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DATE 3 May 2000

TO/DEST. Co-ordinator  
Transit Services Committee

FROM/EXP. General Manager

SUBJECT/OBJET **SCHEDULE OF SUMMER MEETINGS AND  
COMMISSION CHAIR'S DELEGATED AUTHORITY**

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### **DEPARTMENTAL RECOMMENDATIONS**

- 1. That the Transit Services Committee provide direction as to the schedule of summer meetings.**
- 2. That Delegated Authority be given to the Commission Chair to award those contracts that would normally be awarded at the canceled summer meeting(s).**

### **BACKGROUND**

Normal practice, during the summer months, is 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 staff and Commissioners. The regular meetings this summer would fall on 26 July and 23 August.

In order to allow Commission business to continue, it is practice during this period to delegate authority to the Chair to award contracts not within the General Manager's delegated authority. Only essential items will be submitted for the Chair's approval and a summary will be tabled for ratification at the following regular Committee meeting.

Items that cannot be deferred or cannot be approved by the Chair under delegated authority will be the subject of special Committee meetings.

*Approved by  
Gordon Diamond*