

TERMS OF REFERENCE

COUNCIL STANDING ANIMAL WELFARE COMMITTEE

1. Name and Type of Committee

- a) Animal Welfare Committee
- b) Standing Committee of City Council

2. Statement of Purpose

The Council Standing 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, to be appointed or ratified by City Council
 - i. 5 Community Members at Large - appointed by City Council
 - ii. 1 Representative from Lethbridge and District Humane Society – ratified by City Council
 - iii. 1 Representative from each legally recognized Animal Rescue Society - ratified by City Council
 - No Kill Animal Association (NOKA)
 - Windy City Canine Rescue

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

- b) Non-Voting Members
 - i. Manager, Regulatory Services Manager or Designates
 - ii. 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 the Committee. Members not publicly supportive of the work of this Committee may be dismissed.

5. Duties and Responsibilities

- a) To oversee the funding and application process of feral cat colonies within the City of Lethbridge. In accordance with the Care and Maintenance Guidelines of Feral Cat Colonies,
- b) To oversee the domestic spay/neuter program undertaken by No Kill Animal Association (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
 - i. Organizations applying for this funding will declare conflict and excuse themselves from the discussion on projects when they are applicants
- d) To advocate, educate, and advise the Community at large on the best practices of responsible pet ownership in collaboration with the City of Lethbridge, Community Animal Services, and other local pet organizations within the city.

6. Quorum

A minimum of 50% of the voting members plus 1 voting members will constitute quorum. As much as possible and practical decisions shall be made through dialogue and consensus. It shall be the prerogative of the Chair, Vice-Chair to conduct a vote should consensus alone not be appropriate.

7. Meetings

The Animal Welfare Committee will meet as required. Notice of meetings and the agenda will be circulated at least three (3) 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

In the event the Animal Welfare Committee is required to report to Council, the Committee will report to the appropriate Standing Policy Committee depending on the nature of the matter.

The Animal Welfare Committee will continue until the Committee in consultation with City Council wishes to disband, or, until funding no longer exists.