

Dear Sir/Madam:

This letter acknowledges receipt of your complaint about a nuisance created by the barking/howling of a dog(s) in your neighborhood.

It has been our experience many such neighborhood issues can be favorably resolved by personal contact between the two parties involved. If you have not already done so, we sincerely encourage you to personally express your concerns to the owner of the troublesome dog(s).

Should our correspondence to the animal owner and your communication with him/her fail to bring about the desired results relative to the behavior of their dog(s), we are prepared to ticket the owner. Should this reach Provincial court, because the complaint is based on your observation you have to be ready and willing to testify in court if required.

Should you decide to pursue this course of action, a prosecution in Provincial Judge's Court requires that you be very specific in the gathering of information about all the details of your complaint.

To ensure a successful prosecution, the following points must be followed precisely:

- a) All incidents of nuisance barking by offending dog you observe needs to be documented. Include the date, times of day the barking started and stopped and a brief description of the type of disturbance. An example will be found on the next page of this letter.
- b) The documentation completed by you, must be from personal observation of the offending dog(s).
- c) Documentation has to include at least 7 days of barking instances. The more information provided the better.
- d) If we prosecute the owner of the offending dog(s) on your behalf and a plea of "Not Guilty" is entered, it will be necessary for you and other witnesses to testify "under oath". You must be able to state that you personally observed the dog barking and be prepared to describe the dog and a brief description of what took place. **IT IS NOT SUFFICIENT FOR A WITNESS TO SAY THEY ONLY HEARD A DOG BARK.**
- e) This form must be completed and returned to the Town of Grimshaw within 30 days of date received.
- f) Be aware that this document will become evidence and can be submitted to the dog owner if they seek disclosure on the case.

THIS IS A BRIEF EXAMPLE OF THE REQUIRED DOCUMENTATION. PLEASE COMPLETE IN AS MUCH DETAIL AS POSSIBLE.

RECORD OF DISTURBANCE	
COMPLAINANT	
NAME: _____	
CIVIC ADDRESS: _____	
RES PHONE: _____	
BUS PHONE: _____	
<b>SAMPLE ONLY</b>	
SOURCE OF DISTURBANCE: _____	

DOG OWNER: _____
ADDRESS: _____
DESCRIPTION OF DOG (S) _____
_____
_____

DATE	FROM TIME-TO	POSSIBLE REASON FOR BARKING	COMMENTS
Jan 2/94	7:30 am-9:00 am	None	Barking at everything it hears, owner not home
Jan 2/94	10:00 am - 10:10 am	Mailman	<b>SAMPLE ONLY</b>
Jan 2/94	Noon-1:00 pm		
Jan 2/94	4:00 pm- 4:20 pm		
Jan 3/94	1:00 am- 2:15 am		

**NOTE: RECORD OF DISTURBANCE SHEETS ATTACHED IS FOR YOUR USE.**

**NOTE: PLEASE ONLY ONE PERSON DOCUMENT PER FORM, IF MULTIPLE PEOPLE ARE DISTURBED IN THE RESIDENCE EACH PERSON NEEDS TO FILL OUT A FORM.**

TOWN OF GRIMSHAW: \_\_\_\_\_

RECEIVED ON \_\_\_\_\_ DATE

## RECORD OF DISTURBANCE

NAME: \_\_\_\_\_  
 CIVIC ADDRESS: \_\_\_\_\_  
 RES PHONE: \_\_\_\_\_  
 BUS PHONE: \_\_\_\_\_

SOURCE OF DISTURBANCE: \_\_\_\_\_  
 DOG OWNER: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 DESCRIPTION OF DOG (S) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE	FROM TIME -TO	POSSIBLE REASON FOR BARKING	COMMENTS

SIGNED: \_\_\_\_\_                      DATE: \_\_\_\_\_                      SHEET# \_\_\_\_ OF \_\_\_\_



QUESTIONS TO BE ASKED RELATIVE TO BARKING DOG COMPLAINTS

- 1) Type of residence: Single Dwelling Duplex Condominium Apartment Basement Suite
- 2) How many dogs are being complained about? \_\_\_\_\_
- 3) What breed or approximate breed is/are the dog(s)?
  - a. \_\_\_\_\_ b. \_\_\_\_\_
  - c. \_\_\_\_\_
- 4) What color is/are the dog(s)?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
- 5) When does the barking nuisance specifically occur? (Be specific-Dogs DO NOT bark all day and night nonstop)
 

Time(s) of day \_\_\_\_\_ Day of week \_\_\_\_\_

Weekends \_\_\_\_\_

6) Where on the offending property is/are the dog(s) located?

\_\_\_\_\_

\_\_\_\_\_

- 7) Can you observe the dog(s) barking? Yes No
- 8) Can you identify the offending dog(s)? Yes No
- 9) Can you identify the owner of the offending dog(s)? Yes No
- 10) Does the dog(s) bark when the owner is home? Yes No
- 11) Does the dog(s) bark when the owner is away? Yes No
- 12) Is the dog(s) outside when the owner is away? Yes No
- 13) When is the owner usually away? \_\_\_\_\_
- 14) Have you discussed this with the dog owner? Yes No

Result of discussion (if any)

\_\_\_\_\_

\_\_\_\_\_

If not why not??

\_\_\_\_\_

\_\_\_\_\_

- 15) Are you prepared to testify in court? Yes No
- 16) How long has the dog resided at this address? Months \_\_\_\_\_ Years \_\_\_\_\_

**OFFICE USE ONLY**

To be proceeded with via form letter to complaint \_\_\_\_\_ to dog owner \_\_\_\_\_

Package sent to complaint – date \_\_\_\_\_

Priors on file \_\_\_\_\_

End result \_\_\_\_\_ Charges \_\_\_\_\_

