



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2016 May 26 AT 7:30 a.m. IN THE CPA MAIN BOARD ROOM,
620 – 9th Ave S.W.**

Present: F. Clemens (Chair)
Councillor Carra
E. Chidley
S. Gittens
L. Hassanali
J. Pantazopoulos – via conference
T. McLeod
E. Sawyer

Absent: Councillor Chu
M. Logan

Also Present: M. Derbyshire, General Manager

F. Clemens called the meeting to order at 7:33 am.

1. WELCOME AND CONFIRMATION OF AGENDA

AMENDMENT: Moved by F. Clemens to add Item in GM Report regarding Enforcement and item to discuss next meeting date.

CONFIRM AMENDED AGENDA, Moved by E. Sawyer that the agenda for the May 26, 2016 CPA Board be confirmed as amended.

CARRIED

2. CONFIRMATION OF MINUTES – March 24, 2016

CONFIRM MINUTES, Moved by E. Sawyer that the Minutes for the 2016 March 24 regular meeting of the CPA Board be confirmed.

CARRIED

MOVE IN CAMERA, Moved by Councillor Carra 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 7:35 am., to consider business matters.

MOVED by S. Gittens to move out of camera at 8:55 am and report.

RISE AND REPORT

Motion to approve recommendations in Report SAAC2016-04.

CARRIED

Moved by F. Clemens to change the June Board Meeting date from June 30, 2016 to June 23, 2016.

CARRIED

4A. STRATEGIC SESSION ACTION ITEMS

M. Derbyshire introduced Strategic Session Notes and Action items from the Board Strategic Session, April 22-23, 2016.

Administration will send Questionnaire to Board regarding the Strategic Session; what went well; opportunities for improvement and any other suggestions. Results will be summarized and reviewed at the next Governance Committee Meeting (September 21, 2016)

4B. PARKING STRUCTURE REPLACEMENT FUND, CPA2016-12

M. Derbyshire presented report CPA2016-12, Parking Structure Replacement Fund.

Moved by T. McLeod that the Board direct administration to refer report back to Administration to provide clarification in response to concerns raised by E. Sawyer and Councillor Carra.

CARRIED

4C. FINANCIAL SUSTAINABILITY, CPA2016-13

M. Derbyshire introduced a report detailing the ongoing steps being taken to identify and implement new strategies aimed at reducing costs and increasing revenue, as referenced in item 5C. of the March Board Meeting Minutes.

Next step is an organizational wide strategy to generate ideas for cost savings and revenue generation.

E. Sawyer suggests ordering/categorizing items based on priority and noting strategic items requiring Board approval.

Administration will categorize list as suggested and note strategic items requiring Board approval or consultation.

Moved by L. Hassanali to accept for information.

CARRIED

5A. SUB-COMMITTEE REPORTS AND UPDATES

1. Audit Committee

E. Sawyer, Chair of the Audit Committee provided an update. Focus was on internal control environment; COSO Model.

F. Clemens, M. Derbyshire and E. Sawyer presented to The City Audit Committee Meeting on risk control; financial statements on May 19, 2016.

Moved by E. Sawyer to accept for information; control environment report and City Audit presentation.

CARRIED

2. Governance Committee

E. Chidley provided Governance Committee Update.

As all Board members are coming up for renewal; L. Falkenberg, M. Logan and Councillor Carra will sit on the Selection Committee to review candidates.

Any Board Member is welcome and encouraged to attend the next Governance Committee Meeting (September 21, 2016).

F. Clemens will be attending upcoming recruitment meeting with City Clerks on Tuesday, May 31, 2016 and notes that recruitment time lines may change.

Moved by S. Gittens to accept for information.

CARRIED

MOVE IN CAMERA, Moved by E. Chidley 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 9:30 am., to consider business matters.

MOVED by S. Gittens to move out of camera at 9:40 am and keep confidential.

5B. LIST OF OUTSTANDING AND RECURRING ITEMS

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

CARRIED

5C. GM REPORT

M. Derbyshire presented the GM Report for May.

Moved by T. McLeod to receive for information.

CARRIED

6. CHAIR'S UPDATE

F. Clemens advised that the Institute of Corporate Directors Annual General Meeting is being held on June 5, 2016.

F. Clemens reminded Board Members to fill out the Directors Assessment Survey.

7. ADJOURNMENT

Meeting adjourned at 10:00 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2016 _____

CHAIRMAN

MEMBER