

Big Lakes County Policy

Animal Care Facility Holding Guidelines

Policy Number:	AC-01
Legal Authority:	Big Lakes County
Approved by Council:	Dec 14, 2022
Effective Date:	Dec 14, 2022
Revised Date:	January 11, 2023

Policy and Procedure Statement

Purpose:

The purpose of this policy is to define guidelines for when and how to deal with dogs in circumstances when the animal rescue can and can not take in dogs housed in Big Lakes County's Animal Care Facility.

Criteria:

Any dog that enters Big Lakes County's Animal Care Facility will be housed for a minimum of three (3) days in order to try and find the dog's rightful owner. If an owner cannot be found within three (3) days, Big Lakes County will contact and transport the dog to the animal rescue and the file will be closed.

Alternate holding times:

The Animal Control Bylaw states that the minimum holding time for dogs is 3 days. Certain circumstances may lead to Animal Control staff choosing to hold a dog in the Animal Care Facility (ACF) for longer than the 3-day period. This is subject to the opinion of Animal Control staff and may include instances such as:

- A dog has identification such as a collar and tag, microchip, or tattoo however, Animal Control has been unable to contact the owner.
- A dog is in good physical health and displays knowledge of basic obedience commands meaning the dog is cared for and has received training.
- Animal Control recognizes a dog or has had the dog in the ACF on a previous occasion but has been unable to contact the owner.

If a dog being held for one of the above instances has not been claimed within 7 days, the dog will be transferred to the Animal Rescue as stated above.

In instances when the animal rescue can not take any more dogs due to full capacity, dogs shall be transferred to an alternate Animal Shelter, or placed up for adoption by Big Lakes County. If there are no available alternate Animal Shelters and the dog(s) are not adopted, Big Lakes County will continue to house the animals until a time when a shelter has room or they are adopted.

Non-Compliance

Violations of this policy will be treated like other allegations of wrongdoing at Big Lakes County. Allegations of misconduct will be adjudicated according to established policies and procedures. Sanctions for violations of this policy may include, but are not limited to one or more of the following:

1. Oral and/or written warning.
2. Suspension with revocation of email access.
3. Termination of employment.
4. Legal action according to applicable laws and contractual agreements.

Agreement

I have read and understand the Animal Control Facility Holding Guidelines Policy. I understand that if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or County policy.

Reeve
Reeve
Kevin Cymbaluk
per Chief Administrative Officer
January 25, 2023
Date of Final Signature