

DATE 6 October 2000

TO/DEST. Co-ordinator
Transit Services Committee

FROM/EXP. General Manager

SUBJECT/OBJET **2002 CANADIAN URBAN TRANSIT ASSOCIATION (CUTA)
ANNUAL CONFERENCE**

DEPARTMENTAL RECOMMENDATION

That the Committee endorse OC Transpo hosting the Canadian Urban Transit Association (CUTA) Annual conference to be held in late May, early June 2002.

BACKGROUND

Each year, the CUTA Annual Conference is hosted by a different Canadian transit property. The CUTA Board of Directors have asked OC Transpo to host the 2002 conference.

Hosting a CUTA Annual Conference and National Bus Roadeo is a significant undertaking. It has tremendous benefits, both for the host community and for the transit system, as several hundred people will be visiting the City and it offers an excellent opportunity for us to showcase our transit system to industry representatives across Canada. It is also a lot of hard work, involving a commitment that requires many months of advance planning and preparation.

The delegation is typically comprised of approximately 350 persons, including urban transit managers, government representatives from a variety of levels, manufacturers and suppliers of goods and services to the transit professionals. The majority of delegates will be from locations across Canada, with occasional U.S. and offshore representation.

The exact date of the conference have not been set, however, it is expected to be held in late May, early June.

FINANCIAL IMPLICATIONS

According to CUTA and based on past experience, the host system should budget on expenditures of approximately \$25,000, not including staff time and wages. This amount includes approximately \$10,000 to cover the cost of one major meal function and entertainment

Funds for this purpose will be provided in the 2002 Operating budget. In the interim, CUTA requires a formal endorsement of our acceptance to hold the conference.

*Approved by
Gordon Diamond.*