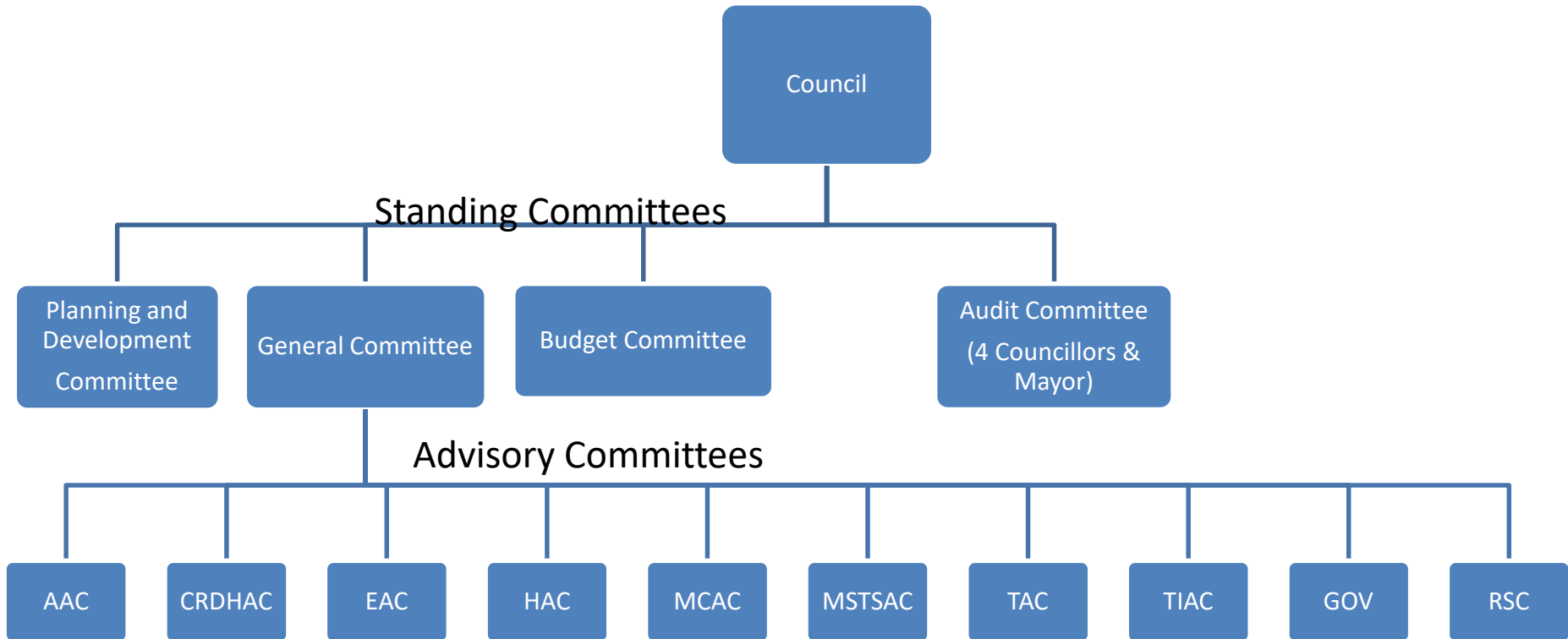


Mississauga Cycling Advisory Committee Procedures

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
- TIAC - Towing Industry Advisory Committee
- TAC - Transit Advisory Committee

MCAC 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.

- <https://www.mississauga.ca/wp-content/uploads/2022/04/06143153/2022Terms-of-Reference-for-MCAC.pdf>

Legislative Coordinators Role

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

Meeting Schedule

- MCAC meets on a monthly basis, usually on the second Tuesday of every month at 6:30 PM, or as determined by the Committee at the call of the Chair. Please see the attached link to the google calendar for MCAC dates.
<https://www.mississauga.ca/council/council-activities/council-and-committees-calendar/>
- 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 Mississauga Cycling Advisory Committee so ensure that you advise the Legislative Coordinator, Michelle Sanstra of your attendance.

Procedures of Advisory Committees – Composition

- The Terms of Reference indicates that they are 12 members on MCAC with the term ending November 2026.
- Agency reps. may be involved in the development or implementation of cycling initiatives, and will be requested to attend as warranted. A few examples include; Region of Peel: Public Works Department and Peel Region Police.

Procedures of Advisory Committees- Quorum and Attendance

- 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 MCAC 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 approval.
- 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 or motion 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.
- There will be two training sessions, Thursday, May 25, 2023 at 6-8 p.m. or Tuesday, June 20, 2023 at 10-12 p.m., both sessions will be held hybrid in Council Chambers. You should have received an email outlining the details, if not please contact the Legislative Coordinator.

QUESTIONS?