

SCHEDULE 'C'

ANIMAL IMPOUNDMENT PROCEDURE

1. Officer picks up animal. The Officer will:
 - Check for tags/license to identify owner. If the owner is identified, attempt to return animal to owner. Officer will issue charges at the Officer's discretion.
 - Check for obvious need for veterinarian assistance. If needed, bring animal to veterinarian clinic.
 - If owner cannot be found and animal does not require veterinarian assistance, O-proceed to step 2.
2. Officer brings the animal to the designated Town shelter. If out of regular office hours, Officer will provide animal with food and water.
3. Officer will take the animal to the Town animal shelter. Officer has shelter determine if the animal is feral or domesticated. If the animal is deemed domesticated by the shelter, the animal will stay a minimum of 72 hours. Shelter staff will check the animal for identifying information that may lead to its owner's identity. If deemed feral by the shelter, the Officer may take the animal to an animal facility where it may be euthanized. Officer may attempt to relocate the feral animal to a rescue home. The shelter will do its best to assess an animal to be domesticated or feral, but no cost, liability or related costs lies with the Town or the shelter.
4. Pursuant to Animal Control Bylaw 2017-09, an animal must be kept at the shelter for 72 hours to be available to be reclaimed by the owner.
5. There is an onus on the Officer to stay in regular contact with the shelter.
6. Owner can reclaim animals at the shelter themselves. Ideally, the Officer will meet the owner at the shelter to issue the necessary charges. On top of any charges the Officer may issue, the owner is required to pay the shelter fees as set by the shelter pursuant to Bylaw 2017-09. Also, a transportation fee may be issued at the Officer's discretion.
7. If the Officer does not meet the owner at the shelter at the time of reclaim, the shelter must scan or photocopy the owners photo identification or, at a minimum, take the name, address and phone number of the owner.
8. If an animal is not reclaimed after 72 hours, pursuant to Bylaw 2017-09, the animal will be surrendered and may be put up for adoption or humanely euthanized. Ideally, only sick or vicious animals will be euthanized. All attempts to adopt an animal should be provided by both the Officer and the shelter in partnership. No records of adopting home will be kept by the Town or the shelter as it will be understood an unclaimed animal has no owner.

ANIMAL OWNER PROCEDURES

1. If an owner of an animal believes that their animal may have been impounded by the Town, they shall:
 - Attempt to call the Officer complaint telephone number. The Officer can verify whether or not the animal is in custody of the shelter. The Officer may wish to meet the person at the shelter to directly issue charges.
 - If the Officer cannot be contacted, the person shall call the Town Office. The Town Office staff will be able to access the list of any impounded animals. If the Town Office knows that an Officer is on duty, they shall direct the person back to the complaint phone number and advise the Officer that someone inquired about their animal.
 - Lastly, the owner may contact the shelter to determine if their animal is in custody if the Officer and Town Office cannot be contacted.
2. If the person verifies that their animal is at the shelter, they may go during regular business hours of the shelter and reclaim their animal. At the shelter, they will be required to pay the reclaim/shelter fees and also provide a copy of their driver's license or their name, address and phone number. If a person refuses to provide the information, the Officer shall be called. If the person is violent and the Officer cannot be reached, the RCMP shall be called.