



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2014 March 27 AT 7:30 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

Present: T. Malik (Chair)
D. Yung (Vice-Chair)
S. Gittens
M. Logan
G. MacDonald
E. Sawyer

Absent: Councillor Carra
Councillor Magliocca
L. Hassanali

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

Minutes by: B. Goodman

T. Malik called the meeting to order at 7:33 a.m.

1. WELCOME AND CONFIRMATION OF AGENDA

T. Malik welcomed new Board Member, Sebastien Gittens.

Each Board Member provided an introduction.

CONFIRM AGENDA, Moved by D. Yung that the agenda for the March 27, 2014 CPA Board be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – February 20, 2014

CONFIRM MINUTES, Moved by E. Sawyer that the Minutes for the 2014 February 20 Meeting be confirmed.

CARRIED

3. SUB-COMMITTEE REPORTS AND UPDATES

A. Audit Committee

E. Sawyer, Chair of the Audit Committee, provided an update from the Audit Meeting held on March 19, 2014.

No changes to Terms of Reference.

Deloitte did not identify any deficiencies in internal controls.

Year-End Financial Statements were reviewed and forwarded to the Board for approval.

E. Sawyer responded to T. McLeod that E. Sawyer, T. Malik and T. McLeod would present Audit Report on May 15th.

M. Logan enquired if Note 22. "Fair value of investment properties" is the only write down. W. Haidey advised that it was, net of accumulated depreciation components.

MOVED by E. Sawyer to approve the 2013 Financial Statements and receive Deloitte Year-End Audit Communication for information.

CARRIED

B. Governance Committee

G. MacDonald, Chair of the Governance Committee reported on the March 3, 2014, Governance Meeting.

G. MacDonald advised that she met with the Corporate Secretariat, City Solicitor and City Clerks regarding the Elector Member Selection process. G. MacDonald will provide a procedure that works with their system and promote more applications to the CPA and City Clerks.

T. Malik suggested the Governance Committee put a timeline together and bring to the Board.

Moved by G. MacDonald to request permission to move forward on the new protocol with City Clerks regarding the recruiting process and bring to the Board at a future meeting.

CARRIED

C. IP/ParkPlus Committee

G. Macdonald, Chair of the IP/ParkPlus Committee provided an update from the meeting held March 18, 2014.

G. MacDonald advised that the RFP has closed.

MOVED BY M. Logan that Administration proceed with negotiations on RFP as outlined and provide updates through the IP/ParkPlus Committee.

CARRIED

MOVED BY M. Logan that S. Gittens join the IP/ParkPlus Committee and Governance Committee.

CARRIED

D. Strategic Asset Advisory Committee

M. Logan, Chair of Strategic Asset Advisory Committee provided an update.

Report going to Land and Asset Strategy Committee on April 24th for Criterion Building disposition.

E. Strategic Planning Committee

M. Logan, on behalf of Councillor Carra, Chair of the Strategic Planning Committee provided an update on February 25 and March 19th Committee meetings.

T. McLeod distributed a draft copy of the CPA 10 Year Strategic Plan which has incorporated comments from the Strategic Committee. M. Logan noted the quick turnaround of this document and thoughtful content from CPA Administration.

MOVED BY M. Logan to receive for information and requests feedback from Board Members within the next 2 weeks. Following Council's 2015-2018 Action Plan on May 6th, final input will be incorporated into CPA's 10 Year Strategic Plan and brought back to the May 29th CPA Board Meeting.

CARRIED

F. Chairman's Update

T. Malik advised that he has met with the Mayor and a number of Councilors. Feedback has been very positive on CPA's service delivery. Meetings should be completed soon.

G. MacDonald enquired if we would continue meeting with them going forward. T. Malik advised there should be a continuous discussion.

Administration to check schedules to see if a Strategic Session lunch could be booked with Council. This would provide a good opportunity to present CPA's 10 Year Strategic Plan.

E. Sawyer noted that there is a Strategic Session on June 16th. Suggested that T. Malik write a letter to the Mayor to make a formal request.

T. Malik noted that ``Committee Update Reports`` are to be prepared by Chair of each respective Committee. Contents are to be approved by Committee Chair.

T. Malik queried what Board members view was on Conference attendance.

E. Sawyer, in principle supportive of Board Development and attending Conferences. M. Logan also has no objection and suggested it was a decision of the Chair.

D. Yung is also supportive of attending Conferences for professional development and reporting to the Board following attending, for sharing knowledge.

4A. 2014 COMMUNICATION PLAN

T. McLeod introduced Shelley Trigg, Manager of Customer Service and Communications and Adrian Mrdeza, Public Relations Advisor.

S. Trigg presented the 2014 Communication Plan.

T. McLeod acknowledged S. Trigg and her team for all their great work. The Board extends their appreciation as well.

MOVED by G. MacDonald to receive the 2014 Communication Plan for information.

CARRIED

4B. TRAFFIC COURT REFORM

T. McLeod introduced Miles Dyck, Manager of Enforcement.

M. Dyck updated the Board on a Provincial Court reform initiative.

Justice Alberta is proposing changes to the current Traffic Court system, for moving and non-moving vehicle violations. Primary change involves moving Traffic Court out of the

formal Provincial Court system and into a less formal judicial review format, where an adjudicator will oversee parking related appeals.

CPA is working on a joint submission due to Justice Alberta by March 31. The City Law Department plans to attend the IGA Committee and Council will be updated at the April 3 Meeting of Council.

MOVED BY E. Sawyer to receive update for information.

CARRIED

MOVE IN CAMERA, Moved by T. Malik 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 9:20 am., to consider personnel matters.

Moved M. Logan that the Committee of the Whole rise. Received verbal report from T. McLeod on a personnel matter

CARRIED

5A. LIST OF OUTSTANDING AND RECURRING ITEMS

M. Logan requested another item be added to the list in Q2; `Presentation of Strategic Plan to Board` on May 29th and tentative presentation to Council in June.

CONFIRM THE LIST OF OUTSTANDING AND RE-OCCURRING ITEMS, Moved by M. Logan to accept the List of Outstanding and Re-Occurring Items as amended for information.

CARRIED

5B. GM UPDATE AND 311 STATISTICS

T. McLeod presented the 311 statistics for the month of February.

M. Logan commented on the positive turnaround from January.

T. McLeod highlighted the Travel Time Monitors being added to Parkades to help customers find the quickest route for their travel. A Travel Time Monitor has been added to Centennial Parkade this week.

Administration will send GM update to Board Members via email.

MOVED BY M. Logan to accept the 311 Statistics for information and GM Update.

CARRIED

6. ADJOURNMENT

MOVED BY T. Malik that the CPA do now adjourn at 9:40 am.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2014 _____

CHAIRMAN

MEMBER