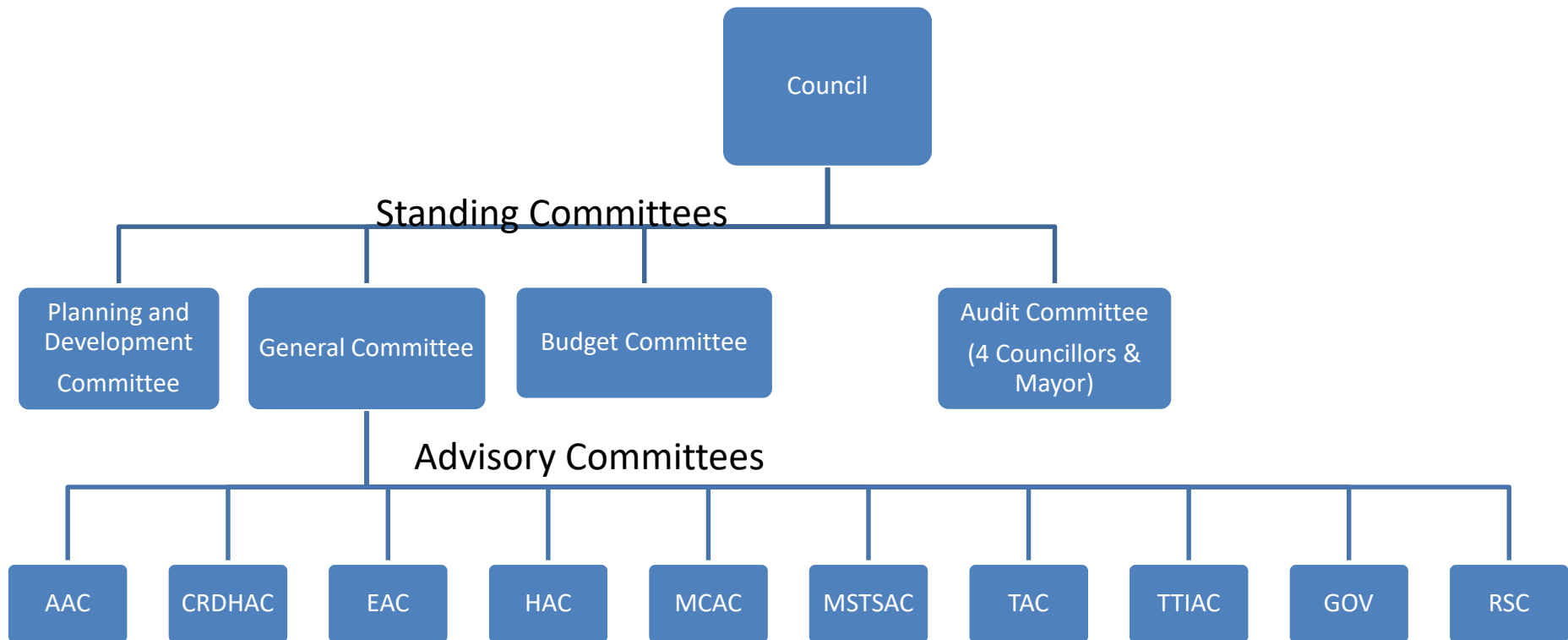


Towing and Trucking Industry Advisory Committee Procedures

Council/Committee Structure



Legend to the Advisory Committees

- AAC – Accessibility Advisory Committee
- CRDHAC – Combating Racism, Discrimination and Hatred Advisory Committee
- EAC – Environmental Action Committee
- HAC – Heritage Advisory Committee
- MCAC – Mississauga Cycling Advisory Committee
- MSTSAC – Mississauga School Traffic Safety Action Committee
- RSC – Road Safety Committee
- TTIAC – Towing and Trucking Industry Advisory Committee
- TAC – Transit Advisory Committee

TTIAC Terms of Reference

The Terms of Reference speaks to the Committees Mandate, Objectives/Goals, Work Plan, Definitions, Procedures & Frequency of Meetings, Membership, Role of Chair and Committee Members, Quorum and Subcommittees.

Legislative Coordinators Role

- Your assigned Legislative Coordinator for TTAC is Stephanie Smith
- Stephanie will keep you advised of meeting dates, agendas and other information required for the Committee's operation
- Any committee members requests should go through Stephanie as a point of contact.

Parking Passes

- Parking multi-visit cards have been issued for meetings that start prior to 6:00pm
- The multi-visit card can only be used for Committee meetings or Committee related business.
- Return multi-visit card at the end of the Committee term.

Meeting Schedule

- TTIAC meets on a quarterly basis, or as determined by the Committee at the call of the Chair.
- The Committee will need a recommendation regarding how future meetings will be conducted, in-person, virtual or hybrid.
- Quorum is required to conduct a meeting of the Towing and Trucking Industry Advisory Committee so ensure that you advise the Legislative Coordinator, Stephanie Smith of your attendance.

Procedures of Advisory Committees- Quorum and Attendance

- The Terms of Reference indicates that there are 11 voting members on TTIAC with the term ending November 2026.
- Six (6) members are required for quorum to start the meeting.
- If there is no quorum within 30 minutes of the starting time, the meeting will stand adjourned until the next appointed time, the remaining business on the agenda shall be placed on the next month's agenda under Unfinished Business.
- If you are unable to attend a meeting notify the Legislative Coordinator to ensure we have quorum for the meeting.

Advisory Committee Processes - Agenda

- The Agenda will be delivered by email to members by the Thursday prior to the meeting. If you do not receive the Agenda, please contact the Legislative Coordinator immediately.
- The Agendas and Minutes are posted on the City's Website:
<http://www.mississauga.ca/portal/cityhall/agendas>
- For email alerts regarding agendas/minutes, please signup through the Alerts page website:
<https://www.mississauga.ca/council/councilactivities/council-agendas-minutes-andcalendar/subscribe-to-agendas-and-minutes/>

Procedures of Advisory Committees- Deputations

- A Deputation made to the Committee shall be limited to not more than ten (10) minutes in total, subject to a Motion passed at the Meeting to extend the length of time allotted to a Deputation.
- After a Deputation is completed, Members shall each have one opportunity to make a preamble statement and ask questions to the Deputant(s) or staff for clarification purposes only, and without debate. The Committee may vote to receive the deputation.

Procedures of Advisory Committees – Debating and Discussion

- At meetings, all members of the Committee may engage in discussions regarding agenda items.
- When wanting to speak on a matter, ensure that you are recognized by the Chair by raising your hand before speaking and speak in order.
- Given the of number of members, keep remarks to a maximum of 5 minutes.

Procedures of Advisory Committees - Recommendations

- All recommendations from TTAC will be forwarded to General Committee for consideration and can be approved, amended or referred back to the Committee.
- If the Recommendation Report is approved or amended, it will be forwarded to Council for adoption.
- If at any time a member is not clear on what the recommendation is before the Chair or any other matter, you may request clarification at any time.

Procedures of Advisory Committees – Consent Agenda

- The Consent Agenda will review all Matters to be Considered and Information Items to see if the Committee would like to move them on consent or if a Committee Member would like the item held. Items approved on consent will not require a discussion by Committee Members but will require a mover of the Consent Agenda.
- Items held will be reviewed separately by the Committee where discussion will take place. Items held will require a mover.

Procedures of Advisory Committees - Voting on Matters

- You must vote by raising your hand.
- A majority vote is required for a recommendation to pass.
- A tie vote is deemed to be lost.

Mandatory Educational Session

- There will be a mandatory education session in the Spring with the Integrity Commissioner in which all Citizen members must attend.
- Tuesday, June 20, 2023 at 10-12 p.m., the session will be held hybrid in Council Chambers. You will receive an email outlining the details, if not please contact the Legislative Coordinator.

QUESTIONS?