



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2012 May 24, AT 8:00 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

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

Also Present: T. McLeod, General Manager
W. Haidey, Controller
Todd Horbasenko, City Auditor
Anastasia Selimos, Senior Auditor
Carla Deragon, Auditor

Minutes by: B. Goodman

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

1. CONFIRMATION OF AGENDA

AMENDMENT, Moved by D. Wood that the Agenda for today's meeting be amended by adding Item 5.4 to the In Camera Session; IP Patent Process Application and to move Item 5.1 forward to appear first on the Agenda.

CARRIED

CONFIRM AGENDA, AS AMENDED, Moved by M. Logan that the agenda for the 2012 May 24 CPA Board be confirmed, **as amended**, as follows:

ADD ITEM 5.4 TO IN CAMERA: IP PATENT PROCESS APPLICATION

MOVE ITEM 5.1 TO FIRST ITEM ON AGENDA.

CARRIED

MOVE IN CAMERA, Moved by D. Wood 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 8:10 a.m., to consider business matters.

RISE AND REPORT,

MOVED by Alderman G. Macleod:

That the Calgary Parking Authority Board:

1. Receive The City of Calgary City Auditor's Office report Calgary Parking Authority Risk Assessment as of April 30, 2012 for information, and
2. Commit to reviewing this information and assessing it for integration with the regular risk assessment process currently in place at the CPA.

CARRIED

Opposed: B. O'Leary, T. Malik

2. CONFIRMATION OF MINUTES – April 26, 2012

Moved by Alderman Hodges that reference Item 4C. Strategic Session of the Board of Directors, session should be revised to reflect a 1:30 – 2:00 pm departure after a working lunch.

CARRIED

CONFIRM MINUTES, Moved by M. Logan that the Minutes for the 2012 April 26 regular meeting of the CPA Board be confirmed.

CARRIED

3. REVIEW OUTSTANDING AND RECURRING ITEMS

Moved by M Logan that reference Item 11. "Land Acquisition Strategy", Due Date should be revised to Q3.

CARRIED

T. McLeod noted that a Special Meeting has been set up with the Strategic Asset Advisory Committee on June 14th and a notice will be sent to S.A.A.C. Members.

B. O'Leary advised that the Chair will need to canvass members of the Board to determine if they would like their name to stand for another year.

Moved by M. Logan that Item 17. be revised to read "Risk Assessment Action Plan Arising From Third Party" and update Due Date to Q3 2012.

CARRIED

CONFIRM THE LIST OF OUTSTANDING AND RE-OCCURRING ITEMS, Moved by D. Wood that the List of Outstanding and Re-Occurring Items as of 2012 May 24 be confirmed as amended.

CARRIED

4A. AUDIT COMMITTEE UPDATE

E. Sawyer reported on the presentation made to the City Audit Committee May 17th.

T. McLeod, D. Wood and E. Sawyer made a presentation previously seen by the Board on a number of aspects requested around the Audit Committee Mandate, Terms of Reference, Work Plan, Control, Environment, Risk Assessment and Governance. D. Wood made comments around progress made on Governance. Presentation was well received and all requirements were met.

CPA's format has been requested, both the report and power point presentation, to be used by other similar Boards.

4B. STRATEGIC ASSET ADVISORY COMMITTEE UPDATE

M. Logan provided an update from the May 17th, 2012, Strategic Asset Advisory Committee Meeting.

At the February 14th, 2012 meeting, B. Bazinet had recommended that in order to make informed recommendations to the Board, a common assessment of each property was needed. D. Armstrong presented a package of information which detailed a variety of information on each parking structure and surface parking lot owned and/or operated by CPA.

As this was the Committee's first opportunity to review the form, time was spent recommending fine tuning of the form. D. Armstrong will undertake to update the form and add or adjust information as required.

Parking structures were reviewed. The review provided clear and comparable information to assess the relative revenue for CPA's various properties.

A Strategic Asset Advisory Committee Meeting will be held on June 14 to review the surface parking lots.

Following the reviews the Committee will be able to begin the process of prioritizing various actions such as disposal, maintenance or upgrading. These recommendations will then be

presented back to the Board for approval of recommended actions. The time for those initial recommendations is Q4 2012.

4C. CPA2012-06 BRZ FINANCIAL SUPPORT

T. McLeod led a discussion on BRZ Support as the CPA was requested to review the policy. T. McLeod also noted that a Parking Policy Framework Document from Transportation will be coming forward to Council which will provide guidance around this issue.

MOVED BY M. Logan that the item be referred back to Administration to continue to develop the policy based on the feedback received from the Board and specifically the subsequent report speak to the business rationale and how BRZ financial support would create value for CPA.

CARRIED

4D. BICYCLE LANES

T. McLeod brought to the attention of the Board the potential mobility improvements for downtown be included with any future bicycle lane additions. Discussions held with Transportation Planning and Roads regarding additional bicycle lanes continue with CPA.

MOTION ARISING: Moved by F. Clemens to have Administration request information on bicycle usage on 10th Avenue S.W., pre and post data.

4E. EVENING OCCUPANCY

T. McLeod presented an evening occupancy summary for CPA parkades.

Administration to provide occupancy data back 2 years.

4F. GM UPDATE

T. McLeod presented the General Manager's update.

Administration to send out new organization chart to Board Members as presented.

5. IN-CAMERA

MOVE IN CAMERA, Moved by D. Wood 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 10:30 am., to consider business matters.

RISE AND REPORT,

MOVED by B. Leary, Q.C.:

That the Calgary Parking Authority Board:

Receive the 2012 Goals and Objectives Overview for the General Manager as presented.

CARRIED

6. ADJOURNMENT

MOVED BY F. Clemens that the CPA do now adjourn.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2012 _____

CHAIRMAN

MEMBER