



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING AUTHORITY
HELD ON 2012 June 28, AT 11:00 a.m. IN THE Louise Boardroom, Grand Rockies
Resort, Canmore.**

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

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

Absent: B. Bazinet

Minutes by: B. Goodman

D. Wood called the meeting to order at 11:20 am.

1. CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by Alderman MacLeod that the agenda for the 2012 June 28 CPA Board be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – May 24, 2012

CONFIRM MINUTES, Moved by B. O'Leary that the Minutes for the 2012 May 24 regular meeting of the CPA Board be confirmed.

CARRIED

3. REVIEW OUTSTANDING AND RECURRING ITEMS

T. McLeod advised that Item 19. "Administrative Follow-Up", has been added to the list of Outstanding and Recurring Items.

Reference Parking Occupancy; D. Wood inquired about the risk of 2 plates. T. McLeod advised that Enforcement looks for concurrency and takes appropriate action.

Administration to report back on authorization received in setting up Long Term Contracts for companies in CPA parkades.

B. O'Leary inquired about the status of Indemnification. Alderman MacLeod advised that Board Members have same legal coverage as City Council Members and was approved by Council. D. Wood thanked Alderman MacLeod on behalf of the Elector Members for doing this so quickly.

B. O'Leary inquired about Patent Report from Patent lawyer. Administration has requested update – waiting for Oslers. Lawyer will make another request. D. Wood is able to go directly to Oslers and will engage their firm. Administration to draft letter to Osler's for D. Wood's approval.

Item 12. "CPA Board Selection and Skill Set Framework and Process", Due Date should be changed to Q3.

CONFIRM THE LIST OF OUTSTANDING AND RECURRING ITEMS, Moved by B. O'Leary that the List of Outstanding and Recurring Items as of 2012 June 28 be confirmed as amended.

CARRIED

D. Wood introduced Dave Robertson. He will be facilitating the Strategic Session following today's Board Meeting and is joining the Board Meeting to observe dialogue.

D. Wood noted that Item 4A. will be deferred to 2:00 PM.

4B. COMMUNICATION PLAN UPDATE-SOCIAL MEDIA (T. McLeod)

T. McLeod presented a Social Media Summary (June 2011 – May 2012) from the CPA Communications Team.

B. O'Leary suggested posting You Tube videos explaining how to use a ParkPlus machine and how to use a cellphone for ParkPlus. T. McLeod will follow up.

F. Clemens suggested that when customers sign up on cellphone, they could be asked whether they would like to join CPA on facebook/twitter etc. Move Facebook/Twitter to top of website page.

F. Clemens suggested advertising in screens inside of elevators in CPA parkades. Also suggested cross marketing with BRZs. Visit retailers, Uptown 17, Kensington, to promote ParkPlus cellphone account setup. T. McLeod to follow up.

B. O'Leary mentioned reminding customers about donating to Calgary's Road Home through ParkPlus/ cell on twitter and facebook. T. McLeod to follow up.

MOTION ARISING: Moved by Alderman MacLeod that the Board would like to see Quarterly how measures advance Strategic Goals; including metrics, business or social value.

Administration to bring update on metrics Quarterly with Budget updates.

4C. GM UPDATE

T. McLeod presented the General Manager's update.

Administration to prepare a summary on IPI Conference Technical Session held in Phoenix and email to Board Members.

D. Wood advised to look ahead at any Parking Conferences being held and determine if worthwhile for Administration to attend. Canadian Parking Association Conference will be held September 30th to October 3, 2012 in Calgary.

D. Wood thanked Alderman MacLeod, B. Bazinet and F. Clemens for attending the CPA Long Service Award dinner held on June 20th. Event went very well.

ILOT renovations are being planned. B. O'Leary said the renovations should provide a comfortable, pleasant environment and is a high priority. B. O'Leary mentioned that the Drop-In Centre provides woodworking at a very reasonable rate. This should be considered as an option for ILOT renovations.

D. Wood reported that meetings with the Mayor/Aldermen are ongoing. Very positive reception received.

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 12:30 pm., to consider business matters.

RISE AND REPORT:

MOVED BY, M. Logan that the Authority receive the risk assessment report be accepted for information. Administration to review at a future Audit Meeting to incorporate the information into the existing integrated risk management process and define risk factors including ranges. The contents of the report to remain confidential under 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

CARRIED

MOVED BY, Alderman MacLeod that the Authority receive the report on Board Compensation and the Administration work with the Chairman to make amendments to the report for presentation at an upcoming meeting of the Priorities and Finance Committee and the General Manager to prepare a formal report for the Priorities and Finance Committee on an urgent basis.

CARRIED

Opposed: Alderman Hodges

MOVED BY, F. Clemens that the Authority direct Administration to prepare a report for the Transportation and Transit Standing Committee to seek Council direction on marketing the City asset of ParkPlus System.

CARRIED

MOVED BY, B. O'Leary, that the Authority accept the Governance Committee Work Plan, accept the set of rules for meetings guideline and establish a Conflict of Interest Policy to be signed by members. The Authority accept the member position profile as outlined and submit to City Clerks before July 27, 2012 by the Chairman.

CARRIED

MOVED BY, D. Wood that the Authority confirms the Whistle Blower Policy, CC026 applies to the Calgary Parking Authority and all complaints and allegations received through the Whistle-Blower Program will be appropriately investigated. Policy CC026 will be attached with the minutes for board member information.

CARRIED

6. ADJOURNMENT

MOVED BY Alderman Macleod that the CPA do now adjourn.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2012 _____

CHAIRMAN

MEMBER