

## Staff Report

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**Report To:** Council  
**Report From:** Karl Schipprack, Director of Development and Community Services  
**Meeting Date:** March 4, 2025  
**Subject:** Animal Control Services – Municipal Support Services

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### Recommendations:

That in consideration of staff report 'Animal Control Services Contract – Municipal Support Services' Council:

1. Authorizes the Mayor and Clerk to enter into an agreement with Municipal Support Services for animal control services; and
2. Direct staff to bring forward a bylaw to amend the fees and charges bylaw to increase dog tags by \$5.00 per tag effective April 1, 2025.

### Highlights:

- Current animal control officer submitted 60 days' notice to terminate contract.
- RFP issued for Animal Control Services on January 14, 2025, and closed February 5, 2025.
- One proposal received from Municipal Support Services.

### Previous Report/Authority:

None.

### Analysis:

West Grey's current animal control officer submitted a request to terminate the current contract with 60 days' notice as required. Both parties have agreed to a termination date of March 7, 2025.

An RFP was issued to request proposals for animal control services on January 14, 2025, and closed on February 5, 2025.

We received one proposal from Municipal Support services.

Proposed costs will include:

\$45/hr	As needed (4hr min.)
\$50/hr	As need after hours rate. (4hr min.)
\$500/month	Provide 24 hr/day, 7 days/week call answer and dispatch
\$1000/month	Animal control standby fee

The current budget for animal control contracted services stands at \$15,000, while the proposed Municipal Support Services costs are estimated at \$40,000 per year.

For the approved 2025 animal control services budget, there is a deficit of \$10,625 funded from the general levy. The additional costs will increase the deficit by \$25,000, resulting in a total deficit of \$35,625 for 2025.

The primary revenue source for the animal control services budget is dog tag fees. All fees and charges are presently under review, and a report on proposed revisions will be presented to the Council in the upcoming months. Any alterations to the animal control fees are expected to have a minimal impact on the 2025 budget since most dog tags will have been purchased before any new fees come into effect.

Currently, the dog tag fees (if purchased before March 31) are as follows: \$20 for the first dog, \$30 for the second dog, \$40 for the third dog, and \$50 for any additional dogs. In 2024, West Grey sold 1,383 dog tags. Staff propose an increase of \$5 per tag, which is anticipated to raise the 2026 dog tag revenue by \$7,000, thereby reducing the deficit to \$28,000 for 2026.

Should Council decide that animal control services should be self-funded, it would require an increase of \$30 per dog.

### **Financial Implications:**

Financial implications are noted above.

### **Climate and Environmental Implications:**

None.

### **Communication Plan:**

This report is available on the West Grey website through the agenda.

### **Consultation:**

Kerri Mighton, Director of Finance/Treasurer

**Attachments:**

None.

**Recommended by:**

Karl Schipprack, Director of Community and Development Services/CBO

**Submission approved by:**

Michele Harris, Chief Administrative Officer

For more information on this report, please contact Karl Schipprack, Director of Community and Development Services/CBO at [cbo@westgrey.com](mailto:cbo@westgrey.com) or 519-369-2200 ext. 234.