

The Kingsville Leamington Municipal Animal Control Advisory Committee Agenda

1. Call to Order: Councillor Hammond, Chair
2. Disclosures of Pecuniary Interest
3. Adoption of Minutes of KLMACAC Meeting held January 25, 2017
Pages 2 to 6
4. Business Arising from Minutes
5. Business:
 - Pound Roof - Review of Quotes
 - Quote for roof repair dated May 2, 2016 from K.C. Ventures
(to be distributed under separate cover)
 - Quotes for roof repair dated February 8, 2017 from Gillett Roofing Incl.
(to be distributed under separate cover)
 - Quotes for roof repair dated March 12, 2017 from Ken's Carpentry and
Renovations (to be distributed under separate cover)
 - Quotes from Lakeview Roofing & Sheet Metal dated February 16, 2017
(to be distributed under separate cover)
 - Quote from 1869044 Inc. JK Roofing dated March 7, 2017
(to be distributed under separate cover)
6. Adjournment

Minutes of the Kingsville Leamington Animal Control Committee

Wednesday, January 25, 2017 at 10:00 AM

Leamington Ante Room

Members Present: Kingsville Councillor Sandy McIntyre
Leamington Councillors John Hammond, Tim Wilkinson

Members Absent: Kingsville Councillor Susanne Coghill

Staff Present: Leamington Clerk/Manager of Legislative Services, Brenda Percy
Kingsville Deputy Clerk, Jennifer Alexander
Leamington By-law Enforcement Officer, Kyle Reive
Animal Control Officer, Larry Wood
Leamington Council Services Assistant, Mary Ann Manley

Leamington Clerk, Brenda Percy called the meeting to order at 10:08 AM and welcomed the Committee members.

Disclosures of Pecuniary Interest:

None noted.

Election of Chairperson:

Ms. Percy advised that the Committee could move to extend Councillor Hammond as chair until the end of the Committee's term or elect a new chairperson.

Moved by: Councillor Wilkinson
Seconded by: Councillor McIntyre

That Councillor Hammond be the Chairperson until the end of the Kingsville Leamington Animal Control Committee term.

Carried

In response to a question from Councillor Wilkinson regarding a tethering by-law, Ms. Percy said given the other priorities and lack of resources in the planning department a review of Leamington's current dog by-law would not be undertaken this year.

Councillor Wilkinson asked if tethering by-laws from other municipalities could be used as examples for developing a Leamington by-law. Ms. Percy confirmed that other tethering by-laws would be reviewed. She advised that changing the limit from two to three dogs per household would require an amendment to the current zoning by-law.

In response to Chair Hammond, Kingsville Deputy Clerk, Jennifer Alexander replied that Kingsville has a three dog limit per household.

Ms. Percy said Leamington would take into consideration that usually residents owning three dogs are responsible dog owners and currently Leamington residents may not be reporting a third dog in their household.

Adoption of Minutes:

Moved by: Councillor Wilkinson
Seconded by: Councillor McIntyre

That the minutes of the Kingsville Leamington Animal Control Committee meeting held January 27, 2016 be adopted.

Carried

Business Arising from the Minutes:

Already noted.

Business:

Draft Animal Control Budget 2017 and Actuals for 2016:

The Committee reviewed the budget figures.

In response to a question from the Committee regarding the maintenance budget, Mr. Wood said Essex County laid down asphalt for the driveway and the dog pound was painted last year.

Ms. Percy advised that the increase to the maintenance account was to give consideration to repairing the dog pound roof. She noted a quote for shingles and a steel roof was provided in the agenda. Mr. Wood reported that shingles blew off the west end of the dog pound during a wind storm last year. The roof was repaired and it was Mr. Wood's opinion that the roof should last a couple of more years.

Councillor Wilkinson noted that he would like to see the condition of the dog pound roof.

Ms. Percy suggested the Committee could approve the repair of the dog pound roof with the addition of the following condition "only if it is required." Ms. Percy said that with the tender option in question another Committee meeting would need to be scheduled this year.

Councillor Hammond suggested that local roof repair quotes for both shingles and a metal roof be obtained.

In response to a question regarding the 2016 actuals, Mr. Wood said the only veterinary services required would be for an injured cat, as the partnership with St. Clair College provides all surrendered dogs with medical attention.

There was discussion regarding the issue with the City of Windsor and the Humane Society and how it might affect Animal Control Services' partnership with St. Clair College.

In response to a Committee question regarding this issue, Ms. Percy said she would follow-up with the City of Windsor.

Councillor Hammond asked if St. Clair College had submitted a report for 2016. Ms. Percy to confirm and forward the St. Clair College report to Committee members. Mr. Wood advised that he receives a report from St. Clair College for each dog surrendered to them. He keeps this report on file for the inspector to review.

Moved by: Councillor Wilkinson
Seconded by: Councillor McIntyre

That the Kingsville Leamington Animal Control Committee approve the draft 2017 Animal Control Budget.

Carried

Report LLS-58-16 dated January 10, 2017 regarding Animal Control Services Tender

There was Committee discussion on the tender options for Animal Control Services. In response from a Committee question, Mr. Wood said he was still looking to continue working for 1 to 2 years. It was suggested that the Committee continue with Mr. Wood's service and postpone the tendering for another year. Councillor Wilkinson's opinion was supported by Councillor McIntyre.

Councillor Hammond asked Mr. Wood if the tendering process would benefit him and if there were changes he would like to see. Mr. Wood suggested the following additions to the tender, provide a 24 hour service and the addition of chickens and rabbits.

In response to a Committee question, Mr. Wood said he would retire the end of December 2017.

In response to a question from the Committee, Ms. Alexander said there was a request for increased accountability and transparency in the awarding of the Animal Control Service contract.

Councillor Wilkinson questioned the amount of administrative time required to tender the service.

Chair Hammond asked Larry Wood to leave the meeting while the Committee discussed the report.

Larry Wood left the room at 10:40 AM.

Ms. Percy advised that Mr. Wood would be allowed to submit a tender bid and the Committee takes the risk that he submits a higher price.

There was Committee discussion on the timeline for a tender.

Ms. Percy advised that a report would need to be prepared for Leamington and Kingsville's Council to consider regarding tendering the Animal Control Service.

Moved by: Councillor McIntyre
Seconded by: Councillor Wilkinson

That Animal Control Services be tendered for 2018 and that Larry Wood provide the Committee by October 1, 2017 with a letter of intent to retire by December 31, 2017.

Carried

Mr. Wood returned to the meeting at 10:55 AM.

Moved by: Councillor McIntyre
Seconded by: Councillor Wilkinson

That the Animal Control Officer wages be increased by 1% for 2017.

Carried

Moved by: Councillor Wilkinson
Seconded by: Councillor McIntyre

That the Kingsville Leamington Animal Control Committee approved the draft 2017 Animal Control Budget, as amended.

Carried

In response to a Committee question regarding the stress on the animals in the pound from the noise of rain hitting a metal roof, Mr. Wood said the metal roof is placed over the existing roof so it should not be loud.

Moved by: Councillor Hammond
Seconded by: Councillor McIntyre

That two additional quotes for metal and shingle roof replacement of the Dog Pound roof be obtained.

Carried

Ms. Percy and Ms. Alexander will check the procurement by-laws for their respective municipalities in regards to quotes for the dog pound roof.

A tentative date of Wednesday, April 19, 2017 at 4:00 PM was suggested for the next Committee meeting to consider the roof tenders.

Mr. Wood advised that there has been an increase in wildlife fees as Essex County Road employees are not picking up road kill on County roads. Mr. Wood used to pick up road kill on County Roads when a resident calls to request such a pick-up. He now frequently picks up road kill he sees on County Roads as the County is not.

The Committee provided direction Ms. Percy and Ms. Alexander to bring the matter to their respective Mayors so it could be discussed at the Essex County Council meeting being held Wednesday, January 25, 2017.

Councillor Wilkinson arranged to meet Mr. Wood at the Dog Pound on Saturday, February 10, 2017 after lunch to tour the pound. It was noted that any other members wishing to tour the facility are also invited.

Adjournment:

Moved by: Councillor Wilkinson
Seconded by: Councillor McIntyre

That the meeting of the Kingsville Leamington Municipal Animal Control Advisory Committee adjourn at 11:05 AM.

Carried

Chairman, K-L Animal Control Advisory Committee