

Dog Pound Committee Meeting Agenda



Wednesday, October 28, 2020, 4:00 PM

Electronically hosted from Council Chambers, 419 Notre Dame Street, Belle River

Pages

1. Call to Order
2. Disclosures of Pecuniary Interest
3. Presentations
4. Delegations
5. Completion of Unfinished Business
6. Consent Agenda
 - 6.a. January 22, 2020 Meeting Minutes 3

Recommendation:
Approve the minutes of the previous meeting as listed on the agenda.
7. Reports for Information
8. Reports for Direction
 - 8.a. Capital Request – Roof Repair 6

Recommendation:
 1. Approve a transfer from the capital reserve to repair the roof of the Dog Pound, as described in the report by the Manager of Legislative Services presented October 28, 2020; and
 2. Pre-approve a transfer to the reserves in 2021 to replenish the cost of the roof repair undertaken in 2020.
9. Notices of Motion
10. Question Period
11. Non-Agenda Business

12. Adjournment

Recommendation:

The Dog Pound Committee adjourn its meeting at _____ PM and the next meeting of the Dog Pound Committee be scheduled for December 2, 2020 at 6:00 PM.

Dog Pound Committee

Minutes of Regular Meeting

Held Wednesday, January 22nd 2020 at 6:00 PM

In the Atlas Tube Centre Boardroom, 447 Renaud Line, Belle River

Members Present: Lakeshore Councillor Steven Wilder (Chair)
Essex Councillor Sherry Bondy
LaSalle Councillor Anita Riccio-Spagnuolo
Tecumseh Councillor Brian Houston

Staff Present: Manager of Legislative Services, Brianna Coughlin

Call to Order

Chair Wilder called the meeting to order at 6:00 PM.

Disclosures of Pecuniary Interest

None.

Adoption of Minutes

a) Dog Pound Committee Minutes of July 31, 2019

01-01-2020 – Houston/Riccio-Spagnuolo

That the Dog Pound Committee Minutes of July 31, 2019 be approved.

Carried Unanimously

Delegations

a) Overview of St. Clair College Veterinary Technician Program

Betsy Wismer and Patty O'Hara presented an overview of the program, the facilities and inspections undertaken by various organizations throughout the year.

The Committee members discussed the possibility of a tour of the facility which was welcomed by the program directors.

Correspondence

None.

New Business

a) 2019 Overall Dog Pound Statistics – January to December 2019

02-01-2020 – Houston/Riccio-Spagnuolo

Receive the 2019 Overall Dog Pound Statistics report presented at the January 22, 2020 Dog Pound Committee meeting.

Carried Unanimously

b) 2020 Budget

The Manager of Legislative Services provided a PowerPoint presentation and report relating to the proposed 2020 Budget.

03-01-2020 – Houston/Riccio-Spagnuolo

Approve the 2020 Dog Pound Budget, including Option #1 as described in the report by the Manager of Legislative Services dated January 17, 2020.

Carried Unanimously

c) Provincial Animal Welfare Services Act, 2019

04-01-2020 – Bondy/Riccio-Spagnuolo

Receive the report of the Manager of Legislative Services entitled “Provincial Animal Welfare Services Act, 2019”, presented at the January 22, 2020 Dog Pound Committee meeting.

Carried Unanimously

Adjournment

05-01-2020 – Bondy/Houston

That the Dog Pound Committee adjourn its meeting at 7:05 PM and the next meeting of the Dog Pound Committee be scheduled for March 25, 2020 at 6:00 PM.

Carried Unanimously

Steven Wilder
Chair

Kristen Newman
**Director of Legislative &
Legal Services**

/bc

DRAFT

The Corporation of the Town of Lakeshore

Report to Dog Pound Committee

Legislative & Legal Services

Legislative Services



To: Dog Pound Committee Members
From: Brianna Coughlin, Manager of Legislative Services
Date: October 26, 2020
Subject: Capital Request – Roof Repair

Recommendation

1. Approve a transfer from the capital reserve to repair the roof of the Dog Pound, as described in the report by the Manager of Legislative Services presented October 28, 2020; and
2. Pre-approve a transfer to the reserves in 2021 to replenish the cost of the roof repair undertaken in 2020.

Background

At the January 22, 2020 meeting, the Dog Pound Committee approved the 2020 Budget with the following motion:

03-01-2020

Approve the 2020 Dog Pound Budget, including Option #1 as described in the report by the Manager of Legislative Services dated January 17, 2020.

Carried Unanimously

Option #1 included a \$20,000 transfer to the Capital Reserve in order to prepare for future capital costs.

Comments

A recent inspection of the Dog Pound has found a number of leaks in the roof that, if left untreated, will cause significant damage to the structure. Administration attempted to solicit three quotes for the roof repair and were successful in obtaining two.

It is recommended that the roof be re-screwed and weather proofing coating be applied to the entire roof. There may also be a need to replace some insulation, although this is unknown at this time until the work is completed.

The estimated cost of the work is between \$10,000 and \$13,000 and should last approximately 15 years. Although Administration investigated the cost of a complete roof replacement, it is not recommended at this time as the steel roof remains in good shape.

Financial Impacts

While the 2020 Budget included \$5,000 for capital costs, these funds were set aside for a much needed upgrade to the computer system at the Pound. It is not recommended that these funds be used for the roof repair. Instead, it is recommended that funds be borrowed from the capital reserve and immediately replaced in the 2021 budget.

Attachment: 2020 Budget

	Town of Lakeshore Area #3 Dog Pound									
	Budget									
	For the year ended December 31, 2020									
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	YTD Actual	Budget
		2016	2016	2017	2017	2018	2018	2019	2019	2020
Account #	Revenues:									
	Revenue from Municipalities									
03.25.6641.2504	Impound Fees	5,500	4,402	5,500	7,096	5,500	5,588	2,500	3,530	2,500
	Expenses:									
03.25.1111.2504	Wages and benefits	45,400	46,122	45,400	46,003	45,400	50,363	50,000	48,922	50,500
	Mileage							300	-	300
03.25.1462.2504	Education and training	700	926	700	100	700		400	-	750
	Memberships						100	100	100	100
03.25.1612.2504	Emergency care	2,000	820	2,000	-	2,000	-	2,000	178	2,000
03.25.1321.2504	Feed	1,700	-	1,700	118	1,000	324	1,000	-	500
03.25.1436.2504	Insurance	80	39	80	40	80	40	40	-	40
03.25.1311.2504	Supplies	1,300	1,282	1,300	194	1,300	715	1,000	2,018	1,000
03.25.1445.2504	Maintenance	2,500	1,981	3,600	1,945	5,500	10,700	5,500	3,881	5,500
03.25.1447.2504	Grass cutting & snow removal	5,100	4,015	5,000	4,811	5,000	5,190	5,000	5,414	5,500
03.25.1391.2504	Utilities and heat	6,300	6,573	9,400	8,178	7,000	7,412	7,500	6,636	7,500
03.25.1381.2504	Telephone	2,300	2,325	2,400	2,377	2,300	2,342	2,500	2,244	2,500
03.25.1426.2504	Legal and audit	1,120	1,119	1,120	1,119	1,120	1,140	1,140	1,140	1,140
03.25.1417.2504	Administration	6,000	5,225	6,000	5,225	5,500	5,591	13,900	13,900	13,900
03.25.1412.2504	Disposal costs	3,000	2,137	3,000	2,366	3,000	2,274	3,000	2,259	3,000
03.25.1444.2504	Alarm monitoring					300	-	300	-	600
		77,500	72,564	81,700	72,476	80,200	86,190	93,680	86,692	94,830
	Net Operating Expense	72,000	68,162	76,200	65,380	74,700	80,602	91,180	83,162	92,330
	Capital Expense									5000
03.25.1441.2504	Construction costs	2,500	-	2,500	8,548	39,000	1,060	45,800	29,430	-
03.04.0901.2504	Transfer to/from capital reserve	2,500	2,500	2,500	(6,050)	2,500	2,500	(20,000)		22,500
03.04.0872.2504	Total Net Budget	77,000	70,662	81,200	67,878	116,200	84,162	116,980	112,592	119,830
Note:	Capital Reserve Balance	27,500	30,000	32,500	23,950	26,450	26,450	6,450		28,950