



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2014 June 19 AT 7:30 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

Present: T. Malik (Chair)
Councillor Carra
S. Gittens
L. Hassanali
M. Logan
Councillor Magliocca
E. Sawyer

Absent: G. MacDonald
D. Yung (Vice-Chair)

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

Minutes by: B. Goodman

T. Malik called the meeting to order at 7:35 a.m.

1. WELCOME AND CONFIRMATION OF AGENDA

AMENDMENT, Moved by T. Malik that an item be added to this agenda and going forward:
Other Business.

S. Gittens advised that Directors should be aware of new anti-spam laws and be mindful as
Directors of an organization are liable.

AMENDMENT, Moved by S. Gittens to add item: Anti-spam Update.

Items will be added as: Item 7. Anti-spam Update
Item 8. Other Business

CONFIRM AMENDED AGENDA, Moved by M. Logan that the agenda for the June 19, 2014
CPA Board be confirmed as amended.

CARRIED

2. CONFIRMATION OF MINUTES – April 24, 2014 and May 29, 2014

CONFIRM MINUTES, Moved by E. Sawyer that the Minutes for the 2014 April 24 Meeting and May 29 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 reported that the Audit Committee met on May 6th and the internal control environment and presentation to the City's Audit Committee were approved after a detailed review.

The CPA presented to The City's Audit Committee on May 15, 2014.

Presentation went very well. Positive comments were received about the work done by the CPA.

Detailed Risk documents follow-up were sent to The City's Audit Committee as they requested.

MOVED BY M. Logan to receive for information.

CARRIED

B. Governance Committee

On behalf of G. MacDonald, Chair of Governance Committee, S. Gittens, provided an update.

S. Gittens reported that the timeline of the CPA Board Recruitment Process, and Member Position Profile were reviewed. Decision was made that interviews would be conducted by a Selection Committee and a joint letter from the CPA Chair and Chair of Governance Committee would be sent to City Clerks office.

E. Sawyer wants to clarify the process providing a list of recommended candidates. Ideally selected names should exceed positions available. Need to address if there are not enough qualified candidates.

T. McLeod advised that potential scenarios would be covered off in the joint letter being sent to City Clerks.

MOVED BY L. Hassanali to accept report for information as amended.

CARRIED

C. IP/ParkPlus Committee

S. Gittens provided an update on behalf of G. MacDonald, Chair of IP/ParkPlus Committee.

M. Logan enquired as to what LPR is, under Blue Sky section of update. LPR is License Plate Reader which provides license plate identification.

T. Malik also enquired about RFP process.

T. McLeod advised that a ParkPlus Report will be presented at the July Board Meeting and to Council end of July to provide timeline.

Councillor Magliocca suggested that CPA should consider attending future Calgary Regional Partnership Meetings.

MOVED BY M. Logan to receive for information.

CARRIED

D. Strategic Asset Advisory Committee

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

Veritas; will be going to Land and Asset Strategy Committee in July with method of Joint Venture opportunity to develop parking.

Criterion Building; City Administration took report to LAS Committee which was passed unanimously. Report was tabled to Council to allow CPA Board to consider distribution of funds. Pending Board decision, report will go back to Council in June.

Councillor Magliocca suggests that money should go back to CPA as CPA is the steward.

T. McLeod advised that funds would be directed to Lot 62, East Village Parkade, to support New Central Library Parking and National Music Centre.

ILOT; target occupancy January 2016, Budget on track for \$7.6M.

MOVED BY Councillor Carra that the CPA tender a letter to Council requesting that Council endorse that City's Heritage Department tender a list of Heritage Projects for the CPA to select from to sponsor a project from the proceeds of the sale of Criterion Building with the potential projects being in the value range of the book value of the Criterion Building (\$250,000). The letter should be clear that the remainder of funds from the sale of the Criterion Building are earmarked for the construction of Lot 62 to support the East Village, the Central Library and the National Music Centre.

CARRIED

E. Strategic Planning Committee

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

Councillor Carra reported a very successful presentation on June 16th to Council. Council accepted unanimously, noting significant changes in how CPA does business.

Thank you to Committee for work done and Board for attending the Strategic Presentation to Council.

T. Malik noted that Meet and Greet portion was missing from Session due to limited time. T. Malik suggested we look to find an opportunity for a meet and greet in 2014. T. McLeod advised that Administration will provide ideas and present at future meeting.

T. McLeod advised that the Strategic Plan is being presented to CPA Employees this week. Strategic Plan has been sent to BRZs and will be presented to them at their next meeting.

T. Malik expressed appreciation to T. McLeod for his presentation to Council and providing an excellent presentation.

Moved by Councillor Carra to thank the Strategic Planning Committee for their work having completed the 10 Year Strategic Plan and disband the Committee for the time being.

CARRIED

F. Chairman's Update

T. Malik, D. Yung and T. McLeod are continuing to meet with Councillors with three remaining. Meetings have been going very well and getting excellent feedback on CPA performance.

Administration will send Attendance Record to Board Members as requested by T. Malik.

4A. CELLPHONE ACCOUNT USAGE

T. McLeod made a presentation on cellphone account usage.

L. Hassanali asked if the App is being extended to Androids.

T. McLeod responded that all smartphone platforms will be accessed with new app as well as many other new customer service features.

MOVED BY M. Logan to receive for information.

CARRIED

5A. CPA2014-02 PARKING PRICING POLICY AMENDMENT – REVISED

D. Bell, Manager of Operations and Facilities presented the Parking Pricing Policy Report.

M Logan suggested change on Task due Date. Policy changed to include comprehensive market surveys to examine CPA parking inventory relative to competitors.

T. McLeod enquired on behalf of E. Sawyer if it is necessary that this go to Council for approval.

T. McLeod advised that Council Policy allows CPA to set off-street rates and this policy outlines the process CPA follows.

MOVED BY Councillor Carra to approve policy.

Opposed: Councillor Magliocca

CARRIED

5B. ENVIRONMENTAL POLICY

D. Bell, presented Environmental Policy with revisions received from the February 20, 2014 Board Meeting.

Administration will email to Board to receive for information.

6A. LIST OF OUTSTANDING AND RECURRING ITEMS

Administration will email to Board to accept the List of Outstanding and Re-Occurring Items for information.

6B. GM UPDATE

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

ParkPlus at Zoo is going very well.

7. ANTI-SPAM UPDATE

In response to S. Gittens request to provide information regarding CPA’s actions in regard to new anti-spam law, T. McLeod confirmed that CPA is covering all of the anti-spam laws and taking the following steps:

- Gathering together all the email addresses from various areas (ParkPlus, Monthly Contracts, Waitlists)
- Verifying the wording for the master email message with Law
- Once that is finalized we will upload the master email message to a third party (Industry Mail Out)
- The master email message has the ‘unsubscribe’ email link back to the Industry Mail Out site.
- Third Party has an application to send the “master email message’ and then track the users responses.

8. OTHER BUSINESS

No other business required.

9. ADJOURNMENT

MOVED by M. Logan that the CPA do now adjourn at 9:30 am.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2014 _____

CHAIRMAN

MEMBER