

**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY  
HELD ON 2011 December 6, AT 8:00 a.m. IN THE CPA Centre of Excellence,  
604 – 9<sup>th</sup> Ave S.W.**

Present: Ald. D. Hodges  
Ald. G. Macleod  
E. Sawyer  
M. Logan  
B. O'Leary, Q.C. (via phone)  
F. Clemens  
D. Wood  
B. Bazinet  
T. Malik

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

Minutes by: B. Goodman

M. Logan took the seat of the Chairman and opened the meeting at 8:00 AM.

**1. CONFIRMATION OF AGENDA**

MOVED BY D. Wood to amend the agenda by adding an additional item to 5. Reports as:

Item E. Governance Report  
CARRIED

MOVED BY E. Sawyer that the agenda, as amended, be confirmed.  
CARRIED

**2. CONFIRMATION OF MINUTES – October 25, 2011**

MOVED BY D. Wood that the Minutes for the 2011 October 25 Meeting of the CPA Board be confirmed.  
CARRIED

**3. CONFIRMATION OF THE LIST OF OUTSTANDING ITEMS AS OF 2011 DECEMBER 6**

MOVED BY Alderman MacLeod that a Communications Plan mid-year update be provided in May 2012.

Administration will amend List of Outstanding Items to reflect a communications update for May 2012.

MOVED BY F. Clemens that the amended List of Outstanding Items as of 2011 December 6 be confirmed.

CARRIED

#### **4A. ELECTION OF CHAIRMAN**

M. Logan opened the nominations for Chairman.

CHAIRMAN NOMINATIONS: B. O'Leary nominated D. Wood  
CARRIED

D. Wood reported on a discussion that was held on November 9<sup>th</sup> with elector members in which it was agreed that D. Wood could serve as Chairman.

Alderman MacLeod recommended that any future discussions involving the Board should be conducted at Regular CPA Board Meetings.

By acclamation D. Wood was appointed to position of CHAIRMAN,

D. Wood took the Chairman's seat and proceeded to chair the meeting.

#### **4B. ELECTION OF VICE CHAIRMAN**

VICE CHAIRMAN NOMINATIONS: Alderman MacLeod nominated F. Clemens.  
CARRIED

No further nominations were received, therefore nominations closed. By acclamation F. Clemens was appointed to position of VICE CHAIRMAN.

Motion rising; Alderman G. Macleod would like media training for everyone arranged including T. McLeod.

Administration to arrange media training.

CARRIED

Motion rising; B. Bazinet brought forward that an understanding of succession planning should be addressed. D. Wood advised that this would be included in Governance Meetings.

#### **4C. APPOINTMENT OF AUDIT COMMITTEE**

D. Wood opened nominations for the 3 positions of Audit Committee. As stipulated in the CPA guidelines, both The Chief Financial Officer or designate and the Vice Chairman of the CPA are members of the Audit Committee.

Alderman MacLeod nominated T. Malik. T. Malik declined nomination.

T. Malik nominated B. Bazinet. B. Bazinet declined nomination.

Alderman MacLeod requests interest to sit on the Audit Committee. Any committee member can sit on any Committee.

E. Sawyer nominated B. O'Leary as elector member.

CARRIED

No further nominations were received therefore nomination closed. By acclamation E. Sawyer, F. Clemens and B. O'Leary are appointed to the Audit Committee.

Next Audit Meeting will be held on Thursday, December 15 at 7:30 AM.

#### **4D. APPOINTMENT OF STRATEGIC ASSET ADVISORY COMMITTEE**

D. Wood opened nominations for the three positions of the Strategic Asset Advisory Committee, in addition to current Administrative member T. McLeod.

M. Logan, F. Clemens and B. Bazinet volunteered to serve on the S.A.A.C. Committee.

CARRIED

Moved by E. Sawyer to appoint M. Logan, F. Clemens and B. Bazinet to the Strategic Asset Advisory Committee.

CARRIED

#### **4E. CONFIRM SUBCOMMITTEES (GOVERNANCE, IP/PARKPLUS, OTHER)**

D. Wood opened nominations for the Governance Committee.

B. O'Leary to serve as Chair

Alderman MacLeod and M. Logan volunteered to serve on the Governance Committee.

MOVED BY Alderman Hodges to appoint B. O'Leary, Alderman MacLeod and M. Logan to the Governance Committee.

CARRIED

D. Wood opened nominations for the IP/ParkPlus Committee.

F. Clemens, B. Bazinet, T. Malik and B. O'Leary volunteered to serve on the IP/ParkPlus Committee.

MOVED BY Alderman MacLeod to appoint F. Clemens, B. Bazinet, T. Malik and B. O'Leary to the IP/ParkPlus Committee

CARRIED

It was determined unanimously that no other sub committees were required at this time.

#### **4F. GENERAL MANAGER DUTIES, GOALS AND OBJECTIVES**

Item referred to Governance Committee.

#### **4G. ELECTOR MEMBER REMUNERATION**

D. Wood led discussion on Elector Member Remuneration. Alderman G. MacLeod suggested providing parking passes.

Motion rising: Item to be tabled to April / May 2012. Comparative study to be conducted.  
CARRIED

#### **4H. BOARD OF DIRECTOR ADMINISTRATION SUPPORT**

This item is included in the Governance documentation. It was decided that Board Communication is to come through General Manager for any administrative support.

#### **5A. 2011-20 2012 ANNUAL SCHEDULE OF MEETINGS-REVISED**

D. Wood led discussion on meeting start / end times. Based on discussion, meetings will begin at 8:00 AM with 7:30 AM breakfast. End time to be 10:30 AM.

MOVED BY D. Wood to change February 23 meeting date to March 1.

Administration to send updated outlook meeting requests to Board Members.

MOVED by F. Clemens that the Report CPA2011-20 2012 Annual Schedule of Meetings be accepted as amended.

CARRIED

#### **5B. 2011-22 BUSINESS REVITALIZATION ZONE FINANCIAL SUPPORT**

T. McLeod presented draft report for discussion.

MOVED BY Alderman MacLeod that this is a governance issue.

MOVED BY E. Sawyer to accept report for information.

Administration to add to agenda next meeting.

CARRIED

#### **5C. 2011-23 PROPOSED CHANGES TO PARK AS REQUIRED PERMITS**

T. McLeod led discussion on Park As Required Permits. T. McLeod sent a letter to M. Logan requesting online tracking. We need to review how we issue passes.

MOVED BY M. Logan to amend Item 2 in Recommendations to read:

"Request the General Manager of the CPA to work with General Manager of Transportation to implement a new mechanism for tracking usage of PAR permits in Q1 of 2012 according to the Attachment, and"

MOVED BY F. Clements to accept report as amended.

**5E. GOVERNANCE REPORT**

MOVED BY D. Wood to defer Item 5E. to next meeting.  
CARRIED

**6. IN-CAMERA**

MOVE IN CAMERA, Moved by E. Sawyer 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 10:15 a.m., to consider confidential matters.

RISE AND REPORT, Moved by F. Clemens that the Authority rise without reporting.

CARRIED

**5D. GM UPDATE**

T. McLeod presented the General Manager's update. (copy emailed to Members Dec 6, 2011)

**7. ADJOURNMENT**

MOVED BY D. Wood that the CPA do now adjourn at 10:46 AM.  
CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 201 \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER