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**DOMESTIC AND FERAL CAT COMMITTEE**

**MINUTES**  
**February 28, 2018**

**PRESENT:** Heather Wooden, SPCA  
Shannon Hebert, Citizen at Large  
Hope Swinimer, Homeward Bound City Pound  
Dr. Hugh Chisholm, Independent Vet/Tuxedo Party  
Cindy Murphy, for Citizen at Large  
Marie Leloup, for Spay Day  
Sandra Flemming, SPCA  
Sonya Higgins, Healing Animal SCARS  
Patty Green, Nova Scotia Bird Society

**STAFF:** Andrea MacDonald  
Penny Henneberry  
Erin Dobson

**GUEST:** Councillor Steve Adams

**REGRETS:** Nancy Mansfield, Bide Awhile  
Linda Felix, Spay Day  
David Currie, Nova Scotia Bird Society  
Janet Hiltz-Resk, Citizen at Large

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The meeting commenced at 13:05 hrs.

### **1. Approval of Agenda and Minutes – October 25, 2017**

The meeting was chaired by Andrea MacDonald. It was agreed that the previous meeting minutes be approved (previous circulated via email).

### **2. Rack Card Update**

Copies of the Rack Cards have been distributed. More are requested. Staff will order more and advise when they arrive.

### **3. Structure and Focus of Committee**

Concerns were expressed regarding the Committee and how many feel not much has been accomplished.

Penny Henneberry suggested that a permanent Chair be elected to communicate more effectively with Regional Council.

- Moved by Sonya Higgins that Dr Hugh Chisholm be elected Chair, seconded by Heather Wooden. No further nominations were received.

Terms of Reference to be distributed (see Attachment).

Councillor Adams suggested DFCC present before the three Community Councils. The Committee agreed they would create a presentation as a group.

Clarification of yearly funds for Spay / Neuter is a contract and will be renewed as long as the terms of the contract are upheld.

Education of residents should be explored – Corporate Communications could help create the plan or provide advice / suggestions.

Education through rack cards included in HRM mailouts (tax bill) would be helpful but has a cost associated. Councillor Adams suggested monthly news organizations could be utilized for ads. Councillor newsletters also a possibility. Include contact information for the SPCA (phone number and email).

Microchipping discussed and how a clinic could be set up for low income areas in HRM facilities. Breakaway orange collars are being provided by Homeward Bound for indoor cats to identify them should they be running at large so people will recognize they are an indoor cat.

Education of Councillors on TNR program agreed as next action item. Some local press attend the Community Council meetings as well as Regional Council so the message

could be further spread by presenting to Council members. Presentation should include typical process, where money has been spent as well as ideas moving forward. Councillor Adams advised he would contact the Clerk's Office and advise Chair of the process required to present before Regional Council. Members to contact community papers to advertise, staff will assist by providing electronic versions as required.

Erin Dobson to be the staff contact until advised otherwise.

Cindy Murphy nominated Marie Leloup for Vice Chair, Sonya Higgins seconded. No further nominations were received.

Committee term coming to an end. Andrea MacDonald to advise when the information is posted on the halifax.ca website.

Staff will update 311 with scripting for abandoned or problem cats to contact SPCA 844-835-4798.

#### **4. Scheduling of Next Meeting and Adjournment**

Meeting adjourned at 2:20 pm.

Next meeting: TBD, staff advised approximately 2 weeks notice required for room booking. Chair to advise staff when to schedule next meeting.

Next Agenda Items: To be scheduled

#### **Action Items**

1. Erin Dobson to order more rack cards and distribute to the Customer Service Centers.
  - cards now in stock
2. Terms of Reference to be distributed.
  - attached
3. Councillor Adams to contact Clerk's Office and advise Chair of process to present before Regional Council.
4. Erin Dobson to update 311's information re SPCA and Spay/Neuter Program.
  - Call Center agent manual updated
5. Erin Dobson to update web site to include rack card and SPCA and Spay/Neuter Program.
  - updated on web site

## APPENDIX

### Terms of Reference

#### Domestic and Feral Cat Advisory Committee

##### **Mandate:**

The Domestic and Feral Cat Committee is a staff advisory committee formed to increase mutual understanding and communications between the Municipality and various stakeholders. The committee will determine if there are opportunities to work together towards collaborative outcomes regarding the current situation of domestic and feral cats in our community.

##### **Guiding Principle:**

**Client Focus:** all participants maintain a focus on the impact of practises and legislation related to domestic and feral cats in HRM.

**Clarity:** ensure the stakeholders have the opportunity to better understand the various roles and responsibilities related to domestic and feral cats in HRM and to gain better understanding of the interests and concerns of stakeholders.

**Efficiency:** realizing maximum benefits with minimal resources and regulation.

**Effectiveness:** providing the highest degree of client service.

**Accountability:** identifying what the citizens expect from HRM staff and stakeholders.

**Consistency & Fairness:** in terms of approach, practises and regulations throughout the municipality.

##### **Responsibilities:**

- Promotes quality service and professionalism in addressing issues related to the domestic and feral cat populations in the municipality.
- Provides advice to Animal Services staff, respecting business practices, processes and legislation.

##### **Membership:**

- Two members that are Veterinarians
- One member from a Conservation Group
- Three members: A combination of one representative from each Rescue Group that are Charitable/non-profit organizations
- Two members who are citizens at large who do not have any affiliation with the above.
- Staff Liaison: Staff from HRM Compliance Division/Animal Services
- An invitation to participate will also be extended to:
  - A Staff person from the Department of Agriculture

- A Staff person from the Department of Natural Resources
- One member from Nova Scotia Veterinary Medical Association
- One member from the NSSPCA
- One member from the HRM Shelter Keeper

### **Administrative:**

Group meetings may be held quarterly at a regular time and place, or as agenda items warrant. Any additional meetings can be scheduled as required. Notice of meetings, agendas and related information will be circulated to the group by staff liaison from Planning & Development Services, Municipal Compliance/Animal Services one week in advance of the meeting. Minutes of the meeting will be the responsibility of the group and will be circulated to group members only.

The Committee will adopt such practises as necessary to ensure the smooth running of meetings and opportunities for all members and staff to hear and be heard in a fair and respectful manner during the conduct of meetings.

Membership/Terms: Term of members shall be for one (1) year or as otherwise designated upon appointment. Rotation of membership through interested organizations and individuals is encouraged.

Membership selection will be by:

- 1) Designation by the organization in the case of NS Veterinary Association, NSSPCA and HRM Shelter Keeper, and
- 2) Other positions through an advertised expression of interest and fair & equitable selection process adopted in collaboration between Municipal Compliance/Animal Services staff and the Office of the Municipal Clerk.