



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Manager of Community Services/Clerk  
**Date:** 2025-03-27  
**Subject:** Animal Control Services, Request for Proposals Received

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Animal Control Services, Request for Proposals Received; And

That Council hereby accept the submission received from Jeoff and Jodi Bedore, Southwest Middlesex Animal Shelter, for Animal Control (Canine) Services; And

Further that Council directs the Clerk to prepare the approved agreement and by-law for signing at the next scheduled meeting of Council.

### **Purpose:**

The purpose of this report is to provide Council with an update on submissions received by RFP for Animal Control Services.

### **Background:**

In 2022, West Elgin switched to the Humane Society London Middlesex (HSLM), when the Glencoe Animal Shelter closed. The switch to HSLM was primarily due to limited resources available for canine pick-up and Pound keeping, and a joint RFP along with Middlesex County was developed. The current agreement with HSLM authorizes pick-up and transportation of canines when the By-law Enforcement Officer is unavailable. Unfortunately, due to the limited number of hours received by by-law enforcement, most canine calls are outside of the by-law hours.

The current agreement is dated June 26, 2024, with an expiry date of December 31, 2024. Total canine and Pound keeping service with HSLM was \$10,689.76 in 2023 and \$10,899.90 in 2024. HSLM is located at 624 Clarke Rd, London, which is approximately 65kms (using 160 Main Street, West Lorne as a middle address, however this number would vary depending on pick-up location). HSLM has a total of 11 canine intakes in 2023 and 15 canine intakes in 2024, plus 14 Golden Retriever puppies, brought in by By-law Enforcement.

Late 2024, staff were contacted by Jodi (and Jeoff) Bedore, who purchased the Southwest Middlesex Animal Shelter (previously Glencoe Animal Shelter), and will be offering services to local municipalities, like those previously offered by Glencoe Animal Shelter. The shelter is located at 3427

Concession Drive, Glencoe, which is approximately 25kms (again, using 160 Main Street West Lorne as a center point).

On December 19, 2021, Council approved a three-month extension with the London Humane Society for Pound keeping services, directing staff to prepare a "Request for Proposal" (RFP), to enter into agreement after expiry.

An RFP was created and posted online until March 17, 2025, 12:00 noon, with only one (1) submission received from the Southwest Middlesex Animal Shelter (previously operated as the Glencoe Animal Shelter under different ownership).

Page 8 of the West Elgin RFP document includes mandatory requirements for proposals, and the applicant is unable to complete two of the items listed:

- Item 5. A) iv. Requests for an OSPCA certification, which is no longer a requirement or provided document to animal shelters. This item was confirmed with Pet & Wildlife Rescue (PAWR) Chatham, who advised that the OSPCA has no authority or requirements and operates the same as shelters. PAWR confirmed that there are no "requirements" to become a shelter, except for zoning requirement within their respective municipality. The Municipality of Southwest Middlesex confirmed there have been no known issues with SMWAS.
- Item 5. A) v. requests for three (3) public sector references, however the Southwest Animal Shelter has not been operating long enough to obtain public sector clients. Two (2) references are included in the tender submission, for animal boarding. Until recently, the shelter has been providing dog boarding and cat rescue services.

The Municipality of Southwest Middlesex will be utilizing the services of Southwest Middlesex Animal Shelter, effective April 2025, for an initial one-year term.

If Council wishes to decline or defer due to lack of interest of the RFP, that is an option. However, at this time, confirmation has not been received from HSLM if they are willing to extend their current contract for an additional 1-2 months, to accommodate, and keeping in mind there are limited amount of Animal Shelters within the area.

### **Financial Implications:**

2025 Poundkeeping Fees \$10,000 with an additional \$30.00 per hour and .50 per kilometer for dogs running at large. 2% Increase annually for the yearly base rate

An estimated fee for 2025 is detailed below using the fee structure provided in the RFP, and the following parameters:

- 15 canine pick-ups per year (2024 total with HSLM);
- Using 160 Main Street West Lorne (25 kms to from Shelter) as an average location;
- Estimated two-hours per call.

Item	Cost
2025 Base Fee (Subject to 2% Increase Annually)	\$10,000
\$30 Hourly Rate x 2 hrs/call x 15 calls annually	\$900
\$0.50 x 25kms (one way) x 2 (both ways) x 15 call annually	\$375
	<b>\$11,275 Estimated Cost - 2025</b>

**Policies/Legislation:**

By-law 2025-xx to enter into agreement on April 10, 2025. (Regular Council Meeting.)

**Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuć  
Manager of Community Services/Clerk