

ANIMAL CARE COMMITTEE

COMPLETE TERMS OF REFERENCE

BACKGROUND

~~In January, 2005, the Town of Markham partnered with the Town of Whitby for delivery of its animal care services.~~

The Town's animal care and control program has a primary focus on animal control for the purpose of protecting the public. ~~The Town of Markham has been asked to~~ **In 2006, the Town of Markham established** an Animal Care Committee to support and act as a resource to ~~Clerk's Department~~ **Legislative Services** staff for the efficient and compassionate care of animals.

COMMITTEE MANDATE

The Animal Care Committee's mandate is to develop a community-driven model for improving animal welfare in Markham and report its findings back to the General Committee.

The primary focus of the Committee will be on the welfare of animals within the Town of Markham. Within this category, the Committee will primarily focus on: cats, dogs and, some other pets including rabbits and rodents. ~~The eight~~ **Five** key goals of the Committee include:

1. **Prepare and implement an annual business plan**
2. Education of residents **regarding responsible pet ownership**
3. **Education regarding the importance of sterilization to prevent pet overpopulation and unwanted pets, animal care, and the appropriate veterinary services;** ~~The importance of animal care, of spaying and neutering and the appropriate veterinary services;~~
4. ~~Providing~~ **advice and recommendations regarding convenient, affordable** ~~for reasonable affordable veterinary services to residents spay/neuter clinics.~~
5. ~~Arranging for adoptions~~ **Provide advice on maximizing adoption services in partnership with the Town's animal care provider and local rescue organizations.**
6. **Provide advice and guidance regarding the best practices for the habitat and care of sick/injured/orphaned wildlife.**
7. **Provide input on animal care programs for the Town of Markham;**
8. Fund raising for all of the above items.

Issues, concerns and opportunities relating to animal care include, but are not limited to: ~~fragmented roles and responsibilities of animal care service providers;~~ engaging the community; animal licensing and other fees; public education and awareness programs; pet adoption programs; controlling pet overpopulation; and limited available funding. ~~Potential questions to be addressed by the Committee are contained in Schedule "A".~~

~~It is important to note that given the fiscal pressures on all Town of Markham services, the Town is not in a position to significantly increase its role or funding level unless viable new funding options can be developed. The decision to increase that role rests with Municipal Council. Equally important to note is that fiscal pressures and resource issues are prevalent across many organizations. Team work will be the foundation of a community-driven Animal Care model.~~

MISSION STATEMENT

“To promote and ensure excellence and professionalism in animal care through continuing education, effective networking, mutual support and the enhancement of the ability to provide quality, cost effective services to our residents and care to the animals in our municipality.”

COMPOSITION

The Animal Care Committee shall be comprised of the following:

- up to ten (10) members of the public
- one (1) member of Council
- up to four (4) representatives from local animal advocacy groups

The following resources shall be assigned to the Committee:

- The Town Clerk (or alternate)
- Senior Animal Control Officer (or alternate)
- A voluntary veterinarian

The Committee may form sub-committees and working groups as may be necessary to address specific issues. ~~The Clerk's Department~~ **Legislative Services** does not provide secretariat support to ~~these groups. These sub-committees and sub-~~ **committees** and working groups – **these bodies** shall draw upon members of the Committee as well as other external resources as deemed necessary.

QUALIFICATIONS QUALITIES

Interested candidates will have:

- a keen interest in animal care within the Town of Markham;
- regard for the interest of all citizens;
- the ability to maintain and promote an appropriate atmosphere within Committee and sub-committee meetings;
- an understanding of the by-laws related to animals within the Town;
- the ability to commit the required time, and
- demonstrated integrity.

APPOINTMENT POLICIES

~~The specific organizations listed under the Composition Section nominate their representatives and Municipal Council makes the appointments.~~

~~Through local newspaper advertisements, citizens are invited to apply for the Committee.~~

CODE OF CONDUCT

~~Markham Committees are required to follow the regulations contained in the Town's Procedural By-Law.~~

MEETINGS AND LOCATION

Meetings are generally held once a month in the evening. Additional meetings will be at the call of the Chair.

DUTIES AND DELIVERABLES

The Animal Care Committee will reports to Town of Markham Council through the General Services Committee.

Typical duties of Committee members include:

- Advising on issues and concerns faced by animals within the Town of Markham;
- Advising on opportunities that have been identified within the community to improve animal care in Markham;
- Advising, consulting and reporting the findings and recommendations on matters from within the Town of Markham and other jurisdictions that are directly related to the mandate of the Committee;
- ~~Reviewing and making recommendations on solutions to improve animal care in Markham;~~
- **Providing advice on solutions on how to improve animal care in Markham;**
- Supporting, encouraging and being an ongoing resource to the Committee, individuals, agencies and the business community by educating and building community awareness about measures for improving animal care in Markham;
- Becoming familiar with and working towards improving animal care issues and veterinary practices in Markham, and the impacts on community character;
- Participating in fund raising events designed to resource improved animal services care, including reasonable veterinary services;
- Becoming familiar with the by-laws and policies/procedures related to animals within Markham;

- Becoming familiar with public views and concerns regarding animal care in Markham;
- ~~becoming familiar with the implementation issues;~~
- Participating in workshops and public events related to the proposed animal care related issues;
- Providing **feedback received from residents to the Committee regarding** issues and options relating to animal care;
- ~~Providing comments and recommendations to the General Committee;~~

CURRENT SERVICES

~~Current services are listed on Schedule "B"~~

DURATION OF APPOINTMENT

Committee members will be appointed ~~for one, two, and three year terms on a staggered basis~~ **at the discretion of Markham Council.**

CHAIRPERSON

The Committee will appoint a chairperson amongst its members as part of the first official Committee meeting. This individual will serve in this capacity for one year.

REMUNERATION

No remuneration is paid to Committee members.

CONTACTS

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*Amended by Council at its meeting on September 23, 2008 (Composition, and Meetings and Locations)

**POTENTIAL QUESTIONS TO BE ADDRESSED BY THE TOWN OF MARKHAM
ANIMAL CARE COMMITTEE**

A number of animal care issues, concerns and/or opportunities have been identified during the Town's on-going Program Review of its Animal Program. Listed below are some of these items grouped in three categories:

1. Roles and Responsibilities of Service Providers in the Town of Markham

Within the Town the following categories of service providers (including volunteers) can be found:

- Town's (municipal government) Animal Care
- O.S.P.C.A.
- Whitby Animal Services
- Veterinarians
- Animal Groomers
- Animal Rescue Groups
- Pet Sitters
- Concerned Citizens; and
- Ontario Ministry of Agriculture and Food (OMAF)

Key questions to answer when considering roles and responsibilities include:

- What is the appropriate role (or roles) of the Town of Markham in animal care? How should these roles be balanced/prioritized among other municipal responsibilities?
- How could the Town of Markham fund or support animal care (e.g., revenues from licensing and identifying animals; determining the appropriate funding level from general taxes)?
- In light of fiscal pressures facing local government and the fact that the Town's primary focus has been with animal control, how much support should local government provide to animal care?
- What is the role for private funds and donations, fund raising, other sources of funds to offset program costs being incurred?

- How do we draw the lines to avoid duplication in services?
- What is the appropriate role of the community, stakeholders and other service providers (e.g., from coordination to networking, to enhance animal care and control services while avoiding duplication)?
- Is there a need to coordinate local roles and responsibilities (e.g., who does what and why)? Who should do this?
- Who should run outreach programs to educate pet owners and potential owners about responsible pet ownership?
- What are the appropriate roles for the Provincial Government and Federal Government? It has already been identified that many of the key issues identified in Markham are common to other municipalities.

2. Animal Care

A number of issues dealing with animal care have been raised not only in Markham but in most jurisdictions surveyed in the Program Review. Key questions to answer when considering animal care include:

- If pet overpopulation is a big part of the problem (particularly cats) not only in Markham but all across Canada, who is responsible for bringing this under control?
- Pet sterilization programs (e.g., spay/neuter) have proven to be useful in reducing the number of animals, then how could this program be increased locally? Who should pay for this program?
- What standards should be used to determine the humane treatment for animals (e.g., the role of euthanasia and the methods of euthanasia)?
- What are the appropriate levels of care for injured animals that do not have an easily found owner? Who should be responsible for this care?
- Should the Town be more aggressive in licensing dogs and identifying cats? Is there a greater role for micro-chipping animals and how would this impact service costs?

3. Reuniting Pets with Owners, Adopting Animals

Reuniting pets with their owners or finding homes for unwanted pets is very rewarding for all involved.

- How can we reunite more lost pets with owners?
- Is licensing (dogs), identifying (cats) and micro-chipping either for the purposes of returning pets an effective approach? Is one approach better than the other?

- ~~How do we increase the number of households that are willing to adopt a pet?~~
- ~~To prepare some animals for adoption, are there socialization programs that can be implemented to provide assistance? Who should run these and how would the costs be covered?~~

SCHEDULE “B”

CURRENT SERVICES PROVIDED BY THE TOWN OF MARKHAM

The four service areas that are part of the Town’s Animal Care Program, provided under a contract by the Town of Whitby include:

1. Animal Control — a function designed primarily for the protection of residents and visitors to Markham. Specifically the mandate covers control of:

- stray dogs;
- sick, injured, or dying domestic or wild animals except those animals provided for by the O.S.P.C.A
- confined cats

The services are delivered seven days a week, with some conditions. Other key features specified include:

- all animal related matters affecting public safety;
- rescue matters where animals are in distress;

2. By-law Enforcement, through Whitby Animal Services, enforce:
Animal Control By-law, and
Dog Licensing & Control By-law

— Issue Provincial Offences Notice (PONs) as follows:

- o Part I Certificates (can be paid out of court)
- o Part I Summons (requires the recipient to appear in court)
- o Part III Summons (requires the recipient to appear in court)

— Issue Notice of Contravention (NOCs) - typically issued to allow a pet
— owner time to purchase identification.

— Issue Verbal and Written warnings:

- o Animal Control By-law
- o Dog Licensing & Control By-law

3. Dog Licensing and Cat Identification Program including:

- obtaining all necessary particulars before issuing the dog licenses and cat identifications
- issuing all dog licenses and cat identifications, and
- receiving and collecting licence and identification fees including the renewal process

4. Shelter (Pound) Services for stray animals — providing a facility designed to receive stray animals primarily from animal control officers and to a lesser extent from the general public. The pound is operated in accordance with the provisions of the Pounds Act, Animals Research Act, the Municipal Act and all other applicable

legislation. The pound is constructed to and maintained in accordance with Ontario regulation 17/80. Care and cleanliness within the pound complies with the standards designated by the Ontario Ministry of Agriculture and Food