

BYLAW NO. 1826/2021
OF THE
TOWN OF SYLVAN LAKE

BEING A BYLAW OF THE TOWN OF SYLVAN LAKE, IN THE PROVINCE OF ALBERTA FOR
THE PURPOSE OF LICENSING, CONTROLLING AND REGULATING ANIMALS

WHEREAS, Council of the Town of Sylvan Lake deems it necessary and desirable to regulate and control Dogs, Cats and other Animals; and to provide for the services, controls and conditions on certain Animals;

WHEREAS, pursuant to Section 7 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments hereto, a Council may pass Bylaws respecting the safety, health and welfare of people and protection of people and property, and providing for the control and regulation of Animals within the municipality;

AND WHEREAS, pursuant to Section 8 of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments hereto, a Council may pass Bylaws regulating, prohibiting, and providing for a system of licenses, permits, or approvals, including any or all of the matters listed herein;

NOW THEREFORE, the Municipal Council of the Town of Sylvan Lake, in the Province of Alberta, duly assembled and under the powers conferred upon it by the Municipal Government Act, R.S.A. 2000, C-M-26 and amendments hereto, enacts as follows:

BYLAW TITLE

1. This Bylaw may be cited as the “Responsible Animal Ownership Bylaw”.

PURPOSE

2. The purpose of this Bylaw is to establish rules for responsible pet ownership, which will ensure the safety and security of residents and property, and the safety, security and integrity of Animals.

SCHEDULES

Schedule A – License Fees is attached and forms part of this Bylaw.

Schedule B – General Penalties is attached and forms part of this Bylaw.

Schedule C – Procedure and Guidelines For Trapping of Cats is attached and forms part of this Bylaw.

Schedule D - Dr. Ian Dunbar's Aggression Scale is attached and forms part of this Bylaw.

Schedule E – Aggressive Animal Property Sign is attached and forms part of this Bylaw.

Schedule F – Appeal Proceeding is attached and forms part of this Bylaw.

DEFINITIONS

In this bylaw:

3. "Aggressive Animal" means any animal, whatever its age, whether on public or private property, which has without provocation:
 - a) injured or bitten any other animal or human; or
 - b) damaged or destroyed any public or private property; or
 - c) created the reasonable apprehension of a threat to a human; and which, in the opinion of a Justice, presents a threat of serious harm to other animals or humans; or
 - d) has been previously determined to be a Aggressive Animal under this or any previous bylaw; or
 - e) which, in the opinion of a Justice, presents a threat of serious harm to other animals or humans.
4. "Altered" means neutered or spayed.
5. "Animal" means any bird, reptile, amphibian or mammal excluding humans, livestock and wildlife.
6. "Animal License Tag" means an identification tag of metal or other material issued by the Town showing the Animal License number issued with respect to a specific Cat or Dog, in accordance with this Bylaw;

7. "Animal License" means the license issued by the Town with respect to a Cat or Dog, in accordance with this Bylaw;
8. "Animal Protection Act" means the Animal Protection Act as amended and as contained in Chapter A-41 RSA 2000 of the Revised Statutes of Alberta, and regulations therein.
9. "Animal Shelter" means the premises designated by the Town for the purpose of impounding and caring for all dogs and cats found to be contravening any section of this bylaw.
10. "Animal Shelter Keeper" means a person hired or contracted by the CAO specifically charged with the responsibilities of maintaining the designated Animal Shelter.
11. "Attack" means an aggressive application of force resulting in, but is not limited to, bleeding, bone breakage, sprains, serious bruising, or multiple injuries.
12. "At-Large" means an Animal that is off the premises of its Owner and not in an Off-Leash Area; and not on a permitted Leash held by a Person able to control the Animal.
13. "Bite" means an injury by teeth to the skin causing it to bruise, puncture, or break.
14. "Bylaw Enforcement Officer" means any RCMP, Bylaw Enforcement Officer, Community Peace Officer or anyone authorized by the CAO to act on their behalf.
15. "CAO" means a person appointed by the Council of the Town of Sylvan Lake as the Chief Administrative Officer or their designate.
16. "Cat" means any domesticated male or female member of the feline family.
17. "Hen License" means a license issued by the CAO or a designated License Officer pursuant to this Bylaw authorizing the license holder to keep Urban Hens on a specific property within an Urban Area.
18. "Communicable Diseases" means diseases that can be passed from animal to animal and zoonotic diseases.
19. "Coop" means a fully enclosed weatherproof structure and outdoor enclosure used for the keeping of Urban Chickens that is no larger than 10 m² in floor area, and no more than 2.4 m in height.
20. "Council" means the duly elected municipal Council of the Town of Sylvan Lake.
21. "Dangerous Dogs Act" means the Dangerous Dogs Act as amended and as contained in Chapter D-3 of the Revised Statutes of Alberta, 2000, and regulations therein.
22. "Detached Dwelling" means a residential building containing one dwelling unit, which is physically separate from any other residential building, and does not include a manufactured home.
23. "Dog" means any domesticated male or female member of the canine family.
24. "Domestic Animal" means a domesticated animal that lives and breeds in a tame condition and, without restricting the generality of the foregoing, shall, include a Dog and a Cat and shall not include Livestock or Wildlife.
25. "Duplex" means a separate residential building consisting of two separate dwelling units, each above grade and having exterior entrances.

26. "Exotic Animals" means an animal not indigenous to Canada and not kept as a household pet in Canada, whether or not such animal is a "wild animal" defined herein.
27. "Feral" means an Animal, which is wild in nature and shows no signs of domestication;
28. "Former Owner" means the person who at the time of impoundment was the owner of an animal which has subsequently been sold, surrendered, donated or destroyed.
29. "Golf Course" means land which is set aside for the playing of the game of golf and upon which the game of golf is played, whether golfers are actively on the course or not.
30. "Harbouring" means to give shelter, care for, or give home to;
31. "Harness" means straps and fittings that are of suitable size and strength that may be humanely attached to the chest and back of an Animal, to secure the Animal in a safe and humane manner;
32. "Heat" means a recurring period of sexual receptivity in many female mammals.
33. "Hen" means a domesticated female chicken.
34. "Immunization" means vaccinations against rabies, distemper, hepatitis, parvovirus, para influenza, leptospirosis (DHPPL).
35. "Impounded" means taken into the custody of a Bylaw Enforcement Officer or the Animal Shelter as designated by the CAO.
36. "Justice" has the meaning as defined in the Provincial Offences Procedure Act R.S.A 2000, c.P-34, as amended or replaced from time to time.
37. "Kennel" means an establishment operated by any person, group of persons, or corporation engaged in the business of breeding, buying, selling, training or boarding of animals.
38. "Leash" means a chain or other suitable strength material capable of restraining and in control of the animal on which it is humanely attached to the harness or collar, no longer than two (2) meters in length.
39. "License Tag" means the metal or other fabricated medallion issued by the Town upon payment of the current fees as ascribed in this Bylaw, and showing the Animal License number issued with respect to a specific Cat or Dog.
40. "License Officer" means any person or persons designated by the CAO with the responsibility of issuing dog, cat and urban hen licenses.
41. "Livestock" includes, but is not limited to:
 - a) a horse, mule, donkey, swine, pot belly pig, emu, ostrich, camel, llama, alpaca, sheep or goat,
 - b) domestically reared or kept deer, reindeer, moose, elk, or bison,
 - c) farm bred fur bearing animals including foxes or mink,
 - d) animals of the bovine species,
 - e) animals of the avian species including chickens (non-licensed), turkeys, ducks, geese, or pheasants, and

- f) all other animals that are kept for agricultural purposes, but does not include cats, dogs or other domesticated household pets.
42. "Microchipped" means a process of inserting a frequency emitting chip into the body of an animal for the purpose of identifying the owner of that animal.
43. "Motor Vehicle" has the meaning defined in the Traffic Safety Act, RSA 2000, c T-6, as amended or replaced from time to time.
44. "Municipal Tag" means a form of ticket prescribed by the Town for a bylaw offence providing a Person with the opportunity to pay an amount to the Town in lieu of prosecution.
45. "Muzzle" means a humane device of sufficient strength placed over an animal's mouth to prevent it from biting.
46. "Nuisance Animal" means an animal declared to be a nuisance in accordance with this Bylaw.
47. "Off-Leash Area" means an area designated by the Town where a dog is not required to be controlled by a leash.
48. "Owner" means any person or body corporate who:
- a) is the licensed Owner of the animal;
 - b) has legal title to the animal;
 - c) has been designated care and control of the Animal by the Owner;
 - d) has possession or custody of the animal, or allows it to remain permanently on or about their premises.
49. "Outdoor Enclosure" means a securely enclosed outdoor area attached to a Coop having a bare earth or vegetated floor for Urban Chickens to roam.
50. "Park" means a public space controlled by the Town and set aside as a park to be used by the public for rest, recreation, exercise, pleasure, amusement, and enjoyment and includes:
- a) Playgrounds;
 - b) Cemeteries;
 - c) Natural areas;
 - d) Sports Fields;
 - e) Pathways;
 - f) Park roadways;
 - g) but does not include Golf Courses.
51. "Pathway" means a multi-purpose thoroughfare controlled by the Town and set aside for use by pedestrians, cyclists and persons using wheeled conveyances, which is improved by asphalt, concrete, mulch, brick, or any other surface, whether or not it is located in a Park, and includes any bridge or structure with which it is contiguous.

52. "Peace Officer" means any RCMP member, Community Peace Officer, Bylaw Enforcement Officer, or any other person appointed by the Town to do any act or perform any duty under this Bylaw.
53. "Provincial Court" means the Provincial Court of Alberta.
54. "Provincial Offences Procedure Act" means the Provincial Offences Procedure Act, being Chapter P-34 of the Statutes of Alberta, 2000 as amended.
55. "Remedial Order" means an order written pursuant to Section 545 and Section 546 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended;
56. "Rooster" means a domesticated male chicken.
57. "Running at Large" means:
 - a) off the premises of the Owner and not in an Off Leash Area; and
 - b) not on a permitted leash held by a person able to control the animal.
58. "Running at Large in an Off Leash Dog Area"
 - a) in an Off Leash Dog Area; and
 - b) not within sight, or under the control of the Owner.
59. "Security Guard Dog Service" for the purpose of this Bylaw means a private security firm or corporation that is approved and currently licensed by the Town, which is primarily engaged in the business of providing security guard dogs to private and public clients.
60. "Service Dog" has the meaning as defined in the Service Dogs Act, S.A 2007, C.S-7.5, as amended or replaced from time to time.
61. "Severe Injury" includes any injury resulting in broken bone or bones, disfiguring lacerations, sutures, cosmetic surgery, scars, and further includes any other injury as determined to be severe by a Court upon hearing the evidence.
62. "Sports Field" means land within the Town and controlled by the Town which is set apart and used for the playing of sport including, but not limited to, baseball diamonds and rugby, soccer or football fields.
63. "Stray Animal Act" means the Stray Animal Act as amended and as contained in Chapter S-20 RSA 2000 of the Revised Statutes of Alberta, and regulations therein.
64. "Supervisor" means a person designated by the CAO as the Director of Protective Services and includes that person's designates.
65. "Threatening behavior" means the following behaviors exhibited by a dog, without provocation: a) growling, snapping at, lunging at, chasing, stalking, attacking or biting another animal, livestock or wildlife, or a bicycle, automobile or other vehicle being operated, unless the dog is a working stock dog and is engaged in the performance of such work.
66. "Unaltered" means not neutered or spayed.
67. "Urban Area" means lands located within the Town on which agriculture operations, including but not limited to the keeping of livestock, are neither a permitted or discretionary use under the Town's Land Use Bylaw.

- 68. "Urban Chicken" means a Hen.
- 69. "Violation Ticket" means a ticket as defined in the Provincial Offences Procedure Act, R.S. A. 2000, c. P-34, as amended or repealed and replaced from time to time.
- 70. "Wildlife" has the meaning as defined in the Wildlife Act, R.S.A 2000, c.W-10, as amended or replaced from time to time.

GENERAL LICENSING FOR DOGS AND CATS

- 71. No person shall own, keep or harbour any Dog over the age of four (4) months or Cat over the age of three (3) months within the Town limits unless such dog or cat is licensed as provided herein.
- 72. The holder of a Dog or Cat License Tag must be eighteen (18) years of age.
- 73. Every owner of a Dog over the age of four (4) months or Cat over the age of three (3) months within Town limits shall:
 - a) obtain a license for such Dog and/or Cat on the first day on which the Municipal Government Building is open for business after the Dog or Cat is of age;
 - b) obtain a license on the first day on which the Municipal Government Building is open for business after they become owner of the Dog or Cat;
 - c) obtain a license for a Dog or Cat notwithstanding that it is under the age of six months if the Dog or Cat was found to be running at large.
- 74. For the purpose of Section 73, an Owner of a Dog or Cat shall annually purchase or renew a Dog or Cat Animal License from the Town for each Dog or Cat Owned, at the fee specified in Schedule "A" of this Bylaw for annual Animal Licenses
 - a) On or before January 31 of the current license year; or
 - b) Within fifteen (15) days following the Dog having attained four (4) months of age, or a Cat having attained three (3) months of age; or
 - c) Within fifteen (15) days after acquiring possession of a Dog or a Cat, or taking up residence within the Town, whichever date is the latter.
- 75. For the purposes of Section 73 herein, where a Dog or Cat is kept within the Town for more than a total of thirty (30) days in a one-year period, the Owner of the Dog or Cat must obtain an Animal License for such Dog or Cat.
- 76. A Dog or Cat, when left in the care of a Person for a period of thirty (30) consecutive days or more, whether or not there was an exchange of money or a formal agreement for a change of ownership, shall be deemed to belong to that Person and that Person shall be responsible for all provisions of this Bylaw as the Owner of the Dog or Cat.
- 77. An Owner of a Dog or Cat shall notify the Town within fifteen (15) days if:
 - a) The Dog or Cat has changed Ownership; or
 - b) The Owner, Dog or Cat has changed address; or
 - c) The Dog or Cat is deceased.

78. No person shall keep, harbour, or have custody of more than three (3) Dogs in one dwelling unit.
79. No person shall keep, harbour, or have custody of more than three (3) Cats in one dwelling unit.
80. If an Animal is declared to be an Aggressive Animal or a Nuisance Animal, the owner of that animal will require an annual license with fees applied as per Schedule A of this Bylaw.
81. Dog and Cat Owners shall provide the Town with the following information with each application for a Dog or Cat License Tag:
 - a) name, street address and telephone number of Owner(s);
 - b) where the Owner is a body corporate, the name, address and telephone number of the person responsible for the Dog or Cat;
 - c) a description of the Dog or Cat including breed, name, gender and age;
 - d) proof of current immunizations;
 - e) proof of being Altered from a Veterinarian, if applicable;
 - f) proof of microchipping for identification of the Dog or Cat, if applicable; and
 - g) any other such information as may be required with respect to the application.
82. No person shall give false information when applying for a license pursuant to this bylaw.
83. An owner shall forthwith notify the Town of any change to any information provided in an application for a license under this bylaw.
84. Notwithstanding Section 73, where the Director of Protective Services has received satisfactory evidence that a Dog is being used as a qualified service dog, the Dog must be licensed by the Owner, and there will be no charge for a license under Schedule A.

NON-TRANSFERABLE

85. Licenses issued under this bylaw shall not be transferable from one Dog or Cat to Another.

NO REBATE

86. No rebate shall be made on any paid Dog or Cat license fee; except:
87. When a new Animal License Tag is required pursuant to Section 139 "Aggressive Animal".

REPLACEMENT OF LOST LICENSE

88. Every Owner shall ensure that the License Tag is securely fastened to a choke chain, collar, or harness, that must be worn by the Dog or Cat at all times. If the tag becomes lost the Owner of a Dog or Cat shall obtain a replacement license by making payment of the fee specified in Schedule "A" of this Bylaw.

RESPONSIBILITY OF A DOG AND CAT OWNER

89. The Owner of a Dog or Cat shall ensure that when such animal is off the property of the Owner or off the property where the dog has a right of occupation, the Animal is required to be on a humanely secured leash or harness and is not Running at Large.
90. The Owner of an animal shall ensure that such animal shall not:
 - a) bite or stalk animals, bicycles, automobiles, or other vehicles;
 - b) chase or otherwise threaten a person or persons, whether on the property of the Owner or not, unless the person chased or threatened is a trespasser on the property of the Owner;
 - c) cause damage to property or other animals, whether on the property of the Owner or not;
 - d) do any act that injures a person or persons whether on the property of the Owner or not, unless the person injured is a trespasser on the property of the Owner;
 - e) bite a person or persons, whether on the property of the Owner or not;
 - f) attack a person or persons, whether on the property of the Owner or not;
 - g) attack a person or persons and cause a Severe Injury, whether on the property of the Owner or not;
 - h) cause the death of another animal.
91. No Owner shall use or direct an animal to Attack, chase, harass or threaten a person or animal.
92. Dog and Cat Owners shall take all necessary steps to ensure that their animal does not upset any waste receptacles, scattering the contents thereof, either in a street, lane, or other public property or in or about premises not belonging to the Owner of the Dog or Cat.
93. No Owner of any Dog or Cat shall permit such Dog or Cat to bark, howl or yowl excessively or in any other way or manner disturb the peace of any person or persons.
94. The Owner of a dog shall ensure that such dog does not enter or remain in or on:
 - (a) a School Ground, Playground, Sports Field, Golf Course, Cemetery, Wading or Swimming Area; or
 - (b) any other area where dogs are prohibited by posted signs.
95. The Owner of a dog shall ensure that such dog does not enter or remain in a Park, or any part thereof, where the dog is within five (5) meters of a Play Structure, a Wading Pool or Swimming Area, a Sports Field, a Golf Course or a Cemetery.
96. The Owner of a dog shall ensure that such dog does not enter or remain in a Park or any part of a Park or on a Pathway which has been designated by the Town of Sylvan Lake as an area where dogs are prohibited by posted signs.
97. The Owner of an Animal shall ensure that such Animal shall not be left unattended while tethered or tied on premises where the public has access, whether the access is express or implied.

98. If a Dog or Cat defecates on any public or private property other than the property of its Owner, the Owner shall remove such defecation immediately.
99. Where a Bylaw Enforcement Officer receives a complaint of a nuisance caused by a Cat, the Bylaw Enforcement Officer may at their discretion during the period of April 1 to October 1 as per the conditions of the agreement:
 - a) issue a cat trap to the complainant upon execution of a Cat Trap Agreement as provided by the Town.
100. The Owner of a female Dog or Cat in Heat shall, during the whole period that such Dog or Cat is in Heat, keep such Dog or Cat confined and housed in the residence of said Owner.
101. Where a female Dog or Cat is in Heat, it will be confined and housed in the residence of its Owner. Dogs shall be permitted outside the said residence for the sole purpose of permitting the Dog to defecate and urinate on the property of the residence of said Owner.
102. The Owner of an Animal shall provide the said Animal with sufficient food, water, shelter, and protection from atmospheric elements, including, but not limited to, sun, snow, ice, rain, hail, wind, and cold or hot temperatures.
103. The Owner of an Animal shall provide care and medical attention to the said Animal, when care and medical attention is required.

OFF LEASH AREAS

104. Notwithstanding Section 115, a licensed Dog or a Dog under four (4) months of age is permitted to be At-Large within locations of the Town designated and signed as Off-Leash Areas; or:
105. On the property of the Owner, while under the direct supervision of the Owner; or
106. On the property where the dog has the right of occupation while under the direct supervision of the Owner or capable person(s); or
107. If the Dog is completely confined within a fully fenced yard, or otherwise confirmed as pursuant to this Bylaw, while on private property of a residential place of residence, while not under the direct supervision of the Owner or capable person(s).
108. The Owner of a Dog shall ensure that such Dog is under control, in accordance with Section 112 of this Bylaw, and is not Running at Large in an Off Leash Dog Area.
109. The Owner of a Dog is guilty of an offence if they fail to carry a leash for every Dog under their care and control while in a designated off-leash area.
110. The Owner of a Dog in an off-leash area shall ensure that such Dog is under control in accordance with Section 112 at all times.
111. If a Dog that is in an Off-Leash Area is deemed to be not under control, a Bylaw Enforcement Officer may:
 - a) order that a Dog be put on a Leash; or

- b) order that a Dog be removed from an Off-Leash Area.
112. Whether a dog is under control is a question of fact to be determined by a Court hearing a prosecution pursuant to this Section of the Bylaw, having taken into consideration any or all of the following:
- a) whether the dog is at such a distance from its Owner so as to be incapable of responding to voice, sound or sight commands;
 - b) whether the dog has responded to voice, sounds or sight commands from the Owner;
 - c) whether the dog has bitten, attacked, or done any act that threatens or injures a person or another animal;
 - d) Whether a dog has chased or otherwise threatened a person; or
 - e) whether the dog has caused damage to property.
113. An Owner who fails to immediately restrain and remove the dog upon it engaging in any of the activities listed in Section 112, by restraining the dog on a Leash not exceeding two (2) metres in length and removing the dog from the Off Leash area, is guilty of an offence.

ANIMALS PROHIBITED IN OFF LEASH AREAS

114. No person shall allow an animal other than a Dog to enter into or remain in an off-leash area.
115. No Owner or any other person shall permit an Aggressive Animal to be in an Off Leash Area at any time.

SECURING ANIMALS IN VEHICLES

116. The Owner of an animal left unattended in a motor vehicle shall ensure:
- a) the animal is restrained in a manner that prevents contact between the animal and any member of the public; and
 - b) the animal has suitable ventilation.
117. The Owner of an animal shall not leave an animal unattended in a motor vehicle if the outside temperatures will cause the containment to be injurious to the animal's health even in the short term.
118. No person shall allow an animal to be outside of the passenger cab of a motor vehicle on a roadway, regardless of whether the motor vehicle is moving or parked.
119. Notwithstanding Section 118, a person may allow an animal to be outside the passenger cab of a motor vehicle, including riding in the back of a pick-up truck or flatbed truck if the animal is:
- a) in a fully enclosed trailer;
 - b) in a canopy enclosing the bed area of a vehicle;

- c) contained in a ventilated kennel or similar device securely fastened to the bed of the vehicle; or
 - d) securely tethered in such a manner that it is not standing on bare metal, cannot jump or be thrown from the vehicle, is not in danger of strangulation, and cannot reach beyond the outside edges of the vehicle
- 120. For the purpose of this Section, “roadway” means any street or highway, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or Parking of vehicles.
- 121. The Owner of a vehicle involved in an offence referred to in this Section is guilty of the offence, unless that vehicle Owner satisfies the Court that the vehicle was:
 - (a) not being driven or was not Parked by the Owner; and
 - (b) that the person driving or Parking the vehicle at the time of the offence did so without the vehicle Owner’s express or implied consent.

NUISANCE ANIMALS

- 122. The Director of Protective Services may declare an animal to be a Nuisance Animal.
- 123. A Nuisance may include, but is not limited to:
 - a) excessive barking, howling or yowling;
 - b) running at Large;
 - c) damaging property;
 - d) no removal of defecation on any public or private property other than the property of its Owner.
- 124. In declaring an animal to be a Nuisance Animal the Director of Protective Services shall have regard to all Town recorded history involving the animal, including the number of times the animal has been found in contravention of the Town of Sylvan Lake bylaws.
- 125. In declaring an animal to be a Nuisance Animal the Director of Protective Services shall notify the Owner in writing that the Animal has been declared a Nuisance Animal, outlining the details and determining factors.
- 126. The Director of Protective Services may apply conditions on the Owner and animal as deemed appropriate to eliminate the nuisance.
- 127. The declaration of an animal as a Nuisance Animal shall be reviewed annually by the Director of Protective Services and may be continued, or revoked.
- 128. The Director of Protective Services shall provide a written letter to the Owner, outlining the details and determining factors of the said Nuisance Animal Declaration annual review, within fourteen (14) days of the anniversary date from the original declaration.
- 129. The owner of a Nuisance Animal has all the same responsibilities as per a non-declared Animal, however amended fines and penalties under Schedule B for Nuisance Animals will apply.

130. Any Owner who has been informed that the animal has been declared to be a Nuisance Animal may appeal the declaration to the CAO in writing, within seven (7) days of receiving notice that the animal has been declared to be a Nuisance Animal.
131. The written notice of appeal must clearly state that the Owner is Appealing the Nuisance Animal Declaration, the Animal License Tag number, and the date in which the notice was issued.
132. Until such time as the CAO hears and rules on the appeal, the Nuisance Animal must be treated in accordance with Nuisance Animal provisions under this Bylaw.
133. Once declared a Nuisance Animal, the Owner of the Nuisance Animal shall obtain an annual license within fourteen (14) days of the notification, that expires December 31 of every year until the declaration is revoked by the Director of Protective Services.
134. A Nuisance Animal declaration will be revoked automatically when there has been no violation for two continuous years.
135. A Nuisance Animal Declaration continues to apply if the Nuisance Animal is sold, gifted, or transferred.

AGGRESSIVE ANIMALS

136. No person shall own or keep any Aggressive Animal within the Town unless such Aggressive Animal is licensed as provided in this bylaw.
137. The holder of a license for an Aggressive Animal must be eighteen (18) years of age or older.
138. The Owner of an Aggressive Animal shall ensure that their animal wears the current License Tag purchased for that animal, when the animal is off the property of the Owner.
139. The Owner of an Aggressive Animal shall obtain an annual license for such Aggressive Animal as follows:
 - a) must obtain a license for such Aggressive Animal on the first day on which the Municipal Government Building is open for business after the animal has been declared an Aggressive Animal;
 - b) obtain a license on the first day on which the Municipal Government Building is open for business after they become the Owner of the Aggressive Animal; and
 - c) obtain an annual license for the Aggressive Animal.
140. Prior to a license being issued, the Owner of an Aggressive Animal shall within ten (10) days after the Animal has been declared Aggressive:
 - (a) have a licensed veterinarian tattoo or implant an electronic identification microchip in the Animal;
 - (b) provide the information contained on the tattoo or in the microchip to the Director of Protective Services; and
 - (c) if the Animal is in an unaltered state, have the Animal neutered or spayed.

AGGRESSIVE ANIMALS – HEARINGS AND ORDERS

141. Upon demand by a Bylaw Enforcement Officer, an Owner of a Dog alleged to be an Aggressive Animal shall surrender the Dog to the Bylaw Enforcement Officer whereupon the Bylaw Enforcement Officer shall deliver the Dog to the Animal Shelter where the animal shall be held pending the outcome of the hearing and any appeals.
142. Upon hearing the evidence, the Justice shall make an order in a summary way declaring the Animal as an Aggressive Animal if in the opinion of the Justice:
 - (a) the Animal has caused severe physical injury to a person, whether on public or private property; unless the person injured is a trespasser on the property of the Owner; or
 - (b) the Animal has, while off its Owner's property, caused the death of an Animal.
143. Upon hearing the evidence, the Justice may make an order declaring the Animal as an Aggressive Animal or ordering the Animal destroyed, or both, if in the opinion of the Justice the Animal is likely to cause serious damage or injury, taking into account the following factors:
 - (a) whether the Animal has attempted to Bite, or has bitten any person or Animal;
 - (b) whether the Animal has wounded, Attacked or injured any person or Animal;
 - (c) the circumstances surrounding any previous biting, Attacking, or wounding incidents; and
 - (d) whether the Animal, when unprovoked, has shown a tendency to pursue, chase or approach in a menacing fashion, persons upon the street, sidewalk or any public or private property.

RESPONSIBILITY OF OWNER OF AGGRESSIVE ANIMAL

144. The Owner of a Aggressive Animal shall, within three (3) days of the date of the order declaring the animal to be Aggressive, display a sign to the entrance of the Owner's property and pen or other structure in which the animal is confined warning of the presence of the Animal in the form illustrated in Schedule E and supplied by the Town of Sylvan Lake.
145. A sign required by Section 144 shall be posted at all front, side and rear entrances to be clearly visible and capable of being seen by any person before accessing the premises.
146. An Aggressive Animal declaration made pursuant to this bylaw continues to apply if the animal is sold, gifted or transferred to a new Owner.
147. No Owner of an Aggressive Animal shall permit the animal to be in an Off-Leash Area at any time.
148. The Owner of an Aggressive Animal shall:
 - a) notify the Director of Protective Services should the animal be sold, gifted, or transferred to another person or dies; and
 - b) remain liable for the actions of the animal until the new Owner provides formal notification of sale, gift or transfer is given to the Director of Protective Services.

149. The Owner of an Aggressive Animal shall ensure that such an animal does not damage or destroy public or private property.
150. The Owner of a Aggressive Animal shall notify the Town of Sylvan Lake Municipal Enforcement if the animal is Running at Large.
151. The Owner of a Aggressive Animal shall ensure that at all times, when off the property of the Owner, such animal is securely, muzzled and harnessed or leashed on a lead not longer than one (1) metre to connect in a manner that prevents it from chasing, injuring or biting other animals or humans as well as preventing damage to public or private property; and under the control of a person over the age of eighteen (18) years.
152. The Owner of an Aggressive Animal shall ensure that when such Aggressive Animal is on the property of the Owner it is:
 - a) confined indoors or under the control of a person eighteen (18) years of age or older; or
 - b) when outdoors, the Aggressive Animal must meet all requirements on Section 151 of this Bylaw; or
153. the Aggressive Animal is contained in a locked pen or other structure, constructed pursuant to Section 154, in order to prevent the escape of the Aggressive Animal and capable of preventing the entry of any person not in control of the animal,
154. The Owner of an Aggressive Animal shall ensure that the locked pen or other structure is constructed in order to prevent the escape of the Aggressive Animal and capable of preventing the entry of any person not in control of the animal:
 - a) shall have rigid sides and a rigid top and, if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters;
 - b) shall provide the Aggressive Animal with shelter from the elements and weather;
 - c) shall be of the minimum dimensions of one and one-half (1.5) meters by three (3) meters and be a minimum one and one half (1.5) meters in height; and
 - d) shall not be located within one (1) meter of the property line or within five (5) meters of a neighbouring dwelling unit.

RABIES AND COMMUNICABLE DISEASE CONTROL

155. An Owner of an Animal who on reasonable grounds believes the said Animal has contracted a Communicable Disease shall immediately notify a Bylaw Enforcement Officer.
156. Where a Bylaw Enforcement Officer has reasonable and probable grounds to suspect that a Domestic Animal has been exposed to rabies or any other Communicable Diseases, they may demand, in writing, the Owner surrender the Domestic Animal for the supervised quarantine. The expense shall be borne by the Owner.
157. The Domestic Animal may be reclaimed by the Owner of the Domestic Animal when determined to be free of rabies or any other Communicable Disease, upon payment of

confinement (quarantine) expenses as specified in Schedule "A", and upon compliance with the licensing provisions of this bylaw.

158. When a Domestic Animal under quarantine has been diagnosed as rabid, or suspected as being rabid by a licensed veterinarian, and dies while under such observation, the Animal Shelter Keeper shall immediately send the head of such Domestic Animal to the appropriate health department for pathological examination and shall notify the public health officer of reports of any human contacts and the diagnosis made of the suspected Domestic Animal.
159. The Veterinarian and/or Owner of the Animal shall provide the Town a copy of the Veterinarians Report within fourteen (14) days of receiving the report.
160. During such period of rabies quarantine, every Domestic Animal bitten by any animal adjudged to be rabid, shall be destroyed, or at the Owner's expense and option, shall be treated for rabies infection by a licensed veterinarian or held under quarantine by the Owner in the same manner as other domestic animals are quarantined.
161. The carcass of any dead animal exposed to rabies shall, upon demand, be surrendered to the Animal Shelter Keeper.
162. A licensed veterinarian shall direct the destruction, disposal of remains or treatment of any Domestic Animal found to be infected with rabies.

SEIZURE AND IMPOUNDMENT OF DOGS AND CATS

163. A Bylaw Enforcement Officer may seize and impound;
 - a) every Dog or Cat found Running at Large contrary to this bylaw in the Town;
 - b) every Dog which has bitten, or is alleged to have bitten a person or animal, pending the outcome of an application to declare the dog to be an Aggressive Animal or to destroy the dog;
164. every Dog or Cat not wearing a collar and License Tag as required by this bylaw which is required to be impounded pursuant to the provisions of any Statute of Canada or of the Province of Alberta, or any Regulation made thereunder.
165. In enforcement of the jurisdiction provided in this Bylaw for the purpose of investigation only, a Bylaw Enforcement Officer is hereby authorized to enter any privately owned premises, provided that in this section the word "premises" does not include a building or buildings used as a dwelling house. A Bylaw Enforcement Officer may enter a premises in order to preserve the safety and security of the public or Animal if deemed necessary. Premises include any outdoor lot visible from the street.
166. The Animal Shelter Keeper shall keep all impounded Dogs or Cats for a period of at least seventy-two (72) hours, including the day of impounding. Sundays and statutory holidays shall not be included in the computation of the seventy-two (72) hour period. During this period, any healthy Dog or Cat may be redeemed by its owner upon the Owner paying to the Animal Shelter Keeper the appropriate fees, providing proof of licensing from the Town, providing documentation of immunization, neutering or spaying,

plus Animal Shelter fees as described in Schedule "A" for every twenty-four (24) hour period or fraction thereof that the Dog or Cat has been impounded.

167. If at the expiration of the seventy-two (72) hour period any impounded Dog or Cat has not been redeemed, it may be sold, gifted, or destroyed.
168. Any impounded Dog or Cat, which appears to be in distress in accordance with the Animal Protection Act, shall be dealt with by a Bylaw Enforcement Officer as provided for in the Act.
169. Any Livestock Running at Large within the Town shall be dealt with under the Stray Animal Act.

RECLAIMING

170. The Owner of any impounded Animal or Aggressive Animal may reclaim the Animal or Aggressive Animal by:
 - (a) paying to the Town the costs of impoundment as set out in Schedule "A" to this Bylaw; and
 - (b) where a license is required under this Bylaw, obtaining the license for such Animal or Aggressive Animal.
171. Where an Animal or Aggressive Animal is claimed, the Owner shall provide proof of Ownership of the Animal.
172. The Owner of an Animal or Aggressive Animal who has been found not guilty of committing an offence under this Bylaw may request the return of any fees paid by him for reclaiming his Animal.

NOTIFICATION

173. If a Bylaw Enforcement Officer knows or can ascertain the name or residence of the Owner of any impounded Dog or Cat, the Officer shall make reasonable attempts to notify the Owner of the impoundment of their Dog or Cat.

INTERFERENCE WITH ANIMALS

174. No person shall tease, torment, or annoy any animal, including if the Domestic Animal is caught or confined in an enclosed space.
175. No person shall willfully or negligently harm or injury and Animal, or ignore or further neglect any Domestic Animal found to be in distress as defined by the Animal Protection Act. The Domestic Animal in distress shall be reported to the Bylaw Enforcement Officer of the Town, who shall take action in accordance with the Animal Protection Act.
176. No person shall negligently or willfully open a gate, door or other opening in a fence or enclosure in which an animal has been confined and thereby allow an animal to Run at Large in the Town.

177. No person shall untie, loosen or otherwise free an animal which has been tied or otherwise restrained unless the Domestic Animal is in distress.
178. No person shall entice an Animal to Run at Large.
179. No person shall throw or poke any object into an enclosed space when an animal is caught or confined therein.
180. Section 177 shall not apply to a Bylaw Enforcement Officer who is attempting to seize or who has seized an animal which is subject to seizure pursuant to this bylaw.

OBSTRUCTION

181. No person shall:
 - a) interfere with or attempt to obstruct a Bylaw Enforcement Officer who is attempting to capture, or who has captured, any animal in accordance with the provisions of this bylaw;
 - b) unlock, unlatch or otherwise open the van or vehicle in which animals captured for impoundment have been placed so as to allow or attempt to allow any animals to escape there from;
 - c) remove, or attempt to remove, from possession of a Bylaw Enforcement Officer, any animal which has been seized;
 - d) induce any animal to enter a house or other place where it may be safe from capture, or otherwise assist the animal to escape capture;
 - e) falsely represent themselves as being in charge or control of an animal so as to establish that the animal is not Running at Large as the term is defined in this bylaw; or
 - f) provide false information to a Bylaw Enforcement Officer.

INSPECTIONS

182. Subject to the entry notice provisions of the Municipal Government Act, R.S.A. 2000 c.M-26, a Bylaw Enforcement Officer of the Town, bearing proper identification, may enter a premises to conduct an inspection in order to determine whether or not this Bylaw or an order issued pursuant to this Bylaw is being complied with.
183. No person shall interfere with or attempt to obstruct a Bylaw Enforcement Officer who is attempting to conduct an inspection pursuant to Section 154.

LIVESTOCK CONTROL

184. No person or body corporate shall be permitted to own, keep or harbour Livestock, within any portion of the Town of Sylvan Lake or its corporate boundaries except where the keeping of Livestock is allowed under the Town of Sylvan Lake Land Use Bylaw.

185. No person or body corporate shall be permitted to own, keep or harbour Exotic animals, or Wild Animals, within any portion of the Town of Sylvan Lake or its corporate boundaries without the exclusive written permission of the CAO.
186. A Bylaw Enforcement Officer may seize and impound any Livestock, Wild Animals, or Poultry, within the Town, if the Livestock, Wild Animals, or Poultry are being kept without being licensed or by the written permission of the CAO.
187. Bylaw Enforcement Officers are hereby authorized to enter any land or premises (excluding dwelling houses) within the Town, with reasonable suspicion, to inspect for conditions which may contravene any provisions of this bylaw and to impound in accordance with Sections 163-169 of this bylaw.
188. Any contravention of any of the provisions of this bylaw, shall result in a fine as provided in Schedule B.

URBAN HENS

189. In an Urban Area, no person shall:
 - a) keep a Rooster; or
 - b) keep a Hen, other than an Urban Hen for which a valid Hen License has been issued.
190. A person may apply to keep no more than four (4) Urban Hens by:
 - a) submitting a completed application, on the form approved by the Licensing Officer; and
 - b) paying a license fee as provided in Schedule A.
 - c) The Licensing Officer may not issue or renew a Hen License unless satisfied that:
 - d) the applicant is the Owner of the property on which the Urban Hens will be kept, or that the Owner of the property has provided written consent to the application;
 - e) the land use districts of the property on which the Urban Hens will be kept allows the placement of a Coop for the keeping of Urban Hens;
 - f) the property on which the Urban Hens will be kept contains a detached dwelling or duplex;
 - g) the applicant resides on the property on which the Urban Hens will be kept;
 - h) the applicable fee has been paid; and
 - i) all required information has been provided.
191. The Licensing Officer may refuse to grant or renew a Hen License for the following reasons:
 - a) the applicant or license holder does not or no longer meets the requirements of this bylaw for a Hen License; if the applicant or license holder:

- (i) furnishes false information or misrepresents any fact or circumstance to the Licensing Officer or a Bylaw Enforcement Officer;
 - (ii) has, in the opinion of the Licensing Officer based on reasonable grounds, contravened this bylaw whether or not the contravention has been prosecuted;
 - (iii) fails to pay a fine imposed for a contravention of this bylaw or any other applicable bylaw related to the keeping of Urban Hens;
 - (iv) fails to pay any fee required by this or any applicable bylaw; or
 - b) fifty percent (50%) or more of the neighbours, having contiguous boundaries with the property where the Urban Hens will be kept, are not in support of the application; or
 - c) if in the opinion of the Licensing Officer based on reasonable grounds it is in the public interest to do so.
192. If the Licensing Officer refuses to grant or renew a Hen License, the applicant may appeal the decision to the Sylvan Lake Town Council, in accordance with the Appeal Procedures set out in this Bylaw.
193. A Hen License is valid only for the period January 1 to December 31 in the year for which it is issued.
194. A Hen License is not transferable from one person to another or from one property to another.
195. A person to whom a Hen License has been issued shall produce the license at the demand of the Licensing Officer or a Bylaw Enforcement Officer.
196. A person who keeps Urban Hens must:
- a) provide each Hen with at least 0.37 m² of interior floor area, and at least 0.92 m² of Outdoor Enclosure, within the Coop;
 - b) locate the Coop in a rear yard no less than 0.9 metres from the side and rear boundaries;
 - c) provide and maintain, in the Coop, at least one nest box per coop and one perch per Hen, that is at least 15 cm long;
 - d) keep each Hen in the Coop at all times;
 - e) provide each Hen with food, water, shelter, light, ventilation, care, and opportunities for essential behaviours such as scratching, dust-bathing, and roosting, all sufficient to maintain the Hen in good health;
 - f) maintain the Coop in good repair and sanitary condition, and free from vermin and noxious or offensive smells and substances;
 - g) construct and maintain the Coop to prevent any rodent from harbouring underneath or within it or within its walls, and to prevent entrance by any other animal;
 - h) keep a food container and water container in the Coop;

- i) keep the Coop secured from sunset to sunrise;
 - j) remove leftover feed, trash, and manure in a timely manner;
 - k) store feed within a fully enclosed container;
 - l) store manure within a fully enclosed container, and store no more than 3 cubic feet of manure at a time;
 - m) remove all other manure not used for composting or fertilizing and dispose of same in accordance with Town bylaws;
 - n) follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak;
 - o) register their hen flock with the Province through the Premise Identification Program and/or any other registration system required by Provincial or Federal regulation or legislation; and
 - p) keep Hens for personal use only.
197. No person who keeps Urban Hens shall:
- a) sell eggs, manure, meat, or other products derived from Hens;
 - b) slaughter a Hen on the property;
 - c) keep a Hen in a cage, kennel, or any shelter other than a Coop.
198. A person who contravenes any provision of this Bylaw is guilty of an offence.
199. A person who is guilty of an offence of any of the provisions of in Section 196 and 197, shall result in a fine as provided in Schedule B.
200. A Bylaw Enforcement Officer is authorized and empowered to issue a Municipal Tag to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
201. A Municipal Tag may be issued to such person:
- a) either personally; or
 - b) by mailing a copy to such person at his or her last known address.
202. The Municipal Tag shall be in a form approved by the CAO and shall state:
- a) the name of the person;
 - b) the offence;
 - c) the specified penalty established by this bylaw for the offence;
 - d) that the penalty shall be paid within thirty (30) days of the issuance of the Municipal Tag; and
 - e) any other information as may be required by the CAO.
203. Where a Municipal Tag is issued pursuant to this bylaw, the person to whom the Municipal Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified within the time period indicated on the Municipal Tag.

204. If a Municipal Tag has been issued and if the specified penalty has not been paid within the prescribed time, then a Bylaw Enforcement Officer is authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act.
205. A Bylaw Enforcement Officer is authorized and empowered to issue a Violation Ticket to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.
206. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- a) specify the fine amount established by this bylaw for the offence; or
 - b) require a person to appear in court without the alternative of making a voluntary payment.
207. If a Violation Ticket is issued in respect of the offence stating the fine established by this bylaw, the person who was issued the Violation Ticket may make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.
208. No person shall obstruct or hinder any Bylaw Enforcement Officer in the exercise or performance of the person's powers pursuant to this Bylaw.
209. Without restricting any other power, duty or function granted by this Bylaw, the CAO may:
- a) carry out any inspections to determine compliance with this bylaw;
 - b) take any steps or carry out any actions required to enforce this bylaw;
 - c) take any steps or carry out any actions required to remedy a contravention of this bylaw;
 - d) establish forms for the purposes of this bylaw; and
 - e) delegate any powers, duties or functions under this bylaw to a Town employee.
210. Nothing in this bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Town Bylaw, or any requirement of any lawful permit, order or license.

AUTHORITY OF DIRECTOR

211. The Director of Protective Services may:
- (a) receive Animals into protective care pursuant to fire, flood, or other reasons;
 - (b) retain the Animals temporarily;
 - (c) charge the Owner fees pursuant to Schedule "B" for costs of impoundment; and
 - (d) at the end of the protective care period, if no other arrangements are made between the Owner and the Director of Protective Services, treat such Animals as impounded Animals.
212. The Director of Protective Services may offer for sale, euthanize, or otherwise dispose of all unclaimed Animals which have been received at the Animal Shelter.

213. The Director of Protective Services shall not sell, euthanize, or otherwise dispose of an impounded Animal or Aggressive Animal until an Animal is retained in the Animal Shelter for:
- (a) seven (7) days after the Owner has received notice or is deemed by Section 201 to have received notice that the Animal is in the Animal Shelter; or
 - (b) seventy-two (72) hours, if the name and address of the Owner is not known.
214. The Director of Protective Services may retain an Animal for a longer period if in his/her opinion the circumstances warrant the expense or he/she has reasonable grounds to believe that the Animal is a continued danger to persons, Animals, or property.

GENERAL INFORMATION

215. The Bylaw Enforcement Officer shall keep an up-to-date record of all complaints, notices, and reports and any similar records.
216. Each day an offence continues constitutes a separate offence occurrence.

VIOLATION TICKETS AND PENALTIES

217. A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Municipal Tag to any person whom the Officer has reasonable grounds to believe has contravened any provision of this Bylaw;
218. The Municipal Tag may be served:
- a) in the case of an individual,
 - i. personally to the individual;
 - ii. by registered mail to the individual at their apparent place of residence or at any address for the individual on the tax roll of the Town or at the Land Titles registry; or
 - iii. by leaving it for the individual at their apparent place of residence with someone who appears to be at least 18 years of age.
 - b) in the case of a corporate entity,
 - i. personally to any director or officer of the corporate entity;
 - ii. personally to a person apparently in charge of an office of the corporate entity at an address held out by the corporate entity to be its address; or
 - iii. by registered mail addressed to the registered office of the corporate entity.
219. Notwithstanding Section 218, the Municipal Tag may be posted in a conspicuous place on the individual's or corporate entity's last known premises of record, if service cannot otherwise reasonably be effected.
220. The Municipal Tag shall be in a form approved by the CAO and shall state at minimum:

- a) the name of the person who allegedly committed the offence;
 - b) the location at which the offence was allegedly committed, if applicable;
 - c) the penalty imposed for the offence as specified in Schedule "B" of this Bylaw;
 - d) that the penalty must be paid within thirty (30) clear days of the issuance of the Municipal Tag in order to avoid prosecution; and
 - e) any other information as may be required by the CAO.
221. Where a Municipal Tag has been issued pursuant to this Bylaw, the person to whom the Municipal Tag has been Issued may, in lieu of being prosecuted for the offence, pay to the Town the monetary penalty specified on the Municipal Tag.

CONTINUING OFFENCES

222. Where a contravention of this Bylaw is of a continuing nature, further Municipal Tag may be issued by a Bylaw Enforcement Officer provided that no more than one (1) Municipal Tag is issued for each day that a contravention continues.
223. If a Municipal Tag has been issued and the penalty not paid within the prescribed time, a Bylaw Enforcement Officer may issue a Violation Ticket pursuant to Part 2 of the Provincial Offences Procedure Act to the person to whom the Municipal Tag was issued.
224. Nothing in this Bylaw shall prevent a Bylaw Enforcement Officer from immediately issuing a Violation Ticket to any person whom the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw;
225. The Bylaw Enforcement Officer may issue a Violation Ticket to any Owner alleged to have committed a breach of this bylaw which shall state the complaint and the specified penalty as described in Schedule B, and the date, time and place at which the defendant is to appear to answer the summons.
226. Voluntary payment of the Violation Ticket in accordance with terms of the Violation Ticket shall be accepted by the Town as a plea of guilty in accordance with Section 25 of the Provincial Offences Procedure Act.
227. A Violation Ticket shall be deemed to be sufficiently served in any prosecution:
- a) if served personally to the accused;
 - b) if mailed by registered post to the last known address of the accused person;
 - c) if left at the accused's usual residence or with another resident thereof who appears to be at least eighteen (18) years of age;
 - d) where the accused is an association, partnership or corporation, if mailed by registered post to the last known office address or registered office address or if left with a person who appears to be at least eighteen (18) years of age and is employed by or is an officer of the association, partnership or corporation.
228. This section shall not prevent any Bylaw Enforcement Officer from issuing a Violation Ticket requiring the court appearance of the defendant, pursuant to the provisions of the Provincial Offences Procedure Act.

- 229. Nothing in Sections 218 and 219 of this bylaw shall prevent any person or Owner from defending a charge of committing a breach of this bylaw.
- 230. Any person or Owner who commits a breach of any of the provisions of this bylaw shall be liable to the fines as set forth in Schedule B for the offence listed therein, and to a fine of not less than \$100.00 for any other offence under this bylaw.
- 231. This bylaw shall not apply to Dogs owned by any police service while the Dogs are engaged in police work.
- 232. A Bylaw Enforcement Officer investigating a complaint involving the threatening behavior of an animal may classify the behavior by means of reference to the Dr. Ian Dunbar's Aggression Scale, which is set out in Schedule D of the bylaw.

TRAPPING OF ANIMALS (INCLUDING CATS)

- 233. Any Person complaining about a Cat At-Large or an Animal causing damage to the Person's property may apply to the Town of Sylvan Lake Municipal Enforcement Services for the issuance of an Animal trap.
- 234. If a Bylaw Enforcement Officer has reasonable and probable grounds to believe that a Cat is At-Large or that an Animal is causing damage to a Person's property, either through personal observation or after an investigation concerning the Cat or Animal, the Bylaw Enforcement Officer may deliver and set an Animal trap on the property of the Person complaining.
- 235. A Person, upon having an Animal trap set on their property by a Bylaw Enforcement Officer with respect to a Cat, shall comply with the Procedure and Guidelines for The Trapping of Stray Cats, specified in Schedule "C" of this Bylaw, and all other conditions and requirements as the Bylaw Enforcement Officer may require.
- 236. No Person shall:
 - a) Tease a Cat or Animal caught in an Animal trap;
 - b) Throw or poke any object into an Animal trap when a Cat or an Animal is caught therein;
 - c) Fail to check a set Animal trap on the Person's property hourly, or as otherwise required by a Bylaw Enforcement Officer;
 - d) Leave a set Animal trap unattended;
 - e) Leave an Animal trap set between the hours of 11:00 p.m. and 6:00 a.m., unless otherwise authorized by a Bylaw Enforcement Officer;
 - f) Tamper with an Animal trap, whether the Animal trap is empty or has trapped a Cat or Animal inside.
- 237. With respect to a Person finding a Cat in an Animal trap, the Person shall deliver the Cat, still inside the Animal trap, to a Bylaw Enforcement Officer within 24 hours.
- 238. The provision of an Animal trap to a Person shall be at the sole discretion of a Bylaw Enforcement Officer.

REMEDIAL ORDERS

233. A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Remedial Order to any Person whom the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
234. A Remedial Order written pursuant to this Bylaw may:
- a) Reasonably direct a Person to stop doing something, or to change the way in which the Person is doing it;
 - b) Direct a Person to take any reasonable action or measures necessary to remedy the contravention of this Bylaw, and, if necessary, to prevent a reoccurrence of the contravention;
 - c) State a time within which a Person must comply with the directions; and,
 - d) State that if the Person does not comply with the directions within the specified time, the Town may take the action or measures at the expense of the Person.
235. A Remedial Order written pursuant to this Bylaw may be served
- a) By physically delivering it to the Person; or,
 - b) By mail addressed to the Person at their apparent place of residence or at any address for the Person on the tax roll of the Town or at the Land Titles registry. A Remedial Order is deemed to be received seven (7) days after it is mailed.
236. If service of the Remedial Order cannot be reasonably affected, or if the Bylaw Enforcement Officer believes that the Owner of the animal is evading service, the Bylaw Enforcement Officer may post the Remedial Order on the private dwelling place of the Owner of the animal, as registered at the Licensing Office and the Remedial Order shall be deemed to be served upon the expiry of three (3) days after the Remedial Order is posted.
237. Every Person who fails to comply with a Remedial Order issued pursuant to this Bylaw within the time set out in the Remedial Order commits an offence.
238. A Person who has received a Remedial Order may request Council to review Remedial Orders issued in accordance with this Bylaw by written notice of appeal to the Chief Administrative Officer within fourteen (14) days of the date the Remedial Order is received.
239. Each notice of appeal shall
- a) State with reasonable detail, the grounds of appeal;
 - b) State the name, address and interest of the appellant; and,
 - c) Be dated and signed by the appellant or on their behalf by their agent and, if signed by an agent shall state the name and address of the agent as well as that of the appellant.

APPEAL PROCEDURE

240. Each notice of appeal shall

- a) State with reasonable detail, the grounds of appeal;
- b) State the name, address and interest of the appellant; and,
- c) Be dated and signed by the appellant or on their behalf by their agent and, if signed by an agent shall state the name and address of the agent as well as that of the appellant.

241. When hearing an appeal Council shall:

- a) Hold a hearing and make a decision within thirty (30) days after receipt of the Notice of Appeal;
- b) Ensure that the notice of the hearing is mailed to the appellant at least five (5) days prior to the date of the hearing;
- c) Consider each appeal having due regard to the circumstances and merits of the case and to this Bylaw;
- d) Not be bound by the rules of evidence applicable to Courts of civil or criminal jurisdiction;
- e) Afford to every Person concerned the opportunity to be heard, to submit evidence of others, as outlined in Schedule F of this Bylaw; and,
- f) Make and keep a written record of its proceeding which shall be in the form of a summary of the evidence presented to Council at the hearing.

242. In determining an appeal, Council

- a) May confirm, vary, substitute or cancel the original decision; and,
- b) Shall render its decision in writing to the appellant within fourteen (14) days from the date of decision.

EFFECTIVE DATE

243. This bylaw shall come into force and effect when it receives third reading and is duly signed.

SEVERABILITY

244. Every provision of this bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

245. Nothing in this Bylaw relieves a person from complying with any provision of any federal or provincial law or regulation, other bylaw or any requirement of any lawful permit, order or license.

246. Any heading, sub-headings, or tables of contents in this Bylaw are included for guidance purposes and convenience only, and shall not form part of this Bylaw.
247. Where this Bylaw refers to another Act, Bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefor.
248. All the schedules attached to this Bylaw shall form a part of this Bylaw.
249. This Bylaw does not apply to the Town in respect of Animals used by or on behalf of the Town for the purpose of land management, including weed control, on Town owned lands.

REPEAL OF BYLAW 1726/2016

Upon third and final reading and signing of this Bylaw, the Animal Control Bylaw No. 1726/2016 is hereby repealed.

Read a First time in Council this _____ day of _____, 2021.

Read a Second time in Council this _____ day of _____, 2021.

Read a Third and Final time in Council this _____ day of _____, 2021.

Mayor Sean McIntyre

Chief Administrative Officer Wally Ferris

Schedule A - License Fees, Kennel Fees and Town Animal Shelter Fees

Schedule "A" – License Fees, Kennel Fees and Town Animal Shelter Fees	
Service	Fee in Dollars
Animal Licenses	
Intact Dog	\$60.00
Altered Dog	\$30.00
Intact Cat	\$60.00
Altered Cat	\$30.00
Nuisance Animal License	\$100.00
Aggressive Animal License	\$125.00
Replacement License	\$15.00
Replacement Aggressive Animal License	\$15.00
Urban Hens License	\$60.00
Kennel Licenses	
Kennel License	\$125.00
Town Animal Shelter Fee (Includes Town Animal Shelter Quarantine Fees, if directed)	
1 st Day	\$65.00
2 nd Day	\$150.00
3 rd Day	\$300.00

Please Note:

1. Animal Licenses are not transferable
2. It is the responsibility of the Owner of any Animal to provide a certificate from a veterinarian indicating the Animal has been spayed or neutered.

Schedule B – General Penalties

Schedule B - Specified Penalties (in dollars)					
Offence Description	Section		Specified Penalty	Prescribed Reduction Amount (if paid within 10 days)	Early Payment Amount (If paid within 10 days)
OFFENCES					
Owner of a Dog or Cat fail to purchase, renew, or have valid Animal License for a Dog or Cat.	71	1st	130	39	91
		2nd	260	78	182
		3rd	650	195	455
Person Own a Dog or Cat without an Animal License issued by the Town.	71	1st	130	39	91
		2nd	260	78	182
		3rd	390	117	273
Owner keep Dog or Cat within Town for more than 30 days in a one-year period fail to obtain an Animal License for such Dog or Cat.	75	1st	130	39	91
		2nd	260	78	182
		3rd	390	117	273
Owner of a Dog or Cat fail to notify Town within 15 days of change of Ownership, address, or death of Dog or Cat.	77	1st	130	39	91
		2nd	260	78	182
		3rd	390	117	273
Person keep, Harbour, or have in custody more than 3 Dogs in one dwelling unit.	78	1st	130	39	91
		2nd	260	78	182
		3rd	650	195	455
Person keep, Harbour, or have in custody more than 3 Cats in one dwelling unit.	79	1st	130	39	91
		2nd	260	78	182
		3rd	650	195	455
Person give false information when applying for an Animal License.	82	1st	130	39	91
		2nd	260	78	182
		3rd	650	195	455
Owner of Animal fail to provide necessary documentation, Veterinarian records, etc. when requested.	81	1st	250	75	175
		2nd	500	150	350
		3rd	750	225	525
Owner of an Animal that runs At-Large	89	1st	130	39	91
		2nd	260	78	182
		3rd	390	117	273
Owner of a Dog fail to have Dog on a Leash.	89	1st	130	39	91
		2nd	260	78	182
		3rd	650	195	455
Owner of an Animal that shows aggression towards a Person or another Animal.	90	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of an Animal that chases a bicycle, motor vehicle, other vehicle, or another Animal.	90 a)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of an Animal that chases, threatens, lunges toward, growls, snaps at, or causes Person to fear for safety.	90 b)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of an Animal that damages public or private property.	90 c)	1st	200	60	140
		2nd	450	135	315
		3rd	750	225	525

Owner of an Animal that bites a Person or another Animal.	90 e)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of an Animal that attacks a Person or another Animal.	90 f)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of an Animal that barks, howls or engages in any other activity that causes noise or sounds disturbing a Person.	93	1st	200	60	140
		2nd	450	135	315
		3rd	750	225	525
Owner of an Animal that enters green space, playground, sports field, cemetery, swimming area or other area, prohibited by signs or by BEO.	94	1st	130	39	91
		2nd	260	78	182
		3rd	650	195	455
Owner of an Animal that defecates on public or private property, and feces not immediately removed by Owner.	98	1st	130	39	91
		2nd	260	78	182
		3rd	650	195	455
Owner of female Animal in heat fail to confine Animal indoors or use Leash or Harness while under outdoor supervision.	100	1st	130	39	91
		2nd	260	78	182
		3rd	390	117	273
Owner of Animal fail to provide Animal sufficient food, water, shelter, protection from elements.	102	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Animal fail to provide care, medical attention to Animal, when required.	103	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of a Dog permit unlicensed Animal or Aggressive Animal to be in Off-Leash Dog Area.	104	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner of Dog fail to carry suitable Leash for every Dog under care and control in Off-Leash Area.	109	1st	130	39	91
		2nd	260	78	182
		3rd	390	117	273
Owner of Dog in Off-Leash Area fail to remain / be within a reasonable distance to ensure Dog is Under Control.	110	1st	130	39	91
		2nd	260	78	182
		3rd	390	117	273
Owner of an Animal fail to comply with directions of BEO to Leash Dog in or remove Animal from Off-Leash Area or re-enter Off-Leash Area when banned.	111	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Dog in the Off-Leash Area fail to immediately fasten suitable Leash on Dog after becoming a concern or threat to Person.	113	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Animal, having parked vehicle, fail to ensure Animal is restricted, restrained, or contained to prevent Biting or Attacking Persons / Animals in the vicinity.	116 a)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Animal leave Animal unattended in vehicle without adequate ventilation or temperature control.	116 b)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Animal leave Animal unattended in or on vehicle, trailer, etc., without providing protection from elements.	117	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Animal operating vehicle fail to ensure Animal is restricted,	119	1st	130	39	91
		2nd	260	78	182
		3rd	390	117	273

restrained, secured to prevent injury or escape.					
Owner of a Nuisance fail to comply with the written conditions or requirements imBEosed and specified.	125	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner under 18 years of age have care, BEOssession or control of Aggressive Animal.	137	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner of Aggressive Animal fail to apply for Aggressive Animal License after Aggressive Animal declaration.	139 a)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Aggressive Animal fail to notify Town of Ownership of Aggressive Animal and apply for a Aggressive Dog License, after Aggressive Animal declaration	139 b)	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner of Aggressive Animal fail to have Veterinarian tattoo, implant Identification, or microchip in Aggressive Animal within 3 days.	140 a)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Aggressive Animal fail to provide Identification information to Town prior to issuance of Aggressive Animal License.	140 b)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner fail to prominently display Aggressive Animal warning sign at entrances to Owner's property.	144	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner of Aggressive Animal fail to secure Aggressive Animal to Harness, Leash, or restraining device.	151	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner of Aggressive Animal fail to ensure Aggressive Animal is wearing properly fitted muzzle securely fastened.	151	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner having care, BEOssession or control of Aggressive Animal fail to maintain Animal Under Control.	151	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner of Aggressive Animal fail to confine Aggressive Animal indoors.	152	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner fail to confine Aggressive Animal in locked enclosure, pen structure.	153	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner of Aggressive Animal fail to comply with specifications of pen structure.	154	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Owner of Animal who believes said Animal has Communicable Disease fail to immediately notify BEO.	155	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner fail to surrender Animal for quarantine.	156	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Veterinarian / Owner fail to send body of Animal having died of Communicable Disease to health department for examination.	158	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Veterinarian / Owner fail to notify BEO of Veterinarian diagnosis of	159	1st	325	98	227
		2nd	650	195	455

Animal having died of Communicable Disease.		3rd	1300	390	910
Owner fail to keep the Animal adequately quarantined.	160	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Person, uBEO on demand of BEO, fail to surrender carcass of Animal exBEOed to rabies.	161	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Animal willfully / negligently abuse, tease, torment or annoy an Animal.	174	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Animal willfully / negligently harm or injure an Animal.	175	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Owner of Animal willfully / negligently open gate, door, enclosure, etc., allowing Animal to be At-Large.	176	1st	250	75	175
		2nd	500	150	350
		3rd	750	225	525
Owner of Animal untie, loosen or free a restrained Animal.	177	1st	250	75	175
		2nd	500	150	350
		3rd	750	225	525
Person or Owner of Animal hinder, interfere, or obstruct a BEO attempting to capture an Animal.	181 a)	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Person or Owner of Animal open a vehicle in which an Animal has been captured.	181 b)	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Person or Owner of Animal remove, attempt to remove Animal from BEO session of a BEO.	181 c)	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Person or Owner hinder, interfere, or obstruct a BEO in execution of duties.	181 f)	1st	975	293	682
		2nd	1950	585	1365
		3rd	3250	975	2275
Person Harbour or permit to Harbour Livestock, Restricted Animals, or other mammal, Animal deemed dangerous or objectionable.	184	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Person own or possess Restricted Animal without written authorization from BEO.	185	1st	130	39	91
		2nd	260	78	182
		3rd	390	117	273
Person Own or Harbour Animal, or hybrid of Animal, of kind listed in Schedule 5 of Alberta Wildlife Regulation.	185	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Person tease a Cat or Animal caught in an Animal trap.	236 a)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Person throw or poke object into Animal trap when Cat / Animal in Trap.	236 b)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
	236 c)	1st	325	98	227

Person fail to check Animal trap on Person's property hourly or as required by PO.		2nd	650	195	455
		3rd	1300	390	910
Person leave set Animal trap unattended.	236 d)	1st	325	98	227
		2nd	650	195	455
		3rd	1300	390	910
Person leave Animal trap set between 11:00 p.m. and 6:00 a.m.	236 e)	1st	250	75	175
		2nd	500	150	350
		3rd	750	225	525
Person tamper with Animal trap, whether empty or not.	236 f)	1st	250	75	175
		2nd	500	150	350
		3rd	750	225	525
Person finding Cat in Animal trap fail to deliver Cat inside trap to PO within 24 hrs.	237	1st	250	75	175
		2nd	500	150	350
		3rd	750	225	525
Any offence for which there is no penalty specified:	230	Penalty of not less than \$200.00 and not more than \$10,000.00; and in default of payment of any penalty, to imprisonment for up to six (6) months.			
In the case of an offence that is of a continuing nature:	222	A contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in an amount not less than that prescribed in this schedule (Schedule "B").			

Schedule C – Procedure and Guidelines For Trapping of Cats

1. A resident of the Town of Sylvan Lake who has a complaint about a Cat At-Large or causing damage to his or her property, may report such complaints to a Bylaw Enforcement Officer.
2. If the complaint is found to be valid, a Bylaw Enforcement Officer will deliver and set a Cat trap on the property of the complainant.
3. The complainant will be requested to sign a form and an agreement provided by a Bylaw Enforcement Officer.
4. The complainant will be required to pay a \$50.00 deposit to the Town for a Cat trap. This deposit will be returned to the complainant when the trap is collected and is found to be in the same condition it was at the time it was provided by a Bylaw Enforcement Officer.
5. It will be the responsibility of the complainant to check the trap hourly, or as approved by a Bylaw Enforcement Officer and, if an Animal is caught, the complainant must contact a Bylaw Enforcement Officer within 24 hours following the trapping.
6. A Bylaw Enforcement Officer may enter and inspect the premises, other than a dwelling house, of the complainant to set and periodically check a Cat trap.
7. The complainant shall not leave a trap set on his or her property unattended when absent therefrom for any period of time whatsoever, except as approved by a Bylaw Enforcement Officer.
8. The complainant shall check the trap prior to 11:00 p.m. on each night that the trap is on his or her property and, if no Animal is caught, he or she shall, unless otherwise approved by a Bylaw Enforcement Officer in writing, trip the trap and render it harmless until 6:00 a.m. the following day, when the complainant may again set the trap.
9. At such time as a Bylaw Enforcement Officer takes possession of a trapped Cat, a Bylaw Enforcement Officer will try to locate an identifying tag or tattoo on the Cat and, if found, will make every effort to contact the Owner of the Cat in order to report that it has been impounded by a Bylaw Enforcement Officer.
10. If an identification tag or tattoo cannot be found on the impounded Cat, a Bylaw Enforcement Officer will keep the Cat for a period of at least 96 hours and, after that time, as space permits. After said 96 hour period, it shall be at the discretion of the Director of Protective Services as to whether or not the trapped Cat shall be kept, sold to a new owner, or be euthanized. However, notwithstanding the care taken to ensure return of an Owner's Cat, if a trapped Cat shall be found by a Bylaw Enforcement Officer to be wild and dangerous and/or seriously injured, it may be euthanized immediately, at the discretion of a Veterinarian, upon being impounded by a Bylaw Enforcement Officer.
11. If the Owner of a Cat attends at the Animal Shelter for the purpose of claiming his or her Cat that was At-Large, an offence ticket will be issued to the Owner in accordance with this Bylaw.

12. It is the responsibility of the complainant to ensure that, once a Cat is trapped on his property, that the said Cat not be mistreated or neglected in any manner, or otherwise be dealt with contrary to any provision of this Bylaw, by anyone on his or her property, or anyone coming onto his or her property.
13. Any Person seeing a Cat in a trap being abused is encouraged to telephone and report the abuse to a Bylaw Enforcement Officer, at which time a Bylaw Enforcement Officer will attend at the premises where the abuse has taken place and will remove the Cat and the trap forthwith.
14. A Bylaw Enforcement Officer will not provide service after regular business hours.
15. No Cat traps will be set by a Bylaw Enforcement Officer for a complainant when weather conditions are, or are forecast to be, lower than 0 degrees Celsius or higher than 24 degrees Celsius within the 72 hour period from the time of issue.

Schedule D – Dr Ian Dunbar’s Aggression Scale

ASSESSMENT OF THE SEVERITY OF BITING PROBLEMS BASED ON AN OBJECTIVE EVALUATION OF WOUND PATHOLOGY

Level 1	Dog growls, lunges, snarls – no teeth touch skin. Mostly intimidation and/or threatening behaviour.
Level 2	Teeth touch skin but no puncture. May have red mark and/or minor bruise from dog’s head or snout, may have minor scratches from paws and/or nails. Minor surface abrasions or lacerations.
Level 3	Punctures one (1) to three (3) holes, single Bite. No tearing or slashes. Victim not shaken side to side. Bruising.
Level 3.5	Multiple Level 3 Bites.
Level 4	Two (2) to four (4) holes from a single Bite, typically contact and/or punctures from more than canines, considerable bruising. Black bruising, tears and/or slashing wounds. Dog clamped down and held and/or shook head from side to side.
Level 5	Multiple Bites at Level 4 or above. A concerted, repeated Attack causing Severe Injury
Level 6	Any Bite resulting in death of an Animal.

This Scale was developed by Dr. Ian Dunbar PhD. B Vet Med, MRCVS, of Berkeley California. From his studies Dr. Dunbar has been able to separate and classify bites into a generalized six-level assessment protocol. This Scale is used as a standard throughout the world in canine aggression investigations and behavior assessment.

WARNING!

Due To Aggressive Actions...



AGGRESSIVE DOG ON PREMISES

Schedule F – Appeal Proceeding

Appeal Proceedings

RESPECTFUL PET OWNERSHIP BYLAW APPEAL

Date & Time

Municipal Government Building Council Chambers

Re: Subject of Appeal

1. Meeting called to order
2. Introduction of the Council and those present are asked if there are any objections to any Councillor hearing the appeal
3. Purpose of the hearing explained, Chair:
4. Town of Sylvan Lake / Municipal Enforcement is heard
5. Questions of Town of Sylvan Lake / Municipal Enforcement for clarification
6. Any witness(es) for Town of Sylvan Lake / Municipal Enforcement is heard
7. Questions of witness(es) for clarification
8. Appellant is heard
9. Questions of Appellant for clarification
10. Any witness(es) for Appellant is heard
11. Questions of witness(es) for clarification
12. Closing Remarks (Town of Sylvan Lake Municipal Enforcement followed by Appellant)
13. Hearing is concluded
14. Deliberation “in camera”
15. Decision
 - a. In determining the appeal, Council may confirm, vary, substitute or cancel the original order / ticket.
 - b. A decision shall be rendered in writing to the appellant within fourteen (14) days from the date of the hearing.