



# **COMMUNITY AND PROTECTIVE SERVICES COMMITTEE**

**Wednesday, May 9, 2012  
4:00 PM**

**Henry Baker Hall, Main Floor, City Hall**



Office of the City Clerk

## Notice of Meeting

### Community and Protective Services Committee

**Date:** Wednesday, May 9, 2012  
**Time:** 4:00 PM  
**Place:** Henry Baker Hall, Main Floor, City Hall  
**RSVP:** Regrets only at 777-6761 or  
**Email:** proettger@regina.ca

### Members

Councillor John Findura  
Councillor Jocelyn Hutchinson  
Councillor Wade Murray

Councillor Mike O'Donnell (Chairperson)  
Councillor Chris Szarka (Vice-Chairperson)  
Mayor Pat Fiacco (Ex-Officio)

### Agenda Distribution List

#### Public & Private Agenda Package:

Councillor Michael Fougere  
City Manager, Glen Davies  
City Solicitor, Byron Werry  
City Clerk, Joni Swidnicki  
Deputy City Manager of Corporate Services, Brent Sjoberg  
Deputy City Manager of Public Works, Dorian Wandzura  
Deputy City Manager of Community Planning & Development, Jason Carlston  
Executive Director, Governance & Strategy Jim Nicol  
Director of Community Services, Chris Holden  
Director of Facilities Management Services, Pat Gartner  
Director of Parks & Open Space, Neil Vandendort  
Director of Planning & Sustainability, Diana Hawrylak  
Director of Fire & Protective Services, Richard McCullough  
Director of Transit, Kim Onrait  
Manager of Communications, Jeff Bohach  
Manager of Financial Planning, Jeffrey May  
Manager of Healthy Workplace & Total Rewards, Marco Deiana  
Manager of Licensing and Municipal Fines, Andrea McNeil-Wilson  
Senior Advisor to the Mayor, Mark Rathwell  
Consultant, Strategy & Performance, Jill Hyndman  
Committee Assistant, Peggy Roettger

Public Agenda  
Package  
Media (4)



**Public Agenda  
Community and Protective Services Committee  
Wednesday, May 9, 2012**

**Administration Reports**

CPS12-16      Renewal of the 2012 Regina Humane Society Animal Services Contract

**Recommendation**

1. That City Council approve and grant authority to the Deputy City Manager of Community Planning and Development to negotiate and enter into a one year agreement with the Regina Humane Society Inc. (RHS) for animal control and animal impoundment services for 2012.
2. That the City Clerk be authorized to execute the necessary agreement with the RHS, as prepared by the City Solicitor.

May 9, 2012

To: Members,  
Community and Protective Services Committee

Re: Renewal of the 2012 Regina Humane Society Animal Services Contract

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### RECOMMENDATION

1. That City Council approve and grant authority to the Deputy City Manager of Community Planning and Development to negotiate and enter into a one year agreement with the Regina Humane Society Inc. (RHS) for animal control and animal impoundment services for 2012.
2. That the City Clerk be authorized to execute the necessary agreement with the RHS, as prepared by the City Solicitor.

### CONCLUSION

The 2012 contract between the City and the RHS continues the City's partnership with the RHS as the City's agency responsible for enforcement of the *Regina Animal Bylaw*. The Administration has reviewed the animal control and enforcement program and proposes the following:

1. Animal control and enforcement continue to be provided by the RHS. RHS would enforce the requirements of the Bylaw which detail the regulations with respect to cats and dogs. Additional requirements include:
  - a) The delivery of bylaw enforcement would be in accordance with the requirements of provincial legislation and City bylaws. The RHS will meet the service standards as outlined in the contract (Appendix A);
  - b) After hours service of picking up stray animals would be provided on an on-call basis, based on the service standards;
  - c) The RHS would handle public inquiries related to Animal Control and Enforcement.
2. Administration of the Dog and Cat Licensing database continues to be the responsibility of the City of Regina.
3. The RHS will provide the City with all documentation created or collected or connected to the issuing or renewing of licences, fines or other fees paid to the RHS pursuant to the Bylaw, on a monthly basis and provide the City with yearly statistics of the number of tickets issued and licences sold.
4. At any time the City may have access to review the records of RHS related to the administration of this program.

The proposed one-year fee structure allows for a monthly payment from the City to the RHS in the amount of \$80,193 for 2012. This translates to a 5% increase in the monthly fee over the previous year. Support for the public education program is proposed to be maintained at the same level as in 2011, which provides \$18,900 for pet owner education in 2012. The increase in the 2012 monthly fee has been accounted for in the 2012 budget.

## BACKGROUND

The City has enjoyed a successful partnership with the RHS who have provided enforcement of animal control, as well as animal impounding and kennelling, since 1988. Since this time, the RHS has provided all pound-keeping and kennelling services for cats and dogs admitted to the RHS shelter in its capacity as an animal humane society. In its capacity as a service provider to the City, the RHS provides a community-based pet owner education program and all animal control and enforcement of the City's Animal Bylaw.

The 2010/2011 contract between the City and the RHS for provision of these services expired on December 31, 2011. This report proposes a one year renewal of the contract for animal impoundment services and animal control and enforcement services on similar terms.

In most other major Canadian municipalities, licensing and fines revenue is the primary source of funding for animal control, enforcement and impoundment. Different cities fund a different proportion of these costs from the tax base versus licensing and fines. Regina provides an approximate 50/50 split of funding from licensing and general tax revenues. As a result, programs such as the My Pet Matters program have been implemented in an attempt to increase licensing revenue, thereby lowering the proportion of funding from general tax revenues.

## DISCUSSION

The proposed contract continues the services provided under the previous contracts with the RHS and provides that the RHS will carry out the following services to the City:

- Animal control services: including comprehensive animal control services required by the City's bylaws to meet the needs of the general public, Regina Police Service, Regina Fire & Protective Services, injured, distressed or aggressive dog requests;
- Animal impoundment services; including comprehensive animal impound services such as properly feeding and providing emergency medical care to the animals that are surrendered to, received by picked up or otherwise obtained by the RHS, quarantined under the authority of the Regina Qu'Appelle Regional Health Authority Board or the dangerous dog provisions of the Bylaw;
- Pick up and disposal of dead animals; and
- Administrative services; including selling of animal licenses and renewals, collecting and accounting for fines and fees paid in accordance with the current bylaw, providing documents fines and fees to the City of Regina and submitting an annual report of activities.

As of December 31, 2011, the RHS responded to 4,443 bylaw enforcement calls and housed 4,393 animals in response to the Bylaw and the requirements of its contract with the City.

In early 2012, the RHS and the Administration held discussions surrounding the extension of the animal services contract. During these discussions, a 5% increase in the contract amount over

the previous year was requested to cover increased operating costs associated with enforcement and impounding as well as the increased demand for services due to continued growth of the City. This increase is within the allotted budget amount for the renewal of the contract. This results in 12 monthly payments of \$80,193 to be made to the RHS in 2012 in addition to the lump sum payment of \$18,900 for education services. In past years, the City has typically entered into a two year contract with the RHS for animal impound and control services. At the request of the RHS, for 2012 only, the City will enter into a one year agreement.

### RECOMMENDATION IMPLICATIONS

#### Financial Implications

The 5% increase in the 2012 contract cost totals \$80,193/month and has been accounted for in the approved 2012 budget.

#### Environmental Implications

None with respect to this report.

#### Strategic Implications

Continuing the partnership with the RHS through this contract will contribute to managing the growth and development of the community through ensuring a safe and healthy living environment.

#### Other Implications

None with respect to this report.

#### Accessibility Implications

None with respect to this report.

### COMMUNICATIONS

No communication plan is required for the execution of this contract. The proposals contained in this report are the results of discussions between the City and the RHS. A copy of this report will be provided to the RHS.

### DELEGATED AUTHORITY

This contract requires the approval of City Council.

Respectfully submitted,

Respectfully submitted,

Kelly Wyatt, Director  
Development Engineering

Jason Carlston, Deputy City Manager  
Community Planning and Development

APPENDIX A  
**Animal Impound and Animal Control Services Contract**

Between:

**The City of Regina,**  
a city continued under *The Cities Act* (the "City")

- and -

**The Regina Humane Society Inc.,**  
an active corporation incorporated  
under *The Non-Profit Corporations Act, 1995* ("RHS")

**THE CITY AND RHS AGREE AS FOLLOWS:**

**DEFINITIONS**

1. In this contract:

"Act" means *The Cities Act*;

"Animal" means a cat or a dog;

"Animal Protection Officer" means:

(i) a member of the Regina Police Service; or

(ii) a person appointed as an Animal protection officer pursuant to subsection 3(2) of *The Animal Protection Act, 1999*;

"Bylaw" means *The Regina Animal Bylaw, 2009*, which relates to the City's Animal control program as at the date the last party to this Agreement executes this Agreement;

"City of Regina" means the property under the City's jurisdiction;

"Deputy City Manager" means the City's Deputy City Manager of Community Planning & Development or their delegate.

"Identified" means an Animal that is marked in some way by an identifying marking of some kind such as a tattoo or tag or appears to be a purebred Animal;

"Open Hours of Operation" means 9:00 a.m. to 5:00 p.m. Monday through Sunday, excluding statutory holidays;

"Shelter" means the facility designated by the City Council where Surrendered, relinquished, abandoned and apprehended Animals may be taken and kennelled;

"Surrender or Surrendered" means the relinquishment of all ownership rights to an Animal regardless of the manner in which the Animal came under RHS' control.

#### **TERM**

2. The term of this contract is from January 1, 2012 to December 31, 2012.

#### **APPROVED HUMANE SOCIETY**

3. RHS must maintain its approval as a "humane society" according to *The Animal Protection Act, 1999*.

#### **ANIMAL IMPOUND SERVICES**

- 4(1) Under the direction of the Deputy City Manager, RHS will, at RHS's cost, provide comprehensive Animal impound services such as properly feeding and providing emergency medical care to the Animals that are:
  - (a) Surrendered to, received by, picked up or otherwise obtained by RHS; and
  - (b) quarantined under the authority of:
    - (i) the Regina Health District Board; or
    - (ii) the Bylaw.
- (2) RHS is solely responsible for the care of the Animals that come under its control according to this contract.

#### **ANIMAL CONTROL SERVICES**

- 5(1) Under the direction of the Deputy City Manager, RHS will, at RHS's cost, provide comprehensive Animal control services as may be required by the City's Bylaw and in accordance with Schedule "A" of this Agreement.
- (2) RHS will meet the service standards set out in Schedule "A" 24 hours a day for:
  - (a) Regina Police Service requests;
  - (b) Regina Fire Department requests;
  - (c) injured or in distress Animals requests; and
  - (d) aggressive at large dog requests.
- (3) RHS will meet all other service standards during normal office hours.

## **ANIMAL CONTROL PERSONNEL DUTIES, QUALIFICATIONS**

6. RHS must provide the City with the full name and driver's license number of any person RHS intends to authorize to operate a vehicle provided to RHS by the City before the person is allowed to operate any vehicle.

## **RECEIVING AND ACCEPTING SURRENDERS OF ANIMALS**

- 7(1) RHS must receive Animals from the public and accept the Surrender of Animals from their owners at the Shelter every day during Open Hours of Operation, except on statutory holidays.
- (2) RHS must receive and accept Animals in accordance with the Bylaw and any other procedures established by the City and RHS.
- (3) Upon RHS admitting an Animal to the Shelter, RHS will:
  - (a) determine the sex, age, state of health and any injuries of the Animal; and
  - (b) vaccinate the Animal, according to veterinarian recommendations.

## **IMPOUNDMENT PERIOD**

- 8(1) Subject to subsections (2), (3) and (4), RHS must impound every Animal received at the Shelter according to the City bylaws in a separate kennel or cage that is designed solely for impoundment beginning at 12:01 on the day the Animal is received.
- (2) Statutory holidays must not be used to calculate the 72-hour period in subsection (1).
- (3) RHS does not have to impound an Animal according to subsection (1) if its owner Surrenders the Animal to RHS.
- (4) Regardless of subsection (1), RHS may:
  - (a) relieve an Animal in distress pursuant to section 6 of *The Animal Protection Act, 1999*; or
  - (b) euthanize an Animal if a qualified veterinarian considers euthanization appropriate due to the sickness or disease of the Animal.

## **KENNELING**

- 9(1) Subject to section 8, RHS must keep all Animals in the main kennel at the Shelter.
- (2) RHS must provide a temporary kennel for holding animals the RHS receives outside Open Hours of Operation.
- (3) Before releasing an Animal to its owner, RHS may collect from the owner a fee for each day the Animal was kept in the Shelter after the impoundment period in section 8 expired.

## **STERILIZATION**

10. Before an unsterilized Animal is adopted, RHS may require the Animal to be sterilized.

## **RELEASE**

11. RHS shall require that the Animal has a licence within the meaning of the Bylaw prior to RHS releasing the Animal to the Animal's owner.

#### **PICK UP AND DISPOSAL OF DEAD ANIMALS**

- 12(1) RHS will pick up and make every reasonable effort to identify dead Animals in the City of Regina in accordance with Schedule "A".
- (2) If RHS cannot identify a dead Animal according to (1), RHS will store the dead Animal for at least 72 hours.
- (3) If RHS identifies a dead Animal, RHS will:
  - (a) store the dead Animal for at least 10 days; and
  - (b) record and retain for at least one year a detailed description of the dead Animal.
- (4) Subject to subsection (1), RHS will dispose of dead Animals it picks up pursuant to subsection (1) in accordance with all applicable municipal bylaws and statutes.

#### **PUBLIC EDUCATION**

13. RHS will provide a public education program dealing with responsible pet care and ownership including the need to spay/neuter your Animal and to obey city bylaws in cooperation with the City.

#### **FORMS**

- 14(1) At its cost, RHS will develop and print forms relating to Animal intake into the RHS facility in a form that is acceptable to the City.
- (2) At its cost, RHS will develop and print the Notice of Violation forms for issuing the persons who do not comply with the Bylaw.

#### **FINANCIAL REPORTING**

- 15(1) No later than three months from the end of RHS's fiscal year, RHS will submit an audited financial statement to the Deputy City Manager in a form acceptable to the Deputy City Manager.
- (2) Upon review of the statement in subsection (1), the Deputy City Manager may require RHS to provide the Deputy City Manager with additional financial information within a reasonable period of time.

#### **PAYMENT TO RHS**

- 16(1) The City will pay RHS as follows:
  - (a) the sum of \$80,193.00/month from January 1, 2012 to December 31, 2012;
  - (b) the sum of \$18,900.00, which RHS must use to provide the public education program described in section 13 of this Agreement.
  - (c) for all licences sold by RHS, RHS will keep ten percent (10%) of the licence cost and forward the balance to the City.

- (d) for all licences renewed by RHS, RHS will hold back ten percent (10%) of the renewal cost and forward the balance to the City.
  - (e) for all licences sold at licensing clinics, RHS will hold back ten percent (10%) of the licence cost and forward the balance to the City.
- (2) The monthly payments paid pursuant to clause 16(1)(a), (c), (d) and (e) of this Agreement shall be made on the fifteenth day of each and every month during the term of this Agreement.
  - (3) Any and all licence fees, fines or impoundment fees paid directly to the RHS will be remitted to the City within one week.
  - (4) The RHS will remit the required payments in section 16 along with a detailed statement of revenue collected in licence fees and fines.

### **ADMINISTRATIVE SERVICES**

17(1) RHS will, at RHS's cost, perform the following administrative services:

- (a) act as an agent for selling Animal licenses and renewals according to the Bylaw;
  - (b) collect and account for the fines and fees paid in accordance to the Bylaw;
  - (c) provide the City with all documentation created or collected or connected to the issuing or renewing of licences, fines or other fees paid to RHS pursuant to the Bylaw, on a monthly basis.
  - (d) each year during the term of this Contract, submit an annual report of RHS's activities to the Director in a form approved by the Deputy City Manager; and
  - (e) provide a report in a form acceptable to the Deputy City Manager regarding RHS's levels of service and how such levels of service are met.
- (2) The City will process the sale and renewals of all licences.
  - (3) The City is responsible for administering and prosecuting all unpaid tickets for violation of the Bylaw.

### **RADIOS**

18. RHS must provide and maintain a two-way radio for use in the Society's office.

### **INSURANCE, INDEMNITY**

- 19(1) RHS will indemnify and save the City, the Deputy City Manager, City employees and the City's agents harm from any claim for damages made against the City, the Deputy City Manager, City employees and the City's agents that are based on the negligence of RHS or anyone engaged by the City to perform RHS's obligations under this contract.
- (2) The City will pay RHS for the damage to the Shelter that is caused by the negligence of the City, City employees or the City's agents.

- (3) The City will insure all the property owned by the City that is used or stored at the Shelter.
- (4) During the term of this contract, RHS must:
  - (a) maintain General Liability Insurance of no less than \$1,000,000 per occurrence;
  - (b) maintain automobile insurance of no less than \$1,000,000 per occurrence;
  - (c) name the City as an additional insured on the policy in subclause (a); and
  - (d) provide the City with a Certificate of Insurance proving the insurance in (a) and (b).

### **TERMINATION**

20. Either party may effectively terminate this contract by giving the other party a minimum of 90 days written notice delivered in person or by registered mail addressed to the address provided for in section 21 of this Agreement.

### **NOTICE**

- 21(1) Any notice given according to this Contract must be in writing and may be hand-delivered or by sending it by prepaid registered mail, addressed to:

**The City of Regina**  
P.O. Box 1790  
Regina, SK S4P 3C8  
Attention: Deputy City Manager  
Community Planning &  
Development

**The Regina Humane Society Inc.**  
P.O. Box 3143  
Regina, SK S4P 3G7

or to an alternate address that a Party may advise the other by notice.

- (2) A notice mailed according to subsection (1), is deemed given on the third business day after the date the notice is postmarked.
- (3) If postal service is substantially delayed, all notices must be hand-delivered.

### **INDEPENDENT CONTRACTOR**

- 22(1) RHS' performance of this Agreement does not create an employee/employer relationship between RHS and the City; RHS is an independent Contractor.
- (2) RHS and anyone RHS employs or allows to perform any part of the Services are not and will not ever be considered employees of the City within the meaning of *The Labour Standards Act* of Saskatchewan (or otherwise) or entitled to any of the benefits of an employee of the City as a result of their performance of any part of the Services.
- (3) RHS acknowledges that:
  - (a) the consideration provided to RHS by the City under this Agreement is income and subject to the provisions of the Canadian *Income Tax Act*, the *Canada Pension Plan*, and the *Employment Insurance Act*;

- (b) RHS is solely responsible for remitting any amounts that the statutes listed in clause (a) require to be remitted; and
- (c) if a decision-maker of competent jurisdiction decides that the City ought to have remitted any amounts that the statutes in clause (a) require to be remitted, then the Contractor will pay the City an amount equal to the amount the City is required to remit and all the costs (including solicitor-client costs) that the City incurs as a result of RHS failing to remit the amounts.
- (4) If the Labour Standards Branch of the Saskatchewan Department of Labour or the Canada Revenue Agency (CRA) (or both of them) determines or deems the City to be an employer under this Agreement, then RHS agrees that the Services performed under this Agreement should be considered entirely of a managerial character.

### **RHS' EMPLOYEES**

- 23(1) In this section, "employee" includes any individual director, officer, partner, sub-contractor, agent, employee or other person entering onto or having access to City-controlled or City-owned property at the request of RHS, whether to perform any of RHS' covenants under this Agreement or not.
- (2) During the period when any employee of RHS is on or has access to City-controlled or City-owned property, RHS shall, at her own expense, ensure that the employee:
  - (a) is directed, supervised and, if necessary, disciplined by RHS;
  - (b) conforms to the City's standards of behaviour;
  - (c) complies with all on-site City safety and security requirements;
  - (d) obtains emergency treatment if the employee is injured; and
  - (e) is not accompanied by any acquaintance, family member or other person unless the person is an employee of RHS and the person's attendance at the City's property is necessary for the performance of this Agreement.
- (3) RHS and the City are independent contractors and each of them shall not state, imply or knowingly permit anyone to infer that any other relationship exists between them without the other Party's prior written consent.
- (4) RHS and its employees are not and shall not ever be considered employees of the City within the meaning of *The Labour Standards Act* of Saskatchewan (or any other statute, regulation or law) or entitled to any of the benefits of an employee of the City as a result of their performance of any part of the covenants of this Agreement.
- (5) RHS is solely responsible for ensure that it and its employees fully comply with *The Occupational Health and Safety Act, 1993*.

### **WORKERS' COMPENSATION**

- 24(1) RHS shall comply with *The Workers' Compensation Act, 1979* of Saskatchewan.
- (2) RHS shall provide the City with a copy of a certificate from the Workers' Compensation Board showing that RHS is registered and is in good standing with the Board or written

confirmation from the Board indicating that it is not necessary for RHS to register with the Board.

- (3) RHS shall indemnify and save the City harmless if the City is required to pay any Workers' Compensation charges arising from RHS' provision of the Services, the provision of the Services by a subcontractor of the Contractor or if the City is held liable for any damages or injury to any employee, partner, or subcontractor of the Contractor while on City-controlled or City-owned property.

## **CONFIDENTIALITY**

25(1) "Confidential Information" means any information:

- (a) of which a Party advises another Party in writing that it considers it confidential;
  - (b) that is considered confidential under any statute, regulation or other law related to privacy or the disclosure of information to which any Party must adhere; and
  - (c) that a Party may claim is privileged; and includes (without limitation) any industrial or commercial designs, programs, procedures, opinions, information about any customer or user of any person's services or goods (such as customer bases and markets, customer names and addresses including e-mail, customer telephone and fax numbers, and customer requirements or characteristics), any information about any person's costs, sales, income, profit, profitability, pricing, salaries and wages, marketing programs or plans, business opportunities, technology, and the results of any of the Services that contain or are based on Confidential Information;
- (2) RHS will:
- (a) keep strictly confidential any Confidential Information of the City of which RHS (including RHS' individual partners, employees, contractors, and agents) obtains knowledge or to which it has access; and
  - (b) ensure that its individual partners, employees, contractors, and agents:
    - (i) only have access to the City's Confidential Information or other information as is strictly necessary for the performance of their particular role in performing RHS' covenants under this Agreement; and
    - (ii) are aware of and comply with clause (a).
- (3) Subject to *The Cities Act* (Saskatchewan) and *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), the City will keep strictly confidential any Confidential Information of RHS of which the City (including the City's employees, contractors, and agents) obtains knowledge or to which it has access.

## **GENERAL**

26(1) The City and RHS do not intend this contract to make them partners of any kind.

27. This contract:

- (a) binds and is for the benefit of the parties and their respective successors;

- (b) is the only agreement between the parties respecting the subject-matter in this contract and supersedes all former agreements and promises made between the parties; and
  - (c) may only be amended formally in writing.
28. If any part of this contract is illegal or unenforceable, the rest of the contract will remain in force as if the illegal or unenforceable part never existed.
- 29(1) The City may allow or otherwise not enforce RHS's breach of its obligations under this contract, but the City's allowance or failure to enforce is not to be considered a waiver of the City's rights under this contract or an allowance of any subsequent breach by RHS.
- (2) The City's rights under this contract are cumulative to any other rights it may have and may be enforced concurrently or successively with the other rights.
30. The law in force in Saskatchewan governs this Agreement.

The City of Regina executes this contract on May \_\_\_\_\_, 2012, by the signature of the City Clerk and affixing the City's corporate seal.

\_\_\_\_\_  
City Clerk <affix seal>

The Regina Human Society Inc. executes this contract on May \_\_\_\_\_, 2012, by the signature of its authorized signing officer and affixing its corporate seal.

\_\_\_\_\_  
Signature of authorized signing officer <affix corporate seal>\*

\_\_\_\_\_  
Print full name of authorized signing officer

\_\_\_\_\_  
Print official title of authorized signing officer

Please note that the City of Regina requires the corporate seal to be affixed.

If the corporation does not have a corporate seal, the person signing this contract on behalf of the corporation must provide an **Affidavit of Corporate Signing Authority** in a form acceptable to the City Solicitor that is sworn or affirmed before a Commissioner for Oaths or a Notary Public.

## Schedule “A”

### Level of Service Standards

Type of Request	Response Standard
RPS/Fire request for assistance	Immediate response
Injured/In distress Animals	90% responded to within ½ hour
Aggressive at large dogs	90% responded to within ½ hour
Assists	90% responded to within 2 hours
Dogs at large	60% responded to within 3 hours
Pick up confined stray	80% responded to within 8 hours
Dead Animal pick up	80% responded to within 12 hours
Dog bites where dog is confined	80% responded to within 24 hours
Dangerous dog complaint (Animal is not currently at large)	80% responded to within 12 hours
Legal	60% responded to within 24 hours (deliveries to/from City Departments - does not include court attendance)
Defecation complaints	60% responded to within 24 hours
Pen violations	60% responded to within 36 hours
Running at large complaint (Animal is not currently at large)	60% responded to within 36 hours
Patrols	Performed when all other calls have been completed unless a complaint has been specifically made
Follow-up and education	Performed as the dates/times expire on warning notices - 60% from 24 to 48 hours

**AFFIDAVIT OF CORPORATE SIGNING AUTHORITY**

CANADA  
SASKATCHEWAN

I, \_\_\_\_\_ of Regina, Saskatchewan,  
Print Full Name of Signing Authority

**MAKE OATH/AFFIRM AS FOLLOWS:**

1. I am a Director or Officer of The Regina Humane Society Inc. ("the Corporation") named in the Animal Impound and Animal Control Services Contract (the "Agreement") which this Affidavit is attached.
2. I am authorized by the Corporation to execute the Agreement without affixing the Corporate Seal of the Corporation.

Sworn/Affirmed before me at Regina,  
Saskatchewan  
on May \_\_\_\_\_, 2012  
Month Date

} \_\_\_\_\_  
Signature of Signing Authority

\_\_\_\_\_  
A Commissioner for Oaths or a Notary Public in and for the  
Province of Saskatchewan.  
Being a lawyer —or—  
My appointment expires: