

**Township of Southgate**  
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## **Staff Report CBO2024-003**

**Title of Report:** CBO2023-003-After Hours By-law and Canine Control  
**Department:** Building  
**Branch:** By-law Enforcement  
**Council Date:** April 17, 2024

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CBO2024-003 for information; and

**That** Council award the contract for a After Hours Bylaw and Canine Control Services to Municipal Support Services (Option 2), for a total of \$2,270 per month plus additional calls for service costs and HST.

### **Background:**

The Canine Control services contract expired on January 1, 2023. To review the most efficient use of staff time and contracted services, staff included on call by-law services as part of the tender. The "After Hours By-law Enforcement and/or Canine Control Services request for tender was issued March 18, 2024, and closed April 5, 2024, at 2:00pm. Proponents had the flexibility to offer one or both services.

### **Staff Comments:**

The township expenses for canine control services in 2023 excluding pound fees and other additional costs were \$ 2,472.58 per month plus HST.

Currently, the township's building inspectors also serve as after hours on call by-law officers from April 1 to November 30<sup>th</sup> each year. Utilizing the building officials to act as on-call officers has an impact of a minimum 16 hours per month at an average cost of \$736.00 on call stand by and \$69.00 per hour to respond to calls. Additionally, incidental costs include mileage, depreciation of vehicles, and a cell phone contract at approximately \$80.00 per month. Furthermore, officer safety is a concern with individual staff responding to calls after 11:00 p.m. to unknown situations. A financial implication for safety training and accreditation courses required can exceed \$5000.00 per officer. Three courses are required to achieve complete accreditation. Having building inspectors act as after hours on call by-law causes a reduction of 4 hours per week that they are able to spend on building department services, which can cause reduced level services or disruptions during peak building season.

As such, the township invited proponents to bid on this service separately. The tender asked proponents to consider the following in their proposals:

### **General Provisions for After Hours By-law and Canine Control (Schedules A & B)**

The Contractor shall provide the services outlined below as a requirement of both provisions The Contractor shall provide services in a professional and fully competent manner.

- Response to general inquiries from residents within the Township;
- Prompt (within two days) response to both telephone and email messages;
- Uniformed response throughout the Township including appropriate identification badge indicating they are representing the Township;
- Monthly invoicing to the Township, including a report of calls, actions taken and detailed description to identify the property and/or individual or complaint tracking number.
- Semi-annual Statistical report to the township indicating types and numbers of files open, types and numbers of files closed.
- Provide all personal secretarial services including complete record keeping of occurrences and patrols and reports.
- Provide at the contractor's expense, a cell phone where someone can be reached between the hours of 8:30 am – 4:30 pm Monday – Friday as well as an answering service available twenty-four (24) hours a day seven (7) days a week to be checked evenings and weekends.
- Provide a properly equipped vehicle suitably maintained to professionally represent the Corporation to be used in the provision of services, such vehicles to be clean, safe and licensed at all times.

#### **After Hours By-Law Enforcement Specific (Schedule A):**

- Enforcement of the Township's by-laws including but not limited to, noise, fireworks, and parking by-laws required.
- Enforcement of the above by-laws shall commence on Friday @ 4:00 p.m. until Monday @ 7:30 a.m. on all weekends and on Holiday weekends shall extend to include the Holiday before or after the weekend, between April 1 and November 30 of each contracted year.
- Enforcement of other legislation as it relates to spheres of jurisdiction within Municipalities as may be required from time to time.
- Preparation of all notices, orders and correspondence related to by-law enforcement activities. Postage for notices, orders and correspondence to be the responsibility of the Township. Letterhead, Parking ticket offence notices will be provided by the Township.
- Contractor to arrange for any law enforcement back up when required for any by-law activities.
- Attend residences or issuing Part 1 Offences, or laying of charges for any by-law violations or any notices or Orders as may be required.
- Attending court as required.

#### **Canine Control Specific (Schedule B)**

- Enforcement and of the Township's Canine Control By- law.  
<https://www.southgate.ca/en/municipal-services/resources/ByLaw/By-law-2020-078---Canine-Control-By-law.pdf>
- Knowledge of DOLA (the Dog Owners' Liability Act), and willingness to enforce under this provincial legislation.

- Immediate and on-call response to public safety and emergency issues as they relate to canine control.
- Inspection of Kennels registered with the Township on an annual basis.
- Pickup and impoundment of stray dogs in accordance with the by-law.
- Arrange for all disposals & euthanasia of animals as required by the by-law.
- The contractor shall provide the Township with an Animal Shelter location that is constructed, maintained and operated in accordance with the Animals for Research Act, R.S.O. 1990, Regulation 23. The Shelter shall be open to the public a minimum of 30 hours per week Monday to Friday and a minimum of 5 hours on Saturday. The Township shall appoint such location as the "pound keeper" for the Township.
- The placement of any unclaimed canine for adoption or sale or as otherwise provided in the by-law.
- Locating owners of impounded dogs.
- Assisting in administration of dog tag licensing.

**Bid submissions requirements were as follows:**

Tenders must be submitted using the documents provided, completed & signed (where applicable), placed in a sealed envelope (if submitting a hard copy) and must include:

- ☐ Completed Schedules as Applicable
  - a) A & C; or
  - b) B & C; or
  - c) A, B & C
- ☐ Bidder Information Form
- ☐ Ability and Experience Form
- ☐ Subcontractor Form
- ☐ Form of Tender and Agreement

Additional Documents required within 14 days after notification of award are:

- ☐ Valid WSIB Clearance Certificate
- ☐ Health & Safety Policy
- ☐ Proof of minimum \$5,000,000 each of general liability (with provision of a Certificate of Insurance naming the Township as 'additional insured') and vehicle/equipment insurance (upon award of tender is acceptable)

The acceptance of a Tender will be contingent upon, however not limited to, the following considerations:

- Ability to meet or exceed all specifications and requirements;
- Ability and Experience;
- Compliance with Tender process;
- Tendered Price

The township received and responded to several questions prior to the bid submission deadline. The township received proposals from three different

proponents by the RFT submission deadline.

### Canine Control Services:

Proponent	General Services \$/month	After Hours Response* \$/hr	Mileage \$/km	Notes	Submission Complete	Reason for disqualification
Karyn Foster	\$2,700.00 / month	\$30.00 / hr	\$0.50 / km	- 4% increase for 2025, 2026, 2027 for both rates.	NO	Form of Tender and Agreement not submitted, WSIB, HST numbers omitted
Dalcor Security Services	\$32.00 / hr	\$20 per day on call + Minimum 3 hr call out charge + \$35/day kennel	\$0.50 / km	- \$33.00 /hr for 2026, 2027 - Monthly costs are unclear as quoted by the hour/day. - Minimum call out charge of 3 hours - stat holidays are charged at 1.5x - Kennel cost is \$35 per night	YES	
Municipal Support Services (Option 1 - Full Service)	\$2,560.00 / month	\$40.00 / hr	\$0.60/km	- Approx 2% increase /yr - Full service estimated at 16 hrs/week with an officer in Southgate actively patrolling during allocated hours for quick response	YES	
Municipal Support Services (Option 2 - On call)	\$1,000/month	\$40.00 / hr	\$0.60/km	- Monthly rate does not increase for length of contract - After hrs hourly rate approx 2% increase per year	YES	

\*After hours response may include emergency calls and court appearances outside scheduled times.

\*Mileage Rate for mandatory attendance outside municipal boundaries. \$/km

The results are summarized as follows:

### After Hours By-law Enforcement:

Proponent	After hours By-law Services \$/month	After Hours Response* \$/hr	Mileage \$/km	Notes	Submission Complete	Reason
Karyn Foster	\$30.00 / hr	\$45.00 / hr	\$0.50 / km	- 4% increase for 2025, 2026, 2027 for both hourly rates. - Monthly costs are unclear as quoted by hour.	NO	Form of Tender and Agreement not submitted, WSIB, HST numbers omitted
Dalcor Security Services	\$32.00 / hr	\$20 per day from April 1- Nov 30. + Minimum call out charge	\$0.50 / km	- \$33.00 /hr for 2026, 2027 - Monthly costs are unclear as quoted by the hour. - Minimum call out charge of 3 hours - stat holidays are charged at 1.5x	YES	
Municipal Support Services (Option 1)	\$9,652/month	\$38.00 / hr	\$0.60/km	- Approx 2% increase /yr - Full service during the scheduled times with an officer in Southgate actively patrolling during allocated hours for quick response	YES	
Municipal Support Services (Option 2)	\$1,270/month	\$38.00 / hr	\$0.60/km	- Monthly rate does not increase for length of contract - After hrs hourly rate approx 2% increase per year - on call service option with priority dispatch	YES	

\*After hours response may include emergency calls and court appearances outside scheduled times.

\*Mileage Rate for mandatory attendance outside municipal boundaries. \$/km

**Financial Implications:**

\$36,000 in the 2024 budget for bylaw services/canine control. There will be a savings for by-law on call - current building inspectors offsets the cost of on call by-law services.

**Communications & Strategic Plan Impact:**

**Priority: Operational Excellence**

**Goal: Goal 8: Enhance community safety**

**Concluding Comments:**

Staff recommend awarding contracts for After Hours Bylaw and Canine Control to Municipal Support Services.

Respectfully Submitted,

**Dept. Head:** *Original Signed By*  
Bev Fisher, Chief Building Official

**CAO Approval:** *Original Signed By*  
Dina Lundy, CAO

**Attachments:**