



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY  
HELD ON 2015 November 19 AT 7:30 a.m. IN THE CPA Centre of Excellence,  
604 – 9<sup>th</sup> Ave S.W.**

Present: F. Clemens (Acting Chair)  
Councillor Carra  
Councillor Chu  
S. Gittens – via conference  
L. Hassanali  
M. Logan  
J. Pantazopoulos  
E. Sawyer

Absent: E. Chidley

Also Present: M. Derbyshire, General Manager  
W. Haidey, Controller

F. Clemens called the meeting to order at 7:30 am.

**1. WELCOME AND CONFIRMATION OF AGENDA**

F. Clemens welcomed John Pantazopoulos onto the Board.

Ellen Chidley is the other Board Member chosen.

M. Derbyshire introduced the Leadership Team to J. Pantazopoulos.

CONFIRM AGENDA, Moved by M. Logan that the agenda for the November 19, 2015 CPA Board be confirmed.

CARRIED

**2. CONFIRMATION OF MINUTES – October 22, 2015**

CONFIRM MINUTES, Moved by M. Logan that the Minutes for the 2015 October 22 regular meeting of the CPA Board be confirmed.

CARRIED

### **3A. ANNUAL ELECTION OF CHAIR**

Councillor Carra noted that it is stipulated in the bylaw that the Chair must be an Elector member.

CHAIR NOMINATIONS: M. Logan nominated F. Clemens for position of Chair.  
Seconded by Councillor Carra.

F. Clemens accepted position of Chair.

As no further nominations received, by acclamation, **F. Clemens** is appointed to position of **CHAIR**.

CARRIED

### **3B. ANNUAL ELECTION OF VICE CHAIR**

VICE CHAIR NOMINATIONS: Councillor Chu nominated S. Gittens as Vice-Chair.  
Seconded by Councillor Carra.

S. Gittens accepts the nomination.

No further nominations were received, therefore nominations closed. **S. Gittens** was appointed to position of **VICE CHAIR**.

CARRIED

### **3C. ANNUAL APPOINTMENTS TO SUBCOMMITTEES**

#### **Audit Committee**

E. Sawyer will continue as a member of the Audit Committee.

E. Sawyer nominates J. Pantazopoulos to the Committee.

L. Hassanali is willing to serve again.

No further nominations were received therefore nominations closed. **E. Sawyer**, **L. Hassanali** and **J. Pantazopoulos** are appointed to the **Audit Committee**.

CARRIED

**Strategic Asset Advisory Committee (S.A.A.C.)**

M. Logan volunteered to continue to be a member of S.A.A.C.

Councillor Carra, F. Clemens and Councillor Chu volunteered to become members of S.A.A.C.

No further nominations were received, therefore nominations closed. **M. Logan, Councillor Carra, F. Clemens and Councillor Chu** are appointed to the **Strategic Asset Advisory Committee**.

CARRIED

**Governance Committee**

M. Logan nominated S. Gittens to continue on the Governance Committee.  
S Gittens accepts nomination.

E. Chidley will serve on the Governance Committee.  
Councillor Carra volunteered to serve on this Committee.

Chairs will be chosen at the first Committee meeting of each Committee.  
The Governance Committee will take a more active role in Committees moving forward.

No further nominations were received, therefore nominations closed. **S. Gittens, Councillor Carra and E. Chidley** are appointed to the **Governance Committee**.

CARRIED

**ParkPlus Committee**

L. Hasssanali volunteered to join the ParkPlus Committee.  
E. Sawyer nominated S. Gittens to the Committee.  
Councillor Carra nominated J. Pantazopoulous to the Committee.  
F. Clemens volunteered to join Committee.

No further nominations were received, therefore nominations closed. **S. Gittens, F. Clemens, J. Pantazopoulous and L. Hassanali** are appointed to the **ParkPlus Committee**.

CARRIED

Moved by E. Sawyer to accept slate of Committee appointments.

CARRIED

### **3D. CPA2015-22 2016 ANNUAL SCHEDULE OF MEETINGS**

M. Derbyshire requested that Board Members review dates and advise of any conflicts.

M. Derbyshire asked if anyone would like to change the time of Board Meetings or to continue on with 7:30 am. Agreed to continue on with 7:30 am meetings.

Councillor Carra noted that there is a December 14, 2015 lunch meeting with Council.  
M. Logan noted we may want to look at scheduling a meeting with Council now for 2016.

Administration will work with Council to schedule a meeting in Sept 2016.  
At December 14<sup>th</sup> Council Meeting, will include returning in September 2016 and yearly going forward.

E. Sawyer mentioned conflict with Audit Committee dates.  
Administration will revise 2016 Calendar and send to Board Members.

### **4A. SUB-COMMITTEE REPORTS AND UPDATES**

#### **1. Audit Committee**

E. Sawyer, Chair of the Audit Committee provided an update.

The Audit committee approved the Audit Service Plan.  
The Audit Committee reviewed Information Technology and Cybersecurity Risk for information

Risk items are on radar and continue to be worked on; all cyber security risks flagged as yellow currently.

F. Clemens queried vendor over-dependency moving from red to yellow. M. Derbyshire mentioned steps have been taken to mitigate therefore improvement seen.

Audit committee approved a request for Deloitte to do a business process review on the City of Edmonton pilot.

Moved by F. Clemens to accept Report AC2015-04, Information Technology and Cybersecurity Risk for information and receive Audit Committee Update for information.

CARRIED

## **2. Governance Committee**

**MOVE IN CAMERA**, Moved by F. Clemens that in accordance with Section 197 of the *Municipal Government Act*, and Sections 24(1)(a) and 24(1)(g) and 25(1) (c) (ii) of the *Freedom of Information and Protection of Privacy Act*, the Authority now move in camera at 8:11 a.m., to consider business matters.

MOVED by Councillor Carra to move out of camera at 8:23 a.m. and report to the Authority.

### **RISE AND REPORT**

Moved by Councillor Carra that M. Derbyshire be directed to pursue membership in the ICD for the CPA Board.

CARRIED

## **3. ParkPlus Committee**

M. Derbyshire, on behalf of the Chair of the ParkPlus, Committee, provided an update.

Advised that the Leadership Team will be having a half day session developing a ParkPlus Roadmap to prioritize tasks and assign resources.

Moved by L. Hassanali to receive update for information.

CARRIED

## **4. Strategic Asset Advisory Committee (S.A.A.C.)**

M. Logan, Chair of the S.A.A.C., provided an update.

Moved by M. Logan to implement the revised 2016 off-street rate policy; and implement the revised 2016 on-street rate policy for the 2016 Calendar year and to return to existing policy for 2017.

CARRIED

Moved by M. Logan to deposit Cash in lieu contribution of \$420,000 to the capital reserve fund for the East Village Parkade project, as recommended in SAAC2015-05.

CARRIED

Moved by M. Logan that we suspend redevelopment activity for Lot 7 and 66 and continue to operate as surface lots.

CARRIED

Moved by M. Logan that Administration proceed to renegotiate and accept minimum reserve price (per recommendation) with added flexibility to adjust closing date to up to 2 years and take on cost of demolition and seek a non-refundable deposit.

CARRIED

Moved by M. Logan that on Lot 62 recommend to proceed with construction of an above grade parkade with a liner building on the lot.

CARRIED

#### **4B. LIST OF OUTSTANDING AND RECURRING ITEMS**

List of Outstanding and Recurring Items accepted for information.

#### **4C. GM UPDATE**

M. Derbyshire provided an update for November.

F. Clemens noted that enforcement tickets sent back greatly reduced with hand held units being used.

GM Update accepted for information.

#### **5. CHAIR'S UPDATE**

F. Clemens attended downtown parking strategy as a member of NAIOP (Commercial Real Estate Development Association) and provided update on future strategies. Recommends that in future more than one Board Member attend.

Downtown Parking Strategy: C. Blaschuk and E. MacNaughton working with CPA. 4 year strategy on Parking Policy. Downtown has been prioritized.

**6. ADJOURNMENT**

Meeting adjourned at 9:30 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2015 \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER