



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2016 November 24 AT 7:30 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

Present: F. Clemens (Chair)
E. Chidley
Councillor Chu
L. Falkenberg
S. Gittens
L. Hassanali
M. Logan
J. Pantazopoulos
E. Sawyer

Absent: Councillor Carra

Also Present: D. Bell, Acting General Manager
K. Hapke, Acting Controller/Finance Manager
J. Hay, Manager, Enforcement Support
K. McCaw, Manager, IT and Technical Services

E. Sawyer will Chair the meeting while elections are held and will relinquish position once Chair is elected.

E. Sawyer called the meeting to order at 7:33 am.

1. WELCOME AND CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by E. Chidley that the agenda for the November 24, 2016 CPA Board be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – October 27, 2016

CORRECTION: Replace motions made by F. Clemens to S Gittens: Item 4D, E and F.

CONFIRM AMENDED MINUTES, Moved by M. Logan that the Minutes for the 2016 October 27 regular meeting of the CPA Board be confirmed as amended

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 7:36 a.m., to consider business matters.

MOVED by M. Logan to move out of camera at 7:40 a.m. and not report.

4A. ANNUAL ELECTION OF CHAIR

CHAIR NOMINATIONS: M. Logan nominated F. Clemens for position of Chair.
Seconded by S. Gittens.

F. Clemens accepted position of Chair.

As no further nominations received, by acclamation, **F. Clemens** is appointed to position of **CHAIR**.

CARRIED

E. Sawyer relinquished position of Chair and F. Clemens took the Chair.

4B. ANNUAL ELECTION OF VICE CHAIR

VICE CHAIR NOMINATIONS: E. Chidley nominated S. Gittens to position of Vice-Chair.
Seconded by L. Hassanali.

S. Gittens accepts the nomination.

No further nominations were received, therefore nominations closed. **S Gittens** was appointed to position of **VICE CHAIR**.

CARRIED

4C. ANNUAL APPOINTMENTS TO SUBCOMMITTEES

Audit Committee

E. Sawyer will continue as a member of the Audit Committee.
E. Sawyer nominates J. Pantazopoulos to the Committee.
L. Hassanali is willing to serve again.

No further nominations were received therefore nominations closed. **E. Sawyer, L. Hassanali and J. Pantazopoulos** are appointed to the **Audit Committee**.

CARRIED

Strategic Asset Advisory Committee (S.A.A.C.)

M. Logan volunteered to continue to be a member of S.A.A.C.

Councillor Chu, Councillor Carra and F. Clemens volunteered to become members of S.A.A.C.

No further nominations were received, therefore nominations closed. **M. Logan, Councillor Carra, F. Clemens and Councillor Chu** are appointed to the **Strategic Asset Advisory Committee**.

CARRIED

Governance Committee

E. Chidley volunteered to continue to serve on this Committee.

S. Gittens, M. Logan, L. Falkenberg and Councillor Carra volunteered to serve on this Committee.

No further nominations were received, therefore nominations closed. **E. Chidley, Councillor Carra, S. Gittens, M. Logan and L. Falkenberg** are appointed to the **Governance Committee**.

CARRIED

ParkPlus Committee

E. Sawyer nominated S. Gittens to the ParkPlus Committee.

M. Logan, J. Pantazopoulos, L. Hassanali and F. Clemens volunteered to join the ParkPlus Committee.

No further nominations were received, therefore nominations closed. **S. Gittens, M. Logan, J. Pantazopoulos, L. Hassanali** and F. Clemens are appointed to the **ParkPlus Committee**.

CARRIED

Moved by S. Gittens to accept the slate of Committee appointments.

CARRIED

4D. CPA2016-30 2017 ANNUAL SCHEDULE OF MEETINGS

D. Bell requested that Board Members review dates and advise of any conflicts.

E. Sawyer mentioned conflict with Audit dates.

Moved by J. Pantazopoulos to move Sept meeting to Sept 14th.

CARRIED

Moved by E. Sawyer to cancel October 26th Meeting.

CARRIED

Moved by L. Hassanali to move Strategic Retreat from April to November 3,4,5.

CARRIED

Administration will revise 2017 Calendar and send to Board Members.

5A. SUB-COMMITTEE REPORTS AND UPDATES

1. Audit Committee

E. Sawyer, Chair of the Audit Committee provided an update.

E. Sawyer reported that the Committee reviewed and approved the Audit Plan from Deloitte. The Audit Committee approved the Auditors updated status report of the Dec 31, 2015 Management letter points and any outstanding items are being addressed.

The detailed plan is available to any Board Member if requested.

Moved by L. Hassanali to accept for information.

CARRIED

2. Governance Committee

E. Chidley, Chair of the Governance Committee, reported on the November 17th Governance Committee meeting and noted a number of items from the October Board Meeting had been moved to this Committee.

Recommendation of number of Board Meetings and rationale was discussed with agreement that it is timely to look at the content of the Board Package in order to make it more succinct; work towards increasing efficiency of meetings.

E. Chidley requested that Board Members provide any input to M. Derbyshire / B. Goodman regarding content.

Strategic Priorities: recommendation that this should be a bottom up process. M. Derbyshire will be coming to the next meeting with a discussion paper on some of the ideas that CPA Management has for the coming year. If there are specific items that Board Members feel should be included, please advise M. Derbyshire.

Board Education update: Administration is working on this, however due to no turnover on the CPA Board, Orientation Day has been deferred. CPA ParkPlus ride-alongs and facility tours will be arranged in the coming months.

Purchase Requisition Approval – Committee approved in principle contingent on full board approval.

K. Hapke provided an overview of the purchase requisition approval report; to move more in line with the City to provide efficiency and effectiveness of this process.

Recommending changing Managers sign off up to \$25k; GM sign off 75K and above. Anything going to market would require GM approval. Controller signs off between 25 and 75K. Majority of items going through Supply with strong controls in place.

E. Sawyer noted that approvals around procurement are the same as The City. K. Hapke is currently reviewing the procurement process.

K. Hapke noted a revision on the attachment for sole source. Requisition is sent to The City and approved. All controls are in place.

E. Sawyer confirms that the Audit committee is comfortable with this.

Moved by E. Chidley to approve the approval limit changes as outlined in CPA2016-27-Revised.

CARRIED

3. ParkPlus Committee

S. Gittens, Chair of the ParkPlus, Committee, provided an update.

S. Gittens noted that new ParkPlus machines are being rolled out.

S. Gittens suggested circulating the Road Map to all Board members. Administration will forward to Board Members.

J. Pantazopoulos noted how far ParkPlus has come this year, specifically having a Sales and Marketing division.

F. Clemens requests a media plan be circulated to the Board prior to RPP roll-out. Administration confirmed that an RPP report to Council will come to the Board first.

Moved by S. Gittens that the Board to receive the RPP bylaw and communication strategy prior to roll-out.

CARRIED

4. Strategic Asset Advisory Committee (S.A.A.C.)

M. Logan, Chair of the S.A.A.C., provided an update.

M. Logan noted that the Lido Parkade is open for business since Nov 5, 2016.

Veritas site – able to get a lease signed.

M. Logan noted that the Shared Parking Revenue Report went to committee last month and sent back to Administration. – was not approved.

L. Falkenberg enquired if there is a strategy for land purchases. M. Logan responded a strategy was developed three years ago. Team is identifying parcels which would be suitable for a partnership for parking.

M. Logan will add to the SAAC Agenda to bring back a Land Strategy. E. Chidley noted that this would be an important piece for Strategic Meeting.

Moved by S. Gittens to receive update for information.

CARRIED

5B. LIST OF OUTSTANDING AND RECURRING ITEMS

Moved by J. Pantazopoulos to receive the List of Outstanding and Recurring Items for information.

CARRIED

5C. GM UPDATE

D. Bell presented the GM Report for October.

F. Clemens requested that Board Members highlight what you like / not like in the GM Report and return to Administration next meeting.

GM Update accepted for information.

MOVE IN CAMERA, Moved by S. Gittens 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 9:05 a.m., to consider business matters.

MOVED by F. Clemens to move out of camera at 9:30 a.m. and not report to the Authority.

6. ADJOURNMENT

Meeting adjourned at 9:30 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2017 _____

CHAIRMAN

MEMBER