



**Electronic Animal Care Committee
MINUTES
March 16, 2022
ZOOM
5:30 PM – 7:30 PM**

<u>Members Present</u> Areez Remtulla, Interim Chair Aviva Harari Bernice Royce Dr. Esther Attard Filandro Fernandes Janet Andrews June Ziola Valerie Burke	<u>Regrets</u> Cathy McKnight Christy Lehman
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Staff

John Britto, Committee Secretary (PT)

Item	Discussion	Action
Call to Order	The Animal Care Committee convened at 5:35 PM with Areez Remtulla in the Chair.	
1. Approval of the February 16, 2022, Animal Care Committee Meeting Minutes	Moved by Janet Andrews Seconded by Dr. Esther Attard That the minutes of the February 16, 2022, Animal Care Committee meeting be approved, as amended. <p style="text-align: right;">Carried</p>	
2. Update regarding recruitment of new members	Areez advised that information received from the Clerks Department indicates that many applications have been received and appointment of new members will be done soon.	
3. Business Arising from the Minutes	Committee reviewed the list of action items and updated the Action Item Table (view last page of the minute's document for details).	

	<p>- <u>Committee positions election & Annual Plan:</u> Areez advised the Cathy McKnight informed him that she would like to volunteer for the Vice Chair position and help in preparing the Annual Plan, as well. However, since Cathy was unable to attend this meeting, her election as the Vice Chair will be confirmed at the April meeting.</p> <p>June advised that Judy, the former Treasurer (who has since resigned from the Committee) will need to hand over materials to Janet, the newly appointed Treasurer.</p> <p>Janet advised that she will contact Judy and organize for the handover of materials from her.</p> <p>Moved by: Valerie Burke Seconded by: Bernice Royce</p> <p>That Janet Andrews be appointed as Treasurer for the Animal Care Committee Carried</p> <p>Responding to a question from Filandro, Areez advised that a volunteer is required for the Events Co-ordinator position.</p> <p>Areez and Janet explained the role and responsibilities of the Events Coordinator.</p> <p>Areez advised that he, Cathy and June will be working on the Committee's Annual Plan. Janet and Valerie also volunteered to help with the Annual Plan.</p> <p>It was discussed that the annual plan should include a general overview of the events planned to attend.</p> <p>- <u>Diversity Specialist to present at a future meeting</u> Since Christy was not present at this meeting, the Committee decided to defer this matter to the April 20, 2022, meeting.</p>	<p>Janet to contact Judy for the handover of Treasurer materials.</p> <p>Cathy, June, Janet, Valerie, and Areez are to meet to complete the Annual plan to present at April meeting</p> <p>Areez to forward Christy's email regarding the</p>
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	<p>Areez advised that Christy will be emailing him information about the Public Meeting on the Coyote matter scheduled to be held on March 23, which he will forward to the members.</p> <p>Responding to a question from June, Areez advised that this is an informational public meeting. Responding to a further question about recordings, after the fact, of similar public information meetings, Areez advised that he was not aware of whether such recordings were publicly available.</p> <p>Responding to a question from Valerie Burke, about in-person/hybrid meetings, it was suggested that an email to the Clerks Department would be the most appropriate method to get more information. Areez agreed to email Laura to find out about this.</p> <p>Members expressed concerns about individual comfort levels to meet in-person, as well as meeting rooms large enough to maintain social distancing requirements.</p> <ul style="list-style-type: none"> - <u>Review of Outstanding Action Items</u> Members reviewed and updated the outstanding action items list. <p>Areez agreed to email Christy and Laura to find out what events, if any, are planned for 2022.</p> <p>Committee discussed at length members' experiences at the various events attended in the past. It was agreed that this matter needs in-depth discussion and should be included on a future meeting agenda after the appointment of new members is finalized.</p> <p>Update on online Pet Licensing Renewal Form to be included on the April 20 Agenda</p>	<p>Coyote Public Meeting on Mar 23</p> <p>Areez to email Laura to find out about in-person / hybrid meetings.</p> <p>Areez to email Christy and Laura to find out planned events for 2022.</p> <p>Clerks to include Events on agenda after new members are appointed.</p> <p>John to email Laura</p>
4. Animal Services Program Update	<ul style="list-style-type: none"> - <u>Cat Adoption & Education Centre</u> This matter was deferred to the April 20 meeting. 	

	<ul style="list-style-type: none"> - <u>Shades of Hope Wildlife Centre</u> This matter was deferred to the April 20 meeting. 	
5. Communications	None	
6. New Business	<ul style="list-style-type: none"> - <u>Resignations</u> Areez advised that Denielle Duncan has resigned from the Committee due to personal reasons. <p>The Committee suggested that a scroll be presented by the City to Denielle for her many years of volunteer work and chairing the Animal Care Committee. Areez agreed to email Laura to reach out to the Mayor's Office to organize a scroll for Denielle.</p> <p>Areez further advised that Vikrum Pain has resigned due to time conflicts with his new work commitments.</p> <p>Curtis Bekking, the newly appointed member had to resign for personal reasons.</p> <p>Areez advised that information from Clerks indicates that many applications have been received and that new appointments to the Committee will be made soon.</p>	Areez to email Laura to organize a scroll for Denielle.
7. Date of the Next Meeting	The next Animal Care Committee meeting will be held on April 20, 2022, at 5:30 PM.	
8. Adjournment	The Animal Care Committee adjourned at 6:57 PM.	

ACTION ITEMS

Action Item	Meeting Date	Person Responsible	Status
Conduct a breakeven analysis to determine the ideal price of the cookbook	December 16, 2020	June Ziola	On hold awaiting in person meetings
Committee Elections	January 19, 2022	Areez Remtulla to send descriptions of elected roles to Committee members who, in turn, are asked to advise if they would be interested in serving.	Elections to be deferred to April 20, 2022, meeting.
Pet Licensing Renewal Form	January 19, 2022	Christy Lehman to advise the Tax Department of needed correction and have the website form and process updated.	In process
Follow up on the status of a committee motion requesting General Committee to ask staff to update bird-friendly buildings to CSA standards	January 19, 2022	Valerie Burke	In process
Indigenous Teaching	February 16, 2022	Christy to contact the Diversity Specialist for a presentation at a future ACC meeting.	In process
Road Trip to Shades of Hope	February 16, 2022	Areez to email members to contact Christy if they are interested in a road trip to the SOH	In process
2023 Proclamation Request dates	March 16, 2022	T B D	To be considered at the November 2022 meeting
ACC Annual Plan.	March 16, 2022	Sub-committee to meet before the April meeting.	In process

Action Item	Meeting Date	Person Responsible	Status
Handover of Treasurer from Judy to Janet	March 16, 2022	Janet to contact Judy to organize the handover	
Coyote Public Meeting email	March 16, 2022	Areez to forward email from Christy to the members	
In-person / hybrid meetings	March 16, 2022	Areez to email Laura	
Events for 2022	March 16, 2022	Areez to email Christy and Laura	
Scroll presentation to Denielle Duncan	March 16, 2022	Areez to email Clerks	
Events for 2022	March 16, 2022	For future agenda	
Update on online Pet Licensing Renewal Form	March 16, 2022	John to email Laura to include on April agenda	