



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2015 June 18 AT 7:30 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

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

Absent: G. MacDonald

Also Present: M. Derbyshire, General Manager
W. Haidey, Controller

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

1. WELCOME AND CONFIRMATION OF AGENDA

AMENDMENT, Moved by T. Malik to move Item 6C. 2015 Communication Plan, forward ahead of 6A. CPA2015-2018 Business Plan Status Report Update.

CONFIRM AMENDED AGENDA, Moved by Councillor Chu that the agenda for the June 18, 2015 CPA Board be confirmed as amended.

CARRIED

2. CONFIRMATION OF MINUTES – May 21, 2015

CORRECTION: F. Clemens noted that he made no motions at the last meeting. Administration will make correction as Motions were made by S. Gittens.

M. Logan provided follow up on Item 6A. Emerging Risks regarding cyber security and confirmed that there are increasing risks as reported with recent attacks on high profile government agencies.

CONFIRM MINUTES, Moved by M. Logan that the Minutes for the 2015 May 21 Meeting be confirmed as amended.

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 7:40 a.m., to consider business matters.

MOVED by M. Logan to move out of camera at 8:15 a.m. and report to the Authority.

RISE AND REPORT

3A. STRATEGIC PLANNING SESSION REPORT

Administration directed to amend Report CPA2015-12, Outcomes of CPA Board of Directors Strategic Planning Retreat as discussed and recirculate to CPA Board Members. Report to remain ISC Confidential.

4A. SUB-COMMITTEE REPORTS AND UPDATES

4A1. Audit Committee

Next Audit Committee Meeting July 21, 2015.

4A2. Governance Committee

Next Governance Committee Meeting July 14, 2015.

4A3. P/ParkPlus Committee

S. Gittens queried status of U.S. Patent. M. Derbyshire advised that there is no update however we are continuing to work on this patent.

M. Derbyshire reported that Sales/Marketing list will be included in Key Performance Indicator material going forward.

4A4. SAAC Update

Next Strategic Asset Advisory Committee Meeting is July 23, 2015.

M. Logan enquired about Roadhouse lease. Roadhouse is completing renovations and reopening as Knoxville. The lease was not renegotiated or extended.

F. Clemens queried whether a kick-off/ground-breaking event is being planned for the Impound Lot.

Administration recommended no public ground-breaking ceremony.

T. Malik called for a show of hands in favor of ground breaking event for the Impound Lot.

Majority opposed, therefore no public ground-breaking ceremony will be held.

4B. GM REPORT

M. Derbyshire presented the General Manager Report for June including a new series of Key Performance Indicators (KPIs) for the CPA.

Intention is to establish targets and note progress, allowing CPA to be proactive. M. Derbyshire presented high-level organization KPIs, including, Operations and Facilities, Customer Service, I.T., and Marketing ParkPlus. Next month and going forward they will be included in the Board Package.

T. Malik asked how many stalls were lost because of green initiative. M. Logan responded that the total number of stalls have increased, providing 100 spaces around the Beltline area.

M. Derbyshire advised that short stay parking is now being offered at Centennial Parkade.

F. Clemens mentioned that improved signage be provided at Centennial to advise of short stay stalls.

Administration will look at improved signage for short stay stalls.

Councillor Chu asked what percentage we pay on credit card payments. M. Derbyshire responded 3%.

T. Malik advised to reduce KPI slides to a total of 10 slides going forward.

F. Clemens enquired about surface lots being managed by CPA at East Village. M. Derbyshire responded that CPA has two East Village lots which are now operational.

4C. LIST OF OUTSTANDING AND RECURRING ITEMS

F. Clemens enquired about the Cash in Lieu Rate.

Administration advised that the Cash in Lieu Report will be going to the SAAC Meeting in July and onto the Board.

T. Malik requested that M. Derbyshire and M. Logan follow up on CIL issues and bring forward with R. Stanley. Administration will arrange.

5. CHAIR'S UPDATE

T. Malik advised that all meetings with Councillors have been completed except one. M. Derbyshire is continuing to confirm a meeting date with remaining Councillor.

6C. 2015 COMMUNICATION PLAN

S. Trigg presented the Communications Update for 2015

F. Clemens noticed less press releases in 2014.

L. Hassanalli suggests a further breakdown of positive stories.

T. Malik mentioned there is room to improve pro-active messaging and if resources are required, please move forward.

Tariq suggests a pro-active program regarding Community work that we do and suggested that the CPA provide more proactive community building type press releases.

Moved by M. Logan to accept the 2015 Communication Plan as presented.

CARRIED

6A. CPA2015-2018 BUSINESS PLAN STATUS REPORT UPDATE

W. Haidey presented the status update on the CPA 2015-2018 Business Plan.

Input gathered from the Leadership Team at a team session.

F. Clemens requested that when this is updated add number of tows as this is one of the ways “we get city moving”.

M. Logan will enquire if there is anything coming from Civic Partners on the mid-year report.

Moved by F. Clemens that the Authority receives report CPA2015-10 for information.

CARRIED

6B. PARKING STRUCTURE REPLACEMENT FUND CONTRIBUTION, CPA2015-11

Further to The City’s Audit Committee on May 21, 2015 and query from the Committee regarding large cash balance of the CPA the Parking Structure Replacement Fund was reviewed to ensure the appropriate level of reserve is maintained.

M. Derbyshire reported that the Leadership Team reviewed and recommend moving the money into more appropriate long term mechanisms.

M. Logan advised that a report goes to Council; need in our Business Plan how we will bring this forward.

Moved by L. Hassanali that the Authority approves the two recommendations of report CPA2015-11:

- 1) Transfer \$30,000,000 from CPA’s cash balances to the Parking Structure Replacement Fund;
- 2) Review on an annual basis the pro-forma cash flow statement to determine the highest and best use of cash.

CARRIED

7. ADJOURNMENT

Meeting adjourned at 9:40 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2015 _____

CHAIRMAN

MEMBER