



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING COMMITTEE  
HELD ON 2020 February 25 AT 7:30 a.m. IN THE CPA Centre of Excellence,  
604 – 9<sup>th</sup> Ave S.W.**

Present: J. Pantazopoulos (Chair)  
A. Osis - via conference  
E. Chidley  
C. Coutinho  
Councillor Chu  
Councillor Davison  
C. Male  
D. Morgan  
S. Qureshi

Also Present: G. Furtado General Manager  
D. Wannamaker, Manager Operations and Facilities  
J. Foulds, Controller/Manager Financial Services  
M. Houssaini, Manager, Parking Solutions

J. Pantazopoulos called the meeting to order at 7:30 am.

**1. WELCOME AND CONFIRMATION OF AGENDA**

CONFIRM AGENDA, Moved by S. Qureshi that the agenda for the February 25 Calgary Parking Committee be confirmed.

CARRIED

**2. CONFIRMATION OF MINUTES – December 3, 2019**

CONFIRM MINUTES, Moved by E. Chidley that the Minutes for the 2019 December 3 regular meeting of the Calgary Parking Committee be confirmed.

CARRIED

### **3A. APPOINTMENTS TO NOTICE OF MOTION OVERSIGHT SUBCOMMITTEE**

Andrew Osis volunteered to serve as a member and as Chair of the Subcommittee to provide continuity from the Adhoc Subcommittee.

S. Qureshi, C. Coutinho and D. Morgan volunteered to serve on this Subcommittee.

This Subcommittee will meet monthly or as needed. The first task is to prepare a Terms of Reference.

**A. Osis, S. Qureshi, C. Coutinho and D. Morgan** are appointed to the **Notice of Motion Oversight Subcommittee**.

CARRIED

### **3B. EMPLOYEE ENGAGEMENT SURVEY RESULTS**

Kathy Lidbury, Manager of Human Resources, presented the Employee Engagement Survey Results.

Survey was conducted by Leger who also conducted The City of Calgary Survey. CPA achieved a 62% response rate this year.

These Survey Results were presented to the CPA Leadership Team and every department is working with Human Resources to tailor responsibilities to their groups

MOVED BY C. Coutinho to receive the Employee Engagement Survey Results for information.

CARRIED

### **3C. QUARTERLY FINANCIALS, CPA2020-01**

J. Foulds presented the financials to December 31, 2019.

A record distribution back to The City was noted.

MOVED BY D. Morgan to receive Report CPA2020-01 for information.

CARRIED

### **3D. RESERVE FUND USE, CPA2020-02**

J. Foulds presented the Reserve Fund Use Report CPA2020-02.

The purpose of this report is to obtain direction, and formalize use of CPA Reserve Funds.

Administration requested to defer discussion to April 3, 2020 Calgary Parking Committee Meeting.

### **3E. STRATEGIC PLANNING SESSION**

J. Pantazopoulos led a discussion regarding the April 3-4 Strategic Session.

Decision that S. Qureshi will serve as point person to work with Administration to engage a Facilitator and formalize the agenda.

Some topics noted:

reserve fund

liability insurance for Directors – legal opinion

financial capital

Liability review

Sustainment vs capital

Governance review – skill survey

Team building

Moved by E. Chidley to hold the Strategic Session on April 3 – 4, 2020 and proceed with booking at The Crossing.

CARRIED

### **3F. CARSHARE PARKING POLICY UPDATE, CPA2020-04**

This report is to provide information on the updated Carshare Parking Policy to the Calgary Parking Committee.

MOVED BY S. Qureshi that the Calgary Parking Committee approve CPA Administration to move forward with entering into a Service Level Agreement (SLA) with The City for responsibilities and affiliated fees for carshare operations.

CARRIED

### **3G. LIST OF OUTSTANDING AND RECURRING ITEMS**

Moved by S. Qureshi 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 10:10 am, with respect to the following items:

#### **4A. Ad-Hoc Update - verbal**

Administration in attendance: G. Furtado

Moved by D. Morgan to accept verbal update. Update to remain confidential subject to section 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

#### **4C1. Governance Subcommittee Update**

Administration in attendance: G. Furtado

Moved by Councillor Chu to receive the Senior Management Succession Planning Document for information. Document is to be kept confidential subject to Section 19 of F.O.I.P.

CARRIED

#### **4D. GM Performance Discussion**

Discussion to remain confidential subject to section 19 of F.O.I.P.

Moved by J. Pantazopoulos to move out of camera at 11:00 am without reporting.

CARRIED

### **6. ADJOURNMENT**

Meeting adjourned at 11:00 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2020 \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER