



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2018 February 20 AT 7:30 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

Present: F. Clemens (Chair)
J. Pantazopoulos (Vice-Chair)
E. Chidley
L. Falkenberg
L. Hassanali - via conference
M. Thompson
E. Sawyer

Absent: Councillor Chu
Councillor Davison
S. Gittens

Also Present: S Trigg, Acting General Manager
J. Foulds, Manager, Finance
R. Knight, Acting Manager, Facilities Department
C. MacDonald, Executive Office Coordinator
K. McCaw, Manager, Information Technology
J. Polivchuk, Policy Development Advisor
R. Simpson, Manager, Sales and Marketing

F. Clemens called the meeting to order at 7:30 am.

1. WELCOME AND CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by E. Sawyer that the agenda for the February 20 CPA Board be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – January 23, 2018

CONFIRM MINUTES, Moved by J. Pantazopoulos that the Minutes for the regular 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 7:33 am, to consider business matters.

MOVED by E. Sawyer to move out of camera at 7:40 am without reporting.

4A. QUARTERLY FINANCIAL REPORT, CPA2018-02

J. Foulds, CPA Manager of Finance, presented the financial results to December 1, 2017.

Query regarding retirement policy change. Noted that it may be an Administration Policy however it has financial implications.

Administration will provide further information to the Board.

Request made to define in brackets "Other Contributions" going forward in Financial Distribution to the City of Calgary table.

Request made to add a page outlining costs for ParkPlus; i.e. add ParkPlus profit and loss to financial statement.

Please advise Jared Foulds of any changes or additions you would like to see in future. If reaching out to any Leadership Team Members, please copy S. Trigg.

Moved by E.Chidley to receive the Executive Summary Variance Reporting to Dec 31, 2017, CPA2018-02 for information.

CARRIED

4B. 4 YEAR STRATEGIC PLAN, CPA2018-03

S. Trigg introduced Jessica Polivchuk who presented the outline for the 4 Year Strategic Plan. This report outlines the proposed process by which Administration will prepare a 4-year strategic plan covering the period of 2019 to 2022.

Administration met with L. Falkenberg who provided her viewpoints and expertise to this process.

E. Sawyer noted that timing may be off. Need to ensure that timing is aligned to The City's Budget Cycle. Parking feeds into Service Plan document for September.

M. Thompson noted that Shelley as CPA GM; has identified Parking as a Service, under Transportation. May/will have sub-services under Parking.

Service Plans and Budgets go forward to Council in November.

Moved by J Pantazopoulos to approve the outlined 4-year strategic planning process in principle with timeline revisions as noted.

CARRIED

Following membership guidelines set out in the Strategic Planning Oversight Subcommittee Terms of Reference, members of this Subcommittee will be:

- J. Pantazopoulos –Chair of Subcommittee
- M. Thompson
- L. Falkenberg
- S. Trigg (Acting GM)

Administration will reach out to Councillor members of the Calgary Parking Committee to determine who will be a member of this Subcommittee.

Moved by M. Thompson to approve the terms of reference as presented and for a Strategic Planning Oversight Sub-Committee.

CARRIED

5A. SUB-COMMITTEE REPORTS AND UPDATES

3. Strategic Asset Advisory Committee

M. Thompson, Chair of the Strategic Asset Advisory Committee provided an update from the meeting held on February 6, 2018.

Some items noted:

- M. Thompson was appointed as Chair of the Strategic Asset Advisory Committee.
- The Committee reviewed and approved the 2018 Work Plan.
- An ad hoc SAAC Meeting will be held to further discuss the CPA Land Acquisition Strategy Master Plan.
- 9AP presentation from CMLC:
 - Platform as a partner for 9AP – innovation/ maker space incubator development space.

Discussion held regarding convertibility of floor: 2% slope; considering site constraints, a balanced outcome has been reached.

Request to engage CMLC to understand what due diligence was completed. Administration requested to have CMLC (Michael Brown) in attendance for March 27, 2018 Board Meeting to answer any concerns of the Board.

MOVED BY E. Sawyer to receive update for information.

CARRIED

4. ParkPlus Committee

L. Hassanali, Chair of the ParkPlus Committee provided an update from the Feb 13th ParkPlus Meeting.

The Committee reviewed and approved the 2018 Work Plan.

Also reviewed:

- last quarter sales opportunities
- lost and no bid report
- technology updates

A stand-alone financial report has been developed and will be maintained going forward (Profit and Loss Report). This report will be provided quarterly to the ParkPlus Committee.

MOVED BY E. Chidley to receive update for information.

CARRIED

5B. LIST OF OUTSTANDING AND RECURRING ITEMS

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

CARRIED

5C. GM UPDATE, CPA-2018-04

S. Trigg presented the GM Report for February.

The following items were noted:

- Developed framework for 2018 Strategic Planning; and a Tracking and Implementation Process
- Number of planning sessions held with Leadership Team to discuss the 2018 goals and objectives identified by the Board during its strategic planning sessions
- Temporarily contracted out Security Services for a 6 week period while we undertake a review of Security; currently undertaking enforcement positions
- Currently Lot 54 locked down; will be locking down James Short and McDougall
- Snow Ban - 2700 tickets issued; in line with past years; following Roads direction, ticketing and not towing
- Half way through RPP program; 15k permits issued to date
- RPP – tickets; three month grace period; 3 -4k tickets contrasted to 11k in previous periods. Currently being lenient as system is being rolled out; ticket reviews; public education.
- Tribunal will be included in next GM Report

Moved by E. Chidley to accept the GM report for information.

CARRIED

6. CHAIR'S UPDATE

F. Clemens noted that L. Hassanali is Chair of the ParkPlus Committee.

F. Clemens queried if we are doing what we should be doing to make this meeting open to the Public.

Administration will confirm that meeting information is up to date on the Board / Commissions and Committees page on The City of Calgary website for Calgary Parking Authority and update with City Clerks as required.

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 9:20 am, to consider business matters.

MOVED by J. Pantazopoulos to move out of camera at 9:30 am without reporting.

7. ADJOURNMENT

Meeting adjourned at 9:30 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2018 _____

CHAIRMAN

MEMBER