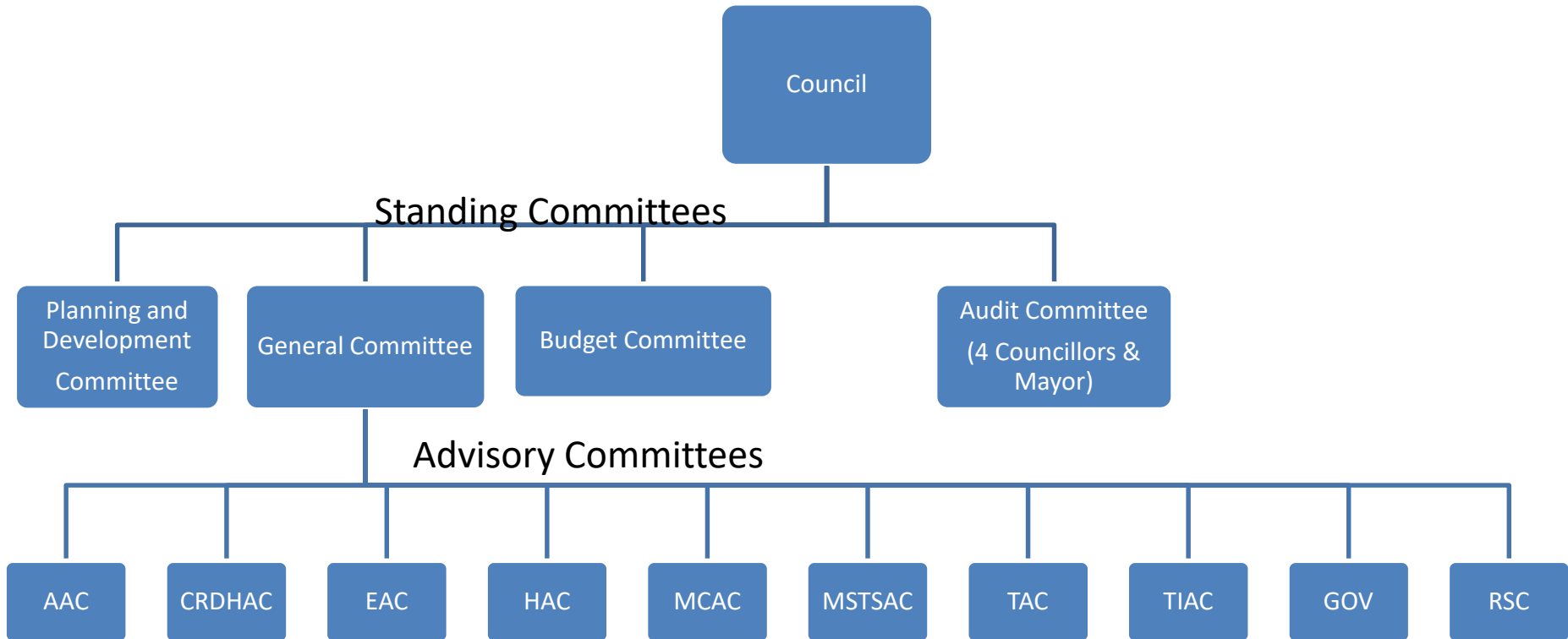


Combating Racism, Discrimination and Hatred Advisory Committee Procedures



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

CRDHAC Terms of Reference

- <https://mississauga.ca/publication/terms-of-reference-for-the-combating-racism-discrimination-and-hatred-advisory-committee/>

Legislative Coordinators Role

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

Procedures of Advisory Committees – Composition

- CRDHAC consists of 13 members; three (3) Councillors and ten (10) Citizen Members for the Term ending November 14, 2026.

Meeting Schedule

- CRDHAC meets quarterly (February, April, September, November), on the second Wednesday of the month at 6:30 PM, or as determined by committee members, at the call of the Chair, or at the direction of Council.
- Please see the attached link to the google calendar for CRDHAC dates.
<https://www.mississauga.ca/council/council-activities/council-and-committees-calendar/>
- Quorum is required to conduct a meeting of the Combating Racism, Discrimination and Hatred Advisory Committee so ensure that you advise the Legislative Coordinator of your attendance to ensure we have quorum.

Procedures of Advisory Committees- Quorum and Attendance

- Seven (7) 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.
- If you miss three(3) consecutive meetings, your appointment will be reviewed.

Advisory Committee Processes - Agenda

- Agendas are sent to Members of the Advisory Committee by email and posted on the City's Council and Committee Calendar. by the Friday 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 CRDHAC 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 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 a 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.

Thank you