



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY  
HELD ON 2017 November 3 AT 8:30 a.m. IN THE St Louis Hotel, 430 – 8<sup>th</sup> Avenue S.E.**

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

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

F. Clemens called the meeting to order at 8:45 am.

**1. WELCOME AND CONFIRMATION OF AGENDA**

F. Clemens welcomed Michael Thompson to the meeting, who will be filling in for Mac Logan. M. Thompson is the Director of Transportation Infrastructure.

F. Clemens extended congratulations to Councillor Chu for re-election and announced that Councillor Carra is no longer on the CPA Board. Councillor Jeff Davison, new Councillor for Ward 6, is now a member of the CPA Board.

F. Clemens would like to publicly recognize and congratulate John Pantazopoulos for being selected one of the Top ``40 Under 40`` for 2018 as selected by Avenue Magazine.

CONFIRM AGENDA, Moved by E. Sawyer that the agenda for the 2017 November 3 CPA Board be confirmed.

CARRIED

**2. CONFIRMATION OF MINUTES – September 14, 2017 and September 20, 2017**

CONFIRM MINUTES, Moved by J. Pantazopoulos that the Minutes for the 2017 September 14 regular meeting of the CPA Board be confirmed.

CARRIED

CONFIRM MINUTES, Moved by E. Sawyer that the Minutes for the 2017 September 20 special meeting of the CPA Board be confirmed.

CARRIED

**3. MOVE IN CAMERA**, Moved by F. Clemens 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 8:50 am, to consider business matters.

MOVED L. Hassanali to move out of camera at 9:50 am without reporting.

**4A. ANNUAL RATE REVIEW UPDATE, CPA2017-25**

R. Knight presented the Annual Rate Review Update Report.

R. Knight noted that Administration is in the process of updating the current on-street policy and will be going to the Governance Committee in early January with a review of all policies. Policies will then be taken to the CPA Board for final approval.

It was also noted that Transportation sets on-street pricing with their Policy.

Moved by J. Pantazopoulos to return to the Standard Rate Policy for the On-street Parking Operation commencing on 2018 January 1.

CARRIED

Opposed: Councillor Chu

Moved by L. Hassanali to return to the Standard Rate Policy for the Off-street Parking Operation commencing on 2018 January 1.

CARRIED

Opposed: M Thompson

**4B. QUARTERLY FINANCIAL REPORT, CPA2017-27**

K. Tong presented the financial results to September 30, 2017 including Year-End Projection.

K. Tong noted that RPP Enforcement began Nov 1<sup>st</sup>, therefore no revenue is reflected at this time.

Confirmed that regarding car2go, CPA has a mechanism in place to fine vehicles that are over-staying in time limit zones.

E. Sawyer noted that the City has adopted certain standards regarding tangible assets and when CPA applies the rules, there are more charges towards depreciation. We are seeing a drop in net income solely because of change as operational not capital.

Administration will come back to November Audit Committee Meeting with detailed information regarding thresholds. Audit Committee will make a recommendation and bring forward to the Dec 7 CPA Board Meeting.

Moved by J. Pantazopoulos to receive report for information.

CARRIED

#### **5A1. AUDIT COMMITTEE UPDATE**

E. Sawyer, Chair of the Audit Committee, provided an update on the Audit Committee Meeting held on October 24, 2017.

The Audit Committee approved the accounting method change from IFRS to PSAS, including early adoption of PSAS 3450 and forward the Financial Reporting Framework Report, CPA2017-05.

Moved by E. Sawyer to receive Report CPA2017-05 for information.

CARRIED

The Audit Committee approved the CPA2017 Audit Service Plan as presented and forwarded to the CPA Board for information.

Moved by E. Chidley that the CPA Board accept the CPA2017 Audit Service Plan as presented for information.

CARRIED

The Capital Policy Change Report, CPA2017-23 was reviewed and referred back to Administration to provide further details, including pros and cons of this Policy change and bring forward to an Audit Committee Meeting prior to the December 2017 Board Meeting.

Moved by E. Chidley to receive the Audit Committee Update for information.

CARRIED

**5A2. GOVERNANCE COMMITTEE UPDATE**

E. Chidley, Chair of the Governance Committee, provided an update on the Governance Committee Meeting held on October 20, 2017.

A proposed plan for reviewing CPA Governance Policies, including the Expense Policy and developing a Delegation of Authority and Succession Plan was approved, Report GC2017-02. Administration will prepare recommendations and draft proposed policy changes. Revised drafts will be provided at the first Governance Committee meeting of 2018 (Q1 2018) and brought forward to the CPA Board after finalization.

Fazel Ashraf, Leader, Risk Management and Insurance from The City of Calgary, was available via conference to answer any questions from Committee members. The list of Officers will be updated as required with the upcoming renewal. – members added including L. Falkenberg as a volunteer member.

The CPA 2 year Board Governance Development Plan will be added to BoardVantage.

Moved by S. Gittens to receive the Governance Committee Update for information.

CARRIED

**5B. LIST OF OUTSTANDING AND RECURRING ITEMS**

F. Clemens requested an addition to the Outstanding and Recurring Items List: Human Resources Manager provide an H.R. Update; including Organization Chart, Staff, Training for April 2018.

Moved by E. Sawyer to receive the List of Outstanding and Recurring Items for information as amended.

CARRIED

**6 ADJOURNMENT**

Meeting adjourned at 11:00 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2017\_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER