

OTTAWA-CARLETON REGIONAL TRANSIT COMMISSION
COMMISSION DE TRANSPORT RÉGIONALE D'OTTAWA-CARLETON

REPORT
RAPPORT

Our File/N/Réf.
 Your File/V/Réf.

DATE: 17May 1999

TO/DEST: Transit Services Committee

FROM/EXP: Committee Co-ordinator

SUBJECT/OBJET: **SUMMER MEETING SCHEDULE AND
 CHAIR'S DELEGATED AUTHORITY**

DEPARTMENTAL RECOMMENDATIONS

1. **That the Transit Services Committee approve the cancellation of the 28 July 99 meeting and the retention of the 25 Aug 99 meeting.**
2. **That Delegated Authority be given to the Commission Chair to award those contracts that would normally be awarded during the cancelled meetings.**

BACKGROUND

Normal practice during the summer months has been to cancel one or more of the regularly scheduled meetings because of the reduced number of items requiring Committee consideration and the limited availability of Commissioners and staff. The regular meetings this summer are scheduled for 28 July and 25 August.

In order for Commission business to continue during the summer period, authority is delegated to the Commission Chair to award contracts not within the General Manager's delegated authority. Only essential items will be submitted for the Commission Chair's approval and a summary of those activities will be presented for ratification at a subsequent meeting. Items that cannot be deferred or approved by the Commission Chair under delegated authority will be the subject of special Committee meetings.

Approved by
M. J. E. Sheflin, P. Eng.

ADDITIONAL ITEM 5
TRANSIT SERVICES AGENDA, 19 MAY 99