



# BOARD REPORT

**TO:**

Chair and Directors

<b>File No:</b>	5510 03
	5510 02
	5510 04

**SUBJECT:**

Dog Control Service Contract Electoral Area C, D and F

**DESCRIPTION:**

Report from Ryan Nitchie, Team Leader, Community Services, dated January 17, 2019. Authorization for the sole source contract award of Dog Control Services and associated kennel facilities.

**RECOMMENDATION #1:**

THAT: the Board empower the authorized signatories to enter into an agreement with The British Columbia Corps of Commissionaires for the provision of Dog Control Services in Electoral Area C, the Ranchero area of Electoral Area D and the Dangerous Dog Control Service in Electoral Area F for a three year term, commencing March 1, 2019 to February 28, 2022 for a total cost not to exceed \$136,420 and in accordance with the 2019 Five Year Financial Plan.

**RECOMMENDATION #2:**

THAT: the Board empower the authorized signatories to enter into an agreement with the City of Enderby for dog kennel facilities to support Dog Control services in Electoral Area C, the Ranchero area of Electoral Area D and Dangerous Dog control in Electoral Area F commencing March 1, 2019 for a three year term for a total cost of \$4,500 plus applicable taxes with the option to extend for an additional two year term.

**SHORT SUMMARY:**

The contract between the CSR and K9 Control to provide dog control services in Electoral Area C, the Ranchero area of Electoral Area D and a dangerous dog control service to Electoral Area F expired on December 31, 2018. The contractor provided notice to the CSR that it does not wish to extend the contract. CSR staff explored available options to provide dog control services and collaborated with the City of Salmon Arm to negotiate an agreement with the City of Enderby to provide a dog kennel facility and with The British Columbia Corps of Commissionaires (Commissionaires) to provide Dog Control service.

**VOTING:**

Unweighted  
Corporate

☐

LGA Part 14  
(Unweighted)

☐

Weighted  
Corporate

☒

Stakeholder  
(Weighted)

☐

**BACKGROUND:**

The CSR has established a full dog control service in Electoral Area C and in the Ranchero area of Electoral Area D. Electoral Area F has an established dangerous dog control service. The CSR entered into a three year contract with K9 Control in 2015 to provide dog control services to these areas.

Upon receiving notice from K9 Control that it no longer wished to provide the dog control service to the CSR, staff immediately discussed viable options for a service provider. Staff received exceptional recommendations regarding the level of service provided by the Commissionaires from the City of Enderby and the City of Armstrong. The Commissionaires were engaged and encouraged to submit a

bid when the contract was tendered in 2015, however, without a kennel facility they were reluctant to bid at that time. Staff contacted the City of Enderby and established an agreement in principle to allow the CSRD to use its kennel facility. The Commissionaires were then contacted jointly by the CSRD and the City of Salmon Arm staff in hopes of receiving a proposal to provide Dog Control services. Staff received a proposal from the Commissionaires to provide Dog Control services in January and were issued a purchase order for the service to commence on February 4, 2019. As the contract to the Commissionaires is a direct sole source award, the Board must give authorization for the agreement to be officially awarded.

**POLICY:**

The dog control service is regulated by the Electoral Area C Dog Control Bylaw No. 5747, Ranchero Dog Control Regulation Bylaw No. 5748 and the Area F Dangerous Dog Control Regulation Bylaw No. 5669.

In accordance with Policy No. F-32 "Procurement of Goods & Services", Board authorization must be obtained for any sole sourced contract over \$10,000.

**FINANCIAL:**

The enacted dog control service in the three areas is funded through tax requisition and the sale of dog licences. There is sufficient funding within the Electoral Area C Dog Control budget, Electoral Area D Ranchero Dog Control budget and Electoral Area F Dangerous Dog Control budget to accommodate the cost increase between the fees of the previous contractor and the Commissionaires.

**KEY ISSUES/CONCEPTS:**

To have a reliable contractor in place to perform the required duties as outlined in the service agreement.

**IMPLEMENTATION:**

An agreement will be forwarded to the Commissionaires for the dog control service and to the City of Enderby to secure dog kennel facilities for endorsement, upon Board approval.

**COMMUNICATIONS:**

Staff will continue to develop a communications strategy using traditional media and social media advising of the change in contractors and where to direct complaints.

**BOARD'S OPTIONS:**

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

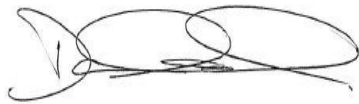
**LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:** N/A



**Report Approval Details**

Document Title:	Sole Source Dog Control Service Commissionaires 2019.docx
Attachments:	
Final Approval Date:	Feb 11, 2019

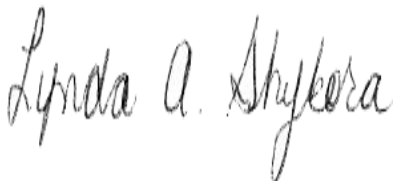
This report and all of its attachments were approved and signed as outlined below:



**Darcy Mooney - Feb 8, 2019 - 3:42 PM**



**Jodi Pierce - Feb 11, 2019 - 7:10 AM**



**Lynda Shykora - Feb 11, 2019 - 11:00 AM**



**Charles Hamilton - Feb 11, 2019 - 11:13 AM**