



Governance and Priorities Committee Report For the Meeting of October 9, 2014

To: Governance and Priorities Committee **Date:** September 19, 2014
From: Robert Woodland, Director of Legislative and
Regulatory Services
Subject: Appointment of Animal Control Officer

Executive Summary

Victoria Animal Control Services Ltd. is the City's contract service provider for animal licensing and compliance services related to the Animal Control Bylaw. They have made two staffing changes which require the actions requested below to ensure that their staff members have the legal authority to fulfil the contract obligations. These changes include appointing two new Animal Control Officers.

City staff have reviewed the background records check and resumes in accordance with the Animal Control Services contract and support these new appointments.

Recommendations:

1. That Mr Damon LEWIS be appointed as
 - a. "Animal Control Officer" pursuant to section 49 (1) of the *Community Charter*, and
 - b. that his appointment be rescinded upon termination of his employment by Victoria Animal Control Services Ltd.
2. That this motion be forwarded to the October 9th, 2014 Council Meeting for ratification.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark Hayden'.

Mark Hayden
Manager, Bylaw and
Licensing Services

A handwritten signature in black ink, appearing to read 'Robert Woodland'.

Robert Woodland
Director Legislative and
Regulatory Services

Report accepted and recommended by the City Manager:

Date:

A handwritten signature in black ink, appearing to be a stylized 'M' or 'W'.

Sept. 30, 2014

Purpose & Background

The *Community Charter* authorizes Council to make bylaws for the purposes of enforcing the bylaws of the City and regulate animal control issues including the designation of Bylaw Enforcement Officers and Animal Control Officers. The City's Animal Control Bylaw authorizes the City to appoint a Poundkeeper to carry out administrative duties under the Bylaw. The Ticket Bylaw authorizes Animal Control Officers to act as bylaw enforcement officers and issue municipal tickets for violations under the Animal Control Bylaw and specified sections of the Parks Regulation Bylaw. An appointment as an Animal Control Officer will provide the proper authorities for a person to carry out the following duties:

1. Dealing with dangerous dogs – Animal Control Officer [s. 49(1) *Community Charter*];
2. Conducting administrative and compliance duties under the Animal Control Bylaw – Poundkeeper [s. 4(b) Animal Control Bylaw]; and
3. Enforcing animal control issues in the City as an Animal Control Officer under the Animal Control Bylaw and specified provisions of the Parks Regulation Bylaw [s. 2 Animal Control Bylaw].

Victoria Animal Control Services Ltd. (VACS) is the City's contract service provider for animal licensing and to provide compliance services related to the Animal Control Bylaw. They have made a staffing change which requires the action requested to ensure that their staff members have the legal authority to fulfil the contract obligations. This change includes appointing a new Animal Control Officer. This person has been hired by VACS to provide relief coverage on holidays and weekends for their regular staff complement. City staff have reviewed the background records checks and resumes in accordance with the Animal Control Services contract and supports this new appointment.

Issues & Analysis

The Animal Control Bylaw contains regulations which are administered and enforced by Victoria Animal Control Services Ltd. Implementing this request will allow Victoria Animal Control Services Ltd. to continue to fulfill their contract obligations to the City.

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