



## **TOWN OF MINTO**

**DATE:** November 2, 2017  
**REPORT TO:** Mayor and Council  
**FROM:** Bill White C.A.O. Clerk  
**SUBJECT:** Animal Control Services

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### **STRATEGIC PLAN:**

9.13 Implement short form wording and streamline by-law enforcement practices where possible to efficiently allocate resources to minor offences, and continue enforcing by-laws based on complaints keeping in mind available resources.

12.2 Continue to be a leader among small rural municipalities in local strategic initiatives that benefit the economy, protect the environment, effectively allocate resources, encourage innovation, streamline procedures, and create opportunity for individuals and business.

### **BACKGROUND:**

Section 103 of the Municipal Act empowers a municipality with a bylaw regulating dogs at large to provide for seizing and impounding dogs, and the sale of impounded animals if they are not claimed within a reasonable time and related expenses are not paid.

Minto By-law 05-12 regulates the keeping of dogs and dog kennels. In that bylaw Section E includes provisions for dogs running at large off the premises of their owner. Section B of the bylaw requires appointment of a “Dog Control Officer” as the person or agency empowered to enforce this bylaw.

Animal control services are currently provided by Jim Renwick who has done this work for the Town since amalgamation. He currently attends locations in the municipality in response to complaints to capture dogs at large and keep them at his “pound” facility in the former Minto Township. Revenue for the service comes from the sale of dog tags facilitated by front line staff including the Fire Prevention/Bylaw Enforcement Officer who follows up at properties from time to time to sell tags.

The Town has an agreement with the Owen Sound service provider to transfer dogs kept at Mr. Renwick’s “pound” facility after three days to the “no-kill” shelter. This allows for dogs to be kept for a longer period, humanely providing every opportunity for adoption. The Owen Sound facility is set up to keep dogs longer and to attract adopting families.

At one time Mr. Renwick provided some wildlife collection services for the Town upon request such as raccoons with distemper or nuisance skunks. The Town has discontinued this service, and now works with the OPP to collect some wildlife in urban areas or on municipal roads that are a potential danger to persons. Calls for service about nuisance wildlife on private lands are now referred to control businesses which landowners can hire

for assistance. The Ministry of Natural Resources is no longer of much help in this regard due to service reductions.

#### **COMMENTS:**

Since animal control services have never been out for bid, staff informed Mr. Renwick that the Town would be going to quotations on this work. He was provided a quote package along with two other service providers in this area, and the facility in Owen Sound. Under the new procurement by-law the budgeted cost of this service is below the \$10,000 which means a process of informal quotations can be applied.

The informal quotation was sent to three potential bidders by email October 4 and provided to a fourth bidder by mail. Bids were to be submitted by Thursday November 2. A total of two informal quotations were received and summarized as follows:

	<b>Monthly Cost</b>	<b>Annual Cost</b>
1. K9 Animal Service – Moorefield	\$1,100	\$13,200
	<b>Extras</b> \$100/call (weekday); \$175/call (after hours); vet allowance \$400; Boarding \$45/night; Court \$50/day; Mileage \$.40km travel outside Minto	
	<b>Monthly Cost</b>	<b>Annual Cost</b>
2. R & R Pet Paradise – Minto (a)	\$1,100	\$13,200
	<b>Extras</b> Boarding \$25/night; Mileage \$.50/km for court, special circumstances excluding calls	
	<b>Monthly Cost</b>	<b>Annual Cost</b>
(b)	\$800	\$9,600
	<b>Extras</b> \$100/call (weekday); \$150/call (after hours); Boarding \$25/night; Mileage \$.50/km for court, special circumstances excluding calls outside Minto	

Both bidders provided references including Mapleton and Wellington North respectively. R & R Pet Paradise worked for the Town in 2015 when the current provider was unavailable. Both companies are known to staff and have good reputations. Both shelters have required provincial approvals for their facilities. Each has a website promoting adoption as well as boarding services for pets. Staff would propose to continue the relationship with Owen Sound to ensure dogs have a greater opportunity to be adopted over time.

The informal quotation allowed for bids for up to five years. Neither provided pricing beyond the first year. Staff will negotiate a five year contract with the lowest bidder using the quote information received.

Based on a review of the bids, Minto staff believes R & R Pet Paradise Bid (a) would be slightly less than the bid from K9 Animal Services. Staff would like to explore options under R & R Pet Paradise Bid (b), which has boarding payments being made at their kennel affording weekend service to dog owners and less administration for Minto staff. This could cost the Town less annually while allowing people to pick up stray dogs on weekends when the Town office is closed. A contract will be brought to Council for approval if this is the direction given.

**FINANCIAL CONSIDERATIONS:**

In 2016 the Town issued over 1,000 dog licenses. The budget for revenue from tags is \$19,000. Actual costs have varied over the years depending on the number of calls responded to by the provider and the length dogs stay at the shelter. Minto staff costs for by-law enforcement and administration have not been charged against this account.

The cost of the service provider for animal control will be less than revenue received for tags regardless of which service provider selected.

**RECOMMENDATION:**

That Council receives the C.A.O. Clerk's November 2, 2017 report Animal Control Services and directs staff to pursue a five year agreement with R & R Pet Paradise based on the quotations received.

Bill White C.A.O. Clerk