



The Corporation of the City of Temiskaming Shores

Agenda Addendum – Committee of the Whole

Meeting Date: **Tuesday, December 5, 2023**

Meeting Location: **City Hall (325 Farr Drive)**

Meeting Time: **3:00 p.m.**

The following item(s) is deemed time sensitive and is proposed to be added and/or deleted from the Agenda for the above noted meeting, and being circulated prior to the meeting in an effort to provide advance public notice.

Items

Addition(s):

Section 11. Corporate Services, add:

Item 11.b) Administrative Report, No. 10. Administrative Report No. CS-049-2023 – Animal Services Contract Position

Be it resolved that Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report No. CS-049-2023;

That Council directs staff to create a two (2) year contract position of Animal Services Coordinator, at an hourly rate of \$24.00 per hour, for an average of 15 hours per week; and

That Council directs staff to prepare the necessary By-law to repeal By-law No. 2019-106, to appoint Municipal Law Enforcement Officers, effective November 30, 2023, at the December 19, 2023 Regular Council meeting.

Issued by:

Time: **2:50 p.m.**

Date: **December 4, 2023**

Logan Belanger, Clerk

Subject: Animal Services Contract Position

Report No.: CS-049-2023

Agenda Date: December 5, 2023

Attachments

Appendix 01: Draft 2024 Animal Services Budget

Recommendations

It is recommended:

1. That Council for the City of Temiskaming Shores acknowledges receipt of Administrative Report CS-049-2023;
2. That Council directs staff to create a two (2) year contract position of Animal Services Coordinator, at an hourly rate of \$24.00 per hour, for an average of 15 hours per week; and
3. That Council directs staff to prepare the necessary By-law to repeal By-law No. 2019-106, to appoint Municipal Law Enforcement Officers, effective November 30, 2023, at the December 19, 2023 Regular Council meeting.

Background

On June 6, 2023, Council directed staff to implement a Pilot Program for Animal Care and Control.

Since that time, the following has occurred:

- The current Animal Control and Pound Service Contract has been terminated effective November 30, 2023.
- By-law 2023-122 being a by-law to regulate the care and control of animals and provide for the registration of dogs and cats within the City of Temiskaming Shores received first and second reading. Final reading expected for December 19, 2023, Regular Council Meeting.
- The closing date for RS-RFQ-007-2023 for the Animal Facility Renovation is December 7, 2023. A site meeting was held November 22, 2023. The scope of work is required to be fully complete by April 19, 2024.

Analysis

Personnel options were evaluated in accordance with municipal obligations and the proposed pilot program. The location of the animal facility is not intended to be a long-term solution; however, is close to City Hall to allow for direct supervision and support, as well as opportunity to evaluate and understand service and community needs in a safe environment over the pilot period.

The proposed Animal Services Coordinator contract position will require a motivated individual to establish animal care and operational best practices, and will be responsible for the following:

- Assist with the development of Animal Services programs, policies, and guidelines;
- Preservation of public safety and responsible for all duties related to the humane handling, transportation and care of animals including observing animals for signs of illnesses or injuries;
- Cleaning all equipment and work areas to maintain the highest standard of cleanliness and sanitation by following health and safety regulations and protocols;
- Assures all nutritional, housing, grooming and medical needs are met according to approved processes;
- Monitoring compliance of the City's by-laws relating to animal care and control, noise, licensing, and community standards;
- Providing excellent customer service and performing a wide range of administrative and clerical duties;
- Conduct kennel inspections and prepare reports; and
- The position will be considered for appointment as an Officer for enforcement if appropriate.

It is proposed this employment opportunity be set out in a two-year contract at an hourly rate of \$24.00 per hour.

The Coordinator will be required to work a flexible schedule with an average of 15 hours per week.

The position will be included within the Corporate Services Department.

During the first months of employment, it is expected that the Coordinator will prepare the facility, establish procedures, policies and report templates, build relations with stakeholders, and increase public education and awareness.

In the interim, stakeholders have been notified of the terminated contract. Staff will continue to provide information to the public as it becomes available.

Staff are reviewing the current fees in comparison to other municipalities. An administrative report to amend By-law No. 2012-039 (Departmental User Fee and Services Charges By-law), will be presented to Council for consideration at the December 19, 2023 Regular meeting.

Relevant Policy / Legislation / City By-Law

By-law 2023-122 - Being a by-law to regulate the care and control of animals, and the registration of dogs and cats within the City of Temiskaming Shores

By-law 2012-039 - Being a by-law to adopt Schedules of Departmental User fees and Service Charges for the City of Temiskaming Shores

Consultation / Communication

- Animal Services Interim Committee
- City Staff including: By-law Officer, Treasurer, Clerk and Director of Corporate Services

Financial / Staffing Implications

This item has been approved in the current budget: Yes No N/A

This item is within the approved budget amount: Yes No N/A

The 2023 Budget for Animal Control and Care Services is \$75,000. The 2024 Budget for Animal Service is proposed to stay consistent with 2023 allocation. A draft worksheet attached as Appendix 01 provides for an estimated \$67,500 with \$39,000 for employment related costs. The total of \$75,000 will provide for additional contingency as we transition the service.

Climate Considerations

Climate considerations would not apply.

Alternatives

Council could direct staff to issue an RFP for the contract of Animal Control and Care Services.

Submission

Reviewed and submitted for
Council's consideration by:

"Original signed by"

Amy Vickery
City Manager

Animal Services Budget 2024

Personnel	hours	salary	Employer costs	Total
Internal supports By-law/Supervisory	Current Staff - 7 hrs per week	\$ 12,000.00	\$ 3,000.00	\$ 15,000.00
Animal Care Attendent	15 hours/ week + call ins and care under Employment Contract		built in to contract	\$ 24,000.00
Subtotal				\$ 39,000.00
Training & Development				\$ 1,500.00
Building Maintenance				\$ 500.00
Start Up Equipment	Washer/Dryer/Cat Tower/HVAC			\$ 10,000.00
Animal Care Supplies - Facility	Food			\$ 600.00
Vehicles & Administration	Uniforms PPE			\$ 300.00
	Vehicle Allowance	mileage & cleaning		\$ 500.00
	Admin & Misc			\$ 600.00
	Contingency			\$ 2,000.00
Animal Care Services	Veterinarian			\$ 2,500.00
Community Programs				\$ 10,000.00
Total Annual Cost				\$ 67,500.00