



# **Animal Services and Bylaw Department**

---

## **2024 Budget**

# Animal Services and Bylaw Department

- The By-law Enforcement and Animal Services Department is responsible for the following:
- Enforcement of Township By-Laws
- Animal Services
- Dench Animal Shelter
- Parking Enforcement
- Licensing
- Property Standards and Zoning
- School Crossing Guards



# Animal Services and Bylaw Department Roles and Responsibilities

## Roles in Depth

- Full Time (FT) Supervisor By-Law and Animal Services
- Full Time (FT) Senior By-Law Officer
- Full Time (FT) Animal Services Officer / Animal Care Attendant
- Part Time (PT) Animal Services Officer / Animal Care Attendant / Veterinary Technician
- Part Time (PT) By-Law and Animal Services Officers x 2
- Full Time (FT) Seasonal By-Law and Animal Services Officers x 2 (May-September)
- Part Time (PT) School Crossing Guards x 8

# **Animal Services and Bylaw Department Roles and Responsibilities**

## **Administration Division**

Comprised of FT Supervisor By-Law and Animal Services, FT Sr. By-Law Officer and FT Animal Services Officer. Division is responsible for the overall operation and administration of the Department which includes, staff training, scheduling, by-law investigations and enforcement, business licensing inspections, parking administration program, school crossing guards and the operation and administration of the Dench Animal Shelter.

## **Enforcement Division**

Comprised of all FT and PT By-Law and Animal Services staff. Division is responsible for the enforcement of By-Laws, parking enforcement and control, patrols and public education, property standards and zoning compliance investigations, 24/7 emergency response for animal services, animal care and rescue.

## **Animal Shelter:**

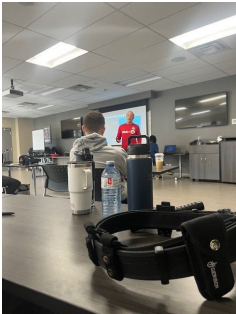
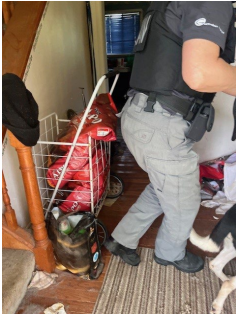
Comprised of all FT and PT By-Law and Animal Services staff. Shelter as a Municipal Pound for owned stray animals and an adoption and rescue service for homeless. The Department promotes a safe and healthy environment for people and all animals and is committed to providing quality care to animals in distress wild or domestic.

## **Traffic Control**

Comprised of 8 PT School Crossing Guards with back up provided by By-Law and Animal Services Officers. Responsible to The role is to direct pedestrians across the street safely, understand the traffic laws, signs and speed limits posted within a designated jurisdiction to effectively guide vehicles and people and should ensure communication of the crossing rules and regulations to students to ensure optimal safety.

# Animal Services and Bylaw 2023 Achievements (narrative and metrics)

- Enforcement and Licensing By-Law amendments 10
- By-Law Repeals - ATV By-Law 1
- By-Law Drafts / Research 4
- Public Surveys 3
- Policy and Procedures 1
- Property Standards RFPQ 3
- Officer Certification Baton and OC Spray 3
- Certification of Officer – M.L.E.O.A 1





# Animal Services and Bylaw 2023 Achievements (narrative and metrics)



K9 Poundage revenue	\$ 1,347
K9 Kennel license revenue	\$ 1,964
Sick and Injured Animal Fund revenue	\$ 6,500
Misc. Parking Violation Revenue	\$ 11,989
By-Law Revenue	\$ 1,664
P.O.A Revenue	\$ 372

By-Law Enforcement Type	Number of Investigations
Property Standards (Investigations/Follow Ups)	104
Zoning	23
Animal Services and Control	205
Noise	226
Nuisance	28
Wildlife	67



# Animal Services and Bylaw Department 2023 achievements continued..

Type of License	Licences issued 2023
Doggie Daycare	1
Breeding Boarding Kennel	10
Prohibited Animal	1
Taxi/Limo	0
Wrecking Yard	2
Campground Trailer	3

Parking Infractions – Number Issued	Year of Issue
212	2021
413	2022
747	2023

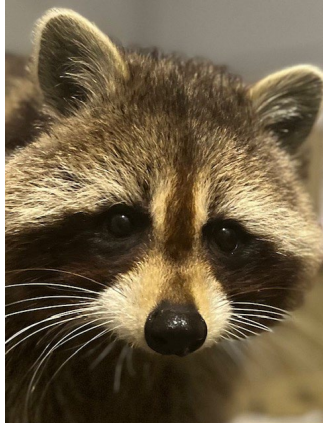
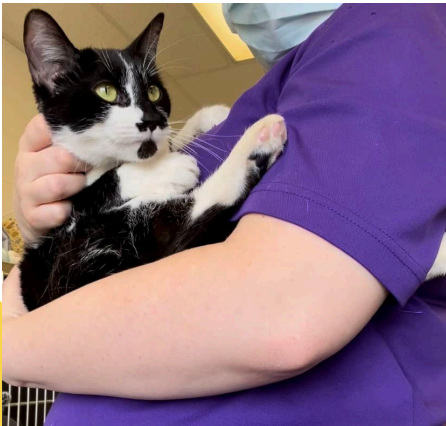




# Animal Services and Bylaw 2023 Achievements (narrative and metrics)



Animal Adoption Revenue	\$ 6,039
K9 Fines and Pound Fee Revenue	\$ 1,347
Animal Surrender Revenue	\$ 501
Dog Tag Sales Revenue	\$ 5,959



Number of Stray Animals Intake	165
Number of Cat Adoptions	46
Number of Dog Adoptions	20
Number of Wildlife Intake	28



# COURT / LITIGATION / APPEALS 2023

TYPE OF CHARGE	BY-LAW / ACT / REG	YEAR	STATUS	NOTES
PART 3	Wrecking Yard – fail to obtain license	2022	Resolved Jan 2023	LICENSE ISSUED
PART 1 X 2	Noise Bylaw	2022	Court	Trial March 2024
APPEAL SUPERIOR COURT	Property Standards – Appeal Orders	2021-2022	Complete	Appeal Denied - Property Cleaned
Part 1	Prohibited Animal – Possess no license	2023	Court	First Appearance June 2024
PART 1 X 3	Animal Control – Animals at large	2023	Court	First Appearance Spring 2024
PART 1	Noise By-Law Unnecessary	2023	Complete Fines Paid	n/a
PART 1	Nuisance By-Law Unnecessary	2023	Court	First Appearance Spring 2024
PART 1 X 2	Animal Control – animals at large	2023	Court	Pending update
POA CHARGES X 2	Dog Owner Liability Act – bite / injure /failure to muzzle	2023	Court	First Appearance January 2024

# Animal Services and Bylaw Department 2024 Work Plan and Department Overview

## Animal Shelter

- Volunteer Program
- Foster, Animal Care
- Fundraising, Special Events
- Rabies Vaccination Program
- Microchip Program – Participating Vet
- Responsible Pet Ownership Education Program

## By-Law Reviews, Updates, Amendments

- Traffic Control
- Animal Control
- Property Standards By-Law
- Taxi, Limo Licensing By-Law
- Refreshment Vehicle Bylaw

## By-Law Drafts and Research Projects

- Back Yard Chicken By-Law
- Off Leash Dog Park By-Law
- Boulevard By-Law
- Sign By-Law

# Animal Services and Bylaw Department 2024 Outlook

---

- Cloud permit – new computer tracking system for Bylaw services– consistent with building department
- Crossing guards – back up guards – number increase – provide incentives
- Commercial grade washer and dryer for animal shelter
- Update shelter operations manual
- Establish policy for request for crossing guard
- Consider for 2025 new fleet vehicle
- Continued service improvement and excellence in customer service
- Enhanced public outreach and education programs



**Thank you**

---

