



**Electronic Animal Care Committee  
MINUTES**

**October 28, 2020  
ZOOM  
5:30 PM – 7:30 PM**

<b><u>Members Present</u></b> Valerie Burke, Vice-Chair Janet Andrews Dr. Esther Attard Aviva Harari Sherry Klein Judy Postello Areez Remtulla June Ziola Bernice Royce	<b><u>Regrets</u></b> Denielle Duncan, Chair Vikrum Pain
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<b><u>Staff</u></b> Christy Lehman, Licensing & Animal Services Coordinator Laura Gold, Council/Committee Coordinator
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<b>Item</b>	<b>Discussion</b>	<b>Action</b>
<b>1. Call to Order</b>	The Animal Care Committee convened at 5:30 PM with Valerie Burke in the Chair.	
<b>2. Approval of the Minutes</b>	Moved by Sherry Klein Seconded by Bernice Royce  That the Minutes from the March 9, 2020, Animal Care Committee be approved as presented. Carried	
<b>3. Business Arising from the Minutes</b>	The Committee reviewed the action items from the previous meeting. The following items are outstanding; <ul style="list-style-type: none"><li>• Christy to confirm if guinea pigs at the Cat Adoption &amp; Education Centre are spayed;</li></ul>	

Item	Discussion	Action
	<ul style="list-style-type: none"> <li>• Areez to provide Laura Gold with the 2020 event dates to include on the next meeting agenda;</li> <li>• The Shades of Hope and CAEC.tour will be put on hold until it is safe to hold the tour;</li> <li>• Laura Gold to forward financial statements to Judy Postello.</li> </ul> <p>The following update was provided on action items:</p> <ul style="list-style-type: none"> <li>• The OSPCA was concerned with promoting the Cat Adoption &amp; Education Centre on television, as it was concerned about having their officers on television;</li> <li>• June Zhiola provided Christy Lehman with some suggested edits to the City's Animal Services website, which included removing content regarding the Leash Free Markham Committee, as it has been disbanded;</li> <li>• Revisions to the Terms of Reference to be recommended at tonight's meeting.</li> </ul>	<p><b>Complete outstanding Action Items – Various People</b></p>
<p><b>4. Terms of Reference</b></p>	<p>Valerie Burke presented a revised consolidated Animal Care Committee Terms of Reference, which was prepared by a Sub-Committee of Members, which worked on it during the pandemic. The majority of the changes involved eliminating duplication to consolidate the document.</p> <p>Christy Lehman, Licensing &amp; Animal Services Coordinator indicated that she had reviewed the changes to the Terms of Reference and was in support of the revisions.</p> <p>The Committee requested that the mission statement be placed prior to the mandate.</p> <p>Moved by Areez Remtulla  Seconded by Aviva Harari</p> <p>That the Committee endorse the revised Animal Care Committee Terms of Reference as amended (see Appendix "A"); and,</p>	

Item	Discussion	Action
	<p>That the Animal Care Committee request that Markham Council endorse the changes to the Animal Care Committee Terms of Reference.</p> <p style="text-align: right;">Carried</p>	
<p><b>5. Animal Services Program Update</b></p>	<p>A. Cat Adoption &amp; Education Centre</p> <p>Christy Lehman advised that the Cat Adoption &amp; Education Centre is temporarily closed due to the pandemic. The City is looking at creating virtual education programs for pet owners.</p> <p>B. Animal Services Update</p> <p>Christy Lehman advised that the City is looking at three options for providing its animal services, as the OSPCA's contract ends this March, and it no longer legally permitted to enforce the City's Animal Control By-Law. The three options the City is considering include:</p> <ol style="list-style-type: none"> <li>1) Hiring a private company to both enforce the City's Animal Control By-Law, and to provide animal shelter services;</li> <li>2) Partner with another municipality to enforce the City's Animal Control By-Law, and to provide animal shelter services;</li> <li>3) Enforce the City's Animal Control By-Law in-house, and contract out the shelter services.</li> </ol> <p>It was noted that Wildlife Services will continue to be managed by Shades of Hope.</p> <p>After some discussion, Committee supported option 3 - having the City's Animal Control By-Law enforced in-house, and contracting out the shelter services. This option was selected, as it was felt that Markham would maintain the most control over its Animal Services under this option. It was also suggested that the Shelter Services be provided by the OSPCA, as they have veterinarians on staff, and they provide quality animal care.</p>	

Item	Discussion	Action
<p><b>6. Events</b></p>	<p>A. Fundraising</p> <p><u>Homemade Jam</u></p> <p>Janet Andrews advised that Denielle Duncan has continued to raise funds for the City's Animal service by selling homemade jam, but the total funds raised from fundraising are down considerably from last year.</p> <p><u>Cookbook</u></p> <p>The Committee discussed creating a cookbook to raise funds for the City's Animal Services. The following was discussed:</p> <ul style="list-style-type: none"> <li>• Creating a virtual versus a printed cookbook;</li> <li>• Producing and selling the cookbook over several years;</li> <li>• That it is a good item to sell at events;</li> <li>• The cost of printing the cookbook in-house versus externally;</li> <li>• Selling advertising space in the cookbook;</li> <li>• Asking local pet stores to sell the cookbook;</li> <li>• Including recipes for pet treats in the cookbook;</li> <li>• Conducting research on creating a fundraising cookbook.</li> </ul> <p>Judy Postello, and June Ziola were asked to put together a proposal for the cookbook that the Committee can consider at its next meeting.</p> <p>The Committee Clerk was requested to add the "cookbook" to the next agenda.</p> <p>B. Discuss events scheduled for the remainder of the year</p> <p>There was no discussion on this item.</p>	<p><b>Put together Cookbook proposal for the next meeting –, and other Sub-Committee Members</b></p>
<p><b>7. Next Meeting Date</b></p>	<p>The next meeting of the Animal Care Committee will be held on November 18, 2020 at 5:30 PM.</p>	
<p><b>8. Adjournment</b></p>	<p>The Animal Care Committee adjourned at 6:43 PM</p>	

### **ACTION ITEMS**

<b>Action Item</b>	<b>Meeting Date</b>	<b>Person Responsible</b>	<b>Status</b>
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	
Update the Animal Services page on the City's Website	February 19, 2020	Christy Lehman June Heather Ziola	June provided Christy Lehman with suggested update to the City's website.
Confirm if the Guinea pigs are spayed.	March 9, 2020	Christy Lehman	
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	
Provide Laura Gold with the 2020 event dates.	October 28, 2020	Areez Remtulla	

### **APPENDIX A**

### **ANIMAL CARE COMMITTEE**

#### **TERMS OF REFERENCE**

#### **BACKGROUND**

The purpose of the City's animal services program is to provide excellent service to help ensure the wellbeing and protection of domestic pets and wildlife. In 2006, Markham established an Animal Care Committee to support and act as a resource to Council and City staff for the efficient and compassionate care of animals.

## **MISSION STATEMENT**

To promote and ensure excellence and professionalism in animal care through continuing education, public outreach, staff support and the enhancement of Markham's ability to provide quality, cost effective services to our residents and care to the animals in our municipality.

## **COMMITTEE MANDATE**

The Animal Care Committee's mandate is to develop a community-driven model for improving animal welfare in Markham and report its findings back to the General Committee.

The primary focus of the Committee will be on the welfare of domestic pets and wildlife in the City of Markham. Within this category, the Committee will primarily focus on cats, dogs and other pets, including rabbits and rodents. The key goals of the Committee include:

1. Educate residents regarding responsible pet ownership.
2. Provide advice on maximizing adoption services in partnership with the City's animal care provider, the Markham Cat Adoption and Education Centre as well as local rescue organizations.
3. Provide advice and guidance regarding best practices for the habitat and care of sick/injured/orphaned wildlife in partnership with the City's wildlife services provider.
4. Provide advice and guidance regarding best practices to assist residents to live harmoniously with wildlife and prevent and resolve conflicts.
5. Provide input on the City's animal services programs.
6. Support the City's animal services and initiatives.
7. Fundraise whenever possible for the above items.
8. Prepare and implement an annual business plan to achieve the above.

Issues, concerns and opportunities relating to animal care include, but are not limited to, community engagement; animal licensing; public education; pet adoption programs; pet overpopulation and available funding. Team work will be the foundation of a community-driven animal care model.

## **COMPOSITION\***

The Animal Care Committee shall be comprised of the following:

- up to ten (10) members of the public
- one (1) member of Council
- up to four (4) representatives from local animal advocacy groups

The following resources shall be assigned to the Committee:

- the City Clerk (or alternate)
- Senior Animal Services Officer (or alternate)
- a volunteer veterinarian

The Committee may form sub-committees and working groups as may be necessary to address specific issues. Legislative Services does not provide secretariat support to sub-committees and working groups - these bodies shall draw upon members of the Committee as well as other external resources as deemed necessary.

## **QUALITIES**

Candidates will have:

- a keen interest in animal care within the City of Markham;
- regard for the interests of all citizens;
- the ability to maintain and promote an appropriate atmosphere within Committee and sub-committee meetings;
- an understanding of the by-laws related to animals within the City;
- the ability to commit the required time, and
- demonstrated integrity.

## **DURATION OF APPOINTMENT**

Committee members will be appointed at the discretion of Markham Council.

## **CHAIR AND VICE CHAIR**

The Committee will appoint a Chair and Vice Chair amongst its members as part of the first official Committee meeting. These individuals will serve in this capacity for one year.

## **MEETINGS AND LOCATION**

Meetings are generally held once a month in the evening at the Markham Civic Centre. Additional meetings will be at the call of the Chair.

## **DUTIES AND DELIVERABLES**

The Animal Care Committee reports to City of Markham Council through the General Committee.

Typical duties of Committee members include:

- Advising on issues concerning animals within the City of Markham.
- Advising on opportunities that have been identified within the community to improve animal care in Markham.
- Advising, consulting and reporting current findings, best practices, and recommendations on matters concerning the City of Markham and other jurisdictions that are directly related to the mandate of the Committee.
- Supporting, encouraging and being an ongoing resource to the Council, staff, residents, agencies and the business community regarding measures for improving animal care in Markham.
- Becoming familiar with City of Markham's animal services, by-laws, policies, and procedures.
- Participating in workshops and public events related to the proposed animal care related issues.
- Providing feedback received from residents to the Committee regarding issues and options relating to animal care.

Individual members do not make recommendations; they participate in Committee meetings.

## **REMUNERATION**

No remuneration is paid to Committee members.

## **CONTACTS**

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Originally Adopted by Council – October 10, 2006

\*Amended by Council at its meetings on September 23, 2008 (Composition, and Meetings and Locations) and June 26, 2012.