



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY  
HELD ON 2012 April 26, AT 8:00 a.m. IN THE CPA Centre of Excellence,  
604 – 9<sup>th</sup> Ave S.W.**

Present: D. Wood  
Ald. D. Hodges  
Ald. G. Macleod  
E. Sawyer  
M. Logan  
F. Clemens  
B. Bazinet  
T. Malik

Also Present: T. McLeod, General Manager  
C. Hong, Business Analyst, Finance

Absent: B. O'Leary, Q.C.

Minutes by: B. Goodman

## INTRODUCTIONS

D. Wood introduced Chi Hong who will be sitting in for Wendy Haidey.

D. Wood introduced Harman Gill and Nicole Torgrimson from Deloitte and Touche LLP and Sherri Zickefoose from The Calgary Herald.

D. Wood called the meeting to order at 8:00 am.

## 1. CONFIRMATION OF AGENDA

AMENDMENT, Moved by F. Clemens that the Agenda for today's meeting be amended by moving Item 4Ai. to the first item on the Agenda.

CONFIRM AGENDA, AS AMENDED, Moved by M. Logan that the agenda for the 2012 April 26 CPA Board be confirmed, as amended.

CARRIED

## 4Ai. AUDITED FINANCIAL STATEMENT AND AUDIT RESULTS

E. Sawyer advised that the Audit Committee met on April 5<sup>th</sup> and reviewed the results of the Annual Audit as presented by Nicole Torgrimson and Harman Gill of Deloitte & Touche LLP. It was noted that IFRS was a significant change this year.

Two items; Financial Statement and Report from Deloitte of Audit Results. N. Torgrimson provided highlights and responded to several queries from the Board.

APPROVAL, Moved by E. Sawyer to approve Financial Statements and receive the Independent Auditor's Report from Deloitte as information.

CARRIED

## **2. CONFIRMATION OF MINUTES – March 29, 2012**

Confirmation received from T. McLeod regarding Item 5A.

Administration advised that there has been no update regarding provincial service fee for license plate look-up. Alderman MacLeod will request a correspondence from the Mayor to confirm the new Provincial Minister with respect to the potential Service Fee

CONFIRM MINUTES, Moved by M. Logan that the Minutes for the 2012 April 26 Regular Meeting of the CPA Board be confirmed.

CARRIED

## **3. REVIEW OUTSTANDING AND RECURRING ITEMS**

T. McLeod anticipates that the Risk Review will be completed in May and back to the Board not later than the June 28 Meeting. Item 17. "Risk Assessment-Internal City Auditor"

Alderman MacLeod noted that Item 12. "CPA Board Selection and Skill Set Framework and Process" should be updated to reflect Q2 due date.

Administration will update Item 17. and Item. 12. as noted.

CONFIRM THE LIST OF OUTSTANDING AND RE-CURRING ITEMS, Moved by T. Malik that the List of Outstanding and Recurring Items as of 2012 April 26 be confirmed.

CARRIED

## **4Aii. DRAFT CPA ANNUAL REPORT AND RISK MANAGEMENT PROCESSES**

T. McLeod presented the CPA Annual Report and Risk Management Processes.

Administration to include Terms of Reference from Governance Committee in Report to The City Audit Committee May 17.

Administration will make changes to slides 11-13 as noted and email to Board prior to presentation.

MOVED BY E. Sawyer to receive the CPA Annual Report and Risk Management Processes for information.

CARRIED

**4Aiii. AUDIT COMMITTEE MINUTES**

MOVED BY E. Sawyer to receive the Audit Committee Minutes for information.

CARRIED

**4B. IP/PARKPLUS COMMITTEE UPDATE**

MOVED BY Alderman Hodges to move this item to In Camera portion of meeting Item 5.

CARRIED

**4C. GOVERNANCE COMMITTEE UPDATE**

T. McLeod reported on Governance Meeting held on April 16.

T. McLeod with D. Wood proposed to hold a Strategic Session of the Board of Directors. Session would be approximately a day and a half.

Administration to look for dates in June, preferably Thursday/Friday. Session would consist of afternoon, evening and following morning.

T. McLeod will present Governance Work Plan at the next Governance Sub-Committee and subsequently present to the Board.

AMENDMENT, Moved by E. Sawyer that all appearances of " to /approve" in Terms of Reference be removed.

D. Wood recognized efforts of B. O'Leary, for his contributions to the Governance Sub-Committee.

MOVED BY Alderman MacLeod to adopt Terms of reference as amended.

CARRIED

**4D. Q1 FINANCIALS**

T. McLeod presented the Q1 Financials.

Administration will include a year end projection column at the Q2 and Q3 Financial Reports.

T. Malik commented on the concise and clear presentation of the Q1 Financials.

MOVED BY M. Logan to accept for information.

CARRIED

**4E. GM UPDATE**

T. McLeod presented the General Manager's update.

Administration will provide a lot occupancy summary for evening operation at next month's meeting.

**5. IN-CAMERA**

MOVE IN CAMERA, Moved by Alderman Hodges 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 9:30 a.m., to consider business matters.

RISE AND REPORT, Moved by Alderman MacLeod that the Authority Rise and Report that Report CPA2012-05 IP/ParkPlus be referred back to the IP/ParkPlus Committee for further information.

CARRIED

**6. ADJOURNMENT**

MOVED BY F. Clemens that the CPA do now adjourn at 10:30 am.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2012 \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER