



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

Present: F. Clemens (Chair)
E. Chidley
Councillor Chu
Councillor Davison
S. Gittens
L. Hassanali
J. Pantazopoulos
E. Sawyer
M. Thompson

Also Present: S Trigg, Acting General Manager
C. Hong, Acting Finance Manager
K. Tong, Financial Services Coordinator
R. Knight, Acting Manager, Facilities Department
J. Whitaker, Acting Customer Services and Communications Manager
J. Hay, Manager, Enforcement Support
C. MacDonald, Executive Office Coordinator

E. Sawyer will Chair the meeting while elections are held and will relinquish position once Chair is elected.

E Sawyer called the meeting to order at 7:30 am.

1. WELCOME AND CONFIRMATION OF AGENDA

AMENDMENT: Moved by F. Clemens to move Item 3D.Customer Satisfaction Survey to follow Item 3E. Annual Schedule of Meetings.

CONFIRM AMENDED AGENDA, Moved by J. Pantazopoulos that the agenda for the December 7, 2017 CPA Board be confirmed as amended.

CARRIED

2. CONFIRMATION OF MINUTES – November 3, 2017

CONFIRM MINUTES, Moved by Councillor Chu that the Minutes for the 2017 November 3 regular meeting of the CPA Board be confirmed.

CARRIED

3A. ANNUAL ELECTION OF CHAIR

CHAIR NOMINATIONS: Councillor Chu nominated F. Clemens for position of Chair.

F. Clemens accepted the nomination.

As no further nominations received, by acclamation, **F. Clemens** is appointed to position of **CHAIR**.

CARRIED

E. Sawyer relinquished position of Chair and F. Clemens took the Chair.

3B. ANNUAL ELECTION OF VICE CHAIR

VICE CHAIR NOMINATIONS: S. Gittens nominated J. Pantazopoulos to position of Vice-Chair.

J. Pantazopoulos accepts the nomination.

No further nominations were received, therefore nominations closed. **J. Pantazopoulos** was appointed to position of **VICE CHAIR**.

CARRIED

3C. ANNUAL APPOINTMENTS TO SUBCOMMITTEES

Audit Committee

E. Sawyer will continue as Chair of the Audit Committee.

E. Sawyer nominates J. Pantazopoulos and L. Hassanali to the Committee.

No further nominations were received therefore nominations closed. **E. Sawyer, J. Pantazopoulos** and **L. Hassanali** are appointed to the **Audit Committee**.

CARRIED

Strategic Asset Advisory Committee (S.A.A.C.)

Per the Terms of Reference, M. Thompson will be a member of S.A.A.C.

Councillor Chu, and F. Clemens volunteered to become members of S.A.A.C. Councillor Carra will serve as an Advisor to this Committee.

No further nominations were received, therefore nominations closed. **M. Thompson, F. Clemens, Councillor Chu** and **Councillor Carra** are appointed to the **Strategic Asset Advisory Committee**.

CARRIED

Governance Committee

E. Chidley volunteered to continue to serve on this Committee.
S. Gittens, M. Thompson and L. Falkenberg volunteered to serve on this Committee.

No further nominations were received, therefore nominations closed. **E. Chidley, S. Gittens, M. Thompson** and **L. Falkenberg** are appointed to the **Governance Committee**.

CARRIED

ParkPlus Committee

J. Pantazopoulos, S. Gittens, E. Chidley, Councillor Davison, L. Hassanali and L. Falkenberg volunteered to join the ParkPlus Committee.

No further nominations were received, therefore nominations closed. **J. Pantazopoulos, S. Gittens, E. Chidley, Councillor Davison, L. Hassanali** and **L. Falkenberg** are appointed to the **ParkPlus Committee**.

CARRIED

Moved by J. Pantazopoulos to accept slate of Committee appointments.

CARRIED

It was noted that an Ad-hoc Recruitment Committee has been formed.
Members include: S. Gittens (Chair), F. Clemens, J. Pantazopoulos and L. Falkenberg.

3E. CPA2017-29 2018 ANNUAL SCHEDULE OF MEETINGS

Administration directed to remove November Board Strategic Meeting Dates. E. Sawyer will provide the timeline for The City of Calgary's Corporate Process to determine best timing for CPA's Strategic Session.

Moved by J. Pantazopoulos to approve calendar as amended.

CARRIED

3D. 2017 CUSTOMER SATISFACTION SURVEY RESULTS

S. Trigg introduced Dave Dalen and Lucia Henare from NRG Research Group who will present the 2017 Customer Satisfaction Survey Results. This is the first time that NRG has conducted the survey.

S. Trigg mentioned that the Leadership Team has received more detailed data and have prepared actions.

Administration noted that RPP should be included in survey going forward.

Moved by S. Gittens to receive presentation for information.

CARRIED

4A. SUB-COMMITTEE REPORTS AND UPDATES

1. Audit Committee

E. Sawyer, Chair of the Audit Committee provided an update.

The Audit Committee approved the recommended accounting and financial reporting methods for CPA and forward Report CPA AC 2017-07 to the Board for information.

MOVED BY L. Hassanali to receive report CPA AC2017-07 for information.

CARRIED

The Audit Committee received the **Land Stewardship and Impact on Financial Results Report, CPA 2017-06** and requested Administration pursue proper stewardship for these assets and forward to the CPA Board for information.

The Audit Committee requested that the Strategic Asset Advisory Committee (SAAC) review information related to land and associated stewardship and determine whether these issues are more pervasive.

Moved by J. Pantazopoulos to receive Report CPA2017-06 for information.

CARRIED

2. Governance Committee

E. Chidley advised that she and F. Clemens have received the summary of the November Strategic Retreat from D. Finley.

F. Clemens and E. Chidley will report back at next Board Meeting.

4B. LIST OF OUTSTANDING AND RECURRING ITEMS

Moved by E. Sawyer to receive the list of Outstanding and Recurring Items for information.

CARRIED

4C. GM REPORT, CPA2017-30

S. Trigg provided an update for November.

Highlights noted below:

- Leadership Team met to discuss the outcome of the Board Strategic Session and will be meeting again to develop goals.
- RPP – 26 zones transitioned to electronic permits
- Completed interviews for Finance Manager and Facilities Manager – decision will be made end of this week.
- Continuing with parking promotions.
- Ilot has been awarded a gold LEED for environmental design – third party verification.

Moved by L. Hassanali to accept the GM Update for information.

CARRIED

MOVE IN CAMERA, Moved by J. Pantazopoulos 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 9:05 a.m., to consider business matters.

MOVED by M. Thompson to move out of camera at 9:30 a.m. and report to the Authority.

RISE AND REPORT

3. Strategic Asset Advisory Committee (S.A.A.C.)

S.A.A.C. recommends approval of the termination of the 50th Avenue Lot lease, SAAC2017-04 and forwards to the Board for their approval.

Moved by S. Gittens to approve the recommendation in Report SAAC2017-04, to cancel this project and continue to seek property to purchase for storage expansion and reallocate the funds for the project to repair and improvement at the main impound lot.

CARRIED

Next 9AP update will be provided at the January 2018 CPA Board Meeting.

6. CHAIR'S UPDATE

F. Clemens noted the following:

Strategic retreat survey has been sent to members.

F. Clemens and S. Trigg presented Budget to Council – Budget was approved.

- 2M increase in budget due to change in accounting / new staff in Administration and legal costs.
- Viability of ParkPlus - provided Councilors with data; there is value in the asset and we will do our fiduciary duties to provide the City with the best returns on their investment.
- Reminder that the CPA Christmas luncheon will be held on Tuesday Dec 12th – drop in 11:30 – 2:00 pm.

7. ADJOURNMENT

Meeting adjourned at 9:40 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2018 _____

CHAIRMAN

MEMBER