



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY  
HELD ON 2014 April 24 AT 7:30 a.m. IN THE CPA Centre of Excellence,  
604 – 9<sup>th</sup> Ave S.W.**

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

Absent: Councillor Magliocca

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

Minutes by: B. Goodman

T. Malik called the meeting to order at 7:45 a.m.

Recognized Past Board Members; D. Wood, F. Clemens, B. O'Leary, Q.C., and G. MacLeod.

**1. WELCOME AND CONFIRMATION OF AGENDA**

CONFIRM AGENDA, Moved by M. Logan that the agenda for the April 24, 2014 CPA Board be confirmed.

CARRIED

**2. CONFIRMATION OF MINUTES – March 27, 2014**

CONFIRM MINUTES, Moved by D. Yung that the Minutes for the 2014 March 27 Meeting be confirmed.

CARRIED

### **3. SUB-COMMITTEE REPORTS AND UPDATES**

#### **A. Audit Committee**

E. Sawyer, Chair of the Audit Committee, provided an update. E. Sawyer advised that the Audit Committee has not met yet and therefore hasn't had an opportunity to review CPA's Annual Report and Risk Processes prior to today's meeting as the CPA Audit Committee will be meeting on May 6, 2014.

The City of Calgary Audit Committee has invited CPA to present their Annual Report and Risk Management Processes at the City's Audit Committee Meeting on May 15, 2014. The presentation provides an overview for the City Audit Committee. The Chair of The City's Audit Committee requests every year.

E. Sawyer requested W. Haidey provide an overview of the COSO (Committee of Sponsoring Organizations) framework changes.

S. Gittens asked why CPA uses COSO versus ISO. W. Haidey responded that CPA has used COSO for over 10 years.

MOVED by E. Sawyer that the Board endorses the COSO (Committee of Sponsoring Organizations) framework and refer to the CPA Audit Committee for a detailed page by page review.

CARRIED

MOVED BY E. Sawyer that the City of Calgary Audit presentation be approved for presentation at the City Audit Committee Meeting, May 15.

CARRIED

#### **B. Governance Committee**

G. MacDonald, Chair of the Governance Committee provided an update. Committee meets quarterly, has not met since last Board meeting.

#### **C. IP/ParkPlus Committee**

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

T. McLeod reported a successful launch of ParkPlus System™ at the Calgary Zoo. Many positive comments and no issues to report. No cues for vehicles which is a significant improvement on the previous parking system.

Other operators have approached CPA to manage their parking after seeing the operation of the Calgary Zoo.

#### **D. Strategic Asset Advisory Committee**

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

Criterion Disposition Report is an Item on today's Land and Asset Committee Agenda.

Development of ILOT – Enforcement staff from CPA's head office and Veritas will be consolidated. Project will be delivered at or below \$7.6M currently allocated in Capital Budget.

Staff currently in back area accommodation at Centennial Parkade will be moved into a more suitable space after Enforcement moves to Veritas in the next month or two.

Dean Bell, Manager of Operations and Facilities, advised that Q4 2015 is expected time for occupancy.

#### **E. Strategic Planning Committee**

Councillor Carra, Chair of the Strategic Planning Committee provided an update.

Latest 10 Year Strategic Plan was distributed.

T. Malik sent a letter to Mayor Nenshi requesting time on City Strategic Calendar for June 16<sup>th</sup> lunch session in order to present CPA 10 Year Strategic Plan to Council.

One more session of Strategic Planning Committee, May 20, 3:00 pm.

Request that any comments be sent to T. McLeod before May 20<sup>th</sup> Meeting.

Administration will send most resent version via email to Board Members.

G. Carra extended his appreciation to Administration for their excellent work on the Strategic Plan and thanks also to Committee Members.

#### **F. Chairman's Update**

T. Malik is continuing with meetings with Councillors.

T. Malik requested a meeting be scheduled with the City Manager, Jeff Fielding with T. McLeod and himself as a way of introduction.

E. Sawyer suggests a couple people meeting with him prior to June 16<sup>th</sup> lunch session and after his arrival of June 2.

#### **4A. CPA2014-02 PARKING POLICY AMENDMENT**

T. McLeod and D. Bell presented Report CPA2014-02 on the recommended improvements to the off-street parking pricing policy and terms of reference for the Rate Review Committee.

G. MacDonald is concerned as part of the City we should be price setters not followers. Administration report outlines that CPA holds 15% of the market and has minimal impact on monthly parking rates. G. MacDonald asked if other parking providers that have vacancies could be operated by CPA to reduce waitlist. Administration indicates that other service providers set their rates higher and therefore CPA would not be able to lease these spaces out without taking a loss.

T. Malik advised that CPA needs to deliver message that CPA is not the price setter as it is perceived. T. Malik would like Administration to look into this. Administration provided a communication plan that outlines the approach for 2014 to address this concern and will bring forward a more detailed plan for the Chair.

E. Sawyer questioned if we are ready to approve policy. Board sets percentage and Administration sets rates. Need more time before making decision. Need alternatives on adjusting prices, pros and cons, options and then make an evaluation.

D. Yung is concerned if we will ever be able to catch up to Fair Market Value as CPA has fallen to greater than 20% below market in some areas and only have an annual rate change.

G. Carra advised that Council approved on-street flexible pricing policy and market demand pricing. Off-street should have the same flexibility. There is an ability to be responsive to the market especially with the world class functionality of the ParkPlus System<sup>TM</sup>.

G. Macdonald enquired if it is possible for us to send an email to waitlist parkers to determine how they get downtown now. G. MacDonald would like to know what the cost is to operate the facilities and what the price would be if it were based on cost versus market. Recommend to include cost plus analysis in the Report update.

M. Logan suggests including how pricing of new facility is determined. Administration responded that it is based on market pricing less 15-20% as per policy and will include it within the terms of reference.

MOVED by M. Logan to refer Report CPA2014-02 back to administration and return to May 29, 2014 Board Meeting.

CARRIED

**4B. CPA2014-03 FINANCIAL RESULTS TO MARCH 31, 2014**

W. Haidey presented Financial Results to March 31, 2014.

CPA reports \$3.2M favourable and \$0.8M higher than 2013.

MOVED BY D. Yung to receive update for information.

CARRIED

MOVED BY M. Logan to waive In- Camera portion of meeting.

CARRIED

**5A. LIST OF OUTSTANDING AND RECURRING ITEMS**

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

CARRIED

**5B. GM UPDATE**

T. McLeod presented the GM Update for the month of April.

Administration will provide a copy to members via email. GM Update will be included in Board packages going forward.

G. MacDonald asked about Car2go pooling in areas. T. McLeod advised that we are working on an operational plan to help mitigate concerns.

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

CARRIED

**5C. OPERATIONAL STATISTICS**

The 311 Statistics were reviewed for the month of March.

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

CARRIED

**6. ADJOURNMENT**

MOVED by S. Gittens that the CPA do now adjourn at 10:00 am.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2014 \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER