



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	BES2025-005
Title:	By-law Enforcement (after hours) and Canine Control Contract – Municipal Support Services (MSS)
Open/Closed Session:	Open Session
Prepared By:	Hannah Coombs By-law Enforcement Officer Phil Schram Chief Building Official
Approved By:	Kenneth Melanson, RPP, MCIP Director, Development & Community Services
Approved By:	Kayla Best Acting Treasurer
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

At the April 16, 2024 Council meeting, [report CBO2024-003 was approved](#) awarding the RFP to Municipal Support Services (MSS). Due to staff turnover, the contract was not prepared. Staff are recommending Council approve the contract.

Recommendation:

Be it resolved that Staff Report BES2025-005 be received for information; and
That Council consider approval of By-law 2025-028 to initiate the contract with MSS for after hours By-law Enforcement and Canine Control; and
That Council direct staff to amend the 2025 proposed budget for contract services for by-law enforcement and canine control as outlined in Table 1 of report BES2025-005; and
That Council direct staff to amend the Fees and Charges By-law and Canine By-law to establish cost recovery of kennel inspection costs to be brought back to Council as soon as possible.

Background:

The attached contract, prepared by MSS with discussion with Township Staff would fulfill the RFP issued in 2024. The proposed contract provides By-law Enforcement April 1st to November 30th for each contract year (after hours) and year-round canine control. The canine control portion of the contract is offset by revenues to the Township made through dog tags and kennel license fees. By-law enforcement is also offset through fines and penalties that may be imposed. Neither By-law Enforcement nor canine control are a cost recovery service for the Township. Table 1

below provides details on the proposed contract costs and estimated revenues for each service (based on 2024 revenues).

Table 1 – Proposed 2025 budget adjustments

Item:	Initial Budget 2025 (estimate):	Actual Budget 2025:	Difference:
Canine Control Contract	\$50,000 Revenues for 2025 estimated to be \$35,000 (dog tags, kennel fees).	\$81,200 (includes mileage and contract services). Revenues for 2025 estimated to be \$35,000 (dog tags, kennel fees).	\$31,200 from initial 2025 budget (\$18,680 will come from reduction of By-law Enforcement contract services).
After Hours By-law Enforcement Services	\$30,000	\$11,320 (assumes 20 hours of after hours calls during service period)	-\$18,680
Remaining Canine Control Budget to be offset			\$12,600
This amount would be offset by increased number of licenses, cost recovery of inspections (if approved by Council). Staff also expect that kennel inspections will result in a reduction of additional costs from parvovirus issues (to some degree). This would <u>avoid</u> a further increase to the property tax rate for 2025.			

Analysis – Canine Control:

Council approved an RFP process for Canine Control in 2024, where MSS was the winning bidder. The RFP award presumed a budget of \$36,000 for canine control, for a partial year of service. Due to staff turnover, the contract was not prepared however staff have enforced the provisions of the RFP. Costs of the contract have increased to reflect a full year of service, but also include cost increases due to transportation and kennel costs due to many dogs being found to have contracted Parvovirus. This issue could not have been anticipated when the original RFP awarding occurred.

The proposed canine control provisions would involve MSS coverage at 35 hours, averaged over 7 days/week. Any un-used hours could then be averaged on days with a higher level of activity. Table 1 provides the detail of the canine contract full year costs, which are estimated at \$72,800 for 2025 (increasing 1.88% each year, for inflation). An additional \$7,000 for mileage to cover patrols coming from the MSS office is included – with a total budget of \$81,200. MSS would be responsible for inspection of all kennels and enforcement of the Canine By-law, including documentation of cases/activities. This would setup MSS to patrol the Township to address canine issues. As noted in Table 1, the Canine Control service is offset by revenues from dog tags and kennel licensing fees. Staff are also proposing that all costs for kennel inspections (hours conducting inspections/follow up inspections and mileage) be also cost recovered to kennel operators. Staff estimate this cost recovery of inspections will offset the remaining \$12,600.

When preparing the 2025 budget – the exact contract numbers were not available. The Canine contract services budget was estimated at \$50,000. An increase is required by \$31,200 to achieve the proposed budget. This would be offset by a reduction to the By-law enforcement contract service budget, as well as a projected increase in dog tag revenue. Staff are also

proposing that Council give direction to update the 2025 fee by-law to include a provision for cost recovery of all kennel inspections to each kennel operator. This would include any hours for the inspection (or follow up inspections) and mileage to get to/from the kennel for any inspection(s).

Analysis – After hours By-law Enforcement:

The second element of the proposed contract is the coverage of By-law Enforcement during after hours. During office hours, the Township’s By-law Enforcement Officer provides full coverage of all By-law enforcement activity. The proposed coverage provides the seamless coverage following the office closure on Friday and through the weekend to Monday morning. Existing policy is that this after-hours coverage is required April 1st to November 30th.

The original option selected when the RFP was awarded included a fee for priority service. This would involve MSS “dropping” any activities to prioritize any complaint for the Township. Through the contract discussions, this priority service was removed as it was not seen as needed given the minimal number of after-hours calls. A retainer of \$1,270.00 per month would still be charged to provide the service, along with an hourly rate for any callout. The contract also includes a standard mileage rate and yearly increase of 1.88% for inflation.

The proposed after-hours enforcement budget is proposed at \$11,320 – which factors in mileage, hourly rate for three potential calls (which was the total number of after hours calls in 2024) and the monthly retainer for months of service. The proposed contract services budget for 2025 was estimated at \$30,000 and can be reduced. This reduction is proposed to offset the increase in the canine costs (despite expected increases in dog tag revenue and proposed cost recovery of inspections).

Analysis – Cost recovery of kennel inspections:

As noted in report [BES2025-002](#), the Township has noted an increase in dogs testing positive for Parvovirus. Due to the re-write of the Canine By-law in 2024, inspection of all kennels in the Township did not occur. Inspection of each kennel is expected in 2025, however given the potential implications of the spread of Parvovirus – each inspection would need to be treated with care to avoid virus spread. This is part of normal considerations for kennel inspections.

Given these inspections can be extensive or require multiple visits, staff are recommending that the Fees and Charges By-law (and Canine By-law if required) be amended to cost recover the expenses related to the inspection back to the Kennel operator. Any operator, to obtain a license to operate has normal expenses that would be “the cost of doing business” – inspections would be a reasonable expense to be charged to the kennel operator. Staff would only bill the number of hours for an inspection (or follow up inspections) and mileage associated with getting to and from the kennel. Any other administrative costs would not be cost recovered, as these would be considered minor. However, if Council feels that all costs incurred for an inspection be recovered – that direction could be given.

Conclusion:

Ensuring the Canine and By-law enforcement activities are provided will provide valued services to residents. Staff recommend Council approve the proposed contract and direct the noted changes to the 2025 Budget for canine control and By-law Enforcement contracted services.

Internal Policy and Legislated Requirements:

Enforcement of the Township's Canine Control By-law is a requirement of Provincial Legislation. Enforcement of Township By-laws is provided within each Township By-law related to property standards and regulation of activities.

Financial and Resource Implications:

The 2025 Draft Budget would require modifications as outlined in Table 1 above. If Council approves these modifications, there should be no impact to the overall proposed budget as the proposed changes represent a shifting of budgets and cost recovery via inspection recovery to kennel operators.

Strategic Priorities:

Priority: Operational Excellence

Goal: Goal 11: Provide Excellent Customer Service to Southgate Ratepayers and Community Members

Action Item: 11 b). Conduct and Implement an Operational and Service Delivery Review to Ensure the Township's Services will Meet the Growing Needs of the Community