

**DATE:** November 15, 2017**FILE:** 4570-30**TO:** Chair and directors  
Electoral Areas Services Committee**FROM:** Marc Rutten  
Acting Chief Administrative OfficerSupported by Marc Rutten Acting  
Chief Administrative Officer*M. Rutten***RE: Animal Control Services Provider – Electoral Areas - Contract  
Recommendation**

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**Purpose**

This report is to provide an update on the status of the request for proposal (RFP) for animal control service provider for the electoral areas, and to recommend award of contract for the next three years.

**Recommendations from the Chief Administrative Officer**

THAT as a result of a competitive process, a contract be awarded to the Commissionaires Victoria, the Islands and Yukon for the animal control service delivery in an amount not to exceed \$70,000 plus applicable taxes, with the exception of provision for an annual consumer price index adjustment for the period of January 1, 2018 to December 31, 2020, with an option to renew for an additional two one year terms;

AND FURTHER THAT the chair and corporate legislative officer be authorized to execute the contract.

**Executive Summary**

The contract for animal control services was last put out to RFP in 2012, the successful proponent was the Commissionaires Victoria, the Islands and Yukon (Commissionaires) and a contract was signed from the period of January 1, 2013 to December 31, 2015 with the option to renew, for a maximum of two years. The existing contract with the Commissionaires for animal control services is set to expire on December 31, 2017. The animal control contractor is responsible for all aspects of the service including;

- Patrols of the service area, speaking with the public and other agencies regarding complaints of dogs and other animals at large, barking, and dangerous dogs. As well as writing letters, keeping track of all calls and investigations and the issuing of Municipal Tickets and providing testimony and evidence in a court of law when necessary.

An RFP went out for an animal control service provider and closed on October 19, 2017 with only one proponent submitting a proposal. The proposal received was from the Commissionaires who are currently providing the animal control service. Staff are recommending that the contract for animal control services be awarded to the Commissionaires for the following reasons;

- Maintain service continuity as they are currently the animal control provider and that service level and contact with the public has been established;
- The Commissionaires have established and maintained excellent relationships with the local British Columbia Society for the Prevention of Cruelty to Animals (BCSPCA), RCMP and local municipalities.

- The level of service provided by the Commissionaires for the existing animal control contract, meets or exceeds the required scope of work.

Prepared by:

Concurrence:

*A. Yasinski*

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### **Background/Current Situation**

The first Comox Valley Regional District (CVRD) animal control service contract was awarded to the British Columbia Society for the Prevention of Cruelty to Animals (BCSPCA) in 1982. Due to population changes and public expectation of animal control services a full review of the service was conducted in 2012 which resulted in an RFP being issued for the animal control service. The successful proponent was the Commissionaires Victoria, the Islands and Yukon (Commissionaires) and a contract was signed from the period of January 1, 2013 to December 31, 2015 with the option to renew, for a maximum of two years.

An RFP was publically posted for an animal control service provider and closed on October 24, 2017 with only one proponent submitting a proposal. The proposal received was from the Commissionaires who are currently providing the animal control service. The proposal was evaluated against the criteria set out in the RFP to ensure it represents value to the CVRD. The scope of work will include patrols, investigation, apprehension of dogs, liaison with owners/veterinarians and pet stores, interactions with BCSPCA, creating and maintaining reports for the CVRD, licence sales/public education on licencing, and – should it be necessary – ticketing and giving evidence in court.

The scope of work for the current RFP included an increase of one additional patrol of the entire service area as well as at least one patrol per month of all parks within the regional district, which has increased the total operating cost of the contract by \$19,000.

### **Policy Analysis**

The CVRD delivers animal control under Bylaw No. 2266 being “Comox Valley Animal Control Extended Service Conversion Bylaw No. 2266, 2000, which gives the regional district the authority to deliver the animal control service and the parameters under which to operate.

### **Options**

To avoid any disruption in delivery of the animal control service, staff is recommending that the contract be awarded to the Commissionaires and is satisfied that the Commissionaires will continue to provide animal control to the electoral areas, that meets or exceeds the expectations outlined in the scope of work.

### **Financial Factors**

The contract with the Commissionaires will be \$70,000 per year for each of the three years of the agreement, beginning January 1, 2018 and ending December 31, 2020, with two one-year options to renew, at the agreement of both parties. This is an increase of \$19,000 over the existing contract amount of \$51,000.

As a result of the new contractual agreement, the operating contract expense within the animal control budget will increase by \$19,000. Hence, the requisition will increase from \$120,800 in 2017 to \$140,000 in 2018, translating to a 2018 proposed residential rate per \$1,000 taxable value of \$0.0288. The actual residential tax rate will be recalculated once the 2018 completed assessment roll is received in January.

**Legal Factors**

A three year agreement will be in effect with the BCSPCA for pound provision and with the Commissionaires for animal control service in the electoral areas of the CVRD, excluding Denman and Hornby Islands.

**Regional Growth Strategy Implications**

The animal control service does not have any specific implications to the Regional Growth Strategy.

**Intergovernmental Factors**

The CVRD bylaw enforcement staff work closely with the animal control and bylaw enforcement officers from the City of Courtenay, Town of Comox and Village of Cumberland, sharing information on bylaw changes and cost increases relating to animal control.

**Interdepartmental Involvement**

Bylaw staff received input from the Community Services Branch pertaining to increased animal control presence in parks within the regional district. Bylaw staff will continue to work closely with other branches of the CVRD – specifically the Community Services Branch - when dealing with animal control complaints.

**Citizen/Public Relations**

A news release will be issued to advise the public of the contract being awarded to the Commissionaires, with the contact information for the animal control officers.