Minutes – Executive Policy Committee – March 13, 2013

REPORTS

Minute No. 218 Animal Services SOA – 2013 - 2015 Business Plan (Selection Report)

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendations of the Alternate Service Delivery Committee and the Standing Policy Committee on Protection and Community Services and recommends to Council:

1. That the 2013 Business Plan (Selection Report) for the Animal Services Special Operating Agency including the 2013 budget be approved, and the 2014 – 2015 financial projections as tabled in the Selection Report 2013 – 2015 (Appendix A) be received as information.

2. That the proposed tax supported funding for the SOA of $1,404,276 annually for 2013 to 2015 be approved, subject to confirmation in the annual tax supported budget process.

3. That the Animal Services SOA Operating Charter be amended to require a minimum of one Advisory Board meeting per year.

4. That fees and charges for 2013 – 2015 be approved as per the attached "Fees and Charges Schedule" (Appendix C).

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

Pursuant to the provisions of the Operating Charters of the Special Operating Agencies, changes to the Operating Charter require approval of two-thirds of the members present at Council.

DECISION MAKING HISTORY:

Moved by Acting Deputy Mayor Browaty,

That Rule 10(3) of The Procedure By-law No. 50/2007 be suspended in order that the following item, which was received less than 96 hours preceding the committee meeting, be considered by Committee.

Carried

Moved by Acting Deputy Mayor Browaty,

That the recommendations of the Alternate Service Delivery Committee and the Standing Policy Committee on Protection and Community Services be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On March 11, 2013, the Standing Policy Committee on Protection and Community Services concurred in the recommendation of the Winnipeg Public Service and recommends to Council:

1. That fees and charges for 2013 – 2015 be approved as per the attached "Fees and Charges Schedule" (Appendix C).

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

COMMITTEE RECOMMENDATION:

On February 25, 2013, the Alternate Service Delivery Committee concurred in Recommendations 1, 2, 4 and 5 of the Winnipeg Public Service and recommends to Council:

1. That the 2013 Business Plan (Selection Report) for the Animal Services Special Operating Agency including the 2013 budget be approved, and the 2014 – 2015 financial projections as tabled in the Selection Report 2013 – 2015 (Appendix A) be received as information.

2. That the proposed tax supported funding for the SOA of $1,404,276 annually for 2013 to 2015 be approved, subject to confirmation in the annual tax supported budget process.

DECISION MAKING HISTORY (continued):

COMMITTEE RECOMMENDATION (continued):

3. That the Animal Services SOA Operating Charter be amended to require a minimum of one Advisory Board meeting per year.

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

COMMIMTTEE DECISION:

On February 25, 2013, the Alternate Service Delivery Committee concurred in Recommendation 3 of the Winnipeg Public Service and approved the Advisory Board members as per the attached Advisory Board Members list (Appendix B), namely:

- Deepak Joshi, COO, Chairperson - Corporate ASD Representative
- Cindy Fernandes, Manager of Finance and Administrative Services - designate (ex-officio)
- Leland Gordon, Chief Operating Officer - Agency Head (ex-officio)
- Charlene Slingsby, Field Operations / Court Coordinator - Animal Services SOA
- D'Arcy Johnson, Executive Director, D'Arcy A.R.C. - Customer Representative
- Dr. Colleen Marion, Companion Animal Welfare, Veterinarian, Office of the Chief Veterinarian, Manitoba Agriculture, Food, and Rural Initiative
- Robert Brissette, President/CEO PetLand Canada - Business Representatives
- Bill McDonald, CEO, Winnipeg Humane Society - Winnipeg Humane Society
- Dr. Lynn Webster - Veterinarian Association
- Barbara Verschoore, Representative, Local 500 – CUPE - Executive Member

ADMINISTRATIVE REPORT

Title: 2013-2015 Business Plan (Selection Report) Animal Services Special Operating Agency

Critical Path: Alternative Service Delivery Committee – Standing Policy Committee on Protection and Community Services - Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
L. Gordon	C. Wightman	CFO, M. Ruta	Acting COO, M. Jack

RECOMMENDATIONS

That the Alternative Service Delivery Committee submits the following recommendations to the Executive Policy Committee and Council:

1. That Council approves the 2013 Business Plan (Selection Report) for the Animal Services Special Operating Agency, including the 2013 budget, and receives as information the 2014 – 2015 financial projections as tabled in the Selection Report 2013 – 2015 (Appendix A).

2. That Council approves the proposed tax supported funding for the SOA of $1,404,276 annually for 2013 to 2015, subject to confirmation in the annual tax supported budget process.

3. That Advisory Board members be approved as per the attached Advisory Board Members list (Appendix B).

4. That the Animal Services SOA Operating Charter be amended to require a minimum of one Advisory Board meeting per year.

5. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

That the Standing Policy Committee on Protection and Community Services submit the following recommendations to the Executive Policy Committee and Council:

1. That fees and charges for 2013 – 2015 be approved as per the attached “Fees and Charges Schedule” (Appendix C).

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

REASON FOR THE REPORT

Council approval is required for the Animal Services Agency 2013 - 2015 Business Plan and budget.

IMPLICATIONS OF THE RECOMMENDATIONS

- In the year 2000, the Agency received 6,416 calls for service and $1,125,000 of operational mill rate support. In 2011, the Agency received 12,121 calls for service and $804,276 of operational mill rate support. Animal Services, as a Division and then as an SOA, has been protecting people and animals in Winnipeg for over 135 years.
- To begin to remedy the Agency's deficit position and sustain the Agency's essential service of animal control, it is recommended that Council approve an increase of Animal Services' mill-rate support from $1,302,504 to $1,404,276 for 2013 to 2015, as a transfer from the Community Services Department.
- These projected mill rate support transfers are included in the Community Services Department's proposed 2013 – 2015 Tax-Supported Operating Budget Submission.
- Animal Services projects a surplus of $235,793 as part of a deficit reduction plan in 2013, $135,340 in 2014 and $107,954 in 2015. The SOA's accumulated deficit will decrease from the December 31, 2011 balance of $1,520,730 to $671,267 by the end of 2015.
- Animal Services will continue with a yearly licensing campaign in an effort to boost dog license sales to help reduce the Agency's accumulated deficit over the next number of years.
- The attached business plan includes inflationary increases of 2.9% for 2013 and 2% for 2014 to 2015 to all fees for service and/or products delivered by the Agency which are not established in the Pound By-law (e.g. excludes Surrendered Animals, Dog Adoptions, Trap Rentals/Set Ups).
- The Animal Services SOA Operating Charter currently states that the Advisory Board meets at least quarterly or at the call of the Chairperson. The Agency is recommending that the Charter be amended to require a minimum of one meeting per year, with the option to have additional meetings on an as-needed basis, as it has found that the majority of issues can be deliberated annually; therefore, precluding the need to meet quarterly.

HISTORY

Animal Services was designated by Council as a Special Operating Agency (SOA) effective January 1, 2000. The Agency enforces the Pound By-law and the Exotic Animal By-law.

The Animal Services Operating Charter stipulates that a Business Plan (Selection Report - summary of the annual business plan) will be provided to Council each year.

The mandate of the Animal Services Agency is to promote, protect and safeguard the health of the community by establishing and maintaining an urban environment which permits the city's human and animal populations to co-exist free of conditions which adversely affect the health, safety and enjoyment of the community. Animal Services Agency is responsible for the enforcement of animal care and control by-laws to minimize risk in the communities served.

Animal Services receives more than 12,100 calls for service per year. The agency operates successful adoption, volunteer, and foster programs. License revenues help fund the services provided including housing stray dogs and reuniting them with their owners, attending house fires or car accidents to help in the removal of animals where needed, and providing an Adoption Program.

A contingent of Animal Services Officers patrol the streets of Winnipeg to help resolve neighbourhood disputes and incidents involving animals.

FINANCIAL IMPACT

Financial Impact Statement

Date: December 13, 2012

Project Name:

First Year of Program **2013**

2013 - 2015 Business Plan (Selection Report) Animal Services Special Operating Agency

	2013	2014	2015	2016	2017
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 1,404,276	$ 1,404,276	$ 1,404,276	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ 1,404,276	$ 1,404,276	$ 1,404,276	$ -	$ -
Less: Existing Budget Amounts	1,404,276	1,404,276	1,404,276	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: The 2013 - 2015 Animal Services Selection Report assumes a tax-supported subsidy of $1,404,276 for 2013 to 2015. In 2012 the transfer was $1,302,504. This new level of Mill Rate Support is provided in the Community Services' 2013 proposed and 2014-2015 projected budget.
The SOA projects a surplus of $235,793 in 2013, $135,340 in 2014 and $104,954 in 2015. This reduction plan will reduce the accumulated deficit from the December 31, 2011 balance of $1,520,730 to $671,267 by the end of 2015.

original signed by

Cindy Fernandes, B Comm (Hon), CMA
Manager of Finance & Administrative Services
Community Services Department

CONSULTATION

In preparing this Report there was consultation with:

Community Services Department
Legal Services Department

SUBMITTED BY

Department: Community Services
Division: Animal Services Agency
Prepared by: Leland Gordon
Date: December 13, 2012
File No.

Appendix A: *2013 – 2015 Business Plan (Selection Report)*


Appendix A

Appendix B: *Advisory Board Members List*


Appendix B

Appendix C: *Fees and Charges Schedule*


Appendix C