

## **TERMS OF REFERENCE**

### **COUNCIL AD HOC ANIMAL WELFARE COMMITTEE**

#### **1. Name and Type of Committee**

- Ad Hoc Animal Welfare Committee
- Ad Hoc Committee of City Council

#### **2. Statement of Purpose**

The Council Ad Hoc Animal Welfare Committee will act as an advisory committee to City Council on issues relating to animal welfare in the City of Lethbridge

#### **3. Composition and Appointments**

##### a) Voting Members

- 5 Community Members at Large - appointed by City Council
- 1 Representative from Lethbridge and District Humane Society – ratified by City Council
- 1 Representative from each legally recognized Animal Rescue Society - ratified by City Council
  - No-Kill Animal Association
  - Windy City Canine Rescue

The Chair and Vice-Chair will be appointed by the Committee.

##### b) Non-Voting Members

- Manager, Regulatory Services Manager or Designates

The Animal Control Manager/Contractor may also be invited to meetings to report and or assist in an advisory capacity.

#### **4. Term of Appointment**

- a) To be appointed by City Council for up to a three (3) year term with options for re-appointment to a maximum term limit of six (6) years.
- b) Furthermore, since this Committee's mandate is to work collaboratively, all members must publicly support the work of this Committee. Members not publicly supportive of the work of this Committee may be dismissed.

#### **5. Duties and Responsibilities**

- a) To oversee the pilot project designed to determine best practices for the eventual elimination of feral cat colonies
- b) To oversee the domestic spay/neuter program undertaken by No Kill Alliance (NOKA) funded by the City of Lethbridge
- c) To oversee the application process for the non-veterinarian funding program for animal rescue groups as directed by City Council
  - a. Organizations applying for this funding will declare conflict and excuse themselves from the discussion on projects when they are applicants
- d) In the event that the Committee is required to report to City Council, the Committee will report to the Community Safety Standing Policy Committee.

#### **6. Quorum**

A minimum of five voting members will constitute a quorum. As much as possible and practical decisions shall be made through dialogue and consensus. It shall be the prerogative of the Chair to conduct a vote should consensus alone not be appropriate.

#### **7. Meetings**

Committee meetings will meet as required. Notice of Meeting and the Agenda will be circulated at least three days prior to a meeting.

#### **8. Required Resources**

- a) Administrative support, minutes, agendas, correspondence and other documentation will be maintained by the City Clerk's Office Administration will assist in the development of options for the Committee's consideration

## **9. Reporting, Review, and Evaluation Dates and Process for the Committee**

The Committee will provide the Community Safety Standing Policy Committee with monthly reports This Committee will continue until 2018 as per the 2015-2018 budget; or until the Committee, in consultation with Council, wishes to disband.