

## **Animal Welfare Advisory Committee** **Terms of Reference**

### **Role**

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

### **Mandate**

The Animal Welfare Advisory Committee reports to the Municipal Council through the Community and Protective Services Committee. The mandate of the Animal Welfare Advisory Committee is to advise the Municipal Council on issues relating to animal welfare within the City of London by conducting research, reporting on findings and making recommendations to the Municipal Council on issues relating to animal welfare for domestic animals, urban wildlife and animals for use in entertainment. Farm animals do not, however, fall within the mandate of the Animal Welfare Advisory Committee.

Issues and initiatives relating to animal welfare within the City of London include animal control legislation (municipal, provincial and federal); licensing and other fees; public education and awareness programs; off-leash dog parks; adoption programs; spay/neuter programs; feral cats; discussing and understanding animals in entertainment; and enforcement.

Typical duties of the Advisory Committee would include:

- advising on issues and concerns faced by animals within the City of London;
- advising on opportunities that have been identified within the community to improve animal welfare;
- advising, consulting and reporting findings and recommendations on matters from within the City of London and other jurisdictions that directly relate to the mandate of the Advisory Committee;
- reviewing and making recommendations to the Public Safety Committee on solutions to improve animal welfare in the City of London;
- supporting, encouraging and being a resource to the Municipal Council and the Civic Administration; and
- serving as a forum for the exchange of information on initiatives and issues involving the various organizations that deal with animals in the City of London, the pet owners that have responsibilities for these animals, Londoners that must harmonize their daily activities with urban wildlife and London businesses that may have a role to play in fostering increased animal welfare activities.

### **Composition**

#### **Voting Members:**

A maximum of eighteen voting members consisting of:

One representative from each of the following four specific organizations:

- Animal Rescue Group
- Friends of Captive Animals
- London Dog Owners Association
- Wildlife Rehabilitator/Naturalist

#### **One representative from each of the following general categories:**

- Wildlife Rehabilitator, including naturalists with either educational credentials or active involvement with wildlife through an organization
- Animal Rescue Group
- Veterinarian or Veterinary Technician
- Local Pet Shop Owner
- 10 Members-at-Large

### Non-Voting Resource Group:

One representative of each of the following will be available to attend the Advisory Committee's meetings when necessary:

- Planning, Environmental & Engineering Services Department-Engineering
- Planning, Environmental & Engineering Services Department-Planning
- Community Services Department
- Middlesex-London Health Unit
- Upper Thames River Conservation Authority
- Ministry of Natural Resources
- Two secondary school student representatives

### Sub-committees and Working Groups

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's Office does not provide secretariat support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

### Term of Office

Appointments to advisory committees shall be for a four-year term, commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Council term.

### Appointment Policies

Appointments shall be in keeping with Council Policy.

### Qualifications

Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. Interested candidates will have the necessary membership, experience, credentials and interest relative to the organization or category that they represent, including, but not limited to:

- a range of background experience operating a domestic animal kennel, a veterinarian clinic, animal rescue program, breeding operation or pet supply store;
- experience with the unique nature of urban wildlife and its associated needs;
- a keen interest in animal welfare within the City of London;
- regard for the interest of all citizens, respecting that there are very diverse views on animal welfare;
- a commitment to working with all parties, including the Municipal Council, to develop a common approach which is reasonable and practical and considers the interests of all parties;
- a knowledge and understanding of legislation applicable to animals; and,
- the ability to commit the required time to effectively carry out the Advisory Committee's mandate.

### Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy.

### Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

### Remuneration

Advisory committee members shall serve without remuneration.