



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

Present: T. Malik (Chair)
Councillor Carra
Councillor Chu
S. Gittens
L. Hassanali
M. Logan
E. Sawyer

Absent: F. Clemens

Also Present: M. Derbyshire, General Manager
C. Hong, Acting Controller

T. Malik called the meeting to order at 7:34 a.m.

1. WELCOME AND CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by Councillor Carra that the agenda for the July 30, 2015 CPA Board be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – June 18, 2015

CORRECTION: M. Logan noted on Page 3 of Minutes, “green initiative” reference, should be “cycle tracks”.

M. Logan provided follow up:

Item 4C. Outstanding and Recurring Items: A meeting is scheduled with R. Stanley, M. Logan and M. Derbyshire to discuss Cash-in-lieu. M. Logan also advised that a staff member is reviewing all cash-in-lieu.

Item 6B. Parking Structure Replacement Fund Contribution: report has gone to Council, looking at reserves that go to Parking Authority and will bring back to the Board when something to report.

CONFIRM MINUTES, Moved by E. Sawyer that the Minutes for the 2015 June 18 Meeting be confirmed as amended.

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 7:35 a.m., to consider business matters.

MOVED by T. Malik to move out of camera at 8:10 a.m. and report to the Authority.

RISE AND REPORT

3A. CPA BOARD ASSESSMENT ACTION PLAN

Moved by Councillor Carra to appoint S. Gittens as Chair of the Governance Committee.

CARRIED

Moved by M. Logan to authorize the Governance Chair to engage an HR Specialist to undertake the General Manager Evaluation as he sees fit.

CARRIED

Moved by S. Gittens to accept the 2 Year Board Governance Plan as amended.

CARRIED

4A. SUB-COMMITTEE REPORTS AND UPDATES

4A1. Audit Committee

E. Sawyer, Chair of the Audit Committee provided an update from the July 21 Audit Meeting.

It was noted that CPA has gone from a very low score to a high score; no changes recommended to policy. Risk Tolerance Statement; reviewed risk register, impact rating parameters and integrated risk management framework. As a Board, focused on red area; Leadership Team on yellow and green areas. Good comprehensive process at CPA.

M. Derbyshire advised that risks will be re-scored with 1-5 scale as we have acquired software to allow us to more appropriately. Administration will update risk management plans going forward to a more granular scale; working closely with the City and present at an upcoming Audit Committee Meeting.

T. Malik asked if CPA should stay with Deloitte.

E. Sawyer responded that The City hired Deloitte for five years; went to RFP and Deloitte was successful candidate. Currently in third year. The Audit Committee of The City is controlling that process.

M. Derbyshire mentioned that risks are brought forward and discussed monthly at the CPA Leadership Team Meeting.

MOVED BY E. Sawyer that the Board approve reappointing Deloitte as External Auditor of CPA and receive Report AC2014-02, CPA Integrated Risk Management Report.

CARRIED

4A2. Governance Committee

S. Gittens, Vice-Chair of the Governance Committee provided an update.

S. Gittens reported that the Member Position Profile has been submitted to City Clerks and application process begins in August. Looking to encourage people to apply.

4A3. IP/ParkPlus Committee

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

S. Gittens requested a spread sheet for sales cycle and to report on a monthly basis if possible.

T. Malik confirmed to include with the Board package going forward.

M. Derbyshire mentioned that sales information is provide in the Key Performance Indicator material. Pleased to report that we have hired a Senior Sales Position who will start on August 25, 2015.

4A4. SAAC Update

M. Logan, Chair of the Strategic Asset Advisory Committee provided an update.

D. Bell, Manager of Operations and Facilities, presented the following updates:

ILOT PCL mobilized on 2015 July 14; 12 month construction period.

Veritas – sale will close on July 1, 2016.

East Village Parkade – DC for the East Village Parkade is expected to go to the Sept 10 Planning Commission meeting.

Lot 66 – Committee recommends that the Board approve the sale and marketing of the site known as 808 830 – 9th Avenue SW for redevelopment.

E.Sawyer wanted to confirm that the funds go to CPA and recommends to include in Recommendation that funds go to CPA.

Moved by M. Logan that the board approve the sale and marketing of the site known as 808 830 – 9th Avenue S.W. for redevelopment with understanding that proceeds of the land return to the CPA capital fund.

CARRIED

4B. GM REPORT

M. Derbyshire presented the General Manager Report for July.

M. Derbyshire brought forward issue with storage for CPS at ILot and with Residential Parking Permit process.

M. Derbyshire mentioned some emerging risks: seeing waitlist numbers decreasing and monitoring impact from cycle tracks.

GM Report included a handout on cyber security that CPA is using.

4C. LIST OF OUTSTANDING AND RECURRING ITEMS

Received for information.

5. CHAIR'S UPDATE

T. Malik still following up with remaining Councillor meetings.

T. Malik mentioned to Council desire to present at Sept 28 meeting.

T. Malik requested more information on Sales person starting in August.

6A. 2015 CASH-IN-LIEU RATE, CPA2015-15

D. Bell presented the 2015 Cash-In-Lieu Downtown Cash-in lieu report, CPA2015015.

After meeting with SAAC, recommendation coming to the board is the cash-in-lieu rate be increased to 40,491.

Moved by M. Logan that the Board approve the recommendation by the Strategic Asset Advisory Committee to increase the Cash-in-Lieu rate from 39,697 to 40,491.
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CARRIED

6B. FINANCIAL RESULTS TO JUNE 30, 2015

M. Derbyshire provided an update.

CPA is ahead of budget on revenue, under budget on expenditures. Directed organization to review line by line expenses and revenue to provide a more accurate budget. Would like to deliver a 1% variable. There will be no 2016 budget adjustments however providing items will still be reporting on improved budget.

T. Malik advised that whether we go to Council or not we need to confirm numbers.

7. ADJOURNMENT

Meeting adjourned at 9:30 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2015 _____

CHAIRMAN

MEMBER