



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING COMMITTEE
HELD ON 2019 December 3 AT 7:00 a.m. IN THE CPA Centre of Excellence,
604 – 9th Ave S.W.**

Present: J. Pantazopoulos (Chair)
Councillor Chu
C. Coutinho
L. Falkenberg
J. Kwong
D. Morgan
A. Osis - via conference
S. Qureshi

Absent: E. Chidley
Councillor Davison

Also Present: G. Furtado General Manager

J. Kwong will Chair the meeting while elections are held and will relinquish position once Chair is elected.

J. Kwong called the meeting to order at 7:10 am.

1. WELCOME AND CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by S. Qureshi that the agenda for the December 3, 2019 Calgary Parking Committee be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – September 24, 2019

CONFIRM MINUTES, Moved by S. Qureshi that the Minutes for the 2019 September 24 Regular Meeting of the Calgary Parking Committee be confirmed.

CARRIED

CONFIRMATION OF MINUTES – November 14, 2019

CONFIRM MINUTES, Moved by J. Kwong that the Minutes for the 2019 November 14, Special Meeting of the Calgary Parking Committee be confirmed.

CARRIED

3A. ANNUAL ELECTION OF CHAIR

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

Seconded by J. Kwong.

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

J. Kwong relinquished position of Chair and J. Pantazopoulos took the Chair.

3B. ANNUAL ELECTION OF VICE CHAIR

S. Qureshi volunteered for position of Vice-Chair.

No further nominations received.

No further nominations were received therefore by acclamation, **S. Qureshi** is appointed to position of **VICE CHAIR**.

CARRIED

3C. ANNUAL APPOINTMENTS TO SUBCOMMITTEES

Standing Subcommittees:

Audit SubCommittee

J. Kwong / C. Male will serve as Chair of the Audit Subcommittee per the Terms of Reference.

S. Qureshi, A. Osis and L. Falkenberg volunteered to serve on this Subcommittee.

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

CARRIED

Governance Subcommittee

E. Chidley, C. Coutinho, D. Morgan, Councillor Chu and L. Falkenberg volunteered to serve on this Subcommittee.

No further nominations were received, therefore nominations closed. **E. Chidley, C. Coutinho, D. Morgan, Councillor Chu and L. Falkenberg** are appointed to the **Governance Subcommittee**.

CARRIED

3D. CPA2019-14 2020 ANNUAL SCHEDULE OF MEETINGS

Administration will include C. Male and M. Thompson when sending Calgary Parking Committee meeting invitations.

Moved by J. Kwong to approve calendar as presented.

CARRIED

3E. CORPORATE SOCIAL RESPONSIBILITY BUDGET, CPA2019-15

G. Furtado presented Report CPA2019-15. The purpose of this report is to establish a budget to provide guidance to Administration on a reasonable annual corporate responsibility expenditure. A number of requests have come in and CPA would like to support the Community.

CPA has rolled out a Sponsorship program which has had great success. Policy rolled into Sponsorship Policy.

As per sponsorship policy, an annual report will be provided to the Calgary Parking Committee and has been added to recurring item Work Plan.

Moved by J. Kwong that the Calgary Parking Committee approve an annual budget of \$75k to allow Administration to support various requests received throughout the calendar year.

CARRIED

3F. GM Report

G. Furtado presented the CPA Customer Survey Results.

G. Furtado noted that budget is being increased for safety and security. Consolidating service to have fewer intake channels to provide better customer service. Budgeted into what we're doing for 2020.

Moved by J. Kwong to receive presentation for information.

CARRIED

MOVE IN CAMERA, Moved by C. Coutinho 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 7:38 am, with respect to the following items:

- 4A. Financial Scenario Update
- 4B. 9AP-Project Update, CPA2019-13
- 4C. Notice of Motion Update – Next Steps

4A. Financial Scenario Update

Administration in attendance: G. Furtado, J. Foulds

Moved by S. Qureshi that the closed meeting discussions with respect to the presentation remain confidential subject to Sections 23 and 25 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

4B. 9AP – Project Update, CPA2019-13

Administration in attendance: G. Furtado, D. Wannamaker, J. Foulds

Moved by D. Morgan to accept Report CPA2019-13, 9AP Update for information. Report CPA2019-13 to remain confidential subject to section 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

4C. Notice of Motion Update – Next Steps

Administration in attendance: G. Furtado, J. Foulds

Moved by C. Coutinho that the closed meeting discussions with respect to the Notice of Motion discussion remain confidential subject to Sections 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

Moved by J. Pantazopoulos to move out of camera at 9:00 am without reporting.

CARRIED

5A. QUARTERLY FINANCIAL REPORT, CPA2019-16

J. Foulds, Manager of Finance presented the quarterly financials to Oct 31, 2019.

Administration requested to include a Parking Solutions Summary next meeting in GM Report.

Moved by D. Morgan to financial update, Report CPA2019-16 for information.

CARRIED

5B. SUB-COMMITTEE REPORTS AND UPDATES

1. Audit SubCommittee

J. Kwong, Chair of the Audit Sub-Committee, provided an update from the meeting held on November 5, 2019.

The Audit Subcommittee reviewed and approved the 2019 Audit Service Plan as presented and forward to the Calgary Parking Committee for information.

MOVED BY S. Qureshi to receive the 2019 Audit Service Plan for information.

CARRIED

J. Foulds presented Report CPA AC2019-03, Long Term Investment Reserve Fund to the Audit Subcommittee for review. The Audit Subcommittee recommends the Calgary Parking Committee approve the Long Term Investment Reserve Fund as outlined.

MOVED BY J. Kwong the that Calgary Parking Committee approve that the Long Term Investment Reserve Fund be turned into a formal reserve fund, the purpose of which will be to provide a source of financing for the acquisition or development of new assets, which will increase the long term stability of the CPA and lead to greater overall returns to The City of Calgary in the long term.

CARRIED

2. Governance SubCommittee

G. Furtado provided an update from the meeting held on October 24, 2019.

G. Furtado introduced a proposed amendment to the current Calgary Parking Committee Expense Policy. Administration is suggesting a revision to 4.4 under Allowable Expenses to add "Up to a maximum of \$1000 per annum, they will be reimbursed by the CPA following submission of appropriate receipts and confirmation of successful completion of the course.

MOVED BY D. Morgan that the Calgary Parking Committee approve of amending the Expense Policy to reflect the change outlined in the report.

CARRIED

5C. LIST OF OUTSTANDING AND RECURRING ITEMS

Moved by C. Coutinho to receive the list of Outstanding and Recurring Items for information.

CARRIED

MOVE IN CAMERA, Moved by J. Pantazopoulos 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 9:50 am.

Moved J. Pantazopoulos to move out of camera at 10:20 am without reporting.

7. ADJOURNMENT

Meeting adjourned at 10:20 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2020 _____

CHAIRMAN

MEMBER