

BSO #10 Last updated Nov 04

Title: Animal Control

Date: 1 Jan 09

References: A. Royal Municipality of Cornwallis By-Laws
<http://www.gov.cornwallis.mb.ca/bylaws.aspx>

 B. CFB Shilo Military Police SOP 13

File: 7800-2

OPIs: G1 and SCC Mayor

10.01 GENERAL

1. The term "pet" or "pets", when used in this order, shall mean any dog or cat within the boundaries of CFB Shilo over the age of four (4) months.
2. The Municipality of Cornwallis website found at reference A contain the by-laws this Base falls under with regard to Pets and/or pet control.
3. The term "restricted animal" means:
 - a. any member of the order Primate except a human being;
 - b. any member of the order Carnivore except dogs, cats, and domestic ferrets, but including hybrids of dogs and cats;
 - c. any member of the order Crocodilian;
 - d. any constrictor snake, venomous snake or venomous reptile;
 - e. any venomous amphibian;
 - f. any wildlife or wildlife as defined by the Wildlife Act; and
 - g. any other animal determined by the animal control officer (ACO) to be a restricted animal, other than a dog or cat.
4. The term "domestic pet" means any animal other than a dog or cat that has been domesticated.

5. The term "wildlife" shall mean a vertebrate animal of any species or type that is wild by nature.
6. The term "owner" shall mean any adult who owns, keeps or harbours a pet.
7. The term "Animal control officer (ACO)" means the person(s) employed by the Municipality of Cornwallis to enforce the provisions of these orders, and includes any person acting as an assistant to, or under the direction of the ACO. The term "By-Laws Enforcement Officer" means the person also employed by the Municipality of Cornwallis to enforce By-Laws.

Please refer to their website: <http://www.gov.cornwallis.mb.ca/bylaws.aspx>

8. The term "SCC Mayor" refers to the Shilo Community Council Mayor appointed by the Base Commander to oversee the RHA "Residential Housing Area".
9. "Run at large", means in relation to a pet that is not:
 - a. under the direct, continuous and effective control of a person competent to control it; or
 - b. securely confined within an enclosure or securely fastened so that it is unable to roam at will.
10. The term "continuous and effective control of a person competent to control it" means, a leash no longer than 6 1/2 feet or 2 metres in length and under the care of a person who is physically capable of controlling the animal. This relates to a situation when the animal is not confined to a secure enclosure (while being walked on a leash).

10.02 REGISTRATION AND LICENSING

1. Every pet on the base over four months of age shall be registered and licensed with the municipality of Cornwallis through the Community Center Recreation Office, Building T114, ext 3588. Owners are restricted to a maximum of three (3) pets unless written permission for a larger number is granted by the G1 through the SCC Mayor.
2. Proof of rabies vaccination is a prerequisite for licensing. Shilo FS&R (Fitness, Sports and Recreation) hosts 2 pet vaccination clinics per year in the April and October timeframe. A veterinarian is contracted and prices are posted.
3. All pets must wear the tag issued by the Municipality.

4. When a pet is in violation of any part of this order and/or Municipality by-laws, the ACO may impound the pet and issue a notice of impoundment. Any violations of this order will be dealt with via Annex A (incident reporting). Violations with regard to Registration and Licensing shall follow the same steps indicated at Annex A. If pet is impounded for any reason - all fines, etc shall be paid first and then the owner shall petition the G1 (through the SCC Mayor) to get permission to allow the pet back on Base.

10.03 IMPOUNDMENT

1. When a pet is impounded by the ACO, the owner when he/she can be indentified will be notified by telephone at once. It should be noted it is the owner's responsibility to register all pets with CFHA (Canadian Forces Housing Authority). Animals may be released to the owners' custody (if warranted) only after owners have paid the necessary impoundment fees and/or fines. Even with this the owners shall petition the G1 (through the SCC Mayor) as per 10.02 (4) above. Fines, etc shall be payable to the RM of Cornwallis and given to the ACO. All Fees (including registration and proof of rabies vaccination) will be paid first before the ACO will release the pet(s) involved.

2. The G1 shall send copies of all correspondence from the ACO to the SCC Mayor to ensure proper administrative action is taken up with the owner(s) of the pet(s) in question as per Annex A. Annex A shall be utilized as a tracking system.

10.04 VIOLATIONS OF PET CONTROL REGULATIONS

1. For fees/costs involving pet control (impoundment, fines, etc) - Please contact the RM Of Cornwallis (725-8686) or Spring Park Kennel at (728-6653). Fees can also be viewed at <http://www.gov.cornwallis.mb.ca/bylaws.aspx>. The owner will be sent a notice of impoundment.

2. When the owner cannot be identified within 72 hours, the pet may be disposed of, or a home found for it. Please note that pet owners should contact the ACO as soon as possible after a pet goes missing.

10.05 BASE CONTROLS

1. Pets shall not be allowed entry in any school, mess, dining hall, kitchen, theatre, the CANEX complex or the water park. Pets should not be allowed into the playground areas of the Base (exceptions only for Seeing Eye dogs, etc).

2. All pets shall be confined or controlled by a leash in accordance with 10.01 (10).

3. Any action taken by the service authority in regards to the control of domestic animals shall not in itself preclude any action being initiated through the civil courts or by the ACO.

4. The duties of the ACO can be found at:

<http://www.gov.cornwallis.mb.ca/bylaws.aspx>

Basically the ACO shall provide services as per the by-laws of the Municipality of Cornwallis for the Residential Housing Area (RHA) in CFB Shilo. The remainder of the Base falls under the Municipality of Cyprus. Complaints with regard to these services are to be addressed to the SCC Mayor if required.

5. The duties of the SCC Mayor with regard to this Base Standing Order (BSO) are as follows:

-Opening case files for all complaints (starting with Annex A);

-Record keeping of all complaints to ensure problems are not compounded, following the procedure found at Annex A;

-Liaison between the complainants/parties, the G1, the ACO, the By-Laws Officer, the Military Police and the Cornwallis Municipality; and

-Updating of this BSO through the Base G1

6. It is an offence for any person(s) to interfere, obstruct or attempt to obstruct the ACO, Pound keeper, By-Laws Enforcement Officer or the Military Police from performing their duties and obligations. No person(s) shall obstruct anyone authorized to apprehend or impound an animal running at large, who is attempting to apprehend or impound or who has apprehended and impounded any animal in accordance with this BSO.

7. Anonymous Complaints. Any person making a complaint under this BSO shall provide at a minimum their name, address and telephone number. It will be at the discretion of the ACO and/or anyone else listed in this BSO whether or not to proceed based on an anonymous complaint or information.

10.06 COMPLAINTS

1. Opening a File. The SCC Mayor and Counsellors are to utilize Annex A when a complaint is received from either the G1 (monthly report from the ACO or Military Police reports), members of the community or the Municipality of Cornwallis By-Law's

Officer. Individual files (with Annex A) are to be kept by the SCC Mayor. Any SCC Counsellor responding to a complaint is to immediately report this to the SCC Mayor. Reporting of Incidents is the key to ensuring owners/pets/victims are dealt with in a fair and prudent manner.

2. All owners are warned that a single complaint (even with what is in place at Annex A), properly substantiated (to be determined by the SCC Mayor and G1), may result in banning of the pet from the Base particularly when person or other animals have been attacked or bitten by the pet.

3. Complainants should attempt to deal with complaints by contacting or attempting to contact the owner of the offending animal before contacting the ACO and/or SCC Mayor. But, you can contact the SCC Mayor first and foremost if you wish to remain unknown to the offending animal's owner(s) and wish a third part intervention.

4. Animal Bites (Pet on person/Pet on Pet). Immediately contact the Military Police who will engage the ACO. The Military Police/ACO will report these incidents to the G1. The G1 will inform the SCC Mayor who will open a Case File utilizing Annex A. The ACO will impound the suspect pet for a period of 14 days; after this period, the pet is returned to the owner. Should the pet be the subject of a second biting incident, the ACO may exterminate it. Any time a person is bitten by an animal, the ACO shall submit a written report to both the Rural Municipality Offices as well as the G1 for a decision on said pet. In cases of impoundment a Notice of Impoundment is sent to the owner.

The owner of any animal that has bitten any person or other animal shall present said animal to the door of his/her dwelling upon the request of the ACO, assisting in the apprehension and impounding of said animal.

If a person is bitten by an animal, he/she will be advised to seek immediate medical attention (parents of children must also be advised). The Military Police will obtain copies of a valid rabies vaccination certificate from the owners of the suspect animal; these will be turned over to the victim.

5. Pet Feces In order to avoid potential health hazards and maintain a pleasant living environment in the Shilo community, owners of pets shall clean up any secretions left by their pets in the CFB Shilo area (which includes the owner's yard). Try the neighbourly approach and if this is not successful or a third party is warranted, the Mayor shall be engaged and a file will be opened utilizing Annex A.

6. Stray Pet(s)/Pets Running at Large. Will not be tolerated. The complainant is not required to apprehend a loose animal and it is not suggested to try. The complainant is to contact the ACO at 728-6653 immediately. If you cannot reach the

ACO please contact the Military Police as this may be a risk to the community. If successfully apprehended, the ACO and/or Military Police will ensure a report is sent to the G1. The G1 will ensure the SCC Mayor is made aware and a Case file is opened utilizing Annex A.

7. Death/Destruction/Disposal. Arrangements may be made with the ACO for the disposal of pets, at the owner's expense. Disposal will be carried out by a veterinary surgeon in Brandon. Pets are not to be destroyed on DND property.

Although destruction of an animal is the primary responsibility of the concerned agency, emergencies may arise whereby the Military Police, on the advice or discretion of the Military Police duty officer, may be required to kill a domestic or wild animal. Utmost care will be taken to ensure safety of bystanders. Military Police shall only be required to destroy animals in cases of utmost urgency. In cases where Natural resources personnel request that we destroy crippled or sick wildlife, Military Police shall be contacted, and if possible, will destroy the animal.

The municipal ACO is responsible for the disposal of domestic animal carcasses. Range Control is responsible to remove/dispose of all dead wildlife within CFB Shilo.

8. Unregistered Pet(s). Please refer to 10.02 of this BSO. Again, try the neighbourly approach and if this is not successful or a third party is warranted, the SCC Mayor shall be engaged and a file will be opened utilizing Annex A. All pets will be registered.

9. Noise Complaints. Our primary complaint in the RHA. Noise levels must be reasonable at all times. Again, try the neighbourly approach and if this is not successful or a third party is warranted, the SCC Mayor shall be engaged. The SCC Mayor shall do a preliminary investigation and a file will be opened utilizing Annex A. If the SCC Mayor is not available contact the ACO at 728-6653.

10. Pet Abuse. It is a Criminal Code of Canada Offence to fail to adequately care for an animal or to neglect or fail to provide suitable food, water or shelter. The Military Police and ACO will investigate all cases of neglected animals. If abuse is suspected or the Military Police receives a complaint that an animal is abused, it can be seized by the ACO. The Military Police will not seize domestic animals unless extenuating circumstances prevail. A Military Police report will be submitted on all cases of animal abuse where charges under the Criminal Code of Canada are laid.

11. Wildlife In Domestic Area. CFB Shilo has a large deer and elk population along with many smaller fur-bearing animals. If it becomes necessary to deal with these animals in the domestic area of the Base the Military Police will respond. The

Department of Natural Resources will be called by the Military Police to rectify the situation.

If the complaint involves wildlife, the ACO will not be called. In the event that an animal is attacking someone, the Military Police shall take immediate action to safeguard that person from further attack and to attempt to keep other individuals away from the animal and immediate area. Wildlife should only be destroyed to protect life or to alleviate suffering. It is the responsibility of the Department of Natural Resources to carry out such destruction. If the Military Police find that there is no alternative to the immediate destruction of an animal, they shall perform this duty as quickly and humanely as possible.

Complaints regarding wild animals will be reported to the Military Police dispatcher. The Military Police will then contact the Department of Natural Resources at 726-6445 or at night 1 800 782 0076.

12. Dogs Chasing Wildlife.

- a. The Manitoba Wildlife Act provides that any domestic dog can be destroyed while in the act of chasing down wildlife. Military Police may destroy the animal if it is actually engaged in the act of harassing or chasing big game animal such as deer or elk as long as the destruction of the dog does not endanger life or property. The Military Police should remember that a dog feeding on the carcass may be merely exploiting the opportunity and may not have actually killed the animal. In order to be justified in the destruction of the dog, it must be actually involved in the chase of living wildlife; and
- b. In cases where a dog involved in an offence is not destroyed at the scene, Military Police should make every effort to identify the animal by examining the tag or following the dog to its residence. This is important in order to be able to positively identify the animal and thereby enable Military Police to prosecute the owner.

10.07 ADMINISTRATIVE/DISCIPLINE ACTION

1. The following process has been developed by the SCC Mayor through the G1 and supported by the Base Commander. Before proceeding further please ensure you have read this BSO in particular 10.06. In all cases a case file is opened by the SCC Mayor via the reporting system between the authorities involved within. In all cases where the SCC Mayor is engaged a thorough investigation will be completed to ensure all people involved are given a chance to speak. It should be noted the seriousness of the offence will dictate how incident reporting will proceed - please refer to 10.06 paragraph 2.

The Neighbourly Approach

Many incidents (less animal attacks/bites, abuse and stray pets), in which the Military Police or ACO should be contacted immediately, can be handled person to person to try and settle at the lowest level possible without escalation. If it is felt you require a third party for whatever reasons - contact the SCC Mayor. All incidents will utilize Annex A. The SCC Mayor will indicate if this is a first time incident or not - this will predetermine the escalation required.

Incident 1

Complainant shall report as per 10.06. A file shall be opened by the SCC Mayor - a tracking/paper trail begins. If the Mayor is asked to become a third party - the Mayor will speak to all involved to keep this at the lowest level possible. The Mayor will speak to all parties involved with regard to this BSO in its entirety and the escalation process. If the file is initially opened by an SCC Counsellor - it will be passed to the SCC Mayor immediately for further action and record keeping/tracking.

Incident 2

If the neighbourly approach and third party approach do not succeed - the SCC Mayor will engage the appropriate authorities (ACO and/or the Cornwallis By-Law Officer or any other official required) who will take over the case.

Incident 3

The SCC Mayor will engage the Unit Adjt (essentially the last chance for the member to correct the issue if not already late)

Incident 4

The SCC Mayor will engage the BComd through the G1 to make whatever decision he feels necessary (eviction, banning of the pet, etc)

10.08 REPORTS AND RETURNS

-Military Police Occurrence Reports with regard to Pets. Sent to the G1 who will ensure the SCC Mayor is informed to open a case file utilizing Annex A.

-ACO Reports. Also sent to the G1 who will ensure the SCC Mayor is informed to open a case file utilizing Annex A.

-By Law Officer Reports. Sent directly to the SCC Mayor via E Mail from the By Laws Officer. The SCC Mayor will ensure the G1 is made aware and then open a case file utilizing Annex A

-Resident Complaints in writing/email,etc. Can be sent via the chain of command or be sent to the SCC Mayor direct or the Base G1 (if SCC Mayor not available).

10.09 IMPORTANT PHONE NUMBERS

Shilo Community Council Mayor	Contact the Recreation Administrative Assistant at 204-765-3000 ext 3588. The assistant will give you the phone number for the Mayor.
Animal Control Officer	Currently Spring Park Boarding Kennel, Brandon. 728-6653
Bylaw Enforcement Officer/ Municipality of Cornwallis	Contact the Municipality of Cornwallis 725-8686 or the Military Police.
Wild Life Control	Contact the Military Police first. Department of Natural Resources 726-6445 or at night 1 800 782 0076

Anx A - Incident Reporting

All domestic animal incidents found within this BSO shall constitute a case file being opened by the SCC Mayor. Please refer to 10.06 of this BSO. When filling out this form ensure you refer to the various articles within this BSO, as different incidents involve different agencies.

Time and Date: _____

Nature of Complaint (refer to 10.06 or other) "attach if required"

Complainant: _____ Address: _____
Alleged Offender (pet owner) _____ Address: _____

Action Taken by SCC Mayor, Counsellor, ACO, By-Law Officer, MPs, etc (if any) - via report or other means: -Investigation made (parties and neighbours "if required") consulted? _____ (check please) -Ensure All parties read the attached BSO and are informed how incidents are reported? _____(check please) Report: _____ _____ _____ _____ Flip Over if required. Signature and Date: _____
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<u>SCC Mayor - indicate the following:</u>					
Incident One	_____	(check mark please)	Date/Time of Incident:	_____	
Incident Two	_____	"	"	"	_____
Incident Three	_____	"	"	"	_____
Incident Four	_____	"	"	"	_____
For all incidents - attach previous reports.					
Signature and Date: _____					