



## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Susie Spry, Manager of Enforcement Services

**DATE:** January 25, 2024

**REPORT NO.:** ADMIN-2024-001

**SUBJECT:** Canine Control Service Single Source report

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### RECOMMENDATION:

That Report No. ADMIN-2024-001 dated January 25, 2024 regarding the services of a Canine and Wildlife Control Contractor be received;

AND THAT FURTHER Omega Canine Control Services, 4947 First Line, Erin, Ontario be awarded to provide Canine Control and Wildlife services for a total of \$648,594.00 (plus applicable taxes) for a three (3) year term, with one (1), two (2) year option to renew;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Omega Canine Control Services in the amount of \$648,594.00 (plus applicable taxes) for the three (3) year term and for the optional one (1), two (2) year renewal subject to service and price negotiation;

AND FURTHER THAT Council authorizes a pre-budget approval for a 3% inflationary increase over the yearly amount for years two (2) through five (5) of the term if required.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- There is a need within the Town of Halton Hills to provide the services of a Canine and Wildlife Control Contractor who will respond to calls about canines in relation to the Town's Responsible Pet By-law 1994-077 and the *Dog Owners Liability Act*.

- Council approved Report ADMIN-2019-0012 for the Award of Request for Proposal P-025-19 for the Canine & Wildlife Services Contract to Omega Canine Control Services
- Omega Canine Control Services is an established local company which has provided exceptional service to the community over the last 5 years.

## **BACKGROUND AND DISCUSSION:**

The Town of Halton Hills requires the services of a Canine and Wildlife Control Contractor who will respond to calls about canines in relation to the Town's Responsible Pet By-law 1994-077 and the *Dog Owners Liability Act*. The Canine and Wildlife Control Contractor will be required to work 9:00 a.m. to 5:00 p.m. Monday to Friday and provide twenty-four (24) hour/7 days per week emergency response to sick or injured canines. The Contractor will also respond to calls regarding sick wildlife on public property.

The Town of Halton Hills has been contracting out Canine Control Services in the municipality for the past five (5) years to Mr. Rob McIntosh, carrying on the business known as "Omega Canine Control Services". The existing contract expires on April 30, 2024.

The existing Canine Control Services currently performs the following duties:

- Informing and educating the public on municipal and provincial legislation with respect to animals
- Responding to complaints in a timely manner which includes responding to dogs running at large when report is received
- maintaining a canine shelter, vehicles and equipment;
- placement of unclaimed dogs;
- regular daytime patrols and proactive enforcement in parks, trails and other areas frequented by dogs and their owners (Monday to Friday);
- complete 24 hour emergency service;
- 24 hour reception services;
- issue notices of contravention and violation letters when necessary
- determine violations to legislation, gather evidence and obtain statements from witnesses, prepare prosecution briefs, swear to information, affidavits, subpoenas and summonses, present oral testimony and demonstrative evidence for the Ontario Courts of Justice;
- prepare reports and documentation related to inspections conducted and complaints received;
- Provide education, inspect and approve properties applying for Urban Hen licences;
- Liaise with other Town staff on by-law related issues

In 2019, Council approved the Award of Request for Proposal P-025-19 for the Canine & Wildlife Services Contract naming Omega Canine Control Services as the successful applicant. It should be noted that in 2019, only one (1) company downloaded the bid

and only one submission was received. Traditionally, responses to an RFP in relation to canine control have been minimal with only 1-2 applicants downloading the bid.

For continuity of service and to continue building on the relationships fostered over the last five years, staff recommends that Omega Canine Control Service be awarded the contract for Canine and Wildlife Control Services. Staff further recommends that the Manager of Purchasing be authorized to issue a purchase order to Omega Canine Control Services for a three (3) year fixed term, commencing May 1, 2024, in the total amount of \$648,593.91 (plus applicable taxes).

### **STRATEGIC PLAN ALIGNMENT:**

This report identifies a safe and welcoming community as one of the Town's Strategic priorities with the objective to ensure programs meet the evolving needs of the community while preserving the town's quality of life and connected community.

### **RELATIONSHIP TO CLIMATE CHANGE:**

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

### **PUBLIC ENGAGEMENT:**

Public Engagement was not needed as this report is administrative in nature.

### **INTERNAL CONSULTATION:**

The Town Clerk, Enforcement staff and the Purchasing Analyst were consulted in the preparation of this report. The Manager of Purchasing is in agreement with the recommendations.

### **FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source. To prepare for estimated inflationary increases over the course of the agreement, staff are seeking pre-budget approval for a 3% yearly increase over the yearly amount for years 2-5 of the contract if required.

Reviewed and approved by,

Bethany Yew, Manager of Purchasing

Valerie Petryniak, Town Clerk & Director of Legislative Services

Chris Mills, Chief Administrative Officer