



**Policy Number:** 2023 – 22

**Date of Issue:** December 19, 2023

**Page:** 1 of 3

**Motion Number:** 2023 – 388

**Policy Subject/Title:** ANIMAL CONTROL SERVICES

**Signature of Approval by Authorized Personnel:**

  
Karrie A. Gau, CAO

**Supersedes:** January 16, 2001  
September 20, 2006  
Date of Last Update

Policy #01 – 01 Motion #2001 – 18  
Policy #2006 – 22 Motion #2006 - 317  
Title & No. of Previous Policy if Applicable

#### **POLICY STATEMENT:**

The purpose of this policy is to establish guidelines for the operation of the Town of Wainwright's dog pound and the animal control services provided by the Municipal Enforcement Department.

#### **PROCEDURES:**

##### **ANIMAL CONTROL SERVICES**

1. Animal control services shall be provided by the Municipal Enforcement Department Monday to Friday (excluding statutory holidays) from 8:00 am to 4:30 pm.
2. Animal control services outside of regular business hours will be provided on an emergency basis only. The Municipal Enforcement Department will review all complaints and messages received, and it will be at their discretion to determine the severity of the complaint and whether an immediate response is required. Requests that do not require an immediate response will be addressed on the next regular business day.
3. A request for service that is deemed to be an emergency by the Municipal Enforcement Department or the RCMP, such as a dog chasing, harassing, threatening, or attacking a person or other animal, as well as dogs that have been deemed dangerous or vicious reported as running loose within the

Town's corporate limits, will be responded to as quickly as possible upon receipt of such a complaint.

4. Dogs that wander onto private property or are voluntarily brought onto such property by the property owner or individual residing at such property for fear of the animal's safety will not be considered an emergency and will be dealt with at the discretion of the Municipal Enforcement Department as time permits.
5. Dogs reported loose on public streets and public property will not be considered an emergency and will be investigated at the Municipal Enforcement Department's discretion.
6. When complaints are received regarding cruelty or neglect of animals, the complainant will be instructed to contact the Alberta SPCA Animal Protection Department.

#### **ACCEPTANCE OF DOGS**

1. The pound's priority is to accept dogs found within the Town's corporate limits; however, if there is room, the pound may accept dogs from different areas until they can be rehomed.
2. Dogs will be accepted when brought in by the Animal Control Officer or an RCMP member. Dogs will also be accepted from members of the public, when there is concern for the wellbeing of the dog, when the Animal Control Officer or designate is available.

#### **PROCESSING OF DOGS**

1. Upon a dog entering the pound, the owner, if ascertainable, shall be attempted to be contacted to inform them that their animal is in the pound and that it can be picked up by contacting the Municipal Enforcement Department during regular business hours.
2. In order for an impounded dog to be released to the owner, all outstanding fees including impound, boarding, penalties, and dog license must be paid in full. These fees are outlined in the Town's Fees and Charges Bylaw.
3. Dogs will be held for a minimum of five (5) working days after which, if a dog remains unclaimed, it will be offered for adoption, with the exception of dogs that are deemed to be vicious or dangerous by the Director of Planning and Development.
4. Adoptable dogs that are deemed safe to rehome will be held for a maximum of three (3) months. An extension may be considered at the discretion of the Director of Planning and Development. As deemed necessary, adoptable dogs may be spayed or neutered.

5. To adopt a dog, the prospective owner must first purchase a dog license if the dog is to be kept within the Town's corporate limits.
6. Dogs that are deemed to be vicious or dangerous by the Director of Planning and Development will be destroyed by means of lethal injection by qualified personnel.

**REVIEW CYCLE:**

This policy will be reviewed every three (3) years.