

Calgary Parking Authority Summary of Governance Structure & Succession Plan

The Calgary Parking Authority (CPA) is governed by a nine-member Committee. Each year, the Committee is selected by The City of Calgary. The current Committee includes four public members, The City of Calgary's Chief Financial Officer, The City's General Manager of Transportation, and two Councillors.

The Committee will be reformed on October 22nd but the current composition of the Committee is:

Chair – Fred Clemens (end of term)
Vice-Chair – Sebastien Gittens (end of term)
Councillor Jeff Davison (TDB)
Councillor Sean Chu (TBD)
Eric Sawyer, CFO (City of Calgary) or designate (TBD)
Michael Thompson, General Manager of Transportation (City of Calgary)
John Pantazopoulos (TBD)
Lisha Hassanali (end of term)
Ellen Chidley (TBD)

The Committee is governed by its own Charter and Terms of Reference, and City of Calgary Bylaw 28M2002. The Committee uses a skills-based matrix to recruit for vacancies, following The City's new processes for Boards, Commissions and Committees (CP2016-03).

Subcommittees of the Committee are also governed by their own subcommittee Charter and Terms of Reference. These subcommittees and a brief description of each are as follows:

Governance Subcommittee – Ensures the CPA Committee fulfills its legal, ethical, and functional responsibilities through adequate governance and internal operations oversight. The Subcommittee's responsibilities include maintenance of governance processes and documentation, review of Committee and Subcommittee structure and appointments, as well as Committee performance and compensation.

Audit Subcommittee – Provides governance and oversight on CPA's financial reporting, internal control system, risk management and the external audit function. Recommendations of the Subcommittee, such as approval of annual financial statements, are presented to the full CPA Committee as applicable.

Strategic Asset Advisory Subcommittee – Provides oversight of the CPA's land and assets – including implementation of processes and procedures, programs, plans and reports to the Committee including any budgets. Oversight of the Subcommittee further extends to the acquisition and disposition of CPA land and assets. Updates are regularly provided to the CPA Committee to ensure all Committee members are adequately informed of significant considerations with respect to CPA's land and assets.

ParkPlus Subcommittee – Oversees the development of ParkPlus proposals and plans for the CPA Committee to consider, with the goal to maximize return on the ParkPlus System and other CPA IP or systems. The Subcommittee further provides technical guidance to the CPA Committee and updates on initiatives with respect to the ParkPlus System and other CPA IP and technology, relative to patents and IP commercialization and distribution.

Strategic Planning Oversight Subcommittee – Provides oversight to the development of the 2019-2022 four-year strategic plan for the CPA.

The Terms of Reference for the Committee and each Committee are reviewed and updated on an annual basis. This year the Terms of Reference for each Subcommittee have undergone additional review to ensure that the format and content is consistent, and aligns with City of Calgary policy and best practices. This process will be completed before the end of 2018.

A long-term succession plan is being developed and updated given recent changes to leadership.

The CPA utilizes a consistent and transparent recruitment and selection process for staff. A behavioural based interview process is performed, along with rigorous screening processes.