

# Terms of Reference for Towing and Trucking Industry Advisory Committee

## Mandate

The Towing and Trucking Industry Advisory Committee is an advisory committee of Council established to make recommendations to the Council of the City of Mississauga designed and intended to review and advise Council on issues relating to the towing and trucking industry in the City of Mississauga.

## Objectives/Goals

The objectives and goals of the Towing and Trucking Industry Advisory Committee are:

- To provide advice and recommendations to the City of Mississauga on matters related to the towing and trucking industry.
- To serve as a liaison and facilitate communication and collaboration between the City of Mississauga and the towing and trucking industry
- To help identify and address issues and challenges faced by the towing and trucking industry and propose solutions or initiatives that the City of Mississauga may advocate for with other levels of government

## Work Plan

All Advisory Committees shall prepare annual Work Plans that they will send to their parent standing committee, then to Council at the beginning of the new year, as well as a progress update at the end of the year. Committee members shall work collaboratively with City staff devise these Work Plans to ensure that the workload is manageable and appropriately shared between the two parties.

Work plans will need to meet the Committee's mandate and objectives, as well as the City's Strategic Plan, Master Plans, and budgetary capacity. The work plan shall speak directly to the specific goals the committee aims to accomplish.

The work plan for each Advisory Committee attempts to use the City's Strategic Plan Pillars, action items, master plans, or legislation as sub-headings to organize the committee's focus and nature of work.

## Procedures and Frequency of Meetings

The Towing and Trucking Industry Advisory Committee will meet quarterly or as determined by the Committee at the call of the Chair.

All Committees are subject to Council Procedure By-law, which outlines the procedures for Council and Committee meetings.

<https://www.mississauga.ca/wp-content/uploads/2018/12/24154253/Council-Procedure-By-law-0044-2022.pdf>

## Membership

The committee will consist of members appointed by Council, who have knowledge, expertise and experience in the towing and trucking industry, as well as related fields such as transportation, logistics, and safety.

The Towing and Trucking Industry Advisory Committee shall comprise of the following:

Voting members:

- Three (3) Members of Council
- Eight (8) Citizens/Industry members
  - Four (4) from each of the Towing and Trucking industry including those involved in transportation, logistics, and safety.

Non-voting members:

- Representative(s) from: Peel Regional Police, Insurance Industry and professional associations associated with the towing and trucking industry

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards.

[http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local\\_Boards\\_Code\\_of\\_Conduct.pdf](http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf) and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities. <http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>

## Role of Chair

The role of the Chair is to:

1. Preside at the meetings of Towing and Trucking Industry Advisory Committee using City of Mississauga's Procedure By-law and keep discussion on topic.
2. Provide leadership to Towing and Trucking Industry Advisory Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Review agenda items with the Committee Coordinator.
4. Recognize each Member's contribution to the Committee's work.
5. Serve as an *ex-officio* member of subcommittees and attend subcommittee meetings when necessary.

## Role of Committee Members

The role of Committee Members is to:

1. Ensure that the mandate of Towing and Trucking Industry Advisory Committee is being fulfilled.
2. Provide the Chair with solid, factual information regarding agenda items.

3. Notify the Committee Coordinator if they are unable to attend Towing Industry Advisory Committee meetings to ensure that quorum will be available for all meetings.

### Quorum

1. Quorum of the Towing and Trucking Industry Advisory Committee shall be reached with the presence of a majority of the appointed and elected members, at a time no later than thirty (30) minutes past the time for which the beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting.
2. The issuance of an agenda for a meeting of this Committee will be considered as notice of that meeting.
3. The presence of one (1) of the appointed Council members shall be required to establish quorum.

### Subcommittees

That, as per the Council Procedure By-law, a Committee of Council may establish a subcommittee, which shall consist of members of the parent Committee, as may be determined by such parent Committee and any other member approved by Council.

- Sub-committees will be formed to deal with specific issues, and will make recommendations to the parent Committee. Once the specific issue is dealt with, the subcommittee shall cease.
- All appointed members of the subcommittee have the right to vote.
- The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.