



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY HELD
ON 2012 March 29, AT 8:00 a.m. IN THE CPA Centre of Excellence, 604 – 9th Ave S.W.**

Present: D. Wood
F. Clemens
Ald. D. Hodges
Ald. G. Macleod
B. O’Leary, Q.C. – via phone
E. Sawyer
M. Logan
B. Bazinet
T. Malik

Also Present: T. McLeod, General Manager
W. Haidey, Controller
S. Trigg, CPA Public Relations Coordinator
J. Schultz, CPA Relations Advisor

Minutes by: B. Goodman

D. Wood called the meeting to order at 8:00 am.

1. CONFIRMATION OF AGENDA

AMENDMENT, Moved by Alderman Hodges that the Agenda for today’s meeting be amended by moving Item 5A to the first item on the Agenda.

CONFIRM AGENDA, AS AMENDED, Moved by T. Malik that the agenda for the 2012 March 29 CPA Board be confirmed, as amended, as follows:

Item 5A moved to first item.

CARRIED

2. CONFIRMATION OF MINUTES – February 15, 2012 / March 1, 2012

CONFIRM MINUTES, Moved by Alderman MacLeod, that the Minutes for the 2012 February 15 Special Meeting of the CPA Board be confirmed.

CARRIED

CONFIRM MINUTES, Moved by B. Bazinet, that the Minutes for the 2012 March 1 Regular Meeting of the CPA Board be confirmed.

CARRIED

5A. CPA2012-04 2012 CPA COMMUNICATIONS PLAN

T. McLeod introduced Shelley Trigg and Jennifer Schultz, members of the CPA Communications Team.

DISTRIBUTION

Communication Update questionnaires were distributed to Members. Members to return feedback to T. McLeod.

S. Trigg and J. Schultz presented the 2012 CPA Internal and External Communications Plans and answered Members questions.

T. McLeod thanked S. Trigg and J. Schultz for all their excellent work, comprehensive report preparation and enthusiasm.

D. Wood, on behalf of the Board, appreciates the excellent work done. There has been a significant improvement in Communications from CPA.

MOTION RISING: M. Logan requested that the ParkSafe Mascot proposal item be brought back to the Board for discussion before implementing.

Administration will add item to the Governance Committee for discussion as follows: The authority of management to make expenditures or incur financial obligations, which are outside of items covered in the annual budget approved by the Board or in excess of amounts in the approved annual Budget and the responsibility of management to keep the Board advised on significant budget variances.

Administration to provide Expenditure Summary in next Communications update. Will be included in 2013 budget adjustments.

MOVED BY F. Clemens, to approve the Communications Plans as presented and outlined in CPA2012-04.-04.

CARRIED

3. CONFIRMATION OF THE LIST OF OUTSTANDING AND RE-OCCURRING ITEMS AS OF 2012 MARCH 29

CONFIRM THE LIST OF OUTSTANDING AND RE-OCCURRING ITEMS,

AMENDMENT, MOVED BY E. Sawyer to add a recurring item that Administration will bring draft presentation to the City Audit Committee to the April CPA Board Meeting each April.

8. Draft Calgary Parking Authority Annual Report and Risk Management Processes (presentation to The City's Audit Committee)

MOVED BY F. Clemens, to confirm List of Outstanding and Re-Occurring Items as of 2012 March 29 as amended.

CARRIED

4A. INDEMNIFICATION LETTER

Board received letter from P. Tolley on March 13, 2012 regarding Legal Liability of Volunteer Members of the Calgary Parking Authority.

B. O'Leary, Q.C., led discussion on Indemnification status of Elector Member.

MOVED BY B. O'Leary, Q.C., that the Board requests Directors and Officers (D & O) insurance coverage be put in place immediately. Request be made to City Council to provide general indemnification of the CPA Board Elector Members.

Administration to work with Legal to get D & O Insurance implemented.

CARRIED

4B. GENERAL MANAGER UPDATE

T. McLeod provided the G.M. update for March 2012.

Motion rising: Alderman Hodges requests Administration to verify if a provincial fee is being implemented for license plate look-up.

4C. CPA GOALS AND OBJECTIVES OVERVIEW

T. McLeod presented CPA 2012 Goals and Objectives Overview.

4D. FINANCIAL RESULTS (YTD FEB 2012)

W. Haidey provided YTD results to Feb 2012.

D. Wood asked Audit Committee to include Statement of Cash Flow.

E. Sawyer requested going forward to include Balance Sheet, Statement of Operations and Cash Flow.

MOVED BY E. Sawyer to receive Financial Results for information.

CARRIED

4E. STRATEGIC PLANNING PROCESS

D. Wood would like to develop a more comprehensive strategic planning process that involves the Board and Stakeholders. G. M. to map out initial process with the Chairman in conjunction with Sub-Committee input.

Board Members to provide any thoughts on what that process looks like to T. McLeod and/or D. Wood.

6. IN-CAMERA

MOVE IN CAMERA, Moved by F. Clemens 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 10:22 a.m., to consider business matters.

RISE AND REPORT, MOVED BY M. Logan that the Authority rise without reporting.

CARRIED

7. ADJOURNMENT

MOVED BY M. Logan that the CPA do now adjourn at 11:00 AM.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2012 _____

CHAIRMAN

MEMBER