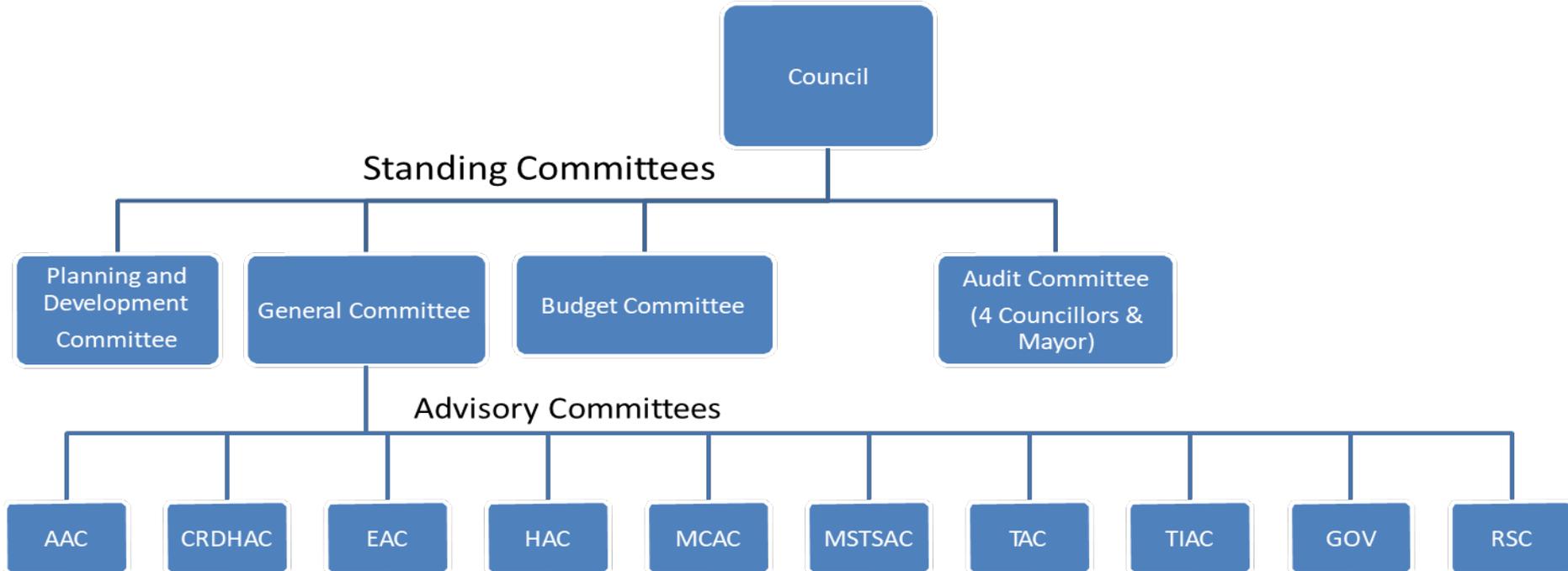


Transit Advisory Committee Orientation



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

TAC TERMS OF REFERENCE

https://www.mississauga.ca/wp-content/uploads/2023/05/Terms_of_Reference-Transit-Advisory-Committee.pdf

Legislative Coordinator's Role

- Your assigned Legislative Coordinator for TAC is Angie Melo
- Angie will keep you advised of meeting dates, agendas and other information required for the Committee's operation
- Committee Member requests should go through Angie as a point of contact.

Procedures of Advisory Committee Composition

- TAC consists of 13 members; three (3) Councillors, nine (9) Citizen Members, one (1) University of Toronto Mississauga Campus (UTM) representative, one (1) Accessibility Advisory Committee Representative for the Term ending November 14, 2026.

Meeting Schedule

TAC meets quarterly (March, June, September and December) with additional meetings at the call of the Chair, as required. The Chair in consultation with the [Director of Transit \(or their designate\), may cancel a meeting if it is determined there are insufficient items to discuss.](#) Please see the attached link to the google calendar for TAC dates. <https://www.mississauga.ca/council/council-activities/council-and-committees-calendar/>

The Committee will need a recommendation regarding how meetings will be held, in-person, hybrid or virtual.

Quorum is required to conduct a meeting of the Transit Advisory Committee; you must advise the Legislative Coordinator of your attendance to ensure we have quorum.

Procedures of Advisory Committees

Quorum and Attendance

- Eight (8) 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 agenda under Unfinished Business.
- If you are unable to attend a meeting notify the Legislative Coordinator to ensure we have quorum for the meeting.
- If you miss 3 consecutive meetings, your appointment will be reviewed .

Advisory Committee Processes Agenda

- The Agenda will be delivered by email to Members at least the Thursday prior to the meeting. Hard copies are available upon request. 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 sign- up through the Alerts page website: <https://www.mississauga.ca/council/council-activities/council-agendas-minutes-and- calendar/subscribe-to-agendas-and-minutes/>

Procedures of Advisory Committee 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 TAC will be forwarded to General Committee for consideration through a Committee Recommendation Report and may be approved, amended or referred back to the Committee.
- If the Committee Recommendation Report is approved or amended at General Committee, 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 listed on the agenda to determine if the Committee Members wish move the item to Consent Agenda (without discussion) or hold the matter for discussion. If there are items placed on the Consent Agenda, a mover is required.
- Items held will be reviewed separately by the Committee where a discussion will take place. Items held will require a mover.

Procedures of Advisory Committees Voting on Matters

- 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.

Governance Workshop Educational Session

There will be a mandatory Governance Workshop education session in the Spring with the Integrity Commissioner in which all Citizen Members must attend.

Thank you

Questions