

FILE: 03-1010-01

**REPORT DATE:** January 12, 2022      **MEETING DATE:** January 25, 2022  
**TO:** Mayor and Council  
**FROM:** Christi Manson, Procurement & Contract Administrator  
**SUBJECT:** Fee for Service Agreement – Countryside Kennels

**CHIEF ADMINISTRATIVE OFFICER REVIEW/APPROVAL:**



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**RECOMMENDATION(S):**

THAT Council:

- A. Direct Staff to execute a new agreement with the Maple Ridge SPCA for the City's dog kenneling services, for a 12 month period, with the option to renew for up to five years;
- OR
- B. Other.

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**PURPOSE**

The purpose of this report is to update Council regarding the status of kenneling services and the recommended service provider changes necessary to support the on-going needs of the City.

Information Report       Decision Report       Direction Report

**DISCUSSION**

**Background:**

The City has had an existing fee for service agreement in place since 2008, with Countryside Kennels, located in Port Coquitlam. Countryside facilitates the intake of stray dogs for the City, and provides services such as; accepting stray dogs for board and care, and seeks adoption of abandoned dogs, along with seeking urgent veterinary services as required. The owner has

advised Staff that they no longer wish to continue this service to the City. As a result there is an immediate need to secure an alternate source for services.

The City’s contract with Countryside is not set to expire until December 31, 2022, however the business operator has advised that they wish to terminate the contract as soon as reasonably possible. Currently, the intended timeline is to conclude services with Countryside at the end of February 2022 and to commence with a new provider on March 1, 2022. This timeline may move up as Countryside is keen to conclude earlier if possible.

**Relevant Policy, Bylaw or Legislation:**

The issue is regulated by Dog Control Bylaw No. 2735, 2016, along with the City’s Procurement Council Policy C012.

**Analysis:**

Due to the immediate need to find a new service provider and the limited resources that offer the necessary services in the area, staff approached the Maple Ridge Society for the Prevention of Cruelty to Animals (SPCA), to determine if there was interest in providing the City with kenneling services. The SPCA was responsive to this request and indicated their interest. They provided a proposal for services and associated fees. Given the limited contractors in the area a partnership with the SPCA is a logical choice. Furthermore, the SPCA is able to provide the needed services almost immediately, which removes the obstacle of possible temporary lack of service provision to the community. An additional benefit, is the elimination of short-term service gaps as private kennels often close for vacation time or unforeseen illness, whereas the SPCA remains open all year, 24/7.

Bylaw staff conducted a site visit on December 7<sup>th</sup>, 2021 to determine if the site would meet the needs of the Bylaw Department. During this visit a tour of the facility was completed, along with a review of the SPCA’s policies and procedures, and a tour of the enclosures the dogs would be kenneled in. Staff had no concerns regarding the facility.

The new contract provides the same services offered by Countryside Kennels, but at a lower cost. The fee breakdown is as follows:

	<b>2022 RATES</b>	
	<b>MONTHLY COST</b>	<b>YEARLY COST</b>
<b>MR SPCA</b>	\$ 733.58	\$ 8,803.00
<b>Countryside</b>	\$ 1,125.00	\$ 13,500.00
<i>Savings per year with SPCA</i>		\$ 4,697.00

In addition to the annual cost savings, additional value added services are included with the SPCA agreement;

1. Flea treatment upon arrival
2. Medical treatment and medication administered accordingly.

3. Licence fee collection for unlicensed dogs. The SPCA would collect on behalf of the City, Staff note that this is a service also provided by Countryside.
4. Dogs are walked every two hours, standard practice.

The savings per year could be reallocated to enhance other areas of enforcement concern or elsewhere, as determined necessary.

The number of impounds of dogs over the past three years are as follows:

	<b>IMPOUNDS 2019</b>	<b>IMPOUNDS 2020</b>	<b>IMPOUNDS 2021</b>
<b>STATISTICS</b>			
Dogs Impounded	27	8	9
Dogs Claimed	23	6	7

#### **COUNCIL STRATEGIC PLAN ALIGNMENT**

- Principled Governance   
  Balanced Economic Prosperity   
  Corporate Excellence  
 Community Spirit & Wellbeing   
  Transportation & Infrastructure Initiatives  
 Not Applicable

#### **FINANCIAL IMPLICATIONS**

- None   
  Budget Previously Approved   
  Referral to Business Planning  
 Other

The cost benefit to the City is a savings of \$4,697.00 per year. The savings would allow for consideration of reallocation of the additional funds to elsewhere in the City budget as determined necessary and appropriate.

In alignment with the City’s Procurement Policy C012, an RFP is needed when the value is over \$25K. As the pricing scheme from the SPCA is under \$10K per year and for the initial agreement term an RFP is therefore not required.

Per the City’s purchasing policy, Section 5.11 & 5.12, the value of goods is low and the cost to proceed with a competitive process would cause undue delay in light of the immediate need and in order to maintain a continued service offering.

#### **PUBLIC PARTICIPATION**

- Inform   
  Consult   
  Involve   
  Collaborate   
  Empower

Comment(s):

**KATZIE FIRST NATION CONSIDERATIONS**

Referral     Yes     No

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**SIGN-OFFS**

**Written by:**

Christi Manson,  
Procurement & Contract Administrator

**Reviewed by:**

Anne Berry,  
Director of Planning & Development

Alex Wallace,  
Manager of Community Development

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**ATTACHMENT(S):**

None.