



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2014 November 20 AT 7:30 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

Present: T. Malik (Chair)
Councillor Carra
Councillor Chu
F. Clemens
S. Gittens
L. Hassanali
M. Logan
G. MacDonald
E. Sawyer

Also Present: W. Hogman, Interim General Manager

T. Malik called the meeting to order at 7:30 am.

1. WELCOME AND CONFIRMATION OF AGENDA

AMENDMENTS, Moved by T. Malik that Items 4A. – C. (Board Elections) be brought forward to follow Item 2. “Confirmation of Minutes”.

Moved by Councillor Chu to add Item 4K. “Recovery of Electricity Memo”.

CONFIRM AMENDED AGENDA, Moved by M. Logan that the agenda for the November 20, 2014 CPA Board be confirmed as amended.

CARRIED

2. CONFIRMATION OF MINUTES – October 30, 2014

CONFIRM MINUTES, Moved by E. Sawyer that the Minutes for the 2014 October 30 regular meeting of the CPA Board be confirmed.

CARRIED

4A. ANNUAL ELECTION OF CHAIR

Councillor Carra will Chair the meeting while elections are held. Councillor Carra will relinquish position once Chair is elected.

Councillor Carra thanked everyone for their service and welcomed F. Clemens onto the Board.

CHAIR NOMINATIONS: F. Clemens nominated T. Malik for position of Chair.
E. Sawyers nominated G. Macdonald for position of Chair.

Moved by Councillor Carra to close nominations.

CARRIED

A silent ballot was held. After votes counted; Councillor Carra welcomed T. Malik to remain as Chair of CPA.

CARRIED

Councillor Carra relinquished position of Chair and T. Malik took the Chair.

4B. ANNUAL ELECTION OF VICE CHAIR

VICE CHAIR NOMINATIONS: M. Logan nominated F. Clemens as Vice-Chairman.
F. Clemens accepts the nomination.

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

CARRIED

4C. ANNUAL APPOINTMENTS TO SUBCOMMITTEES

Audit Committee

E. Sawyer advised that as stipulated in the CPA guidelines, both the Chief Financial Officer and the Vice-Chairman of the CPA are members of the Audit Committee.

E. Sawyer is prepared to continue as Chair of Audit Committee.

E. Sawyer suggests stipulation of Vice-Chair serving on Audit Committee be waived and accept nominations.

Audit Committee to review their Terms of Reference.

G. MacDonald volunteered to join Audit Committee.

L. Hassanali is happy to put her name forward.

No further nominations were received therefore nomination closed. E. Sawyer (Chair), G. MacDonald and L. Hassanali are appointed to the **Audit Committee**.

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

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

F. Clemens, G. MacDonald, Councillor Chu and Councillor Carra volunteered to join the S.A.A.C. Committee.

G. MacDonald nominated M. Logan to serve as Committee Chair.

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

Governance Committee

M. Logan nominated G. MacDonald to continue as Chair of the Governance Committee.

Councillor Carra, S. Gittens and M. Logan volunteered to serve on the Governance Committee.

No further nominations were received, therefore nomination closed. G. Macdonald (Chair), Councillor Carra, S. Gittens and M. Logan will serve on the **Governance Committee**.

IP/ParkPlus Committee

Councillor Carra nominated S. Gittens as Chair of the IP/ParkPlus Committee.

Councillor Chu, F. Clemens and L. Hassanali volunteered to join the IP/ParkPlus Committee.

No further nominations were received, therefore nomination closed. S. Gittens (Chair), Councillor Chu, F. Clemens and L. Hassanali to serve on the **IP/ParkPlus Committee**.

Moved by M. Logan to accept slate of Committee Chairs and Committee appointments.

CARRIED

3. SUB-COMMITTEE REPORTS AND UPDATES

A. Chairman's Update

T. Malik distributed Board attendance for 2012, 2013 and 2014. T. Malik commended the Board on good attendance.

All Committee meetings are open to all Board Members. Administration will send Committee meeting notices to all members.

T. Malik received customer complaint; as it was an operational issue, advised customer that Acting General Manager would respond.

T. Malik requested to have decorum where everyone has a chance to speak up with comments and ideas, equal time to members. T. Malik will monitor in order to achieve more formal discussions in future. Read material prior to Board Meeting.

Sub-committee level Chair summaries; stick to the summary in order to move through meetings in a more productive manner. Keep an eye on target completion time.

Any agenda items you would like added to the agenda send to B. Goodman two weeks prior to meeting, including target time.

B. Audit Committee

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

Last Audit Meeting was held on November 6, 2014. Meeting spent with Deloitte going through Audit Plan.

C. Governance Committee

G. MacDonald, Chair of the Governance Committee, provided an update.

Committee suggests a Strategic Board Retreat be held in the spring, sometime between January and April 2015.

T. Malik recommends we defer to March – April and hold on a Saturday/Sunday.

Administration will poll members for preferred dates within that time frame.

F. Clemens suggests strategic, visionary items.

Councillor Carra suggests a speaker as part of the Strategic Session, with leading edge Parking Strategy experience.

Recommendation that a Consultant be engaged to facilitate the session. Revisit at Governance Committee Meeting. T. Malik would like to see two – three names put forward.

T. Malik supports 360 review of the Board.

It was confirmed that In-Camera attendance of Administration is at the discretion of the Board.

Directors Expense Policy: Governance Committee to make their suggested change and bring policy back to a future Board Meeting for confirmation.

D. IP/ParkPlus Committee

G. MacDonald, Chair of the IP/ParkPlus Committee provided an update.

W. Hogman reported on patent status.

3E. STRATEGIC ASSET ADVISORY COMMITTEE UPDATE

D. Bell presented the Land Inventory Strategy Update.

F. Clemens suggested regular appraisals of property.

MOVED BY M. Logan that Administration return in April 2015 with recommended Business Plans for the development of Lot 7 and Lot 66, including an overall proposal of long term capital plans and funding.

CARRIED

4D. CPA2014-12 2015 ANNUAL SCHEDULE OF MEETINGS

T. Malik suggested moving meetings to Fridays.

A vote was taken and decision made to continue to meet on Thursdays.

Administration will revise 2015 Calendar and send to Board Members.

4G. CPA TRADEMARKING, CPA2014-10

W. Hogman presented Report CPA2014-10, Trademarking of Calgary Parking Authority Products and Logo.

MOVED BY L. Hassanali that recommendations in CPA2014-10 Trademarking of Calgary Parking Authority Products and Logo be adopted.

CARRIED

4I. EAST VILLAGE PARKADE

D. Bell made a presentation on the East Village Parkade.

Report with respect to Method of Disposition will be presented by Office of Land Servicing and Housing (O.L.S.H.) to the Land and Asset Committee on December 18, 2014.

MOVED BY Councillor Carra to approve the S2 contract as prime consultant for the East Village Parkade and approval of the proposed Method of Disposition. SAAC to engage S2 on design elements including but not limited to future expandability of the parking and active use of 9th Avenue.

CARRIED

4J. CONSOLIDATED PARKING POLICY WORK PLAN

M. Logan presented the Consolidated Parking Policy Work Plan, Report TT2014-0935.

CPA agreed to fund part of consulting work with one position at the Parking Authority and that is reflected in this report.

Recommendations are going to Committee on December 17, 2014.

MOVED by M. Logan to continue to provide a one year limited term position and financial support for associated consulting as previously discussed (\$150,000)

CARRIED

MOVED by Councillor Carra that remaining items be deferred to the next meeting.

CARRIED

5. ADJOURNMENT

Meeting adjourned at 10:00 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2015 _____

CHAIRMAN

MEMBER