



Date: January 13, 2025

To: Mayor and Council

Author: Angela Toole, Acting Manager of Municipal Governance & Clerk

RE: Joint Pound Facility and Pound Services Agreement with the Municipality of Leamington

RECOMMENDED ACTION

That Administration **BE AUTHORIZED** to enter into a Joint Pound Facility and Pound Services Agreement with the Municipality of Leamington.

BACKGROUND

The Town of Kingsville (“Kingsville”) jointly owns and operates a dog pound facility (the “Pound”) with the Municipality of Leamington (“Leamington”) in which dogs at large, and dogs subject to seizure by the Kingsville and Leamington’s contracted animal control services, are kept temporarily in accordance with the Section 20 of the *Animals for Research Act, 1990*.

The Pound was jointly constructed on lands located in Gosfield South in the 1980s by the Town of Kingsville, Municipality of Leamington and the former municipalities of Gosfield South, Gosfield North, Mersea, Romney and Wheatley, the cost of which was shared equally. These parties created a Joint Municipal Animal Control Advisory Committee, which eventually became the Kingsville Leamington Municipal Animal Control Advisory Committee (the “Committee”), post-amalgamation. The purpose of the Committee was to regulate, manage, and oversee the general operation of the Association and the pound facility; and to hire personnel and prepare an annual budget to be adopted by each municipality. Over the years, the Committee stopped meeting and Administration from both Kingsville and Leamington assumed the administrative duties related to the operation of the Pound and the administration of joint animal control services.

At its Regular Meeting held on August 12, 2024, Council gave Administration direction to formally dissolve the Committee upon the passage of a new Joint Pound Facility and Animal Control Agreement.

DISCUSSION

Administration from Leamington has prepared a draft Joint Pound Facility and Pound Services Agreement (the “Agreement”), which has been reviewed by the Town’s Acting Manager of Municipal Governance & Clerk as well as the Manager of Legal Services and has been found to be satisfactory. Highlights of the draft Agreement include:

- Both Kingsville and Leamington will each designate a “Delegate” responsible for cross-consulting, directing and advising with each other on the day-to-day management of the Pound including its operations and animal control issues;
- The Delegates will be responsible for preparing an annual budget, with their respective Administrations, which shall then be adopted by each respective Council.
- The costs of maintaining and operating the facility including expenses for utilities, telephones, minor repairs and maintenance, insurance, heating and cooling, snow removal, accounting, salaries and commissions are apportioned based on usage,
- The costs of capital repairs and improvements are shared equally between the parties; and,
- Each party shall contribute on a monthly basis, an approved apportioned cost-sharing amount for the on-going maintenance and operating expenses of the Pound.

FINANCIAL CONSIDERATIONS

Year over year, the Town includes the operation and maintenance of the Pound in the annual budget under ‘Animal Control’. \$45,000 has been approved for this purpose in the 2025 budget.

ENVIRONMENTAL CONSIDERATIONS

None.

CONSULTATIONS

William Good, Manager of Legal Services
Charn Aha (Bill) Kim, Lawyer (Municipality of Leamington)

PREPARED BY:



Angela Toole, BA (Hons), B. Ed.
Acting Manager of Municipal Governance & Clerk

REVIEWED BY:

Handwritten signature of Ryan McLeod in black ink, featuring a stylized 'R' and 'M'.

Ryan McLeod, CPA, CA
Director of Finance and Corporate Services

Handwritten signature of John Norton in black ink, appearing as a cursive 'JN'.

John Norton
CAO