



Electronic Animal Care Committee MINUTES

**December 16, 2020
ZOOM
5:30 PM – 7:30 PM**

Members Present

Valerie Burke, Vice-Chair
Janet Andrews
Judy Postello
Areez Remtulla
June Ziola
Bernice Royce
Vikrum Pain
Dr. Esther Attard

Regrets

Denielle Duncan, Chair
Aviva Harari
Sherry Klein

Staff

Christy Lehman, Licensing & Animal Services Coordinator
Laura Gold, Council/Committee Coordinator

| Item | Discussion | Action |
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| 1. Call to Order | The Animal Care Committee convened at 5:30 PM with Valerie Burke in the Chair. | |
| 2. Approval of the November 18, 2020, Animal Care Committee Minutes | Moved by Bernice Royce Seconded by Areez Remtulla That the November 18, 2020 Animal Care Committee Minutes be approved as presented. <div style="text-align: right;">Carried</div> | |
| 3. Business Arising From the Minutes | Committee reviewed the list of action items and updated the Action Item Table (view last page of minute document to see table). | |
| 4. Animal Services Program Update | <u>Cat Adoption & Education Centre</u> Christy Lehman, Licensing & Animal Services Coordinator advised that the Cat Adoption & Education Centre remains closed. The OSPCA is | |

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| | <p>working on creating educational programs while the centre remains closed.</p> <p><u>Legislative Services Animal Care Committee Model</u></p> <p>Christy Lehman advised that Council approved bringing animal care enforcement in-house in April 2021. Staff recommended the hiring of one supervisor, four full time officers, and two part time officers. Council approved the hiring of one supervisor, two full time officers, and four part-time officers, which reduced the staffing cost by approximately \$100K, and the service level by approximately 25%. Staff will be monitoring the program and presenting the results to Council in one year's time. A full year is needed to understand what is working and what needs to be changed.</p> <p>The City Contact Centre will now be receiving animal services phone calls. This will allow the City to better understand the issues, and track the Ward the calls are coming from. This information will be presented with the results. After hour phone calls will be forwarded to the supervisor or officers City cell phone.</p> <p>There was a brief discussion on how providing wildlife services is not just the responsibility of pet owners.</p> <p>Committee had the following questions:</p> <ul style="list-style-type: none"> • Can we find out how many people visited the Animal Services web page on the City's website? • Asked if there was something the City could do to be more proactive about the raccoon distemper and rabies breakouts? <p>Christy Lehman responded that the animal care officers will not be experts on animal related infectious diseases, but the City could focus on education in this regard. For instance, residents could be encouraged to vaccinate their pets, and educated on how raccoons may behave if infected with an infectious disease. Councillors will sometimes include this type of information in their newsletters.</p> | <p>See if the the City can track how many people visited the City's Animal Services web page – Christy Lehman/Laura Gold</p> |
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| | <p>Moved by Janet Andrews Seconded by Areez Remtulla</p> <p>That the Animal Care Committee express its sincere appreciation to Council for approving the Legislative Services Animal Care Model; and,</p> <p>Request that staff report back in one year on any impacts on the service level.</p> <p style="text-align: right;">Carried</p> | |
| 5. Events | <p>a. Fundraising i. Cookbook</p> <p>The Chair thanked June Ziola, Vikrum Pain, and Judy Postello for preparing the cookbook proposal.</p> <p>The following update was provided:</p> <p>1) Legal Aspects to Consider Regarding the Cookbook:</p> <ul style="list-style-type: none"> • Prohibits the copying of ideas, but cannot copy right the process for developing the idea; • Cannot copyright the ingredients in a recipe; • Should modify the recipe slightly or site where the recipe is from; • Cannot copy an entire cookbook; • Should remove any of the author's commentary from the recipe; • Pictures are copyrighted; • The publishing company has never had any legal challenges with any of the cookbooks it has published. <p>June Ziola will provide Laura Gold with the info to provide to the City's Legal Department on taking recipes from other sources. Committee suggested that the Clerk request that Legal respond by a specified date.</p> <p>2) Price of Cookbook</p> <ul style="list-style-type: none"> • A discussion was held regarding the price to charge for the calendar; • Could possibly charge less if have advertisers; • Will do a breakeven analysis showing possible outcomes based on different price points to help the Committee decide the | <p>Provide info to Laura Gold on taking recipes from other sources – June Ziola</p> <p>Provide information on taking recipes from other sources to the</p> |

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| | <p>cookbook price, as Members had different opinion regarding the ideal price point.</p> <p>3) Other information about the Cookbook</p> <ul style="list-style-type: none"> • It will cost 50 cents to a dollar per cookbook to ship; • Ensure to include vegan recipes; • Areez can help make a recipe vegan; • Members to do their best to submit personalized recipes. | <p>City's Legal Department – Laura Gold</p> <p>Conduct a breakeven analysis to determine the ideal price of the cookbook - Judy Postello</p> |
| 6. New Business | <p>b. Animal Services 2021 Budget</p> <p>Laura Gold advised that the Committee can use its account to fund the printing of the cookbook, but that it will need to pass a Committee resolution in this regard.</p> <p>Christy Lehman is waiting for a response from the Clerk and Deputy Clerk on being able to spend the \$800 previously allocated to the Committee for printing. They are clarifying if the funds were to be provided to the Committee on a one-time basis or on an annual basis.</p> <p>c. Terms of Reference Update</p> <p>Valerie Burke advised that Council approved the revised Terms of Reference for the Animal Care Committee at its December 9, 2020 Council Meeting. The only change that it made was remove Christy Lehman's name from the Terms of Reference so that it does not need to be updated every time there is a change in staff.</p> <p>Committee thanked June Ziola and Areez Remtulla for preparing the marked-up version of the Terms of Reference.</p> | |
| 7. Date of the Next Meeting | The next Animal Care Committee meeting will be held on January 20, 2021, 5:30 PM. | |
| 8. Adjournment | The Animal Care Committee adjourned at 6:47 PM | |

ACTION ITEMS

| Action Item | Meeting Date | Person Responsible | Status |
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| Contact the Volunteer Manager regarding the automated response to the volunteer application, as some volunteers said they did not get the response. | February 19, 2020 | Christy Lehman | Completed |
| Update the Animal Services page on the City's Website | February 19, 2020 November 18, 2020 | Christy Lehman June Heather Ziola | Completed |
| Confirm if the Guinea pigs are spayed. | March 9, 2020 | Christy Lehman | Completed |
| Coordinate tour of Shade of Hope and CAEC | March 9, 2020 | Christy Lehman | On hold due to the pandemic |
| Put together Cookbook proposal for the next meeting. | October 28, 2020 | Judy Postello, June Ziola, and other Sub-Committee Members | Completed |
| Provide Laura Gold with the 2021 event dates, and proclamation description and dates | November 18, 2020 | Areez Remtulla | Completed |
| Asked Finance if the Committee can use its funds from its account towards the project | November 18, 2020 | Laura Gold | Completed |
| Research if recipes can be taken from other sources | November 18, 2020 | June Ziola, and Judy Postello | Completed |

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| Provide info to Laura Gold on taking recipes from other sources | December 16, 2020 | June Ziola | |
| Provide information on taking recipes from other sources to the City's Legal Department | December 16, 2020 | Laura Gold | |
| Conduct a breakeven analysis to determine the ideal price of the cookbook | December 16, 2020 | Judy Postello | |
| See if the the City can track how many people visited the City's Animal Services web page | December 16, 2020 | Christy Lehman/Laura Gold | |