

**Report to
Rapport au:**

**Transit Commission
Commission du transport en commun
20 February 2019 / 20 février 2019**

**and Council
et au Conseil
27 February 2019 / 27 février 2019**

**Submitted on February 8, 2019
Soumis le 8 février 2019**

**Submitted by
Soumis par:
M. Rick O'Connor, City Clerk and Solicitor / Greffier et avocat général**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2019-CCS-GEN-0028

SUBJECT: Transit Commission - Terms of Reference

OBJET: Mandat de la Commission du transport en commun

REPORT RECOMMENDATIONS

That the Transit Commission recommend Council approve its Terms of Reference, as outlined in this report and attached at Document 1.

RECOMMANDATIONS DU RAPPORT

Que la Commission du transport en commun recommande au Conseil d'approuver le mandat de la Commission, comme il est expliqué dans le présent rapport et joint au Document 1.

BACKGROUND

At its meeting of December 5, 2018, Ottawa City Council considered a report titled 2018-2022 Council Governance Review (ACS2018-CCS-GEN-0028). In approving this report, Council approved “That the revised Terms of Reference for Standing Committees, Sub-Committees and the Transit Commission be submitted in draft form to the respective Committees/Commission at their first meeting in 2019 for consideration and recommendation to Council for approval.” Accordingly, this report is presented to the Transit Commission for its consideration and approval.

DISCUSSION

The 2018-2022 Council Governance Review report recommended no changes to the mandate and meeting schedule of the Transit Commission.

The draft Terms of Reference for the Transit Commission are attached at Document 1. Minor amendments as recommended by departmental staff to reflect the City’s current organizational structure, nomenclature and operational processes are underlined for ease of reference.

RURAL IMPLICATIONS

There are no specific rural implications associated with this report.

CONSULTATION

As part of the preparation for the 2018-2022 Council Governance Review report, the City Clerk and Solicitor consulted with elected representatives, citizen members of the Transit Commission, Chairs and Vice-Chairs of Advisory Committees, the Extended Senior Leadership Team, as well as staff in the City Clerk’s Branch, Legal Services and the City Manager’s Office who work most closely with the legislative process.

The public was notified of this report through the meeting advertisement in community newspapers and on Ottawa.ca, and the publication of the agenda. Public delegations may be received by the Committee.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a city wide report.

ADVISORY COMMITTEE(S) COMMENTS

There are no associated Advisory Committee comments.

LEGAL IMPLICATIONS

There are no legal impediments to approving the recommendation contained in this report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with this report.

TERM OF COUNCIL PRIORITIES

This report supports the Term of Council Priority related to Governance, Planning and Decision Making.

SUPPORTING DOCUMENTATION

Document 1 – Draft Transit Commission Terms of Reference

DISPOSITION

Upon approval of the report by Council, the Terms of Reference will become the mandate and governing authority for the Transit Commission to be implemented by the Office of the City Clerk and Solicitor.