

City of Mississauga
Additional Agenda



General Committee

Date

June 1, 2016

Time

9:00AM

Location

Council Chamber

2nd Floor

300 City Centre Drive

ADDITIONAL DEPUTATION

5.4 Item 6.3 Jeremy Harvey

MATTERS TO BE CONSIDERED

6.14 **(Unfinished Business)** Towing Industry Advisory Committee Citizen Member
Appointments

Contact

Sacha Smith, Legislative Coordinator, Legislative Services

905-615-3200 ext. 4516

Email sacha.smith@mississauga.ca

City of Mississauga
Corporate Report



Date: 2016/04/20

To: Chair and Members of General Committee

From: Gary Kent, Commissioner of Corporate Services and
 Chief Financial Officer

Originator's files:

Meeting date:
 2016/05/18

Subject

Towing Industry Advisory Committee Citizen Member Appointments

Recommendation

That the Corporate Report dated April 20, 2016 from the Commissioner of Corporate Services and Chief Financial Officer entitled "Towing Industry Advisory Committee Citizen Appointments" be received for information.

Background

At the April 18, 2016 Governance Committee meeting, staff were directed to review opportunities to expand the membership of the Towing Industry Advisory Committee (TIAC) to include Citizen Members who are not involved in the towing industry. It was suggested that the opportunities to expand TIAC include looking into the interest of citizen members from other advisory committees of Council.

Following the 2014 Municipal Election, Clerk's Office staff advertised in the Mississauga News and on the City of Mississauga website opportunities for citizen members involvement and appointment to all Advisory Committees of Council including TIAC. In total, staff received 11 applications from citizens who were interested to sit on TIAC. All applicants were in some way involved in the industry as owners or operators and none were identified as members of the general public.

Comments

The Terms of Reference for TIAC allows any resident of Mississauga or any Mississauga business owner to apply and become a citizen member of TIAC. The composition of TIAC is to include 2 councillors and 6 citizen members as outlined in Appendix 1. The current TIAC committee composition is as follows;

- Councillor Starr (Chair)
- Councillor Mahoney (Vice-Chair)
- Mark Bell, Citizen Member (Tow Truck Operations Manager)
- Robert Fluney, Citizen Member (Towing Owner and Operator)

- Daniel Ghanime, Citizen Member (Tow Truck Company Owner)
- John C. Lyons, Citizen Member (Tow Truck General Manager)
- Tullio (Tony) Pento, Citizen Member (Tow Truck Owner)
- Armando Tallarico, Citizen Member (Collison Centre Owner)

In accordance with Corporate Policy and Procedure 02-01-01, the Office of the City Clerk will canvass citizen members of committees in the fall of 2016, which is mid-term, to confirm that they wish to carry out the balance of their term. If any current citizen members indicate their resignation at mid-term, the clerk's office will proceed to fill the vacancies in accordance with the Corporate Policy. Should Council determine that additional members of the public would be an asset to the composition of TIAC, Council can direct staff to advertise and expand the committee composition. This could be done now, or as part of the mid-term recruitment.

In 2013, an in-depth City Committee of Council Structure Review was completed with benchmarking from other municipalities and it was found that there is no similar Towing Industry Advisory Committee. To date, there is still no comparable Towing Industry Advisory Committee to benchmark best practices or citizen involvement.

Financial Impact

Not applicable.

Conclusion

If Council wishes to add additional citizen members who are not involved in the towing industry the Terms of Reference would need to be amended to include the specific number of citizen members to be added, with provision that these members are not involved in the towing industry. In addition, direction should be given as to when the appointments are to be initiated now, or as part of the mid-term confirmation of citizen appointments.

Attachments

Appendix 1: Terms of Reference for Towing Industry Advisory Committee



For:

Gary Kent, Commissioner of Corporate Services and Chief Financial Officer

Prepared by: Stephanie Smith, Legislative Coordinator

Terms of Reference for Towing Industry Advisory Committee

Mandate

The Towing 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 industry in the City of Mississauga.

Objectives/Goals

The Towing Industry Advisory Committee shall operate according to the Procedural By-law regulating the operation of meetings of Council and its Committees. Appointed members are required to attend meetings on a bi-monthly and on an 'as required' basis to discuss issues related to the towing industry in the City of Mississauga. Staff reports are primarily generated based on referral from the Towing Industry Advisory Committee.

Work Plan

All Advisory Committees shall prepare annual Work Plans which 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 be carefully crafted in order 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.

The Committee shall present its accomplishments as they relate to the work plan, to Council annually.

Definitions

Definitions are provided for the purpose of clarity and only where necessary. That definitions provided are referenced to the appropriate source/legislation.

Procedures and Frequency of Meetings

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

http://www7.mississauga.ca/documents/bylaws/procedural_by-law_2013.pdf

The Towing Industry Advisory Committee will meet approximately 6 times per year, usually on the first third Tuesday of every month, or as determined by the Committee at the call of the Chair.

Membership

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. and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities. <http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>

That the Terms of Reference clearly outline what is expected of members of the committee, especially regarding the level and nature of the involvement expect.

Membership of the Towing Industry Advisory Committee shall comprise of the following with full voting rights:

Appointment of Members (by Resolution)
 2 Councillors,
 6 Citizens

Role of Chair

The role of the Chair is to:

1. Preside at the meetings of Towing Industry Advisory Committee using City of Mississauga's Procedure By-law, and keep discussion on topic.
2. Provide leadership to Towing 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 and Enforcement Office in the City.
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.
6. Liaise with the Manager of Mobile Enforcement on a regular basis.

Role of Committee Members

The role of Committee Members is to:

1. Ensure that the mandate of Towing Industry Advisory Committee is being fulfilled.

2. Provide the Chair with solid, factual information regarding agenda items.
3. When required, advise Council on matters relating to towing.
4. Actively participate in the promotion of the Committee's signature events/Site inspections/etc. (whatever they may be).
5. 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 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 Procedure By-law 139-2013, 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.