



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2018 April 27 AT 8:00 a.m. IN THE Robson Room, Western Event Centre,
Stampede Park**

Present: F. Clemens (Chair)
J. Pantazopoulos (Vice-Chair)
E. Chidley
Councillor Chu
Councillor Davison
L. Falkenberg
M. Thompson
E. Sawyer

Absent: S. Gittens
L. Hassanali

Also Present: S Trigg, Acting General Manager
J. Foulds, Manager, Finance
R. Knight, Manager, Facilities Department
K. Lidbury, Manager, Human Resources
C. MacDonald, Executive Office Coordinator

F. Clemens called the meeting to order at 8:15 am.

1. WELCOME AND CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by Councillor Chu that the agenda for the April 27, 2018 CPA Board be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – March 27, 2018

CONFIRM MINUTES, Moved by Councillor Davison that the Minutes for the Regular Meeting of the CPA Board be confirmed.

CARRIED

CONFIRMATION OF MINUTES – April 11, 2018

CONFIRM MINUTES, Moved by M. Thompson that the Minutes for the Special Meeting of the CPA Board be confirmed.

CARRIED

3. MOVE IN CAMERA, Moved by Councillor Chu 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 Committee now move in camera at 8:25 am, with respect to Report CPA2018-13, 9AP Project Update.

In attendance: Administration: S. Trigg, J. Foulds, R. Knight, C. MacDonald, K. Lidbury,

MOVED by F. Clemens to move out of camera at 8:50 am and report.

Rise and Report

Administration noted:

- CMLC and M. Thompson as CPA representative will meet on Monday, May 7, 2018 to begin Steering Committee discussions. Next submission is July 18, 2018 for drawings.

Administration requested to:

- Add dollar amounts to Risk Assessment and bring back to May 29, 2018 Board Meeting.

4A. QUARTERLY FINANCIAL REPORT, CPA2018-10

J. Foulds, CPA Manager of Finance, presented the financial results to March 31, 2018.

Administration noted that CPA is offering promotions via Social Media and reviewing weekly to maximize occupancy / revenue.

Query made if a CPA Tow Truck would be of benefit, due to towing fees.

Administration will look into possibility with Enforcement.

Request made to adjust scaling on revenue graphs to use same scale. Also, include a summary to include revenue versus expenses in order to see the gap with a small bar graph.

Administration will make revisions and include for next Quarterly Report.

Moved by Councillor Davison to receive the Executive Summary Variance Reporting to March 31, 2018, CPA2018-10 for information.

CARRIED

4B. HUMAN RESOURCES UPDATE, CPA2018-12

K. Lidbury, Manager of Human Resources presented the Human Resources Update, CPA2018-12.

Focus on:

- Workforce planning
- Training needs
- Collective bargaining
- Attendance support program

Enquiry made regarding cannabis legalization. K. Lidbury reported that policies have been updated to address any concerns.

Moved by Councillor Chu to receive Human Resources Update, CPA2018-12 for information.

CARRIED

4C. BOARD MATERIAL DISTRIBUTION SOFTWARE, CPA2018-14

C. MacDonald presented the Renewal of Committee Material Distribution Software, Report CPA2018-14. This report details the investigation into the ongoing use of board material distribution software by the Calgary Parking Committee.

Request was made to offer additional training sessions in order to make full use of this software.

Administration will arrange.

Moved by E. Chidley to approve the recommendation to continue the use of Boardvantage MeetX for the distribution of Committee materials.

CARRIED

5A. SUB-COMMITTEE REPORTS AND UPDATES

2. Governance Subcommittee Update

E. Chidley, Chair of the Governance Committee, provided an update from the April 11th Governance Committee Meeting.

E. Chidley noted that the Individual Board Evaluation Survey has been sent via email and are due back to Finley and Associates April 30th at noon. Personal comments are encouraged in order to make surveys more meaningful.

The 2018 Governance Committee Work Plan was approved and is forwarded to the Board for information.

The Governance Committee reviewed the Delegation of Authority Policy, Policy on Developing and Reviewing CPA Policy and General Subcommittee Terms of Reference. Policies will be brought forward as amended to the May 29th Board Meeting for approval.

The Governance Committee reviewed the Guidelines on Closed Meetings and forward to the Board for information. A reason for going In Camera must be noted, following these Guidelines.

The CPA Governance Development Plan was approved by the Governance Committee as presented and forwarded to the CPA Board for information.

MOVED BY M. Thompson to accept the Work Plan and Governance Development Plan for information.

CARRIED

5B. LIST OF OUTSTANDING AND RECURRING ITEMS

Administration noted that all items in Quarter 2 have been completed.

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

CARRIED

5C. GM UPDATE, CPA-2018-11

S. Trigg presented the GM Report for April.

The following items were noted:

- Progressing on Corporate Goals
- Working to optimize financial position/ asset review, financial modelling
- Working with leadership team regarding financial analysis with Jared Foulds, Manager of Finance, holding Individual department manager meetings
- 4 Year Strategic Plan moving forward to align with City's business cycle
- Tribunal – Project Manager will be working with CPA
- Security – working with City Corporate Security – conducting review

Administration requested to keep Councilors informed as Residential Parking Permit Zones are rolled out in various wards.

Thanks extended to Shelley Trigg for stepping up as Acting General Manager for the past 10 months.

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

CARRIED

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 11:07 am, to consider business matters.

MOVED by J. Pantazopoulos to move out of camera at 11:10 am without reporting.

6. ADJOURNMENT

Meeting adjourned at 11:10 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2018_____

CHAIRMAN

MEMBER