

Terms of Reference

Domestic and Feral Cat Advisory Committee

Mandate:

The Domestic and Feral Cat Committee is a staff advisory committee formed to increase mutual understanding and communications between the Municipality and various stakeholders. The committee will determine if there are opportunities to work together towards collaborative outcomes regarding the current situation of domestic and feral cats in our community.

Guiding Principle:

Client Focus: all participants maintain a focus on the impact of practises and legislation related to domestic and feral cats in HRM.

Clarity: ensure the stakeholders have the opportunity to better understand the various roles and responsibilities related to domestic and feral cats in HRM and to gain better understanding of the interests and concerns of stakeholders.

Efficiency: realizing maximum benefits with minimal resources and regulation.

Effectiveness: providing the highest degree of client service.

Accountability: identifying what the citizens expect from HRM staff and stakeholders.

Consistency & Fairness: in terms of approach, practises and regulations throughout the municipality.

Responsibilities:

- Promotes quality service and professionalism in addressing issues related to the domestic and feral cat populations in the municipality.
- Provides advice to Animal Services staff, respecting business practices, processes and legislation.

Membership:

- Two members that are Veterinarians
- One member from a Conservation Group
- Three members: A combination of one representative from each Rescue Group that are Charitable/non-profit organizations
- Two members who are citizens at large who do not have any affiliation with the above.
- Staff Liaison: Staff From HRM Compliance Division/Animal Services
- An invitation to participate will also be extended to:
 - A Staff person from the Department of Agriculture
 - A Staff person from the Department of Natural Resources
 - One member from Nova Scotia Veterinary Medical Association
 - One member from the NSSPCA
 - One member from the HRM Shelter Keeper

Administrative:

Group meetings may be held quarterly at a regular time and place, or as agenda items warrant. Any additional meetings can be scheduled as required. Notice of meetings, agendas and

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related information will be circulated to the group by staff liaison from Planning & Development Services, Municipal Compliance/Animal Services one week in advance of the meeting. Minutes of the meeting will be the responsibility of the group and will be circulated to group members only.

The Committee will adopt such practises as necessary to ensure the smooth running of meetings and opportunities for all members and staff to hear and be heard in a fair and respectful manner during the conduct of meetings.

Membership/Terms: Term of members shall be for one (1) year or as otherwise designated upon appointment. Rotation of membership through interested organizations and individuals is encouraged.

Membership selection will be by:

- 1) Designation by the organization in the case of NS Veterinary Association, NSSPCA and HRM Shelter Keeper, and
- 2) Other positions through an advertised expression of interest and fair & equitable selection process adopted in collaboration between Municipal Compliance/Animal Services staff and the Office of the Municipal Clerk.