, 2004

RECOMMENDATION:

**That the Toronto Parking Authority approve the attached Parking Pass Card list as being the only complimentary parking passes that will be issued for calendar year 2005.**

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Attached is a list of the Toronto Parking Authority parking passes that we suggest be issued to various individuals for calendar year 2005. Those names that are in bold print are the only changes in each of the sections when compared to the approved list for calendar year 2004.

The Toronto Parking Authority staff listed under "Supervisors" and "Other TPA employees" require a pass to perform their jobs. They are continually visiting parking facilities throughout the city and checking machines to make sure they are working, etc. Last year we had two councillors who had requested not to receive a card. We will contact these Councillors and confirm that they do not drive and therefore do not require a parking pass.

MJA:tt  
Attach.

File: d:\files\Passes\mja(rec)2005PassList