

**The Corporation of the  
Township of Douro-Dummer**

**By-law 2021-11  
Responsible Dog Ownership**

**Being a By-law to Regulate Dog Licensing and Ensure  
Responsible Dog Ownership in the Township of Douro-Dummer  
and to repeal By-law 2001-17, as amended**

**Whereas** subsection 10(2) of the **Municipal Act, 2001**, as amended, authorizes the Corporation of the Township of Douro-Dummer to pass By-laws concerning the health, safety and well-being of persons; and

**Whereas** subsection 10(2) of the **Municipal Act, 2001**, as amended, authorizes the Corporation of the Township of Douro-Dummer to pass By-laws regarding animals; and

**Whereas** subsection 103(1) of the **Municipal Act, 2001** provides that if a municipality passes a By-law regulating or prohibiting animals being at large that it may provide for the seizure, impounding or sale of such animals in such By-law; and

**Whereas** subsection 105(1) of the **Municipal Act, 2001** provides that if a municipality requires the muzzling of a dog under any circumstances, the Council of the municipality shall, upon the request of the owner of the dog, hold a hearing to determine whether or not to exempt the owner in whole or in part from the requirement; and

**Whereas** the Council of the Corporation of the Township of Douro-Dummer deems it advisable to enact such a By-law to encourage responsible pet ownership;

**Now Therefore** the Corporation of the Township of Douro-Dummer enacts as follows:

## **Article 1 – Definitions**

**1.1 Agricultural Zone** means a property:

- i. zoned to permit agricultural uses pursuant to the Township’s current Zoning By-law; or
- ii. for which an agricultural use is a legal non-conforming use pursuant to the Planning Act;

**1.2 Animal** includes any member of the animal kingdom, other than a human;

**1.3 Animal Control Officer** means a person so appointed by the Council of the Corporation of the Township of Douro-Dummer to enforce Township By-laws respecting animals and includes an Animal Control Officer employed by the Humane Society, a police officer, and a By-law enforcement officer appointed by Council;

**1.4 Animal Control Order** means an order declaring a dog to be a biting dog, served on the owner, issued by an Animal Control Officer;

**1.5 At Large** means to be found in any place other than the owner’s property and not under control of any person;

- 1.6 Bite** includes the breaking, puncturing or bruising of the skin of a person or a domestic animal caused by the tooth or teeth of a dog and "bitten" has a corresponding meaning;
- 1.7 Biting Dog** includes a dog that:
- i. in the absence of a mitigating factor, has attacked, bitten, or caused physical injury to a person or a domestic animal;
  - ii. in the opinion of an Animal Control Officer, is likely to attack, bite or cause physical injury to a person or domestic animal; or
  - iii. a dog that has been declared vicious or a biting dog in another municipality in Ontario;
- 1.8 Clerk** means the corporate secretary of the Township and also means their designate;
- 1.9 Commercial Event** includes an event where a fee is charged for entrance or participation, or goods or services are displayed for sale and the person, group or corporation conducting the event is for-profit;
- 1.10 Committee** means, for the purpose of this By-law, Township of Douro-Dummer Council;
- 1.11 Distress** includes the state of being in need of proper care, water, food or shelter or being injured, sick or in pain or suffering or being abused or subject to undue or unnecessary hardship, privation or neglect;
- 1.12 Dog** includes a canine of any breed of domesticated dog or cross-breed domesticated dog, but does not include canines less than four months of age;
- 1.13 Domestic or Domesticated Dog** includes any dog kept by a person as a pet and includes a service animal, but does not include any dog not listed as an exception;
- 1.14 Dwelling** includes one or more connecting rooms used, or intended for use, as a housekeeping unit containing cooking, eating, sleeping, and sanitary facilities;
- 1.15 Enclosure** includes the structure, cage, fencing or apparatus utilized to keep the dog confined for safekeeping;
- 1.16 Humane Society** means the Peterborough Humane Society or any successor organization thereto;
- 1.17 Keep** means to own, or possess or harbour or to have custody of a dog and "keeps" and "keeper" have a corresponding meaning;
- 1.18 Kennel** means a commercial dog kennel, as defined in the Zoning By-laws of the Corporation of the Township of Douro-Dummer.
- 1.19 Leash** includes a leash attached to the collar or harness worn by a dog and of sufficient strength to restrain the dog;
- 1.20 Microchip** includes an approved Canadian standard encoded identification device implanted into an animal, which contains a unique code that permits or facilitates access to owner information, including the name and address of the owner of the animal;

**1.21 Minor** is a person who has not achieved the age of 18 years of age;

**1.22 Mitigating Factor** includes a circumstance that may excuse aggressive behaviour of a dog and, without limiting the generality of the foregoing, may include circumstances where:

- i. the dog was, at the time of the aggressive behaviour, acting in defense of an attack by a person or aggressive animal; or
- ii. the dog was, at the time of the aggressive behaviour, acting in defense of its young or reacting to a person or domestic animal trespassing without permission or colour of right on the property of its owner; or
- iii. the dog was, at the time of the aggressive behaviour, being teased, provoked or tormented;

**1.23 Muzzle** includes a humane fastening or covering device of adequate strength and design and suitable to the breed of the dog, that fits over the mouth of the dog and cannot be removed by the dog, so as to prevent the dog from biting;

**1.24 Owner** means a person or persons who keeps a dog, and where the owner is a minor, the person responsible for the minor;

**1.25 Owner's Property** includes the property, building or dwelling owned or occupied by the owner of an animal or dog, or any portion thereof;

**1.26 Police Dog** includes a dog trained for and actually engaged in law enforcement for the police or other person duly appointed as a peace officer;

**1.27 Possession or Harboring** of a dog shall be deemed to occur when:

- a. a person permits a dog to remain at or about the property or dwelling which s/he owns or occupies; or
- b. a dog is habitually kept in the occupier's dwelling or on the owner's property;

**1.28 Pound** includes premises that are used for the detention, maintenance or disposal of animals that have been impounded pursuant to an agreement between the Township and the Humane Society or the Dog Owners' Liability Act;

**1.29 Prohibited Dogs** includes a dog of the type listed in Schedule "A", and includes animals whose ownership is prohibited under existing Provincial and Federal legislation;

**1.30 Public Property** means any property owned by:

- i. the Township ;
- ii. any local board as defined in the Municipal Affairs Act;
- iii. the federal, provincial or county government;

**1.31 Residential Zone** means a property:

- i. zoned to permit residential uses pursuant to the Township's current Zoning By-law; or
- ii. for which a residential use is a legal non-conforming use pursuant to the **Planning Act**;

**1.32 Safekeeping** of a dog means the provision of such security in order to prevent a dog from attacking or injuring a person or another animal or dog, or exposing such person or animal to infection or disease, and also includes the provision of an environment wherein the dog cannot be injured or infected by the enclosure, and in addition, the said enclosure shall not cause psychological or mental harm to the dog, which shall be ascertained by the distress caused to the dog in the said enclosure, so determined by a veterinarian or other dog expert;

**1.33 Service Dog** includes a dog if:

- i. it has been trained to provide assistance to a person with a disability that relates to a person's disability; and
- ii. it is readily identifiable that the dog is used by the person for reasons relating to his or her disability; or
- iii. the person provides a letter from a regulated health professional confirming that the person requires the dog for reasons relating to the disability; and
- iv. where an Article in this By-law sets out a maximum number of dogs allowed to be kept, a Service Dog shall not be included in the calculation;

**1.34 Township** means the Corporation of the Township of Douro-Dummer or the geographical boundary of the municipality, as the case may be;

**1.35 Under Control** means having the dog kept secure and in the possession of the keeper by means of a leash, chain or tether, or confined in a safe and secure enclosure in the possession of the keeper.

## **Article 2 –Dogs At Large**

**2.1.** No owner of a dog shall permit his/her dog to be at large in the Township.

**2.2.** No owner of a dog shall cause or permit a dog to be at large on the lands of any other person, provided, however, that this clause does not apply if the owner or the keeper have not intentionally or deliberately caused or permitted the dog to be at large and the owner or keeper has proceeded with proper dispatch to recover the dog according to law.

**2.3.** No owner of a dog shall allow a dog to be at large and further every owner shall prevent dogs from being at large utilizing a suitable containment method considering the type of dog which it is required to contain. An Animal Control Officer may make an Animal Control Order requiring an enclosure to be repaired, replaced, or upgraded or otherwise reconstructed at the owner's expense.

**2.4.** An Animal Control Officer may capture and take into custody a dog that is at large upon any property.

**2.5.** Any person may humanely capture a dog found:

- i. at large on his or her property; or
- ii. at large on public property, and deliver the dog to the custody of an Animal Control Officer or the Humane Society.

## **Article 3 – Impounded Dogs**

- 3.1** The Humane Society is appointed as pound keeper for the purposes of this Bylaw.
- 3.2** Where an Animal Control Officer captures and takes into custody a dog running at large or has a captured dog delivered to him or her, the Animal Control Officer may in his or her discretion:
- i. deliver the dog to the Humane Society;
  - ii. release the dog to its owner in accordance with Subsection 3.4;
  - iii. if the dog is sick or injured, deliver the dog to a licensed veterinarian;
  - iv. if the dog is severely sick, injured or vicious, can destroy the dog.
- 3.3** The Humane Society shall keep a record of every dog impounded, including:
- i. the date it was impounded;
  - ii. a description of the dog;
  - iii. a description of any identification;
  - iv. the disposition made with respect to the dog.
- 3.4** Where a dog is impounded for being at large, the owner of the dog shall pay to the Humane Society reimbursement of its expenses with respect to the dog including:
- i. the cost of taking the dog into custody, (impound fee) fixed at the amount set by the Humane Society;
  - ii. the daily boarding fees of the Humane Society for the care of the dog fixed in the amount set by the Humane Society;
  - iii. actual veterinarian fees incurred with respect to the dog.
- 3.5** No person shall retrieve an impounded dog from the Humane Society without payment of the expenses in full referred to Section 3.4.
- 3.6** Every owner shall retrieve the impounded dog from the Humane Society within 5 calendar days of the day of impound, excluding the day of impound and any statutory holidays.
- 3.7** Where a dog is not claimed by its owner within 5 calendar days, the dog may be sold or disposed of or destroyed in a humane manner.
- 3.8** Where a dog bears identification in accordance with this By-law, the Humane Society shall make at least one attempt to contact the owner in accordance with the information provided prior to selling or otherwise disposing of the dog.
- 3.9** Where a dog is injured or diseased before or after being taken into custody such that in the opinion of the Humane Society it should be destroyed without delay for humane reasons or for reasons of safety to persons dogs, the Humane Society may destroy dog in a humane manner without giving notice to the owner or permitting any person to reclaim the dog or offering it for sale.

**3.10** An impounded dog not wearing an identification tag for the current year, or which has not been microchipped may be given an inoculation to provide temporary immunization against common diseases.

**3.11** Where the Humane Society is entitled to sell or dispose of a dog and receives proceeds for the disposition, the proceeds of disposition shall be applied as follows in accordance with the Society's applicable fees and charges:

- i. to the costs of taking the dog into custody, (impound fee).
- ii. the daily boarding fee of the Humane Society for the care of the dog.
- iii. actual veterinary fees incurred with respect to the dog;
- iv. the costs of any damage caused by the dog in trespassing or being at large on the property of someone other than the owner; and
- v. the residue, if any, to the owner if known, otherwise to be provided to the Township.

## **Article 4 – Licenses**

**4.1** The owner of every dog shall cause the dog to be licensed under this By-law in accordance with the annual license fee as set out in the Township's User Fees By-law.

**4.2** Within 7 calendar days of the later of becoming:

- i. an owner of a dog required to be licensed under this By-law; or
- ii. a resident of the Township if already an owner of a dog required to be licensed under this By-law;

every person shall obtain a license and pay the fee prescribed by the Township's User Fees By-law.

**4.3** Every service dog shall be registered/licensed and receive a tag, but at no cost to the owner.

**4.4** No person shall operate a kennel without obtaining a license and paying the fee prescribed in the Township's Tariff of Fees By-law.

**4.5** All licenses shall be valid for one calendar year (January 1st – December 31st) annually.

**4.6** A record shall be kept by the Township and the Humane Society, showing the name and address of the owner of the dog and the serial number of the tag provided to the person.

**4.7** Where an owner obtains a license for a dog under this By-law, the owner will be issued a Douro-Dummer Township identification tag. Every dog licensed under this By-law shall have their Douro-Dummer Township identification tag securely attached to a breakaway collar and attached to the dog at all times unless the dog:

- i. is receiving veterinary treatment;
- ii. is being cleaned;

- iii. otherwise cannot have the tag affixed because it would represent a danger to the dog;
- iv. the dog is being lawfully used for hunting.

**4.8** No person shall place a Douro-Dummer Township identification tag upon any dog other than the dog for which it was obtained.

**4.9** Tags which are lost may be replaced by providing sufficient proof that the license for the dog has been issued for the current year, and paying to the Township the applicable fee for each lost tag as prescribed in the Township's Tariff of Fees By-law.

## **Article 5 – Dogs - General**

**5.1** The owner of every dog shall cause the dog to be licensed under this By-law in accordance with the annual license fee in the Township's User Fees By-law, and if available, the owner of such dog shall provide proof of current rabies immunization.

**5.2** No person shall keep, or permit to be kept, in or about an owner's property in the Township, more than 3 dogs at any one time, with the exception of:

- i. a registered and licensed shelter or pound;
- ii. a kennel;
- iii. dogs under the age of four months.

**5.3** No owner of a dog shall permit the dog to be at large in the Township. A dog shall be deemed to be at large if it is found in any place other than the owner's property.

**5.4** Every owner of a dog shall ensure that the dog is kept on a leash and under the control of a person when the dog is on any land in the Township unless:

- i. the land is the premises of the owner of the dog;
- ii. the land is owned by a person who has given prior consent to the dog being off the leash (e.g. leash free zone);

**5.5** The owner of a dog shall forthwith remove, or cause to be removed, any excrement left by the dog on land within the Township. The owner shall dispose of the excrement in a proper refuse receptacle.

**5.6** Every person who owns a dog shall remove excrement left by the dog from his or her premises in a timely manner.

**5.7** Article 5.6 does not apply to:

- i. a handler of a service dog, where the handler is unable to remove the excrement left by such dog due to physical disability or impediment; or
- ii. a blind or visually impaired handler of a service dog if the excrement was left while the dog was off the premises of the handler and during the course of fulfilling its duties.

## **Article 6 – Dogs – Biting**

- 6.1** No owner shall permit a dog to bite or attack a person or a domestic animal or another dog.
- 6.2** Where an Animal Control Officer has reason to believe that a dog is a biting dog, an Animal Control Officer may issue and serve upon the owner an Animal Control Order declaring the dog to be a biting dog.
- 6.3** A Committee, as defined, shall be established to conduct a hearing related to appeals to determine whether or not to exempt the owner in whole or in part from the Animal Control Order.
- 6.4** An Animal Control Order declaring a dog to be a biting dog shall set out such measures as are required by the owner of the dog to take in respect of such dog, which may include the following requirements:
- i. the owner shall, when the dog is not securely inside the owner's dwelling but is otherwise on the owner's property, at all times keep the dog securely restrained in one of the following manners so as to prevent the dog from escaping and to prevent the dog from biting or causing injury to any person or domestic animal or dog entering onto the owner's property:
    - a. the dog shall be located within a securely fenced rear or side yard a minimum of 15m from a road as defined in the Township's Zoning By-law or the water's edge, where the fence is of sufficient dimension and design to prevent the dog from escaping from the yard, and any gate in such fenced yard shall be closed at all times when the dog is in the fenced yard and self-closing and self-latching with the latching device at the top of and on the inside of the gate which the dog cannot open; or
    - b. the dog shall be located in a rear or side yard a minimum of 15m from a road as defined in the Township's Zoning By-law or the water's edge, within a fully enclosed pen or run of sufficient dimension, design and strength to be humane and to prevent the dog from digging its way out of or otherwise escaping from the enclosed pen or run and any gate in such an enclosure shall be closed at all times when the dog is in the enclosure and self-closing and self-latching with the latching device at the top of and on the inside of the gate which the dog cannot open; or
    - c. the dog shall be securely restrained within a rear or side yard a minimum of 15m from a road as defined in the Township's Zoning By-law or the water's edge, by means of a leash or chain to prevent the dog from escaping from the yard.
  - ii. the owner shall securely attach a muzzle to the dog at all times when the dog is in any place other than inside the owner's dwelling;
  - iii. the owner shall keep the dog under the physical control of a person 18 years of age or older by means of a non-retractable leash with a maximum length of 3 metres held by the said person at all times when the dog is in any place other than the owner's property;
  - iv. the owner shall have a microchip implanted in the dog, and proof of the implantation shall be supplied in writing to the Animal Control Officer within 30 calendar days of the issuance of the Animal Control Order, or on appeal, within 30 calendar days of the date of the Committee's decision, unless the Committee exempts the owner of this requirement;



- v. the owner shall provide to the Animal Control Officer a copy of all immunization records of the dog within 48 hours of service of the Animal Control Order;
- vi. the owner shall notify the Animal Control Officer within 48 hours of any changes to the residency or ownership of the dog;
- vii. the owner shall notify the Animal Control Officer within 48 hours of the death of the dog.

**6.5** Every Animal Control Order shall include a statement advising the owner of the dog of the ability to make application for a hearing before the Committee in accordance with the provisions of this By-law.

**6.6** Unless varied by the Committee on an appeal, a requirement of an Animal Control Order that the owner shall keep the dog leashed at all times when the dog is any place other than the owner's property shall apply to and be deemed to include all areas in the Township that may, from time to time, be designated as leash free zones.

**6.7** An Animal Control Order may be served on the owner personally by handing it to the owner, but where the Animal Control Order cannot be given and/or served by reason of the owner's absence from the owner's property and/or by reason of evasion of service, the Animal Control Order may be given or served, by:

- i. leaving it at the owner's last known or usual place of abode with an occupant thereof who appeared at least 16 years of age; or
- ii. posting it in a conspicuous place upon some part of the owner's property and by sending a copy by regular mail; or
- iii. sending it by prepaid registered mail to the owner at the address where he or she resides.

**6.8** An owner of a dog may apply for and is entitled to a hearing before the Committee in respect of an Animal Control Order, provided the application for a hearing is made in writing and delivered to the Clerk within 15 calendar days after the Animal Control Order has been served.

**6.9** An Animal Control Order takes effect when it is served on the person to whom it is directed, and remains fully in effect unless it has been varied by the Committee.

**6.10** In accordance with subsection 105(4) of the **Municipal Act, 2001**, an application by the owner of a dog for a hearing under this By-law does not act as a stay of any requirement imposed by an Animal Control Order.

**6.11** Upon receipt of an application for a hearing pursuant to the provisions of this Bylaw, the Clerk shall convene a meeting of the Committee and shall give the owner of the dog at least 7 calendar days written notice of the hearing.

The Committee may:

- i. confirm, vary, or reverse the declaration in an Animal Control Order that the subject dog is a biting dog, as the case may be;
- ii. confirm or vary any of the requirements of an Animal Control Order as the Committee considers appropriate;

- iii. exempt the owner of the dog in whole or in part from any of the requirements of an Animal Control Order, subject to such terms and conditions as the Committee considers appropriate;
- iv. impose conditions which, if fulfilled to the satisfaction of the Committee, will permit the Committee in its sole discretion to vary or exempt the owner from some or all of the terms or restrictions in the Animal Control Order; or
- v. combine any confirmation, variance, condition, or exemption of any of the requirements in an Animal Control Order as the Committee considers appropriate.

**6.12** Any notice or document that has been served pursuant to the provisions of this By-law by prepaid registered or regular mail shall be deemed to have been received by the person to whom it is addressed on the 5th day after the day it is mailed.

**6.13** No person shall:

- i. fail to comply with an Animal Control Order;
- ii. fail to restrain a dog that is required to be restrained pursuant to an Animal Control Order;
- iii. fail to muzzle a dog that is required to be muzzled pursuant to an Animal Control Order; or
- iv. fail to leash a dog that is required to be leashed pursuant to an Animal Control Order.

## **Article 7 – Exemptions**

**7.1** Nothing in this By-law shall apply to prohibit the keeping of a dog in the following places or circumstances:

- i. in a veterinary clinic or hospital under the care of a licensed veterinarian;
- ii. by the Provincial Welfare Services Act;
- iii. by a non-profit dog rescue organization such as Lakefield Animal or dog Welfare Society (LAWS), the Animal Rescue Krew and the Kawartha Turtle Trauma Centre.
- iv. by the Humane Society;
- v. in a retail pet shop, in relation to the keeping for sale or display of those dogs specified as an exception in Schedule "A";
- vi. at an Agricultural Society event;
- vii. by anyone licensed by the Provincial or Federal Government which permits the keeping of dogs under certain conditions;
- viii. within educational facilities where dogs are being kept for study, research or teaching purposes;
- ix. on the premises of a licensed circus, non-profit exhibition or commercial event, or authorized parade or procession and during such parade or procession if kept under control.

**7.2** Every person who keeps an animal in the Township shall ensure that the standards of care set out in the Regulations under the Provincial Animal Welfare Services Act, as amended, are provided for the animal.

**7.3** Nothing under this article requires the Township to assume responsibility concerning distress or care of an animal, which is the obligation of the Provincial Animal Welfare Services, as designated.

**7.4** This By-law does not apply to a police dog actually engaged in law enforcement.

## **Article 8 – Enforcement**

**8.1** This By-law may be enforced by a person or class of persons designated by Bylaw of the Council of the Township to enforce Township By-laws respecting dogs and includes an Animal Control Officer employed by the Humane Society, a police officer or a By-law enforcement officer.

## **Article 9 – Offences**

**9.1** Every individual who contravenes any provision of this By-law, including those contained in any of the Schedules, is guilty of an offence and on conviction liable to a fine of not more than \$5,000.00, exclusive of costs, under the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended; and

**9.2** That any person who contravenes any provision of this By-law will be responsible for the inspection fees or costs incurred by the Township related to the administration and enforcement of this By-law in accordance with the Township's current User Fees By-law.

**9.3** That any person who has unpaid fees/fines, if such amounts remain unpaid sixty (60) days following notification of the amounts owing, the Township has the right to collect any unpaid costs, including interest, as authorized by this By-law by adding such charges to the tax roll where they may be collected in a like manner as municipal taxes, all of which is in accordance with Section 398 of the Municipal Act, 2001, c.25, as amended.

## **Article 10 – Power of Entry**

**10.1** Pursuant to Section 436 of the **Municipal Act, 2001**, an Animal Control Officer, and anyone under the Officer's direction, may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the requirements of the Responsible Dog Ownership By-law are being complied with.

## **Article 11 – Duty to Identify**

**11.1** Where an Animal Control Officer has reasonable grounds to believe that an offence has been committed by a person, the Animal Control Officer may require the name, address and proof of identity of that person and the person shall supply the required information. A failure by the person to supply the required information constitutes a hindrance or obstruction of the Animal Control Officer.

## **Article 12 – Severability**

**12.1** In the event any provision of this By-law is deemed invalid or void, in whole or in part, by any court of competent jurisdiction, the remaining terms and provisions

shall remain in full force and effect unless the court makes an order to the contrary.

### **Article 13 – Transitional Provision**

**13.1** Notwithstanding the repeal of By-law 2001-17, and any amendments thereto, that By-law shall continue to apply to any acts, omissions or occurrences, and to any offences that took place prior to the enactment of this By-law.

### **Article 14 – Short Title**

**14.1** This By-law may be known as the “Responsible Dog Ownership By-law”.

### **Article 15 – Interpretation**

**15.1** Whether any word, phrase or term defined in this By-law is capitalized or not, the use of that word, phrase or term is a reference to the defined word, phrase or term. Where the context requires, the plural shall mean the singular and vice versa.

### **Article 16 – Reference to Legislation**

**16.1** Reference to any legislation shall include any and all amendments made thereto.

**16.2** Reference in any document to a By-law repealed by this By-law shall be deemed to be reference to this By-law.

### **Article 17 – Effective Date and Repeal**

**17.1** This By-law and the attached Schedules come into force on the date of its passage.

**17.2** By-law 2001-17, as amended and its associated amending By-laws for licencing and registration of dogs are repealed on the date this Bylaw receives passage.

Passed in open Council this 15th day of January, 2021.

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Mayor, J. Murray Jones

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Deputy Clerk, Martina Chait-Hartwig

### Schedule "A" Prohibited Dogs

<b>Species</b>	<b>Specifics</b>
<b>Dogs whose ownership is prohibited under existing Provincial and Federal legislation</b>	
<b>Canidae</b>	Except the domestic dog, but including hybrid wolf dog or hybrid coyote dog
<b>wild animal or dogs brought captive</b>	

## **Schedule "B"**

### **Township of Douro-Dummer Appeals Committee – Animal Control Orders Terms of Reference**

#### **Recitals**

- a. Dog Owners who receive an Animal Control Order, issued under the authority of the Township of Douro-Dummer Animal Control By-law, may appeal that Order to the Committee.
- b. The purpose of the Township of Douro-Dummer Appeals Committee is to provide a timely and final determination concerning the content of Animal Control Orders.
- c. The members appointed to the Township's Property Standards Committee shall act as the Douro-Dummer Appeals Committee with respect to Animal Control Orders.

#### **1.0 Purpose of the Committee**

- 1.1 The Township of Douro-Dummer Appeals Committee (the "Committee") has the responsibility to hear and determine all appeals of Animal Control Orders in the Township of Douro-Dummer under the provisions of the Municipal Act, 2001 and By-law 2021-XX (the "Responsible Dog Ownership By-law").
- 1.2 On an appeal, the Committee has the authority to do any of the following things if, in the Committee's opinion, it would be reasonable to do so based on its assessment of the evidence presented:
  - i. confirm, vary, or reverse the declaration in an Animal Control Order that the subject dog is a biting dog, as the case may be;
  - ii. confirm or vary any of the requirements of an Animal Control Order as the Committee considers appropriate;
  - iii. exempt the owner of the dog in whole or in part from any of the requirements of an Animal Control Order, subject to such terms and conditions as the Committee considers appropriate;
  - iv. impose conditions which, if fulfilled to the satisfaction of the Committee, will permit the Committee in its sole discretion to vary or exempt the owner from some or all of the terms or restrictions in the Animal Control Order; or
  - v. combine any confirmation, variance, condition, or exemption of any of the requirements in an Animal Control Order as the Committee considers appropriate.

#### **2.0 Operation of the Committee**

- 2.1 Hearings by the Committee are attended by Committee members, Animal Control Officers, witnesses, and applicants and/or their representatives.
- 2.2 The Committee shall establish its own rules and of practice and procedure and the Committee may accept and weigh evidence in such manner as it deems fair, reasonable and expeditious.

- 2.3 The written decision of the Committee is final.
- 2.4 The decision of the Committee need not be unanimous, and in the event of a split decision, the majority decision shall be the Committee's final decision.
- 2.5 No appeal shall be heard and determined unless at least 3 Committee members are present for the entire hearing.
- 2.6 In the event that a majority of Committee is satisfied that the appellant and/or the Animal Control Officers were provided with reasonable notice of the hearing, and if one or more of the appellant or the Animal Control Officer is not present at the hearing, the Committee may:
  - a. Adjourn the hearing to another date; or
  - b. Confirm the existing Animal Control Order.
- 2.7 Only in extraordinary circumstances, which are within the Committee's discretion to determine, shall more than one adjournment be granted to an appellant.

### **3.0 Term of Office**

- 3.1 The appointed members of the Committee shall hold office for a term concurrent with the term of Council, but every member shall continue in office until his/her successor is appointed.
- 3.2 Any member of the Committee whose term of office has expired is eligible for reappointment.
- 3.3 When a member ceases to be a member before the expiration of his or her term, Council will appoint another eligible person for the unexpired portion of the term.

### **4.0 Composition of the Committee**

- 4.1 The Committee shall consist of at least 3 members.
- 4.2 The Committee will select a Chair. A designated Township staff member shall act as Secretary.

### **5.0 Role of Committee Members**

- 5.1 It is the duty of the Chair to:
  - a. preside at all hearings of the Committee;
  - b. call the hearing to order;
  - c. swear in the Animal Control Officer, appellant and all witnesses; and
  - d. determine in conjunction with the other Committee members the Committee's procedure.
- 5.2 It is the duty of the Secretary to:
  - a. ensure that the appellant and the Animal Control Officer who issued the Animal Control Order are informed of the hearing date at least 7 calendar days prior to the hearing.

- b. keep records of all official business of the Committee, including records of all appeals and copies of all decisions respecting each appeal;
- c. issue the Committee's decision within a reasonable time period; and
- d. concurrent with the issuance of the Committee's decision, inform the dog owner and the Peterborough Humane Society, or any successor organization thereto, of the Committee's decision.

## **6.0 Remuneration**

- 6.1 Members of the Committee shall be remunerated in accordance with the Township's remuneration policies.

## **7.0 Meetings**

- 7.1 The Committee shall meet as required to consider appeals that have been filed with the Township.
- 7.2 Meetings of the Committee shall be held at Township Municipal Office or such other location within the Township, as the Committee deems advisable.

## **8.0 Conflict of Interest**

- 8.1 Members of the Committee shall exercise their duties ethically and identify and/or avoid potential conflicts of interest.