



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY  
HELD ON 2013 May 10, AT 7:30 a.m. IN THE CPA Centre of Excellence, 604 – 9<sup>th</sup> Ave  
S.W.**

Present: D. Wood  
F. Clemens  
Ald. D. Hodges  
Ald. G. Carra  
B. O'Leary, Q.C.  
E. Sawyer  
M. Logan  
G. MacDonald

Absent: T. Malik

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

Minutes by: B. Goodman

D. Woods called the meeting to order at 7:48 am

**1. CONFIRMATION OF AGENDA**

AMENDMENT, Moved by E. Sawyer that an item be added to the agenda: Approval of the Financial Statements. Item will be 4A.

AMENDMENT, Moved by M. Logan to move Parking Policy to last item in section 4. Item will be 4F.

AMENDMENT, Moved by B. O'Leary to add an item to the agenda; Director's Expense Policy. Item will be 4E.

CONFIRM AMENDED AGENDA, Moved by B. O'Leary that the agenda for the May 10, 2013 CPA Board be confirmed, as amended.

CARRIED

**2. CONFIRMATION OF MINUTES – March 27, 2013**

CORRECTION, B. O'Leary advised that spelling of Counsel to be changed to Council in Section 6A and in Action items.

CORRECTION, Noted by D. Wood to change motion under 4A. Board Succession to read:

MOVED by B. O'Leary to re-engage Consultant to help with Board Assessment Methodology and Board Effectiveness Methodology.

CORRECTION, Noted by M. Logan to change motion under 6B. Strategic Committee Update to read:

MOVED BY M. Logan that Administration prepare a report to Board on Capital plans and proceed with an overall Capital Plan in conjunction with preparing Business Plans for the ILOT and the East Village Parkade.

CONFIRM AMENDED MINUTES, Moved by M. Logan that the Minutes for the 2013 March 27 Meeting be confirmed as amended.

CARRIED

### **3. REVIEW OUTSTANDING AND RECURRING ITEMS**

T. McLeod presented March 2013 and April 2013 . 311 Stats.

G. MacDonald requested that car2go inquires/complaints be broken down. Administration will track car2go to include breakdown in future reports.

CONFIRM LIST OF OUTSTANDING AND RE-OCCURRING ITEMS, Moved by F. Clemens that the List of Outstanding and Re-Occurring Items as of 2013 May 10 be confirmed.

CARRIED

### **4A: APPROVAL OF FINANCIAL STATEMENTS -2012 DECEMBER 31**

E. Sawyer, as Chair of the CPA Audit Committee presented the audit results and yearend communication from Deloitte LLP and presented the 2012 yearend financial statements. These were reviewed in detail in the March 11, 2013 CPA Audit Committee meeting. E. Sawyer presented the Deloitte's management letter points for information.

1. MOVED BY E. Sawyer that the Board approve the 2012 financial statements.
2. MOVED BY E. Sawyer that the Board receive the audit results and communications of the external auditors, Deloitte LLP for information.
3. MOVED BY E. Sawyer that the Board receive Deloitte's management letter points for information.

CARRIED

**4B. CPA ANNUAL REPORT AND RISK MANAGEMENT PROCESSES**

E. Sawyer, as Chair of the CPA Audit Committee presented the package on CPA Annual Report and Risk Management Processes for The City's Audit Committee on May 16, 2013.

MOVED BY, E. Sawyer that the Board receive the CPA Annual Report and Risk Management Processes for information.

CARRIED

**4C. QUARTERLY FINANCIAL REPORT CPA2013-04 TO MARCH 31, 2013**

W. Haidey presented the Quarterly Results to March 31, 2013.

MOVED BY, F. Clemens that the board receive Report CPA 2013-04 Quarterly Financial Report to March 31, 2013 for information.

MOVED BY, G. MacDonald for Administration to formalize the procedures/policy on handling property taxes.

CARRIED

**4D. GM UPDATE**

Tabled to May 30, 2013.

**4E. DIRECTOR'S EXPENSE POLICY**

B. O'Leary disclosed that he attended three courses this year that were reimbursed by the CPA. A return flight was reimbursed by CPA to B. O'Leary to enable him to attend essential Governance and Board Meetings.

MOVED BY, B. O'Leary for Administration to develop a formal Director's Expense Policy to be reviewed by the Governance Committee, then forward to the Board for approval.

CARRIED

#### **4F. PARKING POLICY**

C. Blaschuk made a presentation on the Commercial On-Street Parking Policy

MOVED BY Alderman Carra for CPA and The City of Calgary to engage in additional stakeholder discussion on how to implement the on-street parking in their zone/area. This discussion to include the BRZs (Business Revitalization Zones), particularly on how granular (tariff zones) to implement the parking policy framework.

CARRIED

#### **5. IN-CAMERA**

MOVE IN CAMERA, Moved by Alderman Hodges 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 10:00 am., to consider business matters.

**RISE and REPORT**

#### **5A CPA2013-05 ParkPlus System Business and Commercialization Plan**

A presentation was made by D. Tyrrell of Vertex Intellectual Property Strategies Inc. Several Board members indicated the report was well thought-out and prepared. The report was discussed at length.

MOVED BY B. O'Leary based on the recommendation of the Vertex Intellectual Property Strategies Inc. Report, the Board directs Administration to initiate the process of entering into an Expression of Interest (EOI) by May 31, 2013. Based on the responses to the EOI, Administration will work with interested parties to develop an RFP (Request for Proposal) no later than August 31, 2013.

CARRIED

#### **5B. CPA Letter to Patent Monetization Inc.**

The Board received the patent monetization letter for information.

#### **5C. Personnel Update**

The Board received an update on personnel matters.

**6. ADJOURNMENT**

MOVED BY F. Clemens that the CPA do now adjourn 11:00 am.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2013 \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER