

# Staff Report



Corporate Services Department

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**REPORT TO:** Committee of the Whole

**DATE OF MEETING:** May 12, 2025

**SUBMITTED BY:** Amanda Fusco, Director, Legislated Services and City Clerk, 519-904-1402

**PREPARED BY:** Dianna Saunderson, Deputy Clerk/Manager Council & Committee Services, 519-904-1410  
Mariah Blake, Committee Coordinator 519-783-8999

**WARD(S) INVOLVED:** All Wards

**DATE OF REPORT:** April 18, 2025

**REPORT NO.:** COR-2025-204

**SUBJECT:** Terms of Reference – Dog Designation Appeal Committee and Property Standards Appeal Committee

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## RECOMMENDATION:

That the Terms of Reference for the Animal Designation Appeal Committee and the Dog Designation Appeal Committee, as outlined in Appendix 'A' of the Corporate Services Department report COR-2025-204, be approved; and,

That an appeal fee for the Animal Designation Appeal Committee and Dog Designation Appeal Committee be added to the 2025 User Fee schedule in the amount of \$125.; and,

That the Terms of Reference for the Property Standards Committee be amended to allow members of the Animal/Dog Designation Appeal Committee to serve as ex officio members of the Property Standards Committee, when needed; and,

That the current appointments to the Animal/Dog Designation Appeal Committee and the Property Standards Appeal Committee remain in effect until the recruitment process is completed, and new members can be appointed.

## REPORT HIGHLIGHTS:

- The purpose of this report is to establish a formal Terms of Reference for the Animal Designation and Dog Designation Appeal Committee.
- On April 8, 2025, Council approved revisions to the Committee's composition to allow for the appointment of Council members and public members to form the Committee.
- The proposed composition of the committee is being recommended to appoint up to five members, comprising of the following: up to three members of the public with expertise in adjudication and/or animal behaviour, and up to two members of Council, who will be scheduled on a rotating basis.

- The Terms of Reference provide greater transparency, accountability, and guidance to the Committee's operational procedures.
- To support public participation, staff recommend an honorarium for public members of \$125. per meeting if serving as the Chair, and a \$100. per meeting for committee members. The proposed appeal fee will assist to offset costs of the honorarium for public members.
- To improve scheduling flexibility and ensure quorum, a cross-appointment model is proposed, permitting members of the Animal/Dog Designation and Property Standards Appeal Committees to serve as ex officio members on each other's committees when needed.
- This report supports the delivery of core services.

### **BACKGROUND:**

On April 8, 2025, Council approved changes to the composition of the Dog Designation Appeal Committee and Animal Designation Appeal Committee, as outlined in COR-2025-111. These changes necessitated the development of a Terms of Reference to ensure clarity, fairness, and operational consistency in the Committee's processes. The revised Terms of Reference establish a clear structure and procedural framework, supporting transparency and procedural fairness for the application and administration of the City's Animal and Dog Ownership By-laws.

The Dog Designation Appeal Committee provides a formal process through which dog owners may appeal designations made by the City's Animal Services provider. The Animal Designation Appeal Committee provides a formal process for residents to make an appeal to Committee to amend the restricted animal list.

With the inclusion of both Council and public members - moving from a previously Council-only composition - the updated structure aims to bring a broader range of expertise and improve scheduling flexibility.

### **REPORT:**

Following Council's direction on April 8, 2025, staff developed updated Terms of Reference for the Animal Designation Appeal Committee and Dog Designation Appeal Committee. These updates reflect a revised structure for the committees, including membership and composition.

The revised committees will consist of up to five members:

- Up to Three (3) members of the public with relevant expertise
- Up to Two (2) members of Council

Each hearing will be scheduled to ensure at least one member of Council, and one public member are present to provide balanced representation.

**Decision-Making Process:** Decisions made by the Committee will continue to be referred to the next Council meeting for ratification. If an appellant is dissatisfied with the Council's decision, they may appeal to Divisional Court.

**Honorarium for Public Members:** To support the participation of members of the public, staff recommend offering an honorarium of \$125. per meeting for the Chair and \$100 per meeting for

the members, payable upon attendance. This honorarium is consistent with the Property Standards Committee and is intended to recognize the time and expertise of the public members.

**Appeal Fee:** To help offset the costs associated with increased public participation, staff propose implementing an appeal fee of \$125. This fee will help mitigate any budgetary variances resulting from the updated structure and additional public involvement.

**Cross-Committee Ex Officio Membership:** To improve operational efficiency, staff are also recommending that members of the Property Standards Appeal Committee be authorized to serve as ex officio members on the Animal Designation Appeal Committee and Dog Designation Appeal Committee when needed, and vice versa. The Committee members do have similar types of experience required to be considered for appointment, so the cross-appointment model will allow for greater flexibility in scheduling urgent matters, while maintaining fairness and impartiality. Given the relatively low frequency and volume of cases, this arrangement will enhance the effectiveness of both committees.

Summary of the Recommendations:

- Approve the updated Terms of Reference for the Animal Designation Appeal Committee and Dog Designation Appeal Committee, as outlined.
- Approve the honorarium of \$125. per meeting for the Chair and \$100 per meeting for the members, payable upon attendance.
- Approve the implementation of an appeal fee of \$125.
- Approve the proposal for ex officio cross-appointments between the Animal/Dog Designation Appeal Committees and the Property Standards Appeal Committee.

## **STRATEGIC PLAN ALIGNMENT:**

This report supports the delivery of core services.

## **FINANCIAL IMPLICATIONS:**

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget - The proposed recommendations to amend the committee composition to include public members is expected to have a negligible effect on the operating budget. The Committee currently has its own operating budget that is allocated \$1,000 to cover honorariums. To ensure the Committee is in line with the previously approved honorariums, it is recommended that any public members scheduled to attend a meeting, be paid the same rate that is paid to members of the Property Standards Committee, \$125 Chair (s) and \$100 Member (s).

With the proposed changes in Committee composition, it is also being proposed at this time to implement an appeal fee of \$125. to potentially off-set any potential variances in the Legislated Services Operating budget. Additionally, does help to minimize frivolous appeals and some cost recovery for staff time in facilitating the hearings.

## **COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City's website with the agenda in advance of the council / committee meeting.

**PREVIOUS REPORTS/AUTHORITIES:**

- *COR-2025-111 – 2025 Dog Designation Appeal Committee Review*

**APPROVED BY:** Victoria Raab, General Manager, Corporate Services

**ATTACHMENTS:**

Attachment A – Dog Designation Appeal Committee and Animal Designation Appeal Committee – Terms of Reference