

Dog Pound Committee Meeting Agenda



Wednesday, December 2, 2020, 6:00 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. October 28, 2020 Meeting Minutes 3

Recommendation:
Approve the minutes of the previous meeting as listed on the agenda.
7. Reports for Information
 - 7.a. Dog Pound Statistics – January 1 to November 25, 2020 5

Recommendation:
Receive the Report for Information as listed on the agenda.
8. Reports for Direction
 - 8.a. 2021 Dog Pound Budget 8

Recommendation:
Approve the 2021 Dog Pound Budget as presented December 2, 2020.
 - 8.b. 2021 Meeting Schedule 11

Recommendation:
Approve the 2021 Meeting Schedule described in the report by the Manager of Legislative Services presented December 2, 2020.
9. Notices of Motion

10. Question Period
11. Non-Agenda Business
12. Adjournment

Recommendation:

The Dog Pound Committee adjourn its meeting at ____ PM.

The Towns of Essex, Lakeshore, LaSalle and Tecumseh

Minutes of the Dog Pound Committee Meeting

Wednesday, October 28, 2020, 4:00 PM

Electronically hosted from Council Chambers, 419 Notre Dame Street, 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

1. Call to Order

Chair Wilder called the meeting to order at 4:03 PM. All members participated in the meeting through video conferencing technology from remote locations.

2. Disclosures of Pecuniary Interest

3. Presentations

4. Delegations

5. Completion of Unfinished Business

6. Consent Agenda

a. January 22, 2020 Meeting Minutes

6-10-2020

Moved By Sherry Bondy

Seconded By Anita Riccio-Spagnuolo

Approve the minutes of the previous meeting as listed on the agenda.

Carried Unanimously

7. Reports for Information

8. Reports for Direction

a. Capital Request – Roof Repair

7-10-2020

Moved By Sherry Bondy

Seconded By Anita Riccio-Spagnuolo

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.

Carried Unanimously

9. Notices of Motion

10. Question Period

11. Non-Agenda Business

12. Adjournment

8-10-2020

Moved By Anita Riccio-Spagnuolo

Seconded By Brian Houston

The Dog Pound Committee adjourn its meeting at 4:09 PM and the next meeting of the Dog Pound Committee be scheduled for December 2, 2020 at 6:00 PM.

Carried Unanimously

Steven Wilder
Chair

Brianna Coughlin
Manager of Legislative Services

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: November 26, 2020

Subject: Dog Pound Statistics – January 1 to November 25, 2020

Recommendation

This report is for information only.

Background

The members of the Dog Pound Committee are provided with an overview of the intake and export of each dog throughout the calendar year. These statistics are then used to determine the percentage of the yearly budget paid by each of the four municipalities, based on the use of the facility (also known as “dog days”).

Please note that the following analysis is based on the statistics to date and is provided for information only at this time.

Comments

To date, the number of dogs (60) admitted to the Dog Pound is significantly lower than previous years. This is likely as an unexpected consequence of the COVID-19 pandemic, as more owners are at home and keeping their animals close.

It is important to note that at the beginning of the declared emergency, the Dog Pound was housed two dogs that were not redeemed by their owners (one dog from Essex and one from Tecumseh). Unfortunately, due to the temporary shutdown of the St. Clair Veterinary Program, these dogs were not able to be transferred and remained in care for over 30 days. This is reflected in the statistics for both municipalities.

The breakdown of the 2020 use of the facility is as follows:

Municipality	Number of Dog Impounded	Number of “Dog Days”	Percentage
Town of Essex	20	101	39%
Town of Lakeshore	18	67	25.87%
Town of LaSalle	6	9	3.47%
Town of Tecumseh	16	82	31.66%

Financial Impacts

There are no financial impacts as a result of this information report. A final report will be brought to the Committee in early 2021 which will confirm the usage of each municipality and the subsequent billing requirements.

Attachment(s): Dog Pound Statistics – January 1 to November 25, 2020

Area 3 Dog Pound Summary

Pound card submissions for the period: 2020 Year-To-Date

Municipality	Sum of # of dog days	Sum of Fine charged	Sum of Dog tags sold	Sum of Services Daily Rate & Other Fees
Essex	101	797.00	625.00	\$393.00
Lakeshore	67	527.00	210.00	\$198.00
LaSalle	9	221.00	156.00	\$101.00
Tecumseh	82	420.00	295.00	\$198.00
Grand Total	259	\$ 1,965.00	\$1,286.00	\$890.00
Per GL Difference				4,141.00

Dog Days for cost allocation:

Total	259
Essex	101
Lakeshore	67
LaSalle	9
Tecumseh	16

%-age of total dog days	# of dogs impounded
39.00%	20
25.87%	18
3.47%	6
31.66%	16
100.00%	60

Breakdown of disposals	total #	% of total dogs impounded
Research - SCC	9	15.25%
Redeemed	50	84.75%
Rescue	0	0.00%
Humane Society/OSPCA	0	0.00%
Adoption	0	0.00%
Carcass	0	0.00%
Euthanized - reason a (owner written request)	0	0.00%
Euthanized - reason b (veternarian order)	0	0.00%
Euthanized - reason c (captured; no other choices)	0	0.00%
Euthanized - reason d (captured; uncurable)	0	0.00%
	59	100.00%

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: November 26, 2020
Subject: 2021 Dog Pound Budget

Recommendation

Approve the 2021 Dog Pound Budget as presented December 2, 2020.

Background

The 2021 budget for the Dog Pound is being presented to the Committee for review and approval. The draft budget recognizes the ongoing maintenance and operating costs, as well as a one-time transfer to the Capital Reserve that was pre-approved October 28, 2020 for the emergency roof repair.

Comments

Capital Costs

Extensive capital repairs were undertaken in 2019 to improve security and accessibility to the facility. These improvements are working well and there are no additional capital expenses expected in this regard.

In 2020, \$5,000 was included in the budget to upgrade the computer system. The Committee also approved up to \$13,000 for the roof repair, to be paid from the Capital Reserve. Although the repair is not complete, the expense has been incorporated into the 2021 Budget.

No further capital expenses are anticipated for 2021.

Operating Costs

The recommended budget for operating costs is based on historical costs for the operation of the Dog Pound, as well as anticipated increases. Notably, wages and benefits have increased slightly over 2020 rates.

In addition, security services have been included as a new line item in the budget. This includes the alarm monitoring costs, as well as a new expense for Garda cash pickups (a monthly cost of \$34).

The 2021 draft budget provides for \$94,810 in operating expenses.

Revenue

The estimated revenue has been included at the 2020 budget rate of \$2,500. Administration has begun an analysis of dog redemption fees, however this process has been delayed. It is anticipated that a report will be brought to the Committee in the spring of 2021.

Financial Impacts

The 2021 Draft Budget includes net operating costs of \$92,310 and a transfer to the Capital Reserve of \$15,500. This results in an overall net budget of \$107,810, representing a decrease of 10% from 2020.

Attachment(s): Draft 2021 Dog Pound Budget

	Town of Lakeshore Area #3 Dog Pound							
	Budget							
	For the year ended December 31, 2021							
		Budget	Actual	Budget	Actual	Budget	YTD Actual	Budget
		2018	2018	2019	2019	2020	2020	2021
Account #	<u>Revenues:</u>							
	Revenue from Municipalities							
040.09.220.6000.2801.0001	User Fee Revenue	5,500	5,588	2,500	1,538	2,500	1,252	2,500
040.09.220.6005.2801.0001	Sponsorships & Donations				200			
		5,500	5,588	2,500	1,738	2,500	1,252	2,500
	<u>Expenses:</u>							
040.09.220.1300.2801.0001	Wages and benefits	45,400	50,363	50,000	50,605	50,500	41,450	51,000
	Mileage			300	-	300	137	300
040.09.220.2008.2801.0001	Training & Conferences	700		400	-	750	-	750
040.09.220.2009.2801.0001	Memberships & Subscriptions		100	100	100	100	-	100
040.09.220.2012.2801.0001	Computer Expense				1,646			
040.09.220.7047.2801.0001	Dog pound emergency care	2,000	-	2,000	768	2,000	105	2,000
03.25.1321.2504	Feed	1,000	324	1,000	-	500	-	500
040.09.220.7019.2801.0001	Insurance Premiums	80	40	40	41	40	-	40
040.09.220.5002.2801.0001	Materials & Supplies	1,300	715	1,000	2,077	1,000	124	1,000
040.09.220.7009.2801.0001	Facility Maintenance	5,500	10,700	5,500	2,350	5,500	334	4,500
040.09.220.4003.2801.0001	Grounds Maintenance - Grass cutting	5,000	5,190	5,000	1,099	5,500	3,241	5,500
040.09.220.4004.2801.0001	Winter Control Services - Snow removal				4,315			
	Utilities and heat	7,000	7,412	7,500	8,384	7,500	6,366	7,500
040.09.220.7048.2801.0001	Water							
040.09.220.7050.2801.0001	Electricity							
040.09.220.7051.2801.0001	Propane							
040.09.220.2011.2801.0001	Telecommunications	2,300	2,342	2,500	2,524	2,500	2,110	2,500
040.09.220.4007.2801.0001	Audit Fee	1,120	1,140	1,140	1,140	1,140	1,140	1,140
	Legal							
040.09.220.3000.2801.0001	Administration	5,500	5,591	13,900	13,900	13,900	13,900	13,900
040.09.220.7015.2801.0001	Waste Collection	3,000	2,274	3,000	2,259	3,000	1,781	3,000
040.09.220.7014.2801.0001	Security Services	300	-	300	-	600	780	1,080
		80,200	86,190	93,680	91,208	94,830	71,467	94,810
	Net Operating Expense	74,700	80,602	91,180	89,470	92,330	70,215	92,310
	Capital Expense					5,000	18,000	
040.09.220.7000.2801.0001	Construction costs	39,000	1,060	45,800	32,972	-		-
03.04.0901.2504	Transfer to/from capital reserve	2,500	2,500	(20,000)	(20,000)	22,500	22,500	15,500
03.04.0872.2504	Total Net Budget	116,200	84,162	116,980	102,442	119,830	110,715	107,810
Note:	Capital Reserve Balance	26,450	26,450	6,450	6,450	23,950	10,950	26,450

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: November 27, 2020

Subject: 2021 Meeting Schedule

Recommendation

Approve the 2021 Meeting Schedule described in the report by the Manager of Legislative Services presented December 2, 2020.

Background

The Dog Pound Committee is comprised of a member of Council of the Towns of Essex, Lakeshore, LaSalle and Tecumseh. As such, each member has a number of meeting requirements outside of the Committee that can make scheduling difficult.

In order to ensure each member of the Committee is available to meet throughout the year, it is recommended that the 2021 meetings be scheduled at this time.

Comments

It is recommended that the Committee meet at 6:00 PM on March 3, July 7 and November 3, 2021. Should a meeting need to be rescheduled, it can be done at the call of the Chair.

Financial Impacts

There are no financial impacts as a result of this report.

Attachment(s): None.