



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING COMMITTEE
HELD ON 2018 December 4 AT 7:30 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

Present: J. Pantazopoulos (Chair)
E. Chidley – via conference
Councillor Chu
Councillor Davison
C. Coutinho
A. Osis
S. Qureshi – via conference
J. Kwong
M. Thompson

Also Present: G. Furtado General Manager
C. MacDonald, Executive Advisor

M. Thompson will Chair the meeting while elections are held and will relinquish position once Chair is elected.

M. Thompson called the meeting to order at 7: 30 am.

1. WELCOME AND CONFIRMATION OF AGENDA

M. Thompson welcomed three new members to the Calgary Parking Committee:

- Andrew Osis
- Charmaine Coutinho
- Shahid Qureshi

G. Furtado introduced Dale Wannamaker, who started with CPA December 3, as the Manager, Operations and Facilities.

AMENDMENTS:

Moved by M. Thompson to add an In Camera Item 4A. Parkade Detections, and defer Items 5A. 2018 Customer Satisfaction Survey Results and 5B. 2018 Employee Engagement Survey Summary to the February 26, 2019 Committee Meeting.

CONFIRM AMENDED AGENDA, Moved by J. Pantazopoulos that the agenda for the December 4, 2018 CPA Board be confirmed as amended.

CARRIED

2. CONFIRMATION OF MINUTES – October 10, 2018

CONFIRM MINUTES, Moved by J. Pantazopoulos that the Minutes for the 2018 October 10 regular meeting of the Calgary Parking Committee be confirmed.

CARRIED

3A. ANNUAL ELECTION OF CHAIR

CHAIR NOMINATIONS: Councilor Chu nominated J. Pantazopoulos for position of Chair.

Seconded by E. Chidley.

J. Pantazopoulos accepted the nomination of Chair of the Committee.

As no further nominations received, by acclamation, **J. Pantazopoulos** is appointed to position of **CHAIR**.

CARRIED

M. Thompson relinquished position of Chair and J. Pantazopoulos took the Chair.

3B. ANNUAL ELECTION OF VICE CHAIR

VICE CHAIR NOMINATIONS: Councillor Davison nominated A. Osis to position of Vice-Chair.

A. Osis accepted the nomination of Vice-Chair of the Committee.

No further nominations were received, therefore nominations closed. **A. Osis** was appointed to position of **VICE CHAIR**.

CARRIED

3C. AUDIT SUBCOMMITTEE TERMS OF REFERENCE, CPA2018-30

G. Furtado presented the Terms of Reference for the Audit Subcommittee.

The Audit Subcommittee recommends the Calgary Parking Committee approve the Terms of Reference for the Audit Subcommittee.

Moved by M. Thompson to approve the updated Audit Subcommittee Terms of Reference as presented.

CARRIED

3D. GOVERNANCE SUBCOMMITTEE TERMS OF REFERENCE, CPA2018-29

G. Furtado presented the Terms of Reference for the Governance Subcommittee.

The Governance Subcommittee reviewed draft changes and recommendations to its terms of reference on September 12, 2018 and recommends approval by the Calgary Parking Committee.

Moved by M. Thompson to approve the updated Governance Subcommittee Terms of Reference as presented.

CARRIED

3E. ANNUAL APPOINTMENTS TO SUBCOMMITTEES

J. Pantazopoulos noted that there is the opportunity to create Ad hoc Subcommittees as required.

Standing Subcommittees:

Audit Committee

J. Kwong will serve as Chair of the Audit Subcommittee per the Terms of Reference.
S. Qureshi and A. Osis volunteered to serve on this Subcommittee.

No further nominations were received therefore nominations closed. **J. Kwong, A. Osis** and **S. Qureshi** are appointed to the **Audit Subcommittee**.

CARRIED

Governance Subcommittee

E. Chidley volunteered to continue to serve on this Committee.
C. Coutinho, Councillor Chu and M. Thompson volunteered to serve on this Subcommittee.

No further nominations were received, therefore nominations closed. **E. Chidley, Councillor Chu, C. Coutinho** and **M. Thompson** are appointed to the **Governance Subcommittee**.

CARRIED

3F. CPA2018-32 2019 ANNUAL SCHEDULE OF MEETINGS

Administration requested to make the following changes to the calendar:

- Add meeting on June 25
- Move August meeting to September 10

Moved by J. Pantazopoulos to approve calendar with additional September 10 and June 25 Committee Meetings subject to Councillor availability.

CARRIED

3G. QUARTERLY FINANCIAL REPORT, CPA2018-33

J. Foulds, Manager of Finance presented the quarterly financials to Oct 31, 2018.

Administration requested to add to Committee Strategic Session: review policy revision-pricing and marketshare analysis.

Moved by M. Thompson to receive presentation for information.

CARRIED

4. MOVE IN CAMERA, Moved by Councillor Davison 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 Committee now move in camera at 8:40 am, with respect to the following items:

- 4A. ParkPlus Strategic Direction Summary
- 4B. CPA Asset Management Processes Audit
- 4C. 9AP-Project Update, CPA2018-34
- 4D. Parkade Detections

4A. ParkPlus Strategic Direction Summary

Administration in attendance: G. Furtado, C. MacDonald, J. Foulds

Moved by M. Thompson that the closed meeting discussions with respect to the report remain confidential subject to Sections 23 and 25 of the *Freedom of Information and Protection of Privacy Act*.
CARRIED

4B. CPA Asset Management Processes Audit

Administration in attendance: G. Furtado, C. MacDonald

Moved by Councillor Davison that the closed meeting discussions with respect to the report remain confidential subject to Sections 25 and 26 of the *Freedom of Information and Protection of Privacy Act*.
CARRIED

4C. 9AP – Project Update, CPA2018-34

Administration in attendance: G. Furtado, C. MacDonald

Moved by M. Thompson to accept Report CPA2018-34, 9AP Update for information. Report CPA2018-34 to remain confidential subject to section 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.
CARRIED

4D. Parking Detections

Administration in attendance: G. Furtado, J. Foulds, C. MacDonald,

Moved by A. Osis that the closed meeting discussions with respect to the Parkade Detection discussion remain confidential subject to Sections 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.
CARRIED

5C. LIST OF OUTSTANDING AND RECURRING ITEMS

Moved by J. Kwong to receive the list of Outstanding and Recurring Items for information.

CARRIED

6. CHAIR'S UPDATE

J. Pantazopoulos noted that in 2018 Loren Falkenberg was a part of this Committee as a non-voting member serving as a Committee Advisor. L. Falkenberg heads the ICD program for Calgary and provides Strategic Consulting. The Calgary Parking Committee has benefited from her expertise and valuable strategic direction.

Moved by J. Pantazopoulos to recommend L. Falkenberg join the Committee as a non-voting Committee Advisor for 2019 and attend Committee and Governance Subcommittee Meetings going forward.

CARRIED

7. ADJOURNMENT

Meeting adjourned at 10:10 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2019 _____

CHAIRMAN

MEMBER