



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2017 July 27 AT 7:30 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

Present: F. Clemens (Chair)
E. Chidley
S. Gittens
L. Falkenberg
L. Hassanali
M. Logan
J. Pantazopoulos
E. Sawyer

Absent: Councillor Chu
Councillor Carra

Also Present: S Trigg, Acting General Manager
J. Hackett, Controller
R. Knight, Acting Manager, Facilities Department
K. McCaw, Manager, Information Technology
C. MacDonald, Executive Office Coordinator

F. Clemens called the meeting to order at 7:34 am.

1. WELCOME AND CONFIRMATION OF AGENDA

AMENDMENT:

Moved by E. Sawyer to move Item 5A1. Audit Committee Update to follow Item 2. Confirmation of Minutes.

CONFIRM AMENDED AGENDA, Moved by E. Sawyer that the agenda for the July 27 CPA Board be confirmed as amended.

CARRIED

2. CONFIRMATION OF MINUTES – June 22, 2017

CONFIRM MINUTES, Moved by S. Gittens that the Minutes for the 2017 June 22 regular meeting of the CPA Board be confirmed.

CARRIED

3. MOVE IN CAMERA, Moved by S. Gittens 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 8:00 am, to consider business matters.

MOVED J. Pantazopoulos to move out of camera at 8:30 am and report.

Rise and Report

3B. CPA Board Assessment Results

Donna Finley (Finley and Associates Management Consultants presented the 2017 Board Assessment Results and 2 Year Development Plan.

The 2 -Year Board Development Plan will guide work for Governance Committee oversight.

3C. Strategic Asset Advisory Committee (SAAC)

M. Logan, Chair of the Strategic Asset Advisory Committee, reported on the following items from the July 6th SAAC Meeting:

- progress is being made on design issues for 9th Avenue Parkade.
- Lot 37 transfer; securing under the CPA portfolio with CPA being the steward. CPA Administration will be preparing an approval process for internal land transfers between CPA and other City business Units
- Strategic Land Acquisition Master Plan will be reviewed at the November SAAC Meeting.

Moved by S. Gittens to receive the SAAC update for information.

CARRIED

4A. ANNUAL STATUS REPORT ON THE BUSINESS PLAN, CPA2017-20

S. Trigg presented the report, which is updated annually.

The Calgary Parking Authority has continued to make significant progress on the Council Strategic Actions outlined in the Business Plan, implementing and maintaining many initiatives which have contributed to each Council priority.

The Leadership Team reviewed the plan and updated status of items. All areas have progressed through the year.

Administration will change the CPA Board Work Plan in 2018 to reflect this Business Plan be reviewed in May and presented at a Board / Council lunch in June.

Moved by E. Chidley to accept report for information

CARRIED

4B. QUARTERLY FINANCIAL REPORT, CPA2017-21

J. Hackett presented financial results to June 30, 2017 including Year End Projection.

Spending projected to be over budget in last half of the year.

A separate Profit and Loss report for ParkPlus was requested by the Board. Administration will provide a Profit and Loss Report for the September 14 Meeting in preparation for November Strategic Session.

Capitalization of pay machines – Administration to provide further information regarding the change in Accounting Policy resulting in pay machines being recorded as operating expense though planned for under the capital budget. Administration will look into revising the budget to align the budget with the change in accounting policy. Information will be provided at the September 14 Meeting.

5A1. AUDIT COMMITTEE UPDATE

E. Sawyer, Chair of the Audit Committee, provided an update on the Audit Committee Meeting held on July 13, 2017.

The Audit Committee supports the City's decision to re-appoint Deloitte and recommends the CPA Board re-appoint Deloitte as the CPA's external auditor.

Moved by E. Sawyer to reappoint Deloitte as CPAs external auditor.

CARRIED

The Audit Committee approves engagement of Deloitte's Advisory Group to conduct a review of the Parking Restriction Benefit, including potential of the cash-in-lieu program ending and the impact to the value of the Parking Restriction Benefit, subject to ensuring terms and conditions are satisfactory with The City of Calgary.

Moved by E. Sawyer that CPA Board concur with additional work with Deloitte to review parking benefit, conditional on The City's reappointment of Deloitte.

CARRIED

The Audit Committee received report CPAAC2017-03, CPA Integrated Risk Management for information and forward the report and attachments with amendments as discussed to the CPA Board for information.

CPA is in good shape; policy in place / risk tolerance in place / detailed identification of risks. The Committee reviewed with no changes; it was emphasized that everyone has a responsibility and a role. Detailed information provided by administration; who is the owner; Committee confirmed that key controls are in place.

Moved by E. Sawyer to receive report CPA AC2017, CPA Integrated Risk Management for information and note the committee will pursue items raised by the Governance Committee.

CARRIED

Motion arising to use Risk Management information for the Board Retreat. Also incorporate conversation about emerging risks into the annual Board Retreat.

Moved by J. Pantazopoulos to receive this update for information.

CARRIED

5B. LIST OF OUTSTANDING AND RECURRING ITEMS

Moved by L. Hassanali to receive the List of Outstanding and Recurring Items for information.

CARRIED

6 ADJOURNMENT

Meeting adjourned at 9:00 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2017 _____

CHAIRMAN

MEMBER