



**MINUTES OF THE SPECIAL MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2012 December 11, AT 10:00 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

Present: D. Wood
Ald. D. Hodges
Ald. G. Carra
E. Sawyer
B. O'Leary, Q.C.
M. Logan
F. Clemens
T. Malik

Absent: G. MacDonald

Also Present: T. McLeod, General Manager
W. Haidey, Controller

Minutes by: B. Goodman

D. Wood called the meeting to order at 10:00 a.m.

1. CONFIRMATION OF AGENDA

Moved by D. Wood to add item of New Business; Item 5C Parking Tax Implications, Taxable Benefits.

Moved by Alderman Carra to add item of New Business, Item 5D Pubic Parking Opportunity in Inglewood.

CONFIRM AMENDED AGENDA, Moved by E. Sawyer that the agenda for the November 20, 2012 CPA Board be confirmed as amended.

CARRIED

2. CONFIRMATION OF MINUTES – November 20, 2012

F. Clemens queried if the Customer Satisfaction Survey was distributed.

Administration to email Customer Satisfaction Survey to Members and request any comments they may have.

F. Clemens advised that he is a member of the Strategic Asset Advisory Committee however is not shown in the November 20 Minutes.

MOVED BY M. Logan to amend minutes to add F. Clemens to the Strategic Asset Advisory Committee.

CONFIRM AMENDED MINUTES, Moved by F. Clemens that the Minutes for the 2012 November 20 special meeting of the CPA Board be confirmed as amended.

CARRIED

3. REVIEW OUTSTANDING AND RECURRING ITEMS

E. Sawyer requested that any additional items or changes made to 19. "Administrative Follow-Up" be bolded.

T Malik requests that completed items come off list after one meeting.

M. Logan would like the completion date added to the column.

Administration will present Item 19 with the recommended changes going forward.

F. Clemens requests December be added to Item 7. "Quarterly Financial Report"

D. Wood noted that Item 11. "Land Inventory Strategy" was tabled to this meeting. (from Nov 20.)

CONFIRM THE AMENDED LIST OF OUTSTANDING AND RE-OCCURRING ITEMS, Moved by M. Logan that the List of Outstanding and Re-Occurring Items as of 2012 December 11 be confirmed as amended.

CARRIED

4A. CPA2012-21 QUARTERLY FINANCIAL REPORT

T. McLeod and W. Haidey presented the quarterly financial results to Oct 31, 2012.

M. Logan enquired about depreciation expenses and discussion was held.

F. Clemens enquired if break-ins are tracked. Administration will provide numbers of break-ins.

F. Clemens commented on poor condition of sidewalks at some lots and in front of CPA facilities. Replacement in next little while should be looked at.

Administration will look into condition of sidewalks in front of lots/parkades of CPA facilities.

E. Sawyer requested as part of year end process to see actual comparison; are actual in 2012 comparable to 2013; yearend projection compared to 2013 budget.

D. Wood requested that, reference \$4M additional revenue hourly and monthly, be split up to show occupancy and revenues.

D. Wood reemphasized the urgency around Impound Lot facility. T. McLeod advised that CPA is accelerating that project with plans to break ground in 2013.

MOVED BY E. Sawyer to accept the Financial Report as presented.

CARRIED

4B. DISTRIBUTION OF CALENDAR

Calendar with CPA Board and Audit Meeting dates was provided. Committees will arrange their own meetings.

Administration will distribute a contact list with Committee Meeting Dates, once confirmed.

MOVED BY M. Logan to accept the schedule as provided.

CARRIED

4C. PARKING POLICY FRAMEWORK

T. McLeod advised that the Parking Policy Framework sets out a framework for guidelines to benefit business and other interested parties. The report went to the Transportation and Transit Committee on November 14th with the recommendation to report back to the Committee no later than March 2013 with a detailed implementation report.

D. Wood mentioned that a consultation component was missing from the Framework Policy. M. Logan has noted. T. McLeod will bring forward at the December 13th, 2012 CPA/Transportation meeting with Chris Blaschuk to add a consultation component or implementation of parking payment.

MOVED BY M. Logan to accept the Report as presented.

CARRIED

4D. SNOW ROUTE PARKING BAN TRAFFIC BYLAW AMENDMENT

T. McLeod presented the Snow Route Parking Ban Traffic Bylaw Amendment Report as information for the Board. The Traffic Bylaw Amendment is required and operational changes for CPA Enforcement will be ongoing until the bylaw change is made in Q2 by Transportation.

MOVED BY F. Clemens to adopt Snow Route Parking Ban Traffic Bylaw Amendment Report.

CARRIED

5A. COMMITTEE UPDATES

i. Audit

E. Sawyer provided an update from the Audit Committee Meeting held on November 20th, 2012. Minutes from the meeting were provided. Financial statements will be brought back in March/April.

E. Sawyer advised that the workplan provided may be adjusted to accommodate workload.

MOVE IN CAMERA, Moved by B. O'Leary Q.C., 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 11:20 a.m., to consider business matters.

RISE and REPORT

ii. Strategic Asset Advisory Committee (SAAC)

SUMMARY/ISSUE

T. McLeod and M. Logan presented a PowerPoint on CPA's asset holdings. The Board thanks the Strategic Asset Advisory Committee for the tremendous amount of work that went into preparing the analysis and recommendations.

Moved by M. Logan that the Board has considered a number of asset related recommendations and has given its direction on how to proceed with each of the recommendations on individual locations. The report and recommendations are to remain confidential until commercial transactions have been completed.

CARRIED

iii. Governance and GM Performance

B. O'Leary presented the Conflict of Interest Policy. The Policy and Declaration of Conflict of Interest was provided. B. O'Leary requested that Board members fill out and return the form to Barb Goodman by January 1, 2013. B. Goodman will retain in a Confidential File. Form to be completed at the end of each year.

Administration will gather and retain.

MOVED BY B. O'Leary to approve the Conflict of Interest Policy.

CARRIED

MOVE IN CAMERA, Moved by B. O'Leary Q.C., 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 12:20 p.m., to consider business matters.

RISE AND REPORT

Request made for a maximum one page brief bio/business profile and skills for all members.

Administration will send email and compile.

5B. GM UPDATE

T. McLeod provided an update from November/December.

D. Wood suggested CPA re-promote parking meters for Calgary's Road Home. Administration will look into a promotion event.

D. Wood recommended promoting the addition of the account column to simplify customers parking expenses. T. McLeod will review the communications plan with this customer service enhancement.

F. Clemens requested details on the PAR process. T. McLeod will prepare a memo to the GM of Transportation regarding a future plan for the PAR process.

D. Wood suggested an ad for carshare as a way to provide information to users. Incorporate key messages with Partnership. Administration will investigate.

GM Update was received for information.

5C. PARKING – TAXABLE BENEFIT

D. Wood presented the parking taxable benefit topic. Free parking privileges provided to the Directors of CPA is deemed a taxable benefit when utilized for personal purposes. A TD1 form and Declaration of Parking form were distributed to the Directors of the CPA Board to be filled out and returned to Administration. For the Directors that are already covered under City procedures, the form was not required to be filled out.

5D. PUBLIC PARKING - INGLEWOOD

Alderman Carra presented an item on a public parking opportunity in Inglewood in order to bring to the Board's attention. A handout was distributed and Board approval was received to bring the item forward to the Strategic Asset Advisory Committee.

Administration will provide support in bringing the concept to the Strategic Asset Advisory Committee.

6. ADJOURNMENT

MOVED BY F. Clemens that the CPA do now adjourn at 2:00 pm.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2013 _____

CHAIRMAN

MEMBER