



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY  
HELD ON 2015 May 21 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  
L. Hassanali  
M. Logan  
E. Sawyer

Absent: T. Malik  
G. MacDonald

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

F. Clemens called the meeting to order at 7:32 a.m.

**1. WELCOME AND CONFIRMATION OF AGENDA**

CONFIRM AGENDA, Moved by M. Logan that the agenda for the May 21, 2015 CPA Board be confirmed.

CARRIED

**2. CONFIRMATION OF MINUTES – March 26, 2015**

CONFIRM MINUTES, Moved by L. Hassanali that the Minutes for the 2015 March 26 Meeting be confirmed.

CARRIED

**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 7:45 a.m., to consider business matters.

MOVED by F. Clemens to move out of camera at 8:20 a.m. and not report to the Authority.

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

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

E. Sawyer, Chair of the Audit Committee, presented the Audit Committee update.

Assessment of the Internal Control Environment was approved with amended changes. CPA's Annual Status Report and PowerPoint presentation was approved as amended and forwarded to The City's Audit Committee for presentation at The City's Audit Committee Meeting (May 21, 2015)

Moved by M. Logan to receive Report AC2015-01, The Calgary Parking Authority Control Environment and Powerpoint presentation to The City's Audit Committee for information.

CARRIED

Moved by E. Sawyer to receive Report AC2015-02, Cash Balances and Investments for information.

CARRIED

##### **2. Governance Committee**

M. Logan, provided the Governance Committee update.

Moved by S. Gittens to receive for information the Board Assessment Results and to proceed with self-assessment starting May 22, 2015 with third party providing feedback to individual Directors.

CARRIED

##### **3. IP/ParkPlus Committee**

S. Gittens, Chair of the IP/ParkPlus Committee, provided an update.

ParkPlus Commercialization Plan was reviewed and provided for information.

Moved by F. Clemens to receive update for information.

CARRIED

**MOVE IN CAMERA**, Moved by M. Logan. 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 8:40 a.m., to consider business matters.

MOVED by M. Logan to move out of camera at 8:45 a.m. and not report to the Authority.

#### **4B. GM REPORT**

M. Derbyshire presented the GM Report for May.

M. Derbyshire advised that the report would continue to evolve over time and include a KPI dashboard going forward linked back to Strategic Plan to identify targets where possible.

Moved by M. Logan to look at further options to celebrate CPA's 50<sup>th</sup> Anniversary in 2018.

CARRIED

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

Moved by F. Clemens to receive for information.

CARRIED

#### **6A. EMERGING RISKS**

M. Derbyshire reported that CPA is currently looking at alternate suppliers and establishing partnerships. Also looking at Cyber Security and risks associated.

M. Derbyshire will continue to update and receive input from Board.

#### **6B. KEY PERFORMANCE INDICATOR UPDATE**

M. Derbyshire advised that going forward there will be a new section added to the General Managers Report to include a section with a dashboard reflecting Key Performance Indicators.

**7. ADJOURNMENT**

Meeting adjourned at 8:55 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

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

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER