

The Kingsville Leamington Municipal Animal Control Advisory Committee Agenda

1. Call to Order
2. Disclosures of Pecuniary Interest
3. Election of Chairperson
4. Adoption of Minutes of KLMACAC Meeting held January 27, 2016
Pages 2 to 5
5. Business Arising from Minutes
6. Business:
 - Draft 2017 Animal Control Budget and 2016 Actuals
Page 6
 - Report LLS-58-16 dated January 10, 2017 regarding Animal Control Services
Tender
Pages 7 to 9
 - 2016 Call Summary and Monthly Details
Page 10
 - 2017 Budget Apportionment
Page 11
 - Pound Roof Discussion
 - Quote for roof repair dated May 2, 2016 from K.C. Ventures
Page 12
 - Pound Inspection Report from the Ministry of Agriculture, Food and Rural Affairs
dated June 8, 2016
Page 13
7. Adjournment

Minutes of the Kingsville Leamington Animal Control Committee

Wednesday, January 27, 2016 at 10:00 AM

Leamington Ante Room

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

Staff Present: Animal Control Officer Larry Wood
Clerk/Manager of Legislative Services Brenda Percy
Leamington Council Services Assistant Mary Ann Manley

Disclosures of Pecuniary Interest:

None noted.

Clerk Brenda Percy called the meeting to order at 9:54 AM and welcomed Committee members.

Election of Chairperson:

Ms. Percy called for the nominations for the 2016 Chairperson to the Committee.

Moved by: Councillor Wilkinson
Seconded by: Councillor Coghill

That John Hammond be appointed as Chairperson of the Kingsville Leamington Municipal Animal Control Advisory Committee for the year 2016.

Carried

Councillor Hammond accepted the nomination of the 2016 Chairperson to the Committee, however, he requested that the Clerk continue to chair the meeting.

Adoption of Minutes:

Moved by: Councillor Coghill
Seconded by: Councillor McIntyre

That the minutes of the Kingsville Leamington Animal Control Committee meeting held February 25, 2015 be adopted.

Carried

Business Arising from the Minutes:

Councillor Wilkinson explained that he and Councillor Coghill had met with the former Leamington Clerk Brian Sweet regarding the tethering of dogs issue. Councillor Wilkinson advised that he spoke with Ms. Percy and that Leamington is preparing a by-law to address this issue. Councillor Coghill said Kingsville has a tethering by-law.

Ms. Percy will contact the Windsor Essex Humane Society to confirm that the OSPCA will enforce a provision for tethering within the Animal Control By-law. Ms. Percy said there will be other changes proposed to the Municipality's Animal Control By-law when brought forward to Council.

Business:

Draft Animal Control Budget 2016 and Actuals for 2015:

Ms. Percy noted that the 2016 budget for building insurance has been reduced to zero this is due to the fact that the building is owned by Kingsville and insurance is already paid by Kingsville. The budget still includes liability insurance.

Councillor Coghill asked why the 2015 actuals for revenue were less than the 2015 budget and why is there is a \$40,000 discrepancy. Ms. Percy noted that the Leamington portion may not be allocated to the budget as of yet. Ms. Percy to consult with the Finance Department as why the discrepancy and she will follow-up with the Committee.

Councillor Coghill asked how many years the costs are averaged over. Ms. Percy advised the costs are averaged over a three (3) year period.

Councillor Coghill asked about service contracts and if the amount of \$1,000 is still required when the 2015 year to date was so low. Ms. Percy advised that it may be a decrease, however, she and Director of Legal and Legislative Services Ruth Orton left the proposed budget at \$1,000. If the amount is lower again at the end of 2016, it would be decreased in the 2017 proposed budget.

Councillor Coghill questioned why telecommunications are up 54% from last year. Mr. Wood noted he received a phone last year. Ms. Percy advised that she would confirm with the IT department and report back to the Committee.

It was noted that the \$2,000 for building maintenance is for stone and grading. Mr. Wood confirmed that the painting of the building that was budgeted for in 2015 was completed.

Councillor Coghill noted Kingsville has not budgeted this amount for Joint Animal Control and would be \$1,000 short.

Request from Animal Control Officer dated December 9, 2015:

Moved by: Councillor Coghill
Seconded by: Councillor Hammond

That the Kingsville Leamington Municipal Animal Control Advisory Committee approve the request from the Animal Control Officer dated December 9, 2015 for a 1% increase to the Kingsville Leamington Animal Control contract.

Carried

2015 Call Summary and Monthly Details

There was Council discussion on the “other” category for the Animal Officer’s reports and animals that are sent to St. Clair College.

Moved by: Councillor Coghill
Seconded by: Councillor Hammond

That the Kingsville Leamington Municipal Animal Control Advisory Committee’s 2015 Call Summary and Monthly Details be received.

Carried

The Committee requested that a report from St. Clair College Veterinary Services be requested and circulated to the Committee.

2016 Budget Apportionment

Moved by: Councillor Hammond
Seconded by: Councillor Coghill

That the Kingsville Leamington Municipal Animal Control Advisory Committee’s estimated 2016 Budget and 2015 Actual Budget be approved with any adjustments to revenue and telecommunications if required.

Carried

Pound Inspection Report from the Ministry of Agriculture, Food and Rural Affairs dated September 28, 2015:

In response to a question from the Committee, Mr. Wood responded that he has recovered from his surgery, however his brother, John Wood, is still assisting with Animal Control approximately 50% of the time.

Mr. Wood provided an explanation regarding the incident that occurred last year noting the concern should be corrected because the service provide, KelCom has changed the process for his pager and cell phone.

In response to a question from the Committee, Mr. Wood considers working for 2 (two) more years.

Moved by: Councillor McIntyre
Seconded by: Councillor Wilkinson

That the Ministry of Agriculture, Food and Rural Affairs Inspection Report dated September 28, 2015 for the Kingsville Leamington Dog Pound be received.

Carried

New Business:

None noted.

Adjournment:

Moved by: Councillor McIntyre
Seconded by: Councillor Coghill

That the meeting of the Kingsville Leamington Municipal Animal Control Advisory Committee adjourn at 10:25 AM.

Carried

Operating Budget For Council (YTD) by Division:

Division: Legal and Legislative Services

Reporting Period: January, 2017 To December, 2017 (12 Months)

Fund: <All>; Department: - Joint Animal Control; GL Account: <All>; Budget Center: <All>

	2016 Actuals	2016 Budget	2017 Budget	Budget Variance (\$)
Revenue:				
12000-Grant Revenue	93,743	93,743	102,531	8,788
2200-001500 - Municipal Grant	93,743	93,743	102,531	8,788
13000-Fees and Service Revenue	3,950	3,500	3,500	0
3481-001600 - Dog Reclaim Fees	3,950	3,500	3,500	0
Total Revenue	97,693	97,243	106,031	8,788
Expense:				
37110-Telecommunications Usage	839	1,080	960	(120)
7110-002030-002081 - Telecommunications Usage -	583	600	600	0
7110-002030-002083 - Telecommunications Usage -	256	480	360	(120)
37280-Telecommunication Purchases (non TCA)	0	300	250	(50)
7280-002030-002090 - Telecommunication	0	250	200	(50)
7280-002030-002091 - Telecommunication	0	50	50	0
37955-Service Contracts	0	1,000	1,000	0
7955-002040-002036 - Veterinary Services	0	1,000	1,000	0
37990-Other Operating Expenses	88,319	89,413	93,303	3,890
7011-002030 - Animal Food	183	600	500	(100)
7090-002030-002999 - Other Sundry Expenses	74	650	650	0
7140-002030 - Insurance - Liability	810	810	825	15
7190-002067 - Internal Office Overhead Allocation	1,228	1,228	1,228	0
7910-002030 - Tools & Implements	0	100	100	0
7990-002040 - Animal Control Officer	86,023	86,025	90,000	3,975
47400-Building Maintenance	3,444	4,850	9,918	5,068
7410-002030-007400 - Gas	542	720	720	0
7420-002030-007400 - Electricity	2,429	1,700	2,768	1,068
7430-002030-007400 - Water	123	230	230	0
7440-002030-007400 - Building Maintenance	224	2,000	6,000	4,000
7470-002030-007400 - Property Maintenance	0	0	0	0
7482-002030-007400 - JAC Garbage Disposal	125	200	200	0
47470-Property Maintenance	595	600	600	0
7955-002040-007470 - Service Contracts	595	600	600	0
Total Expense	93,197	97,243	106,031	8,788
Net Total	4,496	0	0	0



Report

To: Kingsville Leamington Municipal Animal Control Advisory Committee

From: Brenda Percy, Manager of Legislative Services /Clerk (Leamington)
Jennifer Alexander, Deputy Clerk (Kingsville)

Date: January 10, 2017

Re: Animal Control Services Tender

Recommendation:

It is recommended that:

1. The Kingsville Leamington Municipal Animal Control Advisory Committee direct Administration to prepare and release a tender for Animal Control Services for Leamington and Kingsville.

Background:

For the past thirty years, Larry Wood has been providing animal control services for Leamington. He was initially retained in the position in December of 1986 by the Joint Animal Control Committee comprised of representatives of Mersea Township, the Village of Wheatley, the Township of Gosfield North, the Township of Romney, the Town of Kingsville and the Township of Gosfield South.

Following amalgamation of the area municipalities in 2002, the Municipality of Leamington entered into an agreement with the Town of Kingsville to create a Joint Animal Control Committee comprised of the two municipalities and to set out the terms of joint animal control and the operation of the joint pound facility located in Kingsville.

According to the agreement, the costs of maintaining and operating the facility, including expenses for utilities, minor repairs, insurance, maintenance and replacement of equipment, snow removal, accounting, wages and salaries were apportioned in the amount of 55% for Leamington and 45% for Kingsville. In 2005, the agreement was amended to state that the above noted costs were to be apportioned based upon the average use of each party averaged over the past three years.

Any capital repairs and improvements to the pound are shared equally between Leamington and Kingsville.

In 2002, Leamington and Kingsville entered into an agreement with Larry J. Wood for the provision of animal control services. The specific duties of the Animal Control Officer include:

- a) maintain Pound Facility in a manner acceptable to Kingsville, Leamington and to the Ontario Ministry of Agriculture and Food and Rural Affairs;
- b) to seize and impound every dog found to be running at large within the respective municipalities and to deliver all such dogs to the Pound Facility;
- c) to live trap wildlife, such as raccoons, skunks and possums, on a call out basis only, and to destroy the skunks. Raccoons and possums can be released in more suitable locations or destroyed. Such disposition of raccoons and possums to be at the discretion of the Animal Control Officer.
- d) to remove and dispose of animals found dead on municipal roadways;
- e) to respond to emergency calls from local police forces, relating to animal control;
- f) to furnish each dog so impounded with good and sufficient food and water daily and shelter during the whole time that it continues to be impounded;
- g) to restore possession of the dog to the owner where:
 - (i) the owner claims and takes possession of the dog within the redemption period, and;
 - (ii) the owner pays to the Animal Control Officer a reclaiming and/or poundage fee as established by the Joint Municipal Animal Control Committee; and.
 - (iii) the owner produces a valid dog tag for the current year from the appropriate Municipality;
- h) if at the end of the 72 hour redemption period, possession of the dog has not been restored to the owner pursuant to the paragraph (g) above, then the Animal Control Officer may sell the dog pursuant to the Adoption Policy as established by Kingsville and Leamington.
- i) if the dog is not adopted, in accordance with the adoption policy, then the Animal Control Officer may destroy the dog in a humane manner and dispose of it at an approved manner.
- j) if a dog seized should, in the opinion of the Animal Control Officer, be destroyed without delay because of concerns for safety or reasons of humanity, the Animal Control Officer may immediately destroy the dog in a humane manner;
- k) all female dogs found running at large and in heat and subsequently seized and impounded shall be confined within an enclosed building separate from other impounded dogs;
- l) the Animal Control Officer shall file with the Clerk of each respective municipality on a monthly basis, a statement or report indicating:
 - (i) the number of dogs impounded;
 - (ii) the number of dogs adopted and amounts received;
 - (iii) the number of dogs euthanized or otherwise disposed of;
 - (iv) the number of wildlife picked up and destroyed.

According to the agreement, the Animal Control Officer submits all reclaim fees to the appropriate municipalities on a monthly basis at a rate to be set by the Kingsville Leamington Municipal Animal Control Committee. Further, the Animal Control officer submits all adoption fees to the appropriate municipality on a monthly basis.

The contract with Mr. Wood has remained in effect since 2002, generally with incremental annual increases in the contract fee. In 2015, the yearly contract fee for the Animal Control Officer was \$83,698.69 plus HST. The cost of wildlife pick-up is in addition to this fee. Payment for the first call for wildlife pickup is \$70.00 being \$35.00 for the trap and \$35.00 for the pick-up and is one-half of that amount for the second and all future calls within a calendar year. The agreement may be terminated by any of the parties on 90 days' notice.

Comments:

It is important to note that Mr. Wood has provided a good service and this report is not due to any concern in relation to the services provided, however, it has been 15 years since the animal control services contract has been reviewed. In order to ensure that the Municipality of Leamington and Municipality of Kingsville are receiving the best service for the best price, it is recommended a tender be released for the provision of animal control services.

The successful tender will be presented to this Committee for its recommendation to each municipality's Council for review and acceptance.

Financial Impact:

The draft budget includes funds for the estimated cost of this contracted service.

Respectfully submitted,

Brenda Percy, Manager of Legislative Services/Clerk
Municipality of Leamington

Jennifer Alexander, Deputy Clerk
Town of Kingsville

/jb

Attachment: None.

JOINT ANIMAL CONTROL

CALL SUMMARY - 2016

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	
LEAMINGTON																											
Unclaimed	1	1	0	3	1	5	3	3	2	4	0	3	26	26	22	27	36	42	55	45	34	41	43	83	68	73	
Claimed	4	5	2	5	12	6	3	5	1	4	3	5	55	55	34	42	33	41	41	28	34	32	23	30	37	27	
Sold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	5	4	0	2	0	0	2	4	1	8	7	
Other	7	7	12	17	16	14	10	3	4	14	10	1	115	115	71	87	87	88	62	64	46	42	50	36	32	38	
Wildlife	3	7	9	11	10	13	9	1	4	12	7	2	88	88	51	83	75	69	50	54	57	57	72	75	61	89	
Cats	4	5	4	6	5	4	2	2	1	2	3	0	38	38	19	18	14	18	16	21	12	16	15	22	21	28	
Fees	\$ 105	\$ 245	\$ 350	\$ 385	\$ 350	\$ 560	\$ 350	\$ 35	\$ 175	\$ 455	\$ 245	\$ 105	\$3,360	\$3,360	\$1,995	\$3,275	\$2,520	\$ 2,790	\$2,160	\$1,850	\$1,725	\$2,225	\$2,725	\$2,465	\$1,645	\$2,580	
KINGSVILLE																											
Unclaimed	2	1	0	1	0	0	2	0	1	0	0	2	9	9	8	19	21	27	26	31	37	28	39	58	54	67	
Claimed	0	3	3	2	6	1	5	1	5	0	3	4	33	33	19	17	31	30	25	29	18	19	31	28	35	18	
Sold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1	2	0	9	2	4	2	1	4	7	
Other	7	5	14	10	17	15	22	13	14	15	6	4	142	142	94	88	74	77	61	56	41	38	47	31	32	30	
Wildlife	5	4	9	8	16	15	18	12	14	11	5	3	120	120	84	66	52	56	45	44	42	54	74	106	55	94	
Cats	2	1	4	2	1	0	5	3	2	4	1	1	26	26	22	18	26	14	15	20	11	17	10	18	21	23	
Fees	\$ 175	\$ 140	\$ 350	\$ 280	\$ 560	\$ 525	\$ 800	\$ 490	\$ 560	\$ 385	\$ 175	\$ 105	\$4,545	\$4,545	\$3,500	\$2,515	\$1,980	\$ 2,220	\$2,010	\$1,300	\$1,325	\$1,975	\$2,825	\$3,790	\$1,565	\$2,465	
TOTALS																											
Unclaimed	3	2	0	4	1	5	5	3	3	4	0	5	35	35	30	46	57	69	81	76	71	69	82	141	122	140	
Claimed	4	8	5	7	18	7	8	6	6	4	6	9	88	88	53	59	64	71	66	57	52	51	54	58	72	45	
Sold	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	8	5	2	2	9	2	6	6	2	12	14	
Other	14	12	26	27	33	29	32	16	18	29	16	5	257	257	165	175	161	165	123	120	87	80	97	67	64	68	
Wildlife	8	11	18	19	26	28	27	13	18	23	12	5	208	208	135	149	127	125	95	98	99	111	146	181	116	183	
													588	588	385	437	414	432	367	360	311	317	385	449	386	450	
Cats	6	6	8	8	6	4	7	5	3	6	4	1	64	64	41	36	40	26	31	41	23	33	25	40	42	51	
Fees	\$ 280	\$ 385	\$ 700	\$ 665	\$ 910	\$ 1,085	\$ 1,150	\$ 525	\$ 735	\$ 840	\$ 420	210	\$7,905	\$7,905	\$5,495	\$5,790	\$4,500	\$ 5,010	\$4,170	\$3,150	\$3,050	\$4,200	\$5,550	\$6,255	\$3,210	\$5,045	

Joint Animal Control
2017 Budget Apportionment

	prior 3 yr avg	% of Use	2017	2016	Change from 2016 to 2017	2015	2014	2013	2012	2011
LEAMINGTON		50%	51,266	49,684	2.83%	55,867	52,201	51,717	49,545	49,639
KINGSVILLE		50%	51,265	44,059	16.73%	43,062	40,236	41,794	40,364	41,140
TOTALS		<u>100%</u>	<u>102,531</u>	<u>93,743</u>		<u>98,929</u>	<u>92,437</u>	<u>93,511</u>	<u>89,909</u>	<u>90,779</u>

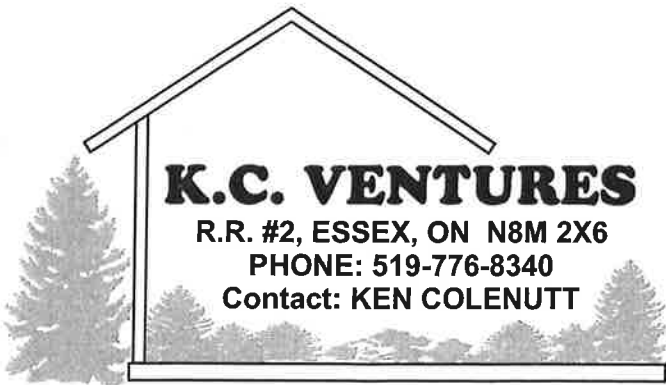
Data from 2017 JAC_call_summary_2017:

	YEAR	UNCLAIMED	CLAIMED	SOLD	OTHER	WILDLIFE	TOTAL
LEAMINGTON	2016	26	55	0	115	88	284
	2015	22	34	2	71	51	180
	2014	27	42	5	87	83	244
	2013	36	33	4	87	75	235
KINGSVILLE	2016	9	33	0	142	120	304
	2015	8	19	0	94	84	205
	2014	19	17	3	88	66	193
	2013	21	31	1	74	52	179
TOTALS	2016	35	88	0	257	208	588
	2015	30	53	2	165	135	385
	2014	46	59	8	175	149	437
	2013	57	64	5	161	127	414

3 YEAR AVERAGE USE:	For 2016 Budget	For 2017 Budget
	2013 to 2015	2014 to 2016
LEAMINGTON	53%	50%
KINGSVILLE	47%	50%
TOTAL	<u>100%</u>	<u>100%</u>

-- Prepared on Jan12, 2017 by Manager of Accounting

	2015	2014	2013	Avg	2016 Municipal Grant Budget
Leamington	251	262	249	254	53% 49,366
Kingsville	269	211	205	228	47% 44,377
	<u>520</u>	<u>473</u>	<u>454</u>	<u>482</u>	100% <u>93,743</u> = Joint Animal Control Municipal Grant Lin
					93,743 = checksum



ESTIMATE INVOICE

DATE May 2 116

TERMS _____

NAME Leamington Dog pound PHONE _____

ADDRESS _____

WORK DESCRIPTION	AMOUNT
<p>Supply and install</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 40 year fibreglass shingles <input type="checkbox"/> matching metal valleys <input checked="" type="checkbox"/> ice and water shield in closed valleys <input checked="" type="checkbox"/> 90 lb. tarpaper on bottom 36 inches <input type="checkbox"/> roof wrap entire roof <input type="checkbox"/> 3/8 spruce sheathing sq. ft. _____ <input checked="" type="checkbox"/> new vents # _____ <input type="checkbox"/> ridge venting <input type="checkbox"/> whirly-bird vents # _____ <p>Metal Roofing —</p> <ul style="list-style-type: none"> <input type="checkbox"/> strapping 2 x 4 <input type="checkbox"/> 1 x 4 <input type="checkbox"/> <input checked="" type="checkbox"/> 29 gauge high tensile roof sheeting & trim <input checked="" type="checkbox"/> wakefield bridge metal shingles and matching trim <p style="text-align: right;"><input checked="" type="checkbox"/> shingle removal _____ layers <input checked="" type="checkbox"/> clean up and disposal</p>	<p style="text-align: center; font-size: 2em;">\$ 4250⁰⁰</p> <p style="text-align: center; font-size: 2em;">\$ 6800⁰⁰</p>

Comments on any additional work not covered by previous selections.

Received

NOV 29 2016

Municipality of Leamington
Legislative Services

<p><i>Can and Will Beat Your Best Price . . . or I'll Pay You \$200.00</i></p> <p><i>Quality Workmanship Guaranteed for 10 Years!</i></p>	Sub Total	
	Taxes	
	TOTAL	

POUND - INSPECTION REPORT

Facility Animal Control / Humiliation Pound District ESSEX
 Address 3902 Road #4 East, Kaysville ON County ESSEX
 R.M.
 Operated by AL LARRY WOOD Telephone 519.326.0339/519.396.3011
 Inspector BRIET RICHFIELD Date Report Sent JUNE 8, 2016
 Received by Briet Richfield Copies of Report to

ROUTINE COMPLAINT OTHER

A - ACCEPTABLE

NI - NEEDS IMPROVEMENT

U - UNACCEPTABLE

	A	NI	U		A	NI	U
MAINTENANCE				ANIMAL CARE			
Sanitation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pens / Cages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food / Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drains	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waste Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windows	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temperature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ceilings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communal Pens	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Runs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Euthanasia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
IDENTIFICATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	RECORDS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENTS: YES NO

COMMENTS:

DOGS ARE RECEIVING GOOD QUALITY CARE
THE POUND IS WELL MAINTAINED.

Facility is is not in accordance with Regulation 23, Animals for Research Act, R.R.O. 1990, c. A. 22

Deficiencies

Inspector Briet Richfield