



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2018 May 29 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 - via conference
Councillor Chu
Councillor Davison
L. Falkenberg
S. Gittens – via conference
L. Hassanali
M. Thompson
E. Sawyer

Also Present: G. Furtado, General Manager
C. MacDonald, Executive Office Coordinator

F. Clemens called the meeting to order at 7:35 am.

1. WELCOME AND CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by E. Sawyer that the agenda for the May 29, 2018 CPA Board be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – April 27, 2018

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

CARRIED

3. MOVE IN CAMERA, Moved by Councillor Davison 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 7:40 am, with respect to Report CPA2018-16, 9AP Project Update.

In attendance: Administration: G. Furtado, C. MacDonald

MOVED by E. Sawyer to move out of camera at 8:10 am and report.

Rise and Report

Administration noted:

- Working with CMLC regarding the agreement; land buy-back, completion date and costs.
- Glen Furtado will be added to the Governance Steering Committee for this project.

Administration requested to:

- Arrange for a presentation from CMLC, at the June 26, 2018 Board Meeting followed by a walking tour of the site / area.
- Provide a flow chart outlining major milestones; budget pieces at the June 26, 2018 Board Meeting.

4A. GOVERNANCE POLICY RECOMMENDATIONS, CPA2018-15

G. Furtado presented the Governance Policy Recommendations Report, CPA 2018-15. This report outlines an overview of Calgary Parking Authority governance policies that have been reviewed to date and provides the Governance Subcommittee's recommendations regarding policies that should be updated or repealed.

Jessica Polivchuk, CPA Policy Development Advisor was available for questions.

The following draft policies were requested to be brought back to the June 26, 2018 Meeting with revisions as discussed:

- Draft Code of Conduct
- Draft Conflict of Interest Guidelines
- Draft Delegation of Authority Policy
- Draft Delegation of Authority Summary Table and Interpretation Guide

Moved by E. Chidley to approve the *Committee Expense Policy, Off-Street Parking Pricing Policy, Integrated Risk Management Policy, Amendments to the Policy on Developing and Reviewing CPA Policy and General Subcommittee Terms of Reference* as presented.

CARRIED

5A. SUB-COMMITTEE REPORTS AND UPDATES

1. Audit Committee

E. Sawyer, Chair of the Audit Sub-Committee, provided an update from the meeting held on May 8, 2018.

The Calgary Parking Authority Control Environment Report, including Committee of Sponsoring Organizations (COSO) Framework was reviewed and approved, and is forwarded to the CPA Committee for information.

This is a standard assessment process which reviews 17 principles to ensure Internal Controls are in place.

At the request of the Audit Sub-Committee, a Financial Statement Discussion and Analysis document was prepared by Administration and reviewed by the Committee. The document will be revised to include a Risk and Outlook section and brought back to the next Audit Sub-Committee Meeting. This will establish the format for next year.

MOVED BY E. Sawyer to accept for information.

CARRIED

2. Strategic Asset Advisory Committee

M. Thompson, Chair of the Strategic Asset Advisory Sub-Committee provided an update from the meeting held on May 14, 2018.

Some items noted:

- Lot 37 Transfer has been completed and Lot 37 is now under CPA stewardship.
- Plus 15 Connection at Lot 25 (Centron) commencement date is now 2018 September 1.
- Lot 72 Veritas – Facilities Management has terminated their lease and will be vacated by 2018 May 31.
 - Real Estate and Development Services is preparing a marketing package to lease the site

Reference the Conflict of Interest Guidelines; F. Clemens declared that he is not involved in the Veritas transaction.

- Land Summary Report will be distributed to Committee at the 2018 June 26 Committee Meeting

MOVED BY Councillor Davison to receive this update for information.

CARRIED

3. Strategic Planning Oversight Committee

C. MacDonald, Executive Office Coordinator, provided an update from the meeting held 2018 May 24.

CPA Values input will be going to the CPA Leadership Team for discussion and feedback from employees. This material will go forward to the June 28 Oversight Sub-Committee Meeting.

MOVED BY J. Pantazopoulos to receive update for information.

CARRIED

5B. LIST OF OUTSTANDING AND RECURRING ITEMS

F. Clemens requested that a 9AP site tour and Policy revisions be added to the list of items for the June 26 Committee Meeting.

MOVED BY E. Sawyer to receive the list of Outstanding and Recurring Items as revised.

CARRIED

5C. GM UPDATE, CPA-2018-04

G. Furtado presented the GM Report for May.

The following items were noted:

- Met with CMLC last week and continue to work with all stakeholders to address/identify any issues with 9th Avenue Parkade.
- James Short (Lot 40) Security Incident – CPA staff working with The City Corporate Security and reviewing our response to determine if any improvements can be made. Incident was effectively responded to, notifying CPS and EMS within minutes.
- Spring Street Cleaning – Less complaints received this year due to photo enforcement. Improved levels of enforcement will result in greater compliance in future years.
- Lot 67 – St. John's Parkade – detailed usage stats will be provided in September.

Moved by Councillor Chu to accept the GM report for information.

CARRIED

6. CHAIR'S UPDATE

F. Clemens reported that he has met with G. Furtado regarding expectations and will have additional meetings in future.

F. Clemens would like to explore ideas of how we can use CPA/ParkPlus technology; i.e. reimburse citizens for desired behaviors.

Reminder of CPA's 50 Year Anniversary Celebration on June 20th at the Impound Lot. Calendar invitations have been sent to all Committee Members.

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 Councillor Chu to move out of camera at 9:50 am without reporting.

7. ADJOURNMENT

Meeting adjourned at 9:50 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2018 _____

CHAIRMAN

MEMBER