



**MINUTES OF THE REGULAR MEETING OF THE CALGARY PARKING COMMITTEE
HELD ON 2021 February 23 AT 7:30 a.m. via conference.**

Present: S. Qureshi (Chair)
Ian Beddis
Councillor Chu
N. Kuhl
Councillor Magliocca
C. Male
T. McLeod
D. Sheehan
K. Thrasher

Absent: D. Morgan

Also Present: M. Houssaini, Acting General Manager

S. Qureshi called the meeting to order at 7:30 am.

1. WELCOME AND CONFIRMATION OF AGENDA

CONFIRM AGENDA, Moved by K. Thrasher that the agenda for the February 23, 2021 Calgary Parking Committee be confirmed.

CARRIED

2. CONFIRMATION OF MINUTES – December 8, 2021

CONFIRM MINUTES, Moved by I. Beddis that the Minutes for the 2020 December 8 Regular Meeting of the Calgary Parking Committee be confirmed.

CARRIED

CONFIRMATION OF MINUTES – January 19, 2021

CONFIRM MINUTES, Moved by K. Thrasher that the Minutes for the 2021 January 19, Special Meeting of the Calgary Parking Committee be confirmed.

CARRIED

MOVE IN CAMERA, Moved by N. Kuhl 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 7:34 am, with respect to the following items:

- 3A. Labour Relations Update
- 3B. Notice of Motion Oversight Subcommittee Update
- 3C. 9AP-Project Update, CPA 2021-02
- 3D. Governance Update

CARRIED

Moved by K. Thrasher to move out of camera at 9:35 am.

3A. Labour Relations Update

Administration in attendance: J. Floen, D. Hamilton, C. Sutherland, M. Houssaini

Moved by N. Kuhl 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

3B. Notice of Motion Oversight Subcommittee Update

Administration in attendance: M. Houssaini, A. Donohoe

Moved by N. Kuhl to approve the revised Terms of Reference.

Moved by I Beddis 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

3C. Governance Update

Administration in attendance: T. Sparrow

Moved by K. Thrasher 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

3D. 9AP-Project Update, CPA2021-02

Administration in attendance: M. Houssaini, V. Thomas

Moved by T. McLeod to receive Report CPA2021-02, 9AP Update for information. Report CPA2021-02 to remain confidential subject to section 24 and 25 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

4A. FINANCIAL UPDATE TO DECEMBER 31, 2020, CPA2021-01

J. Foulds, CPA Controller, presented the Financial Update to December 31, 2020 Report, CPA 2021-01.

It was noted that Parking Solutions surpassed 2019 numbers despite many clients being shut down.

Recommended that any linkages that would support Business Plan through audit plan should be included. Positive comments made in audit plan could be included in MCC business plan.

Investment income – Administration will enquire how the City manages this fund and advise.

MOVED BY I. Beddis to receive the financial update to December 31, 2020 for information.

CARRIED

4B. AUDIT SUBCOMMITTEE UPDATE

C. Male, Chair of the Audit Sub-Committee, provided an update from the meeting held on December 16, 2020.

H. Gill and I. Cvitanusic, from Deloitte, presented the 2020 Audit Service Plan for the year ended December 31, 2020. Deloitte is engaged to perform the Audit for 2020. Deloitte will formally report the year-end review at the March 23, 2021 Audit Subcommittee Meeting.

The Audit Subcommittee reviewed and approved the 2020 Audit Service Plan as presented and forward to the Calgary Parking Committee for information.

In conversation with partner from Deloitte, it was reported that the audit is running smoothly and on track to be provided as scheduled. No errors found.

MOVED BY D. Sheehan to receive the Audit Subcommittee Update and 2020 Audit Service Plan for information.

CARRIED

4C. STRATEGIC SESSION

Administration will put together an online survey for Committee members to determine interest. Survey results will be used to strategize what session would look like.

5. GM UPDATE

M. Houssaini presented a Covid Update and ways in which CPA is making facilities safe to customers.

Some things done:

- Decals / signage
- Focused heavily on converting to My Parking feature
- Sanitization sites
- Contactless doors / elevator floor buttons

Head office closed to public and relocated to ILot Building to ensure resources in place. Plexiglass has been added in office. Working to enhance remote working ability.

Planning for recovery:

- CPA's Flex Pass
- Event rentals
- Local Deals

Contact Centre launch date is March 15, 2021 in the Veritas Building. Streamline intake process with opportunity to offer service to third party ParkPlus clients- Software as a Service (SaaS).

7. ADJOURNMENT

Moved by K. Thrasher to adjourn meeting at 10:30 a.m.

CONFIRMED BY THE CALGARY PARKING AUTHORITY

ON 2021 _____

CHAIRMAN

MEMBER