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Date: October 31, 2017

To: Mayor and Council

Author: Jennifer Astrologo, Director of Corporate Services/Clerk

RE: Animal Control Committee Matters – Tender, Pound Budget, and temporary Pound use by Amherstburg

Report No.: CS-2017-020

AIM

To provide Council with information related to the various business items that the Joint Animal Control Committee (the "Committee") discussed at its last meeting and to obtain Council's approval of the award of Animal Control Tender, the 2018 Dog Pound Costs, and short-term use of the Pound by Amherstburg.

BACKGROUND

The contract with the current animal control officer, Mr. Larry Wood, has been in effect since 2002. Late in 2016, Mr. Wood indicated an intention to retire effective December 31, 2017.

On January 25, 2017, the Committee passed a motion recommending that a tender for animal control services for Leamington and Kingsville be prepared and released. This recommendation was brought to Council and the following resolution was carried:

248-2017 Moved by Councillor Patterson, seconded by Councillor Gaffan,

Council receive the Report of J. Alexander, Deputy Clerk – Administrative Services RE: Animal Control for Tender, dated March 1, 2017 for information; and further Council authorize Administration to work with members of Leamington Administration to prepare the requisite tender document for Animal Control Services.

A Request for Proposals ("RFP") for an animal control officer was released in September 2017 and the deadline to respond was September 28, 2017 at noon. In response to the RFP, two proposals were received.

DISCUSSION

The Committee met on October 24, 2017 to discuss the proposals. In addition, the Committee discussed the 2018 budget, and a request that was received from the Town of Amherstburg for short-term use of the pound facilities.

John Wood and Essex County K9 Services ("K9") submitted proposals in response to the RFP. The proposed costs of the contract, inclusive of HST are outlined below. The term of the contract is 3 years.

Essex County K9 Services	\$ 237,300.00
John Wood	\$ 248,994.15

The cost of wildlife removal and dead animal removal is a separate cost incurred by each municipality based on the number of calls received. K9 also provided the most competitive pricing associated with these items.

Service Provider	Wildlife Removal (per call)	Dead Animal Removal (per call)
Essex County K9 Services	\$70.00	\$0.00 (included)
John Wood	\$60.00	\$30.00

In addition to pricing, skill, experience and training, ability to provide the services, vehicles and equipment, and knowledge of the area were other criteria used to evaluate the proposals. K9 received a higher evaluation in all areas except for knowledge of the area. Accordingly, the Committee passed the following resolution seeking approval of both Kingsville and Leamington Councils to award the contract to K9:

Moved by: Councillor Coghill
Seconded by: Councillor Driedger:

That The Kingsville Leamington Municipal Animal Control Advisory Committee recommend to the respective Councils of the Town of Kingsville and the Municipality of Leamington that Essex County K9 Services be retained to provide animal control and pound services in the Town of Kingsville and the Municipality of Leamington for a term of three years at an annual cost of \$70,000, plus HST; and a cost of \$70, plus HST for each wildlife removal call.

The Committee also discussed the 2018 budget, attached as Schedule A, and recommended that Council approve same:

Moved by: Councillor Driedger
Seconded by: Councillor Hammond

That members of the Kingsville-Leamington Animal Control Advisory Committee recommended that their respective Councils approve the 2018 Joint Animal Control Committee Budget.

The final order of business at the meeting was a request received from the Town of Amherstburg seeking short-term use of the pound facilities. The request was not raised until after the RFP process had concluded and there was nothing in the RFP to address this type of situation. However, members of Leamington Administration spoke with Mr. Wood and he was agreeable to assisting Amherstburg for a nominal fee. Based on the above, the Committee recommended that Amherstburg be permitted to use the pound facilities until December 31, 2017 at a per diem rate of \$25 for each dog brought to the pound, plus a one-time fee of \$75 per dog brought to the pound. The following resolution was carried:

Moved by: Councillor Coghill
Seconded by: Councillor Driedger

That the Municipality of Leamington and Town of Kingsville enter into an agreement with the Town of Amherstburg to utilize the dog pound facility from October 25th, 2017 until December 31st, 2017 at a per diem rate of \$25.00 and one-time fee of \$75.00 per dog;

And further, that the Municipality of Leamington and Town of Kingsville enter into agreement with Larry Wood to pay a per diem rate of \$25.00 in respect of the care of dogs received from the Town of Amherstburg and housed at the dog pound facility during the period commencing October 25th, 2017 until December 31st, 2017.

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

K9 proposes an annual cost of \$70,000, plus HST, for animal control and pound services for a three-year term. The cost of dead animal pick up is included within the contract price. However, the municipality will be billed \$70, plus HST, for each wildlife removal call. In 2017, the animal control and pound services costs were approximately \$85,500, plus HST. That amount was exclusive of dead animal and wildlife removal costs, which is billed separately to each municipality.

The cost of the contract is divided between Kingsville and Leamington. However, the percentage split is not determined until the new year and is based on the number of calls received from each municipality over the past three years.

CONSULTATIONS

Joint Animal Control Committee

RECOMMENDATION

That Council authorize the entering into of an agreement with Essex County K9 Services for the provision of animal control and pound services in the Town of Kingsville and the Municipality of Leamington for a term of three years at an annual cost of \$70,000, plus HST; and a cost of \$70, plus HST for each wildlife removal call;

And that Council consider the recommendation from the Committee to pre-approve the 2018 Joint Animal Control Committee Budget;

And that Council approve the entering into of an agreement with the Town of Amherstburg to utilize the dog pound facility from October 25, 2017 until December 31, 2017 at a per diem rate of \$25.00 and one-time fee of \$75.00 per dog; and further, that the Municipality of Leamington and Town of Kingsville enter into agreement with Larry Wood to pay a per diem rate of \$25.00 in respect of the care of dogs received from the Town of Amherstburg and housed at the dog pound facility during the period commencing October 25th, 2017 until December 31st, 2017.

Jennifer Astrologo

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Director of Corporate Services/Clerk

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer