



Dog Adoption Policy

Policy Number:	ADM39
Administered By:	Director of Community & Protective Services and Bylaw Enforcement Officer
Approved By:	Chief Administrative Officer
Effective Date:	June 2023

Purpose:

The Dog Adoption Policy seeks to match dogs to adopters who can provide committed, safe and loving homes to dogs who have been impounded by the Town and in the Towns possession for an extended period of time as outlined in Bylaw 1920 - Dog Bylaw. Ultimately, we look for prospective adopters who possess the qualities and means to offer the chosen animal a permanent, safe and caring home.

Scope:

This policy applies to all dogs in the possession of the Town, that fit the criteria to be put up for adoption as per the current Animal Control or Dog Bylaw. (Bylaw 1920)

Responsibilities:

The Town has a responsibility to ensure that dogs are appropriately kenneled and are treated with care while in our possession. The Town is cognizant of the financial burden of housing dogs for any significant length of time. The Town, through this policy, has a responsibility to re-home animals to agencies or individuals who are suitable and able to care for a dog properly.

Policy:

The Town shall attempt to locate and reunite dogs with their owner in all instances. Should the owner of the dog not be discovered, the Town may consider gifting/rehoming the animal to a reputable shelter. If the Town is unsuccessful in placing an animal within a shelter, the Bylaw Enforcement Officer, under the direction of the Director of Community & Protective Services and with the approval of the Chief Administrative Officer, may begin the adoption process.

During the adoption process, the following shall be observed in accordance with Bylaw 1920: sections 19.1 and 19.2.

19.1 Animals impounded in the Animal Shelter shall be kept for a minimum period of Ninety-Six (96) hours. In the calculation of the Ninety-Six (96) hour period, Saturdays, Sundays, Statutory Holidays and days that the Animal Shelter is not open shall not be included.

19.2 Notwithstanding section 19.1, where an Animal that has been impounded bears obvious identification tattoos, brands, marks, tags or licenses, the Animal shall be kept by the Animal Shelter a minimum of 30 days from the date the Animal was impounded, in accordance with section 610 of the Municipal Government Act.

Upon expiration of the time period established in section 19, and as per section 20.2 of Bylaw 1920,

the Chief Administrative Officer is authorized to:

- a) offer the Animal for sale or as a gift,
- b) have the Animal euthanized in a humane manner;
- c) allow the Animal to be redeemed by its Owner in accordance with the provisions of section 20.1; or
- d) continue to impound the Animal for an indefinite period of time or for such further period of time as the Chief Administrative Officer, in his or her sole and unfettered discretion, may decide.

Definitions:

Bylaw Enforcement Officer: Means any officer granted the authority through the CAO of the Town of Fort Macleod to act in an enforcement and animal control capacity of bylaw enforcement as per Bylaw 1909. May be referred to as the "Bylaw Officer".

Chief Administrative Officer: Means the chief administrative officer of the Town of Fort Macleod or their delegate. May be referenced in the Policy as the "CAO".

Director of Community & Protective Services: For the purposes of this policy, the Director of Community & Protective Services is the direct supervisor of the Bylaw Enforcement Officer and responsible for ensuring the Bylaw Enforcement Officer acts in accordance with and follows the policy and procedure laid forth.

Dog: Means any member of a domesticated canine species.

Impound: The means by which the animal in possession of the Town is being held; within the Town kennels or contracted kennel services.

Licence/Tag: means an identification tag of metal or other material issued by the Town showing the licence number of a specific dog.

Owner: Includes any person who:

- i) who has the care, charge, custody, possession, or control of an Animal,
- ii) who owns or claims a proprietary interest in an Animal,
- iii) who harbours, suffers, or permits an Animal to be present on any property owned or under their control; iv) who claims and receives an Animal from the custody of an Animal Shelter or a Peace Officer; or
- v) to whom a Licence Tag was issued for a Dog in accordance with this Bylaw; and

where one of two or more Persons, with the knowledge and consent of the other or others, has physical or effective control of an Animal, the Animal shall be deemed to be in the control of each and all of them.

Procedure:

Approval for Adoption:

When a dog has been in the possession of the Town longer than the prescribed time limits as outlined in Bylaw 1920 and all required attempts to reunite with the owner and or place in a shelter have been exhausted, the Bylaw officer may begin the adoption process.

Step 1: The Bylaw Enforcement Officer will prepare a written report requesting that a dog be made available for adoption. The report shall include as much information as possible about the animal including:

- a. Description and assessment of the animal including potential breed, age, coloring and markings, observed temperament of the animal and any other information deemed pertinent.
- b. Any history we may have of the animal, how long the Town has been in possession etc.
- c. Relay details on attempts to rehome through shelters or contact with owners if known.

Step 2: Report is submitted to the Director of Community & Protective Services for final review and sign off on referral for approval from the CAO.

Step 3: CAO reviews report and determines the appropriateness of the request and if suitable, approves the request.

Step 4: Upon approval from the CAO the Bylaw Enforcement Officer will make arrangements to have the animal seen by a licensed veterinary and ensure a wellness check is performed, up to date with vaccines and if needed spay or neuter the animal prior to re-homing.


Adoption & Application Process:

Following approval for adoption and at the completion of the vet check, the Bylaw Officer will begin advertising the animal for adoption via the Town Website and social media sites.

1. Place an animal profile on the Town Website and advertise on approved social media platforms.
2. Interested Parties will contact the Bylaw Officer to arrange a viewing appointment and meet the animal.
3. Upon a successful visit and meeting of the animal, the interested party will fill out an application to adopt – Schedule -A-.
4. Applications will be reviewed by the Bylaw Officer and Director of Community & Protective Services referred for final sign off from the CAO.
5. Adoption agreement is signed by both parties. -Schedule - B –
6. Bill of Sale provided to new owner.

Further Information:

For further information regarding this Policy, please contact the department identified in the title bar under Administered By.



CAO – Town of Fort Macleod

Schedule -A- Application To Adopt

Date: _____

TOFM ID # _____

Dog Information

Dog's Name: _____ Age: _____

SEX Male Female Altered: Yes No

Breed _____ Colour _____

Tattoo _____ Microchip _____

Applicant Information

Name: _____

Address: _____
Physical _____ Mailing _____

Town _____ Province _____ Postal Code _____

Phone # _____
Primary _____ Alternate _____

Email: _____

ID _____
Drivers License # _____ Alternate _____

Co- Applicant or next of Kin _____
Name _____ Phone # _____

Vet will be: _____

Provide personal history with animals and pet ownership and why you want this dog:

Reviewed Bylaw: _____ DIR CPS: _____

Approved by the CAO: _____ Date: _____

Schedule -A- Adoption Agreement

- 1) I hereby acknowledge that the adoption fee is non-refundable (initial) _____.
- 2) I agree that this dog shall always be treated with respect and love and not be forced to live in isolation and confinement (no chains, tethers, or isolated in an outside pen) (initial) _____.
- 3) I agree to provide high-quality food, plenty of exercise & socialization, regular vet care, and flea & parasite control to the dog (initial) _____.
- 4) I agree this dog shall not be subject to de-barking, tail-docking, or ear-cropping (initial) _____.
- 5) I agree that I will not use this dog for a guard dog or to protect an illegal operation (Initial) _____.
- 6) I agree this dog shall never be without personal identification on its collar, which includes your telephone number or vet's telephone number, and license tag (initial) _____.
- 7) If this is an un-sterilized puppy, I agree to have this animal sterilized at approximately six months of age (initial) _____.
- 8) I agree that TOFM cannot guarantee the dog's health, temperament, or training. (initial) _____.
- 9) I agree to assume all financial responsibilities and costs associated with the physical and emotional health and well-being of the dog for the remainder of the dog's lifespan. (initial) _____.
- 10) I agree to allow TOFM to do one or more at-home follow-up visits to ensure the dog's health and safety (initial) _____.
- 11) I understand that should TOFM find that the above-said dog is not cared for as per schedule -A- "Adoption Application," TOFM may apprehend the dog (initial) _____.
- 12) I agree to license the animal in compliance with the bylaws and policies enforced in the municipality in which I reside (initial) _____.
- 13) I agree that should I have to re-home this dog I will notify the Town of Fort Macleod and provide the name and contact information of the new owner. (initial) _____.
- 14) The following information regarding this dog (health, temperament) has been discussed with me: _____(initial)

ASSUMPTION OF LIABILITY I understand that by adopting this dog, I assume all responsibilities for the actions of said dog, including any activities that cause, directly or indirectly, injury, damage, harm, or fatality to a person or animal, or harm, disrepair, damage, or injury to any property, either my own or that of another individual. I agree to absolve and hold blameless

TOFM of any liability, financial or otherwise, related to the acts of said dog related, but not limited to, aggression, inadequate training, control, or supervision of the dog at any time, under any circumstances.

Signed on this _____ day of _____ 20____

New Guardian's Signature _____

Town of Fort Macleod Signature _____