



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING COMMITTEE
HELD ON 2020 July 28 AT 7:30 a.m. via conference.**

Present: J. Pantazopoulos (Chair)
E. Chidley
Councillor Chu
C. Coutinho
J. Kwong
D. Morgan
S. Qureshi

Absent: Councillor Davison
C. Male
A. Osis

Also Present: G. Furtado, General Manager

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

1. WELCOME AND CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by C. Coutinho that the agenda for the July 28, 2020 Calgary Parking Committee be confirmed.

Seconded S. Qureshi
CARRIED

2. CONFIRMATION OF MINUTES – April 3, 2020, June 2, 2020

Correction noted by C Coutinho to revise April 3, 2020 Minutes to add her request that the meeting be recorded in accordance with the requirements in section 55 of City Bylaw 35M2017. Administration will revise and bring forward to the Sept 22, 2020 Committee Meeting for approval.

CONFIRM MINUTES, Moved by C. Coutinho that the Minutes for the 2020 June 2 regular meeting of the Calgary Parking Committee be confirmed.

Seconded S. Qureshi
CARRIED

3D. LIST OF OUTSTANDING AND RECURRING ITEMS

Moved by S. Qureshi to receive the Outstanding and Recurring Items for information.

CARRIED

4A. PAY MACHINE STRATEGY

G. Furtado provided a presentation on the pay machine strategy and took queries. (presentation distributed)

Administration noted opportunity to invite customers to start an online account when paying a parking ticket.

Moved by E. Chidley to receive the pay machine strategy presentation for information.

CARRIED

4B1. AUDIT SUBCOMMITTEE UPDATE

J. Kwong, Acting Chair of the Audit Sub-Committee, provided an update from the meeting held on July 21, 2020.

The Audit Subcommittee had a discussion and review of CPA's Risk Management Report and attachments. (Risk Policy, Risk Tolerance Statement, Risk Matrix, Risk Register)

The Audit Subcommittee amended the Risk Matrix, Item 9. Information Systems Security Breach from possible to likely; impact moved from moderate to minor.

S. Qureshi met with CPA IT Manager and will continue to meet monthly going forward.

The Audit Subcommittee received the report, CPA AC2020-04 CPA Integrated Risk Management for information and forwards the report and attachments, with amendments as discussed, to the Calgary Parking Committee for information at the July 28, 2020 Meeting.

MOVED BY D. Morgan to receive Report CPA AC2020-04 CPA Integrated Risk Management Report for information.

Seconded by Shahid
CARRIED

4B2. GOVERNANCE SUBCOMMITTEE UPDATE

C Coutinho, reported on the meeting held on July 22, 2020.

Review of policies was discussed. Consideration given to bundle Governance policies for review and have the work performed by an external consultant. Discussion to occur at Calgary Parking Committee, the approval authority for the Governance Policies.

A discussion was held on the Committee Member evaluation process.

A Committee Recruitment timeline was distributed for information.

MOVED BY D. Morgan to receive the Governance Subcommittee Update for information.

CARRIED

MOVE IN CAMERA, Moved by Councillor Chu 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 8:30 am, with respect to the following items:

5A. Notice of Motion Oversight Subcommittee Meeting Update

5B. 9AP-Project Update, CPA 2020-08

5C. 2020 Capital Project Update, CPA2020-07

5D. Acquisition Opportunity

5E. Vice-Chair Discussion of Chair

CARRIED

Moved by J. Pantazopoulos to move out of camera at 10:30 am and rise and report.

Administration requested to bring forward to Governance Subcommittee: refine orientation plan, determine best way forward for comprehensive Governance Policy review.

CARRIED

5A. Notice of Motion Oversight Subcommittee Meeting Update

Administration in attendance: G. Furtado, A. Donohoe

Moved by Councillor Chu to receive the update for information. Update to remain confidential subject to section 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5B. 9AP-Project Update, CPA2020-08

Administration in attendance: G. Furtado, D. Wannamaker

Moved by S. Qureshi to receive Report CPA2020-08, 9AP Update for information. Report CPA2020-08 to remain confidential subject to section 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

5C. 2020 Capital Project Update, CPA2020-07

Administration in attendance: G. Furtado, V. Thomas, D. Wannamaker
Administration requested to include ParkPlus-Base Code update for next Committee Meeting.

Moved by J. Kwong to receive Report CPA 2020-07, Capital Project Update for information. Presentation to remain confidential subject to section 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.
CARRIED

5D. Acquisition Opportunity

Administration in attendance: G. Furtado

Moved by E. Chidley to receive presentation for information. Presentation to remain confidential subject to section 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.
CARRIED

5E. Vice-Chair Discussion of Chair (Chair to be excused)

Discussion to remain confidential subject to section 19 of the *Freedom of Information and Protection of Privacy Act*.
CARRIED

6. CHAIR’S UPDATE / ROUND TABLE

A. Governance Policy Reviews

Deep dive review is strongly encouraged. Governance Subcommittee to review and provide a recommendation for best way forward.

7. ADJOURNMENT

Moved by J. Pantazopoulos to adjourn meeting at 10:45 a.m.

CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2020 _____

CHAIR

MEMBER