

Animal Shelter Task Force

Terms of Reference

Purpose

The City of New Westminster Animal Shelter Task Force will provide recommendations and advice to Mayor and Council on options for providing a new Animal Shelter facility within the City of New Westminster. Within the context of the City's Sustainability Charter "Envision 2032", Official Community Plan, and relevant neighbourhood plans, the Task Force is expected to report on program requirements and facilities that are necessary to serve the community for a minimum planning horizon of 25 years. In addition to identifying a preferred location and siting for a new facility, it is anticipated that the Task Force will also consider alternative service delivery models for providing animal care services in the City and for co-locating with other City services.

Composition

The Task Force will be chaired by a City Councillor and membership will be comprised of the following:

- City Councillor (Chair)
- City Councillor (1 member)
- Royal City Humane Society (1 member)
- Community member at large (2 members)
- Director of Engineering Services
- Manager of Civic Buildings & Properties
- Member New Westminster Animal Services (1)

Background

The City operates an animal shelter facility at 231 Ewen Ave. This 1,700 square feet facility was constructed in 1986 and serves as the administrative center for both the City's Animal Services and Vehicle Towing Operation. In 2014, the Animal Shelter housed and processed approximately 98 dogs, 181 cats, and 22 other animals. The existing shelter has capacity to house approximately 10 dogs, 20-25 cats and 3-5 other small animals. A variety of kennel areas exist for dangerous dogs, sick animals, and pets available for adoption. Specific areas are available for exercise, socialization and new arrivals. There is limited area for veterinary services. Currently the animal shelter is co-located with the City's towing operation which enables a sharing of administrative support staff and a wide range of opening hours for public access.

Scope of Work

The scope of work of the Task Force will be to:

- Assess the long term Animal Services facility needs for the community considering a planning horizon of at least 25 years;
- Review existing animal shelters and animal services programs of neighbouring jurisdictions and within the metro Vancouver region to examine best practices and determine possible partnering opportunities;
- Review available City-owned lands and determining the best location for siting a new animal services facility;
- Identify and engage with potential government, private, and non-profit funding partners;
- Research new or alternative delivery models for the provision of animal services for the community;
- Examine available provincial and national regulatory standards or guidelines for design and construction of animal services facilities *eg. Canadian Standards of Care in Animal Shelters – Canadian Advisory Council on National Shelter Standards – 2013.*

Timeline

As the existing facility is located on lands that will be redeveloped within the next 2 – 3 year timeframe, the Task Force recommendations are required by September 30, 2015.

Staff Support

The Task Force will be supported by staff from the Engineering Dept., Animal Services Division, Building & Civic Properties Division, and the Planning Division of the Development Services Department as required.

Budget

The Task Force will identify budgetary resources required to conduct its work plan which will be approved by the Office of the Chief Administrative Officer.