



**OACAC-24-01**  
**Memorandum**

**Date:** March 22, 2024  
**To:** Members of the Oshawa Animal Care Advisory Committee  
**From:** Felicia Blanchet, Council-Committee Coordinator  
**Re:** Information from Oshawa City Council – December 11, 2023

At a meeting on December 11, 2023, Oshawa City Council adopted the following recommendation:

CNCL-23-132 Resident Appointments to Advisory Committees (All Wards)

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Recommendation

That based on Report CNCL-23-132 dated December 6, 2023 concerning resident appointments to Advisory Committees:

1. That the applicants listed in Confidential Attachment 2 be appointed to the respective Advisory Committees for the term as outlined or until such time as successors are appointed; and,
2. That the Terms of Reference for the Oshawa Animal Care Advisory Committee be amended set out in Attachment 1 to said Report to change the membership composition from nine Stakeholder Members and one resident Member to six Stakeholder Members and four resident Members and to change the meeting frequency from one meeting per month to one meeting per quarter; and,
3. That the resident Member applicants and Stakeholder Member organization listed in Confidential Attachment 3 be appointed to the Oshawa Animal Care Advisory Committee for the term outlined; and,
4. That the Oshawa Active Transportation Advisory Committee be disbanded, the remaining members thanked for their service, and their contact information be provided to staff to initiate a staff working group; and,
5. That staff investigate alternative methods for community engagement that would be less restrictive and more inclusive of idea sharing and brainstorming than the current Advisory Committees of Council model and report back to Council in 2024.

These items are provided for information to the Oshawa Animal Care Advisory Committee, no further action is required.

# Oshawa Animal Care Advisory Committee

## Terms of Reference

### 1.0 Mandate

The mandate of the Oshawa Animal Care Advisory Committee (OACAC) is to assist, advise and educate City Council, staff, key stakeholders and the wider Oshawa community with respect to continually improving the efficient and compassionate care of animals within the City of Oshawa. A key part of OACAC's function will be to: find and evaluate potential initiatives; provide expert opinions and network with other subject matter experts on issues; assist and promote existing and future projects; support fundraising and grant applications; and facilitate training of stakeholders and the general public.

Fundamentally, OACAC will work with the City Council, staff, key stakeholders and the wider Oshawa community to develop a robust, efficient and effective community-driven model for improving animal welfare, with a primary focus on domestic and feral cats, dogs, birds and small animals in the City of Oshawa as well as partner driven public education for wildlife and report its findings to City Council through the Community and Operations Services Committee.

In addition, the OACAC will make an annual presentation directly to Council within the first quarter of every year highlighting achievements and improvements attributable to the OACAC efforts.

### 2.0 Goals and Objectives

The goals of the OACAC include:

1. Advise on opportunities to improve animal care within the City of Oshawa;
2. Assist in the education of the public regarding responsible pet ownership; including the importance of sterilization to prevent pet overpopulation and unwanted pets, as well as animal care and appropriate veterinary services;
3. Provide advice and recommendations regarding convenient, affordable spay neuter services;
4. Provide advice on maximizing adoption services in partnership with rescue organizations and off-site adoption partners;
5. Provide public education opportunities and guidance regarding the best practices for the habitat and care of sick, injured and orphaned wildlife;
6. Provide input on existing and potential future animal care programs for the City of Oshawa; and,

# Oshawa Animal Care Advisory Committee

## Terms of Reference

7. Undertake any fundraising activities as outlined in the Advisory Committees of Council Policy and Procedure including but not limited to community engagement, animal licensing, public education and awareness, pet adoption programs and controlling pet overpopulation. Any fundraising activities require the approval of Council.

### 3.0 Guiding Principles

Advisory Committees shall be compliant with the Advisory Committees of Council Policy and Procedure (which respects the City's Procedural By-law 111-2017, as amended, regarding meeting process). The Procedural By-law may be referenced directly through Legislative Services should further clarification on meeting process be required. Changes or clarifications to the Policy or Procedure shall be reflected in updates to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is comprehensive and addresses, amongst other matters, duties and conduct of Oshawa Animal Care Advisory Committee members and support staff, operating procedures, conduct of meetings and standard templates for advisory committee agendas, advisory committee reports to Council, etc.

The Commissioner, Community and Operations Services Department shall assign the Supervisor, Oshawa Animal Services to act as a Policy Advisor to the OACAC.

### 4.0 Key Success Factors

For the Oshawa Animal Care Advisory Committee to be successful, the following factors need to be realized:

- vision;
- leadership;
- appropriate funding and staff resources;
- effective communication;
- partnership development;
- volunteer support and commitment;
- feasible, realistic and achievable strategies/actions tailored to the community's needs; and
- a strong relationship with the Community and Operations Services Committee and City Council.

# **Oshawa Animal Care Advisory Committee**

## **Terms of Reference**

### **5.0 Number of Members**

Composition:

The Oshawa Animal Care Advisory Committee shall be comprised of the following:

- Four (4) members of the public
- one (1) member of City Council
- Six (6) representatives from animal advocacy groups appointed as Stakeholder Members

### **6.0 Member Qualifications**

Committee members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise and interest in animal matters.

### **7.0 Frequency of Meetings**

The Oshawa Animal Care Advisory Committee will meet quarterly at City Hall. There will be no meetings in July and August. In the year of a Municipal Election, there will be no scheduled meetings in July, August, October and November. Additional special meetings may be called, as required, by the Chair.