

June 12, 2023

The Municipality of West Elgin

*Submitted via email*

Attention Magda Badura [mbadura@westelgin.net](mailto:mbadura@westelgin.net) ; [treasurer@westelgin.net](mailto:treasurer@westelgin.net)

Dear Magda,

**RE: Extended Scope of Services for Animal Care & Control**

The Municipality of West Elgin and the London Humane Society (o/a “Humane Society London & Middlesex”) entered into a Poundkeeping Services Agreement for 6 months ending June 30, 2023.

Through review and communication with municipal staff, it was determined that an extended term and scope of services from that Agreement better fits the needs of West Elgin.

Therefore, enclosed you will find detailed information outlining the scope extension for animal care & control services.

We look forward to continue working collaboratively together to support your community’s needs.

Regards,



Steve Ryall  
Executive Director  
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[sryall@hslm.ca](mailto:sryall@hslm.ca)

**Our mission is to lead London and Middlesex in building a humane and compassionate community for all animals.**

## Updated Needs of West Elgin: Poundkeeping, Adoption & Canine Pick-Up Services

Humane Society London & Middlesex will continue to provide to West Elgin **Poundkeeping & Adoption Services ("Services A")**, which includes:

- Act as the Poundkeeper under the by-law;
- Maintain a **pound and adoption facility** and its operation shall be and remain in compliance with all applicable regulations, bylaws and other enactments, and in particular the Pound shall be maintained in a sanitary condition providing for humane treatment of animals impounded;
- Keep the Pound **open to the public** during Normal Business Hours;
- During Normal Business Hours, **answer questions from the public** by telephone or in person relating to the Services;
- Maintain a monthly **pound log** in which shall be recorded, on a daily basis, all pound related transactions, including a description of every animal impounded, the date and place where the animal was impounded, the date when the animal was redeemed or otherwise disposed of, the disposition of the animal and the amount of money, if any, recovered in respect of the animal;
- Allow officers and employees of West Elgin acting in the course of their duties **access at all reasonable times** to records maintained by the Contractor under this Contract; and
- Provide pound facilities for **required quarantine periods** as requested by the local health unit, police service or the municipality.

In addition, is proposing to provide **Canine Pick-Up Services ("Services B")** to West Elgin, which includes:

- **Receive calls** from West Elgin residents, municipality and contracted by-law provider in regards to confined stray canines;
- **Co-ordinate details and logistics** of confined stray canines pick-ups, including pre-approval of pick-up with municipal staff during regular municipal office hours;
- **Transport confined stray canine** to the identified legal owner in the case of a microchipped canine or with the review of case fact information; or transport the confined canine to the poundkeeping facility.
- In the event of a **call received outside of municipal office hours** for a confined stray, work with the West Elgin resident caller to determine if the confined canine can be held on-site until the municipal office opens. In the event that holding by resident is assessed as not possible, then proceed with the confined canine transportation and inform municipal staff within 24 hours.

## Term of Services

The service term is an execution of the renewal option to extend current services from July 1, 2023 for an eighteen (18) month term ending December 31, 2024.

## Pricing for Services

The price for the included “Services A” Poundkeeping & Adoption Services is a continued lump sum fee of \$10,000 per year, plus taxes if applicable.

For “Services B” Canine Pick-Up Services, incurred on a fee-as-used basis and pre-approved by municipal office staff during its regular municipal office hours:

- Hourly rate of \$70/hour, starting from the time of call to impound/return to pound facility
- Mileage at CRA “Reasonable Allowance Rate” for the return distance to and from the pound facility to pick-up and drop-off location.

Based on historical data, the cost per pick-up is expected to average \$275/pick-up; however the fee for “Services B” Pick-up Services is case specific on required hours and actual location within West Elgin.

In the event of a call received outside of municipal office **hours** for a confined stray pick-up, we will work with the West Elgin resident to determine if the canine can be held on-site until the municipal office opens. In the event that is assessed as not possible, we will proceed with canine transport and inform municipal staff within 24 hours.

All services will be billed and are to be paid on a monthly basis.

## Next Steps

The Humane Society of London and Middlesex is able to enter into a contract extension with the Municipality of West Elgin under the key terms as outlined in this updated term and scope of services proposal at the Municipality’s earliest convenience, and prior to the end of the current service term.