

POLICY NUMBER: 80
POLICY TITLE: ANIMAL CONTROL
APPROVAL DATE: January 26, 2021
EFFECTIVE DATE: February 1, 2021

POLICY OBJECTIVES:

To promote public safety and animal care through safe and humane animal control and sheltering practices; and,

To clarify procedures to be followed and service levels to be provided by those authorized to deliver animal control services for the Village of Valemount.

1. DEFINITIONS:

In this policy:

“Animal Control Officer” means the person(s) designated by the Public Works Superintendent to perform the duties set out in Section 2.3 of this policy.

“Bylaw” means Village of Valemount Animal Bylaw No. 700, 2013 and as amended.

“Bylaw Enforcement Officer” means the Bylaw Enforcement Officer as defined in the Bylaw, and also includes the Bylaw Services Supervisor.

“Pound” means a facility designated by the Village, which is used for temporary housing and care of animals impounded pursuant to the Bylaw.

“Regular Business Hours” means Monday to Friday, between 8:30 A.M. – 12:30 P.M. and 1:30 P.M. – 4:30 P.M.

“Village” means the Village of Valemount.

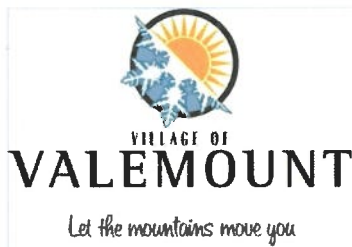
2. ROLES AND RESPONSIBILITIES:

2.1. Bylaw Enforcement Administration Staff is responsible for:

- a. Receiving relevant information from the public with respect to animal control requests, concerns and bylaw contraventions.
- b. Communicating animal control related complaints and requests for service to Public Works.
- c. Receiving evidence, photographs from staff who attended to a call.
- d. Initiating efforts to locate owners of impounded animals.
- e. Coordinating the release of animals from the Pound into the care of a receiving party, as authorized by the Animal Control Officer or Bylaw Enforcement Officer.

2.2. The Public Works Superintendent is responsible for:

- a. Creating a schedule that specifies the designation of animal control duties to Public Works employees over specified periods of time, and for providing this schedule to Bylaw Enforcement Administration staff.
- b. The Superintendent of Public Works is exempt from all other duties pertaining to this policy.



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2.3. The Animal Control Officer shall be responsible for:

- a. Responding to animal control complaints.
- b. Documenting relevant information that may be used for bylaw enforcement measures.
- c. After-hours response pursuant to section 2.4.b, if the Bylaw Services Supervisor has provided advanced warning he will be unavailable to respond to such call.
- d. Setting live traps and otherwise apprehending animals as required.
- e. Transporting animals to and from the Pound.
- f. Caring for animals kept in the Pound.
- g. Releasing animals from the Pound.

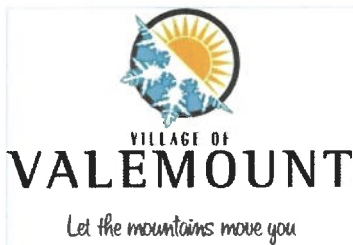
2.4. The Bylaw Enforcement Officer is responsible for:

- a. Coordinating with the Animal Control Officer and Bylaw Enforcement Administration to apply Bylaw Enforcement measures as required.
- b. Responding to after hour calls from RCMP and Valemount Fire and Rescue.
- c. Providing related training as needed to Public Works staff.
- d. Make arrangements for animals to be adopted, transferred to either an Society for Prevention of Cruelty to Animals (SPCA) facility or the Robson Valley Spay and Neuter Society (RVSNS)

3. PROCEDURES:

3.2. Service Levels:

- a. Animal control services will be provided on a complaint and request for service basis in response to animal related incidents occurring within Village limits.
- b. All complaints and request for service will be received by the Village front desk by calling 250-566-4435 during Regular Business Hours.
- c. Animal control response will only commence during Regular Business Hours, pursuant to section 1.
- d. Notwithstanding sections a. through c. above, animal control services will be provided at the request of the Valemount RCMP Detachment and Valemount Fire and Rescue for incidents within each organization's response area, provided animal control is contacted through the phone number provided to each organization.
- e. Authorized Village staff that observe an animal roaming at large, may retain that animal, pursuant to the Bylaw.
- f. Village staff will not participate in a search for any animal reported lost by its owner.
- g. Notwithstanding section f., Village staff, upon request and receipt of a picture and any accompanying description and details, may post the received information on the Village's social media account in order to assist the owner in raising awareness of the missing animal and to help facilitate its safe return.



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3.3. Transportation of Animals:

- a. Animals will be transported in a suitably sized crate that is secured in the back of a Village vehicle.
- b. Upon capture, animals will be transported to the Pound where photographs will be taken and forwarded to adminservices@valemount.ca for the picture to be posted on social media in order to locate the owner.

3.4. Impoundment of Animals:

- a. Any animal retained by the Village will be held in the Pound pursuant to the Bylaw.
- b. An impounded animal will have their caged area cleaned by the Animal Control Officer or their designate once a day and at any time the cage is found to be soiled.
- c. Impounded animals food and water will be replenished twice daily by the Village staff member assigned with the animal's care.
- d. Impounded dogs will be walked once daily by Village staff, for no less than 10 minutes.
- e. Animals may be transferred from the Pound to the following locations by Village staff:
 - The closest available veterinary office;
 - A receiving SPCA facility;
 - The Robson Valley Spay and Neuter Society (RVSNS).

3.5. Release Impounded of Animals:

- a. Animals shall be released from the Pound pursuant to Section 8 of the Bylaw.
- b. Any dog or cat required to be licensed as per the Bylaw, must be licensed before the animal may be released from the Pound.
- c. Any animal being released from the Pound must be picked up by the owner or a person designated in writing by the owner; the Village will not transport any animal from the Pound other than to locations stated in Section 3.4.
- d. Animals will only be released during regular business hours.

4. COMPENSATION FOR PUBLIC WORKS STAFF:

- 4.1. Public Works staff will be provided additional compensation or over-time pay for animal control services conducted after hours.
- 4.2. The Animal Control Officer will be required to carry the "on-call phone", and will be compensated according to the existing agreement for carrying the on-call phone.
- 4.3. Compensation will not be provided when the staff member attending the Pound is doing so during their regularly paid hours or during assigned weekend morning rounds; staff will be paid for hours worked over and above 2 hours or as required to complete the work, including animal control.



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Approved as per Council Resolution No. __/21, dated this 26th day of January, 2021

Chief Administrative Officer