

**TOWN OF LEGAL  
ENFORCEMENT SERVICES**

File # 2012-XXXX

<Date>

<Name>

<Address>

<City, Province>

<Postal Code>

Dear <Name>:

**Subject:        Barking Dog Complaint – Animal Control File # 2012-XXXX**

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Please find enclosed the Barking Package as discussed during our conversation on <Date>. Town of Legal Animal Control Bylaw 01-2006 PART III Section 3 states:

***No person shall permit his or her dog to bark or howl excessively or in any other manner disturb the peace, quiet or repose of a person; and, when a dog barks, howls or in any manner disturbs the quiet of a person, the owner shall be deemed to have failed or refused to comply with this section.***

In order to successfully prosecute a dog owner for allowing a dog to bark we would like to request that the barking package is completed in as much detail as possible. In order to issue a warning or a summons (ticket) as a follow-up to the barking package, all of the elements of the offense need to be recorded. Once the summons (ticket) is issued, should the dog owner decide to choose the court option instead of paying the fine, this package will become court evidence and you may be required to attend. Details that will help ensure Animal Control to issue a summons are as follows:

- You must be able to identify the dog and exactly where the dog resides and how you know it resides there. We need a detailed description of the dog (i.e. breed, color, size, sex, distinguishing features, markings, and collar). Can you associate someone at the residence to the dog? Do you know who owns the dog?
- Is there any reason that the dog is barking? We have to prove the dog is barking without provocation. Can you see people walking by, another dog or wildlife or something that the dog may be barking at?
- How does the dog's barking interfere with the use and enjoyment of your property? Is the dog waking you up in the middle of the night, disturbing your sleep or are you being inhibited from being able to do yard work?

Keep a **detailed** log of the barking activity and how it affects you for at least 14 days (should be filled out only by one member of the family to avoid confusion of who heard what and when). This will give us a good look at what is going on, times, and duration. If you can photograph the dog or even tape record the dog barking and record notes of times and dates, this can be helpful. The more information you can give us the better chance we will have of dealing with your complaint.

We are also enclosing a “sample” barking package as a guide to the type of detail necessary in these circumstances. The record of disturbance must be filled out in pen by one individual at the time of the disturbance. The record must be signed and dated by the complainant.

***Remember - by providing this information you may be required to testify in Court.***

Once the package is complete it can be submitted to:

Town of Legal Enforcement Services  
5021-50 Street  
Legal, AB  
T0G – 1L0

Should you have any further question please contact Animal Control Services at 780 961-3773.

Yours truly,

Karen Stevenson  
Animal Control Officer  
Enforcement Services  
Town of Legal

## Animal Control Services Barking Package

<b>Complainant Information</b>			
<b>Date:</b>			
<b>Name:</b>		<b>Phone Number:</b>	
<b>Address:</b>			
<b>Description of Dog</b>			
<b>Breed:</b>		<b>Colour:</b>	
<b>Size:</b>		<b>Sex:</b>	
<b>Distinguishing Features:</b>			
<b>Where do you believe the dog is from and why?</b>			
<b>Is there any provocation to the dog barking that you are aware of?</b>			
<b>How has the barking affected you and/or your family?</b>			

# EXAMPLE

## Animal Control Services Barking Package – Record of Disturbance

<b>Complainant Information</b>		<b>Source of Disturbance</b>	
<b>Name:</b>	John Doe	<b>Name (If Known):</b>	Jane and Joe Bloomingdale
<b>Address:</b>	# 38 Aspen Hills Subdivision	<b>Location:</b>	# 40 Aspen Hills Subdivision
<b>Phone Number:</b>	555-555-5555	<b>Description of Dog:</b>	Medium Black Dog and White Dog

<b>Date:</b>	<b>Time Started Barking:</b>	<b>Time Stopped Barking:</b>	<b>Comments:</b>
Aug 27, 2008	9:30 a.m.	10:45 a.m.	Returning from our morning walk, both dogs howl, bark and bay as we walked by and while we walked up our driveway (# 40 Aspen Hills), but they also continued none stop long after we have gone in the house (approx 45 minutes).
Aug 27, 2008	11:15 a.m.	1:20 pm	Neighbor from down around the corner of the subdivision was walking her dog by the dog owner's property (# 38 Aspen Hills) at 11:00 am when dogs started to bark but the dogs continued to bark after they were out of sight (Approximately 60 minutes). Saw no other indication of what might have caused them to bark.
Aug 27, 2009	3:35 p.m.	4:55 pm	School bus was dropping kids off at the entrance to our property but the neighbor's dogs continued to bark even after all children had gone inside (approximately 45 minutes).
Aug 27, 2008	8:00 p.m.	11:15 p.m.	Both dogs are by the gate at the road. Loud barking, but cannot see what they are barking at, as view is obstructed by trees, but nothing became visible during the time that they continued to bark.
Aug 28, 2008	9:30 a.m.	10:45 a.m.	Returning from our morning walk, both dogs howl, bark and bay as we walked by and while we walked up our driveway, but they also continued continuously long after we have gone in the house (approx 40 minutes).
Aug 28, 2008	11:30 a.m.	1:50 pm	Moose ran down the road by the dog owner's property at 11:30 am when dogs started to bark but the dogs continued to bark after moose had vacated the subdivision (Approximately 90 minutes). Saw no other indication of what might have caused them to continue barking.
Aug 28, 2008	3:30 p.m.	4:55 pm	School bus was dropping kids off at the entrance to our property but the dogs continued to bark even after all children had gone inside (approximately 50 minutes).
Aug 28, 2008	9:30 p.m.	2:00 am	Both dogs are by the gate at the road. Loud barking, but cannot see what they are barking at as it is dark outside. Saw owners arrive home from work at 8:00 pm but they have made no attempt to call the dogs in or make them be quiet. Dogs woke my children up at 10:00 pm and then again at 1:00 am the dogs woke up our entire family. Called neighbor but he refused to call the dogs inside as he said they were protecting his property. I asked him from what and he hung up on me.

# EXAMPLE

## Animal Control Services Barking Package – Record of Disturbance

Aug 29, 2008	8:00 am	5:00 pm	I left my acreage to go to town so was not home to record any barking during these times.
Aug 29, 2008	9:00 p.m.	midnight	Both dogs are by the gate at the road. Loud barking, but cannot see what they are barking at as it is dark outside. Saw owners arrive home from work at 8:00 pm but they have made no attempt to call the dogs in or encourage them to discontinue barking. Dogs woke my children up at 10:00 pm and then again at midnight the dogs woke up our entire family. Called neighbor but no one answered the phone this time.
Aug 30, 2008	9:30 a.m.	10:45 a.m.	Returning from our morning walk, both dogs howl, bark and bay as we walked by and while we walked up our driveway, but they also continued long after we have gone in the house (approx 55 minutes).
Aug 30, 2008	2:00 pm	4:00 pm	Both dogs by the gate barking and howling and I do not see anything that could be disturbing them. Other dogs in the area began to join in. Owner tried to call the dogs in for about 5 minutes but they would not listen so she just went back inside.
Aug 30, 2008	11:30 p.m.	2:00 am	Both dogs are by the gate at the road. Loud barking, but cannot see what they are barking at as it is dark outside. Saw owners arrive home from work at 10:30 pm but they have made no attempt to call the dogs in. Dogs woke my children up at 11:30 pm and then again at 1:30 am the dogs woke up our entire family. Called the neighbor and when he answered I explained my problem about the dogs and their barking but he said I cannot stop them and then just hung up.
Aug 31, 2008	4:30 a.m.	5:45 a.m.	Was awakened by the dogs again at 4:30 am, but could not tell where in their yard they were or why they were barking. The neighbor did not try to call or retrieve them during this barking episode, although I am sure they were home. I did not phone their residence this time.
Aug 31, 2008	9:15 a.m.	10:35 a.m.	Returning from our morning walk, both dogs howl, bark and bay as we walked by and while we walked up our driveway, but they also continued long after we have gone in the house (approx 45 minutes).
Aug 31, 2008	11:00 a.m.	1:30 p.m.	Dogs at fence between our house and theirs. Barking on and off while I was cutting the grass even when I was on the far side of our property.
September 1-7			Gone camping for weekend and a few extra days so was not able to record barking during this time.
Sept 8, 2008	9:30 a.m.	10:45 a.m.	Returning from our morning walk, both dogs howl, bark and bay as we walked by and while we walked up our driveway (# 40 Aspen Hills), but they also continued long after we have gone in the house (approx 45 minutes).

# EXAMPLE

## Animal Control Services Barking Package – Record of Disturbance

Sept 8, 2008	11:15 a.m.	1:20 pm	Another neighbor from the subdivision was riding her horse by the dog owner's property (# 38 Aspen Hills) at 11:00 am when dogs started to bark but the dogs continued to bark after they were out of sight (approximately 60 minutes). Saw no other indication of what might have caused them to continue to bark.
Sept 8, 2008	3:40 p.m.	4:55 pm	School bus dropping kids off at the entrance to our property but the neighbor's dogs continued to bark even after all children had gone inside (approximately 45 minutes).
Sept 8, 2008	8:00 p.m.	11:15 p.m.	Both dogs are by the gate at the road. Loud barking, but cannot see what they are barking at as view is obstructed by trees. However nothing became visible during the time that they continued to bark.
Sept 9, 2008	9:30 a.m.	10:45 a.m.	Returning from our morning walk, both dogs howl, bark and bay as we walked by and while we walked up our driveway, but they also continued long after we have gone in the house (approx 45 minutes).
Sept 9, 2008	2:00 pm	4:00 pm	Both dogs by the gate barking and howling and I do not see anything that could be disturbing them. Other dogs in the area began to join in. Owner tried to call the dogs in but they would not listen so she just went back inside.
Sept 9, 2008	11:30 p.m.	2:00 am	Both dogs are by the gate at the road. Loud barking, but cannot see what they are barking at as it is dark outside. Saw owners in the yard at around 2:30 pm but they have made no further attempt to call the dogs in tonight. Woke my children up at 11:30 pm and then again at 1:30 am they woke up our entire family. Called the neighbor but when the phone was answered they just hung yup.
Sept 10, 2008	4:30 a.m.	5:45 a.m.	Was awakened by the dogs again, but could not tell where in their yard they were at or why they were barking. The neighbor did not try to call or retrieve them during this barking episode.
Sept 10, 2008	9:30 a.m.	10:55 a.m.	Returning from our morning walk, both dogs howl, bark and bay as we walked by and while we walked up our driveway, but they also continued continuously long after we have gone in the house (approx 60 minutes).
Sept 10, 2008	11:00 a.m.	1:30 p.m.	Dogs at fence between our house and theirs. Barking on and off while I was cutting the grass even when I was on the far side of our property.
Sept 10, 2008	3:00 pm	1:00 am	Gone to visit mother in hospital so not available to record barking during these hours. Dog started barking when I returned home at midnight and didn't stop until about 1:00 a.m.
Sept 11, 2008	9:30 a.m.	10:45 a.m.	Returning from our morning walk, both dogs howl, bark and bay as we walked by and while we walked up our driveway (# 40 Aspen Hills), but they also continued continuously long after we have gone in the house (approx 45 minutes).

# EXAMPLE

## Animal Control Services Barking Package – Record of Disturbance

Sept 11, 2008	11:15 a.m.	1:20 pm	Neighbor from down the subdivision was walking her dog by the dog owner's property (# 38 Aspen Hills) at 11:00 am when dogs started to bark but the dogs continued to bark after they were out of sight (Approximately 60 minutes). Saw no other indication of what might have caused them to bark.
Sept 11, 2008	3:35 p.m.	4:55 pm	School bus dropping kids off at the entrance to our property but the neighbor's dogs continued to bark even after all children had gone inside (approximately 45 minutes).
Sept 11, 2008	8:00 p.m.	11:15 p.m.	Both dogs are by the gate at the road. Loud barking, but cannot see what they are barking at as view is obstructed by trees. However nothing became visible during the time that they continued to bark.
Sept 12, 2008	9:30 a.m.	10:45 a.m.	Returning from our morning walk, both dogs howl, bark and bay as we walked by and while we walked up our driveway (# 40 Aspen Hills), but they also continued continuously long after we have gone in the house (approx 45 minutes).
Sept 12, 2008	11:15 a.m.	1:20 pm	Neighbor from down the subdivision was walking her dog by the dog owner's property (# 38 Aspen Hills) at 11:00 am when dogs started to bark but the dogs continued to bark after they were out of sight (Approximately 60 minutes). Saw no other indication of what might have caused them to bark.
Sept 12, 2008	3:35 p.m.	4:55 pm	School bus dropping kids off at the entrance to our property but the neighbor's dogs continued to bark even after all children had gone inside (approximately 45 minutes).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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