



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING COMMITTEE
HELD ON 2020 June 2 AT 7:30 a.m. via conference.**

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

Absent: Councillor Chu
Councillor Davison

Also Present: G. Furtado, General Manager
J. Foulds, Controller and Manager of Financial Services
D. Wannamaker, Manager Operations and Facilities
M.J. Richardson, Executive Advisor

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

1. WELCOME AND CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by D. Morgan that the agenda for the June 2, 2020 Calgary Parking Committee be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – April 3, 2020

CORRECTION noted by C. Coutinho to revise April 3, 2020 Minutes to note that January 29, 2020 Governance Subcommittee did not achieve quorum therefore meeting is not valid. Administration will revise April 3, 2020 Minutes and bring forward to July 28, 2020 Committee Meeting for approval.

3A. AUDIT SUBCOMMITTEE UPDATE

J. Kwong, Chair of the Audit Sub-Committee, provided an update from the meeting held on May 26, 2020.

The Audit Subcommittee reviewed the Control Environment Assessment Report, CPA AC2020-02 and forward to the Calgary Parking Committee for information. Noted every principle has been met.

Assessment of Potential Impacts relating to COVID, CPA AC 2020-03 was reviewed.

The Audit Subcommittee recommends that the Calgary Parking Committee approve the recommendations as outlined in CPA AC2020-04, Status of Recommendations from City Audit Report.

Attachment 2 of this Report (CPA AC2020-04), includes a draft reserve summary to meet Recommendation 1, Phase 1 (CPA will define the Replacement Fund) that meets this recommendation for the reserve and requires Committee approval to be considered complete.

J. Kwong confirmed that Council approval is not required and CPA Reserves are under CPA's authority.

MOVED BY S. Qureshi to approve the recommendations outlined in CPA AC2020-04 Status of Recommendations from City Audit Report:

1. Recommend approval of the Capital Reserve Fund by the Calgary Parking Committee as defined in the reserve summary.
2. Recommend approval of the minimum balance outlined in the CPA Capital Reserve Fund be \$25 Million.
3. Recommend approval of the annual contributions to the CPA Capital Reserve Fund be increased from \$2 Million to \$3 Million to ensure the minimum balance of \$25 Million is maintained for the life of the current Capital Plan.

Seconded by J. Kwong
CARRIED

3B. FINANCIAL UPDATE TO APRIL 30, 2020, CPA 2020-06

J. Foulds presented the financial update to April 30, 2020.

Request for Administration to update Committee regularly and advise if anything needs to be brought to their attention.

MOVED BY S. Qureshi to receive the Financial Update to April 30, 2020, CPA 2020-06 for information.

Seconded by E. Chidley
CARRIED

3C. GOVERNANCE SUBCOMMITTEE UPDATE

E. Chidley, Chair of the Governance Subcommittee reported on the meeting held on April 29, 2020.

Note that items on January 29, 2020 Governance Subcommittee agenda were brought forward to this meeting due to lack of quorum.

E. Chidley was elected as Chair of the Subcommittee and the Work Plan was reviewed and approved. Work Plan is included for information.

The Elector Member Recruitment process was discussed including guidance from The City and the kind of skills and experience required. Documents reviewed and discussed by the Subcommittee: *Recruitment Process, Member Position Profile, Elector Membership List and Committee Selection Matrix.*

MOVED BY S. Qureshi to receive for information.

CARRIED

3D. LIST OF OUTSTANDING AND RECURRING ITEMS

Moved by E. Chidley to receive the list of Outstanding and Recurring Items for information.

Seconded by S. Qureshi
CARRIED

MOVE IN CAMERA, Moved by E. Chidley 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:

- 4A. Notice of Motion Oversight Subcommittee Meeting Update
- 4B. 9AP-Project Update, CPA 2020-07
- 4C. Transit Opportunity
- 4D. COVID-19 Go Forward Business Continuity (GM Report)

CARRIED

Moved by S. Qureshi to move out of camera at 10:06 am and rise and report.

4A. Notice of Motion Oversight Subcommittee Meeting Update

Administration in attendance: G. Furtado, A. Donohoe, J. Foulds, D. Wannamaker, M. Richardson

Moved by E. Chidley 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

4B. 9AP-Project Update, CPA2020-07

Administration in attendance: G. Furtado, D. Wannamaker, A. Donohoe, M. Richardson

Moved by E. Chidley to receive Report CPA2020-07, 9AP Update for information. Report CPA2020-07 to remain confidential subject to section 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.
CARRIED

4C. Transit Opportunity

Administration in attendance: G. Furtado, J. Foulds, A. Donohoe, M. Richardson

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

4D. COVID-19 Go Forward Business Continuity (GM Update)

Administration in attendance: G. Furtado, J. Foulds, D. Wannamaker, A. Donohoe, M. Richardson

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

5. ADJOURNMENT

Moved by E. Chidley to adjourn meeting at 10:18 a.m.
Seconded: C. Coutinho
CARRIED

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2020 _____

CHAIRMAN

MEMBER