



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2017 May 25 AT 3:00 p.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

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

Also Present: M. Derbyshire, General Manager
J. Hackett, Controller
D. Bell, Manager, Operations and Facilities
A. Donohoe, Law Department
J. Polivchuk, Policy Development Advisor
S. Swinn, City of Calgary Law Department
C. MacDonald, Executive Office Coordinator

F. Clemens called the meeting to order at 3:00 pm.

1. WELCOME AND CONFIRMATION OF AGENDA

M. Derbyshire presented D. Bell with a gift on behalf of CPA and the Board.

CONFIRM AGENDA, Moved by S. Gittens that the agenda for the April 27, 2017 CPA Board be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – April 27, 2017

CONFIRM MINUTES, Moved by M. Logan that the Minutes for the 2017 April 27 regular meeting of the CPA Board be confirmed.

CARRIED

3. MOVE IN CAMERA, Moved by Councillor Carra 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 3:04 pm ., to consider business matters.

MOVED by M. Logan to move out of camera at 3:30 p.m. and report.

Rise and Report

3A. CPA GOVERNANCE BYLAW, CPA2017-10

Moved by S. Gittens to:

1. Direct Administration to draft and present an amending bylaw, which reflects the proposed changes contained in the Discussion Document (Attachment 1), to the Priorities Finance Committee (PFC) on June 6, 2017 for submission to Council prior to the end of Q2 2017, subject to minor drafting changes as required; and,
2. Keep this report and its contents confidential pursuant to Section 27(1) of the Freedom of Information and Protection of Privacy Act (Alberta)

CARRIED

4A. POLICY ON DEVELOPING AND REVIEWING CPA POLICY, CPA2017-16

Jessica Polivchuk, Policy Development Advisor presented the CPA Policy Framework, CPA2017-16.

Moved by S. Gittens to approve the Policy on Developing and Reviewing CPA Policy.

CARRIED

4B. 2017 DOWNTOWN CASH-IN-LIEU, CPA 2017-17

Note that this will conclude Board reporting about CIL due to Parking Policy change approved by Council.

Moved by E. Sawyer to approve the recommendation as outlined in CPA2017-17 to decrease the CIL parking rate from \$40,491 to \$40,208 and advise the General Manager of Transportation of the revised 2017 CIL rate.

CARRIED

4C. BOARD MATERIALS DISTRIBUTION SOFTWARE, CPA2017-14

M. Derbyshire presented report CPA2017-14.

Moved by E. Chidley to approve the recommendation to engage Boardvantage to provide Board Material distribution software for use by the CPA Board and bring back in one year April 2018 to review.

CARRIED

Abstained E. Sawyer

5A1. AUDIT COMMITTEE UPDATE

E. Sawyer reported on Audit Committee Meeting of May 11, 2017.

A summary of changes to the Assessment of the Internal Control Environment document was provided. Controls in place and working. Audit Committee reviewed 17 principles of effective control in organization.

Audit Committee reviewed presentation from CPA that will be made to The City Audit Committee, June 22, 2017. This is an annual request from the Chair of The City of Calgary Audit Committee.

Noted that E. Sawyer would like to add more slides for CPA background at beginning of presentation. F. Clemens will provide opening remarks at June 22nd City Audit presentation.

Moved by E. Sawyer to receive control environment report and approve proposed presentation to City Audit Committee.

CARRIED

5A2. GOVERNANCE COMMITTEE UPDATE

E. Chidley reported on the Governance Committee Meeting held May 11, 2017.

The Committee approved the finalized version of the Terms of Reference.

Board and Director Assessment Process:

D. Finley and Associates will be proceeding with Board and Director Assessment Surveys. Assessment Results will be reviewed at the July 10th Governance Committee Meeting and presented to the Board at the July 27th Board Meeting.

E. Chidley noted that there were issues with City Board Members receiving surveys and Finley and Associates is working to resolve.

Please note any comments in your survey responses as they are important.

This Committee also initiated discussion of Succession Planning and will continue.

Moved by Councillor Carra to accept for information.

CARRIED

5B. LIST OF OUTSTANDING AND RECURRING ITEMS

Administration will add Review of Board Distribution Software in April 2018.

Moved by M. Logan to receive the List of Outstanding and Recurring Items for information.

CARRIED

5C. GM UPDATE, CPA-2017-15

M. Derbyshire presented the GM Report for May.

Noted that CPA will be rolling out RPP zones on a gradual basis and is on track.

Moved by S. Gittens to accept GMs report for information.

CARRIED

6. CHAIR'S UPDATE

F. Clemens noted the following:

Institute of Corporate Directors offered a session on the "Fundamentals of Information Technology Oversight" which was very informative.

Downtown Parking Policy went forward to Transportation and Transit Committee on May 7th and it was approved. Item will go to Council Monday, May 29.

The CPA lunch presentation to City Council is scheduled for June 26th and calendar notes have been sent to Board Members.

7. ADJOURNMENT

Meeting adjourned at 5:00 p.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2017 _____

CHAIRMAN

MEMBER