

Care of Impounded Animals Procedure

The City of Mount Pearl shall provide for the health and wellness of impounded domestic animals (dogs or cats) under the City's care. The *Care of Impounded Animals Policy and Procedure* prescribes guidelines and protocols for City staff assigned with the care of impounded animals.

This policy and procedure reflect the provincial *Animal Health and Protection Act 2010*, the *Animal Protection Standards Regulations*, the City of Mount Pearl's *Animal-Control Regulations* and all other relevant laws, legislations and policies.

1.0 Procedure

The Animal Control Officer must maintain a list of impounded animals outlining a description of the animal, the date the animals were placed in the holding facility, and any special notices regarding the animal. Infrastructure & Public Works (IPW) staff will forward this data to the animal welfare groups to allow them time to arrange foster homes should the City be unable to secure ownership.

Should an animal be impounded for a minimum period of five days and City staff has been unable to secure ownerships, animal welfare groups, such as Heavenly Creatures, Beagle Paws and SPCA shall be contacted by City staff advising a description of the impounded animal and determining the probability of transferring the animal to a shelter or foster home.

1. In compliance with the City's *Animal Control Regulations*, at the end of the minimum holding period of 5 days, animal welfare groups will be required to take the next steps with regards to the animal's health and wellbeing. City staff will work with the animal welfare groups to ensure all possible means are covered, in an effort to relocate the animal. No animal shall remain in the holding facility unless extenuating circumstances prevail, and approval is obtained from the Director of IPW or his/her designate.
2. The Animal Control Officer will place the animal in a holding pen and fill out a card (recording the basic information regarding the animal), which is placed in a slot attached to the holding pen. A picture of the animal, along with pertinent information is to be obtained by the Animal Control Officer and forwarded to the Infrastructure & Public Works (IPW) Secretary for placement on the City website and social media accounts by Marketing and Communications.
3. In accordance with the provincial *Animal Protection Standards Regulations*, impounded animals under the City care shall be provided with the following:
 - (a) Clean, fresh, unfrozen drinking water at all times;

- (b) Sufficient quantity and quality of food to allow for normal, healthy growth and the maintenance of normal, healthy bodyweight;
 - (c) Clean food and water receptacles located in a manner that prevents spillage and contamination by excreta;
 - (d) Adequate veterinary attention when necessary; and
 - (e) Care that is necessary for the general welfare of the animal.
 - (f) Animals kept outside in weather conditions that may pose a risk to the health of the animal or that is housed outside shall be provided with a shelter in accordance with these standards.
 - (g) City's holding pens for impounded animals shall strictly adhere to the *Requirements for Pen or Enclosure* under the provincial *Animal Protection Standards Regulations, Schedule B*.
4. To ensure the health and well-being of the animals, visitors to the holding facility are not permitted to feed the dogs or cats. The care and feeding of all animals in the holding facility shall be the responsibility of the Animal Control Officer.
 5. The IPW Office Assistant will review and maintain the website in relation to the lost/found section for Animal Control. This includes adding/removing any pictures and/or information pertaining to animals placed in the holding facility.
 6. No animal will be euthanized unless it is seriously injured or may concern the safety of the general public or animals themselves. Euthanasia of impounded animals can only be performed by licensed veterinarian in a veterinary clinic. The City does not endorse euthanasia as a long-term solution to animal control problems.
 7. Standby personnel shall ensure proper food and water is provided for the impounded animals each day on weekends and statutory holidays and shall ensure the cages are cleaned and all excrement is removed. Dogs shall be placed in the outside pound for exercise regularly for a *minimum* of thirty minutes (weather permitting) during a standby call relating to feeding and care of the animals.
 8. The Animal Control Officer and standby personnel are to ensure that all animals in the holding facility are healthy, however, when in doubt, they are to consult with a Supervisor for direction.
 9. For safety and liability reasons the public and animal welfare groups will not be permitted to enter the City of Mount Pearl holding facility without being accompanied by a City of Mount Pearl staff member.
 10. Any outstanding fees are to be paid before the animal(s) are released from the holding facility to their owners. Should the office be closed and an owner wishes to remove the animal from the holding facility, proper identification and contact information is to be requested before release of the animal. The owner is required to pay any outstanding fees on the next business day with follow up by the Animal Control Officer to ensure the fees are paid. Should payment not be received the file may be referred for collection.
 11. Impounding Fees are as established by City Council from time to time.

2.0 Protocol During Regular Business Hours

When an animal is retrieved, or an animal welfare group has an animal for which they require holding at the City of Mount Pearl holding facility the following procedures must be adhered to:

1. During regular operating hours from Monday to Friday from 8:00 am to 4:00 pm, with the exception of statutory holidays, the Animal Control Officer will register the animal completing documentation:
 - a. Date and time that the animal was dropped off
 - b. Location where the animal was picked up
 - c. Description of the animal including colour, sex and approximate weight
 - d. Animal welfare groups must first check in the main reception, H. Neil Windsor Building. At that time the necessary documentation must be completed relating to the animal or animals that are being picked up:
 - i. Date and time that the animal was dropped off
 - ii. Location where the animal was picked up
 - iii. Description of the animal including colour, sex and approximate weight
 - iv. Staff will notify the Animal Control Foreperson that the animal is now ready to be placed in the holding facility. The Foreperson will arrange for the Animal Control Officer to take possession of the animal.

When an animal welfare group has an animal for which they require holding at the City of Mount Pearl holding facility the following procedures must be adhered to:

2. During regular operating hours from Monday to Friday from 8:00 am to 4:00 pm, with the exception of statutory holidays, animal welfare groups must first check in at the front office. At that time the necessary paper work must be completed relating to the animal or animals that are being dropped off or picked up. This form to include:
 - a. Date and time that the animal was dropped off
 - b. The location where the animal was picked up
 - c. Description of the animal including color, sex and approximate weight

Front office staff will notify the Animal Control Foreperson that the animal is now ready to be placed in the holding facility. The Foreperson will arrange for the Animal Control Officer to take possession of the animal.

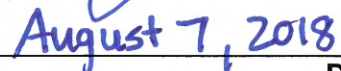
3.0 Protocol After Regular Business Hours

1. After regular business hours, Animal Control is provided by standby staff. Calls are accepted through the after hours call service when an animal is reported in distress or is roaming and presents a hazard to itself or the public. If the animal welfare is determined a concern, the standby staff will contact the supervisor.
2. The Animal Control Officer or standby personnel shall sign off the *Appendix A From: Animal Care Checklist for Standby Personnel*.
3. The stand-by crew or the Animal Control Officer shall respond to all calls received to all calls received concerning injured animals adhering to the following provisions:
 - (a) All injured animals shall be taken to a veterinarian clinic and shall be checked to determine the nature of the injury.
 - (b) If the animal has an identification tag attached, the owner shall be notified, and the owner shall be responsible for specific instructions to the veterinarian with respect to the care of their animal. All fees incurred shall be the responsibility of the owner. If identification tags are not attached and we are unable to identify the owner, the animal may be euthanized if the veterinarian considers the injuries of the animal to be serious.
4. Animal welfare groups must first contact the City's after hours service. The answering service will contact the Foreperson or Municipal Enforcement Officer (MEO) on duty who will arrange to meet them at the holding facility to have the necessary paper work completed.
5. If there is no Foreperson or MEO on duty or they are unable to respond the animal shall be held by the animal welfare group until such time personnel becomes available or the animal shall be held by the animal welfare group until regular working hours. There shall be no access to the holding facility on evenings /weekends unless a Foreperson or MEO is on duty and able to accompany the outside parties.

4.0 Approvals



Steve Kent, Chief Administrative Officer



Date