



MANAGEMENT REPORT

Date: December 16, 2024
To: Mayor and Council
From: Adam Betteridge, Director of Building and Planning Services
Report Number: COU24-150
Attachments: None

Title: Animal Control and Pound Services Agreement Renewal with The Humane Society of Kitchener-Waterloo & Stratford-Perth

Objective: To enter a new four (4) year agreement for the provision of Animal Control Services with The Humane Society of Kitchener-Waterloo and Stratford-Perth.

Background: Background: Since 1999, The Humane Society of Kitchener-Waterloo and Stratford-Perth, known as Stratford-Perth Humane Society (hereinafter referred to as "the Humane Society"), and its predecessors have provided animal control services for the City of Stratford. In addition, the Humane Society serves surrounding municipalities in Perth County and Waterloo Region, providing essential animal control functions where few alternative providers exist.

The Humane Society operates shelters in both Kitchener and Stratford. Its scope of services for Stratford includes:

- Intake and shelter of stray dogs, cats, and other small animals from Stratford
- Fulfillment of "poundkeeper" duties under relevant municipal by-laws and the Pounds Act
- Responding to animal control requests, including dealing with stray, injured, and potentially dangerous animals
- Performing animal welfare checks, wildlife assistance, and euthanasia when necessary

Further, the Humane Society supports the City by offsetting service costs with revenue generated from the sale of dog and cat licenses, which are approximately \$30,000 annually. The City actively participates in licensing and retains 20% of each license fee as a commission for managing the sales. While this commission represents a modest

amount, it remains an ongoing practice that supports both the contract cost and the overall animal control program.

Staff have had no issues with the services provided over this time. The existing contract for the services was originally approved for 2020-2022, and was extended by Council at its December 12, 2022 Regular Meeting for the years 2023 and 2024.

To continue contracting this service from the Humane Society, a new agreement is required. Although more information is provided in the following sections of this report, the draft new agreement is largely the same as the current agreement, with no significant changes to the contract terms or pricing structure.

Analysis: Animal control is a required municipal service. While some municipalities hire staff and maintain facilities for this function, the City of Stratford has historically had a contractual arrangement with the Humane Society. Staff are unaware of any other providers available that could provide the same services for the City. Accordingly, staff proceeded to work with this vendor under the sole source provisions of the City's Purchasing/Procurement By-law 117-2016, which waives the requirements of competitive public bidding processes when there is only one known supplier for the goods or service. In this case, the Humane Society's unique facilities- being its shelter located within the City on Griffith Rd., specialized expertise, and lack of local competition all support the sole source approach. For reference, the Humane Society services all municipalities in Waterloo Region (except for the City of Cambridge, which uses the Cambridge and District Humane Society), and Perth County, as well as the Township of Zorra.

Additionally, in accordance with the City's Purchasing/Procurement By-law, as the service contract exceeds \$100,000 annually (excluding taxes), the authority to approve this contract rests with City Council rather than City Staff.

The cost of the proposed contract is \$164,430.92 for 2025, which includes animal control enforcement, sheltering, and emergency response services. Additional services, such as handling wildlife on private property, will incur separate charges billed directly to property owners. Per capita cost for 2025 is set at \$4.948 based on Stratford's population of 33,232 (2021 Census), with CPI-based adjustments for 2026 through 2028.

The per capita (same as 'per person') fee structure is the same pricing structure from the current agreement and ensures that the cost of animal control services grows in line with Stratford's population and corresponding demand for services. This approach provides predictable, census-based adjustments to the contract, helping to stabilize the City's budget by minimizing unexpected increases. The next census, set for 2026, will guide future adjustments in line with Stratford's growth. The below table shows the approximate cost of the Humane Society's service on a per person basis:

| Year | Approximate Cost (\$) Per Person |
|-------------|--|
| 2022 | \$4.10 |
| 2023 | \$4.62 |
| 2024 | \$4.83 |
| 2025 | \$4.95 |
| 2026 | Annual increases for the duration of this Agreement by using the CPI Inflation Figure. CPI shall mean the Ontario Consumer Price Index for the preceding year. |
| 2027 | |
| 2028 | |
| | |

This agreement continues to ensure cost efficiency and maintains service quality without interruption for the City of Stratford.

Although the agreement does not include built-in clauses for extensions, the agreement does include a clause that either the City or the Humane Society can request renegotiation of the contract at any time with written notice to the other party, with any changes to the agreement requiring the approval of City Council.

Financial Implications:

Financial impact to current year operating budget: There is no impact to the 2024 cost of approximately \$160,500 as the approved 2024 budget was \$168,300.

Financial impact on future year operating budget: Based on the proposed terms the 2025 cost would be \$164,430.92, an increase of approximately \$4,000. The 2025 draft budget includes an estimated cost of \$175,000.

Alignment with Strategic Priorities:

Not applicable: This report does not directly align with the Strategic Priorities.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Staff Recommendation: THAT the Mayor and Clerk, or their respective delegates, be authorized to execute an agreement with The Humane Society of Kitchener-Waterloo & Stratford-Perth (SPHS) for the provision of animal control and pound services for the City of Stratford, covering a term from January 1, 2025, to December 31, 2028.

Prepared by: Adam Betteridge, MPA, MCIP, RPP, Director of Building and Planning Services

Recommended by: Joan Thomson, Chief Administrative Officer