



CATEGORY: Public Service  
POLICY #: D. 030  
OWNER DEPT: CS  
COUNCIL APPROVAL:  
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## **TITLE: ANIMAL CARE AND CONTROL POLICY**

### **POLICY**

#### **POLICY STATEMENT:**

The Town of Slave Lake is responsible for the care and control of cats and dogs in the Town of Slave Lake and housing of dogs at the municipal animal control facility and shall ensure a publicly accountable and legally defendable practice of humane treatment.

#### **POLICY OBJECTIVES:**

- 1) Provide clear understanding and guidance to all employees in connection with their responsibility in the complete process of receiving, care of, and release of dogs.
- 2) Ensure that all record keeping procedures are kept in an organized and consistent streamlined format.
- 3) Ensure safety of all employees and volunteers when entering dog pound in receiving, care of, and release of dogs.
- 4) Provide a clear understanding of responding to calls for service in relation to animal control by the animal control officer or peace officer.

**SIGNED:** \_\_\_\_\_  
CAO

**DATE:** \_\_\_\_\_

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#### **1.0 DEFINITIONS**

- 1.01 "Animal Control Officer" means a person appointed by the CAO to enforce the provisions of this bylaw;
- 1.02 "Animal Rescue Committee- ARC" The *animal Rescue Committee* is a not for profit group of volunteers whose aim is to work with the town to rescue homeless and abandoned animals in the community and surrounding areas. They will provide veterinary treatment to sick or injured animals and temporary foster homes and or operate a holding facility, while waiting for responsible permanent homes to be found.
- 1.03 "Cat" means any domesticated cat;
- 1.04 "Defecate" shall mean to discharge waste matters from the bowels;
- 1.05 "Dangerous Dog" means any dog, which in the opinion of the Peace Officer or Animal Control Officer:
  - a) Without provocation, shows a propensity, or disposition or potential to attack or injure humans or animals; or
  - b) Without provocation attacks, bites, or injures any human or animal; or
  - c) Is deemed to be dangerous by a Justice under the provisions of the Dangerous Dogs Act R.S.A 2000 and amendments there to;
- 1.06 "Dog" means either male or female dog;
- 1.07 "Impounded" means taken into custody of the Pound;
- 1.08 "Kennel" means an establishment run by any person or corporation engaged in the business of breeding, buying, selling training, or boarding of dogs;
- 1.09 "Owner" means and includes any person, group of persons, firm or corporation owning or possessing or having control over a dog or cat";
- 1.10 "Peace Officer" a member of the Royal Canadian Mounted Police, or Peace Officer as defined under the Peace Officer Act of Alberta;

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- 1.11 "Pound" means the premises designated by the CAO under the Provincial guidelines for the purposes of impounding and caring for all animals found at large or otherwise in violation of this bylaw;
- 1.12 "Pound Keeper" means a person appointed by the CAO of the Town of Slave Lake or by agreement with another municipality or private business for the maintaining of the designated pound or pounds;
- 1.13 "Town" means of Town of Slave Lake";
- 1.14 "Violation Tag" means a ticket or similar document issued by a peace officer; animal control officer; or bylaw officer pursuant to the Municipal Government Act, RSA, 2000, c.M 26;
- 1.15 "Violation Ticket", means a ticket issued pursuant to Part 11 of the Provincial Offences Procedure Act, RSA, 2000, c. P-34;

### **2.0 RESPONSIBILITIES**

- 2.1 "Peace Officer/ Animal Control Officer" – The Animal Control Officer is the main contact person for the release, capture, complaint investigation and adoption process of dogs that come into the animal control facility. These persons shall also ensure that yard maintenance is conducted and fine payment is collected. Animal control officers shall ensure that all paperwork is appropriately filed and the report exec files are created for every response.
- 2.2 "Senior Peace Officer" –The Senior Peace Officer will ensure the pound has full coverage during the day, evening, weekends and statutory holidays. He will act as the "Animal Control Officer" in the absence of the appointed Animal Control Officer for sick days, personal leave days or scheduled vacation days.
- 2.3 "Registered Veterinarian" means a registered veterinarian as defined in the "Veterinary Profession Act". His or her responsibilities will include conducting parvo tests, assisting in the declaration of a "distressed" animal under the Animal Protection Act of Alberta as required by law, assist with the euthanizing of any animal under distress and for treatment of other animal related illness.

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2.4 "Town Cashier" – The town cashiers at the Town of Slave Lake may on occasion take payment regarding any fines issued by the Animal Control Officer or Peace Officer in relation to animal fines and dog registration.

#### **3.0 PROCEDURES – Dog Handling, Booking and Releasing**

3.1 All dogs housed in a kennel will be provided immediately with a bowl of food, water and a blanket.

3.2 Dual kennels will be utilized first as they are more spacious and are easier to clean. Single kennel will be utilized for smaller breeds and when all other dog kennels are in use.

3.3 When booking in a dog, releasing a dog or adopting out a dog, the animal control facility log book will be updated. This includes:

- a) The officer name;
- b) Date;
- c) Time;
- d) Type of duties
- e) Number of dogs housed or released

3.4 Any dogs lodged into kennels that have sustained injuries or dogs that appear to have been abandoned shall be reported to the Slave Lake Animal Rescue for financial assistance.

3.5 Any dogs that appear to be in distress, shall be immediately brought to a Veterinarian for the purposes of caring for any wounds, injuries or internal issues as per the Animal Protection Act.

3.6 Any dogs lodged into the pound shall as soon as possible, be advertised on the Slave Lake Animal Control Facebook page.

3.7 If an owner comes forward requesting the release of their dog, the releasing officer shall:

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- a) Take pound duty payment at a cost of \$25.00 per day, per animal.
- b) Complete a pound receipt in the pound and issue a copy to the animal owner.
- c) Issue an "Ownership Form" to the animal owner to complete- See Appendix "C"
- d) Put a second copy in an envelope with the payment collected and seal the envelope.
- e) Payment envelopes are to be kept in the locked safe in the pound where the Senior Peace Officer will take the payment money to the Town of Slave Lake Office, for processing by the Town Cashier

#### **4.0 PROCEDURES – Dealing With Dangerous Dogs**

- 4.1 When a dog has shown signs of aggression, has bitten another animal or human or has a record of being dangerous, the dog shall be deemed "dangerous"
- 4.2 The dog shall be placed in the designated "dangerous dog kennel". It will be indicated on the sign in form that the dog is dangerous.
- 4.3 A dangerous dog shall remain in the kennel at all times until the owner is contacted. The kennel is equipped with a safety panel separation door so it can be cleaned while the animal is still inside. This procedure must be followed until the owner is located or the dog is impounded for 3 days or more.
- 4.4 If an owner does not come forward for a dangerous dog, a meeting is to be conducted between representatives of the Slave Lake Animal Rescue, Enforcement services and the local veterinarian for consultation. A decision will be made whether the dog is capable of rehabilitation or has a likelihood of attacking again. If the decision is made that a successful adoption is low, than the Animal Control Officer will work with the local veterinarian to have the animal euthanized once the three day grace period has passed.
- 4.5 If an unclaimed dog that has bitten or attacked a person or animal to which rehabilitation is possible, the animal shall be surrendered to the Animal Rescue Committee after the three day grace period.

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#### **5.0 PROCEDURES – Kennel Cleaning and Maintenance**

- 5.1 When cleaning the kennels, all dogs will receive a fresh blanket. If the blanket they have has urine, feces or vomit on it, a new blanket will be given to that dog.
- 5.2 Any feces picked up in the kennel will be put into the toilet bowl for disposal. The blanket is to be inserted into a black garbage bag where the Animal Control Officer will bring to the cleaners.
- 5.3 A dog shall be visited twice daily at a minimum. If a dog requires special attention or care, additional pound visits may be required.
- 5.4 Each visit, the dogs will receive a fresh bowl of water and food. If the kennel had urine or feces in it, the kennel is to be cleaned by;
  - a) Spraying the entire kennel with the bottles of mix detergent
  - b) Then hosing down the kennel.
  - c) The water is to be taken out of the kennel using the “squeegee”
  - d) This process may need to be repeated more than once if the feces has dried to the floor.
- 5.5 Often the main area of the Animal Control Facility will get muddy, dusty or dirty. A supplied mop, bucket and broom shall be used to keep the pound in a presentable manner for the view of the public and other enforcement agencies who also use the facility.

#### **6.0 PROCEDURES – Handling of Parvo**

If a dog is logged into the pound and the dog is suspected to have parvo, the dog shall be transported to the local vet immediately for a parvo test. Communication with Slave Lake Animal Rescue maybe required for the funds for such tests.

- a) If the dog tests positive for Parvo, the Animal Control Facility will be shut down for business and placed under “Quarantine” until the Parvo in the dog has passed its cycle. No other dogs shall be housed in this facility until the Parvo has passed to prevent contamination of other dogs and to properly contain the deadly virus.

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- b) A quarantine sign shall be posted immediately at both entrances to the pound to prevent any further animal bookings.
- c) The dog shall receive special care by the Animal Control Officer by way of several visits in a day for continuous check-ups.
- d) Specialized food may need to be made during this process. This includes a special diet of cooked beef mixed with rice. This formula is a special diet for Parvo infected dogs.
- e) Any person/officer shall ensure that he or she that no fecal matter, saliva, urine or vomit gets on the uniform or clothing of the officer. In addition, the person administering care must ensure the bottom of his boots are clean of any feces, urine or saliva to prevent contamination in the field.
- f) Continuous communication is to be conducted with the Slave Lake Animal Rescue Committee so they are aware of the situation.
- g) All costs of the care is to be documented in the event the owner comes forward after specialized care has been provided so the municipality can get the funds back.
- h) If the dog survives the sickness, than it is to be released in the care of the Animal Rescue Society.
- i) If the dog dies during the sickness process, the dog shall be turned over to the local vet for proper disposal.
- j) Once the Parvo infected dog has been dealt with, the Animal Control Facility must receive a full cleaning with bleach and hot water. All bowls, dishes, equipment used for the care of the sick dog is to be cleaned thoroughly with hot water and soap. This process takes 4 hours on average. All feces in the yard left by the infected dog shall be picked up and flushed down the toilet.

#### **7.0 PROCEDURES – Destruction of Dogs**

- 7.1 A dog or animal may only be destroyed under the Animal Protection Act under the care of a Certified Veterinarian in the event the dog is in such distress that the only way to relieve the dog of its distress is to have it euthanized. Circumstances may include a gunshot wound, a broken or several broken bones

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or badly beaten animal. The on duty Peace Officer will evaluate such circumstances.

7.2 In the event a dog or any other animal is required to be euthanized, a Supervisor must be contacted for approval.

#### **8.0 PROCEDURES – Tools and Equipment**

8.1 Tools will be made available for the use of capturing, releasing, dealing with dangerous dogs and investigations.

8.2 If additional equipment is required, the Officer must notify a Supervisor immediately of additional tools missing or required for the purposes of performing his or her duties.

#### **9.0 PROCEDURES – Forms to Complete**

9.1 The following forms will be completed for the purposes for record keeping and issuing penalty fines.

- a) Animal Control Sign in Log
- b) Book in Form" to be completed every time a dog is lodged. This form is to be left at the kennel the dog is in.
- c) "Ownership Form" as per the Responsible Pet Owners Bylaw
- d) "Dangerous Dog Form" for the purposes of declaring a dog dangerous under the Dangerous Dogs Act.