



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2018 March 27 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
S. Gittens
L. Hassanali
M. Thompson
E. Sawyer

Absent: E. Chidley
Councillor Chu
Councillor Davison

Also Present: S Trigg, Acting General Manager
J. Foulds, Manager, Finance
J. Hay, Manager, Enforcement
R. Knight, Acting Manager, Facilities Department
C. MacDonald, Executive Office Coordinator
J. Polivchuk, Policy Development Advisor
J. Whitaker, Acting Manager, Communications and Customer Service

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

1. WELCOME AND CONFIRMATION OF AGENDA

F. Clemens noted to add to agenda item 5A3. Strategic Planning Oversight Committee update.

CONFIRM AMENDED AGENDA, Moved by S. Gittens that the agenda for the March 27 CPA Board be confirmed as amended.

CARRIED

2. CONFIRMATION OF MINUTES – February 20, 2018

CONFIRM MINUTES, Moved by E. Sawyer 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 Committee now move in camera at 7:32 am, with respect to Report CPA2018-06, 9AP Detailed Design Report.

In attendance: Administration: S. Trigg, J. Foulds, R. Knight, C. MacDonald, J. Whittaker, J. Hay. M. Brown, CEO-CMLC, C. Haddock, CMLC.

MOVED by F. Clemens to move out of camera at 9:00 am and report.

Rise and Report

Administration requested to arrange a study to determine travel time of ramp top to bottom / and comparable benchmark.

Confirmed Governance Steering Committee is in place.

Moved by F. Clemens to convene prior to the next board Meeting (April 27) to approve the detailed design for 9AP as outlined in Report CPA2018-06.

CARRIED

5A. SUB-COMMITTEE REPORTS AND UPDATES

1. Audit Subcommittee Update

E. Sawyer, Chair of the Audit Committee, provided an update from the March 20th Audit Committee Meeting.

No changes to Terms of Reference.

The 2018 Work Plan was reviewed and approved and forwarded to the Board for information.

The 2017 Year-End Financial Statements were reviewed and forwarded to the Board for approval.

MOVED BY E. Sawyer to approve the 2017 year-end financial statements and accept the Deloitte 2017 Year-end Audit Communication for information.

CARRIED

2. Strategic Planning Oversight Committee

J. Pantazopoulos, Chair of the Strategic Planning Oversight Subcommittee provided an update:

- Kick off meeting held.
- Questionnaire /survey sent to Board Members due back by April 2, 2018.
- Lots of reading – four year business cycle – take time to review.
- Next meeting in May.

5B. LIST OF OUTSTANDING AND RECURRING ITEMS

Moved by S. Gittens to receive the list of Outstanding and Recurring Items for information.

CARRIED

5C. GM UPDATE, CPA-2018-09

S. Trigg presented the GM Report for March.

The following items were noted:

- Looking at current state
- Workforce planning team set up
- Moving forward with Corporate Goals
- Ward office lunch and learn held; discussed RPP and snow route Parking Bans
- Involved in One Calgary process – linked in with The City
- Tribunal – we offered to hire and fund a project manager position
- Notice of motion regarding Snow Ban – working with Roads to bring back report

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

CARRIED

6. CHAIR’S UPDATE

F. Clemens noted:

- Most public members will be applying for reappointment
- Director Assessments will be sent out via survey; only Donna Finley sees assessments; collaborative information is sent to F. Clemens and E. Chidley
- F. Clemens will be meeting with Councillors in June; let him know if you want anything brought forward

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