



## ENFORCEMENT SERVICES BARKING PACKAGE

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FILE NUMBER: \_\_\_\_\_

You have filed an official complaint against a neighbor and have chosen the option of filling out this barking package with the anticipation of Town of Mayerthorpe issuing a summons to the dog owner or caregiver on your behalf. There are a few important things to note when you fill this package out. Please take a few moments to review this package prior to starting.

Please follow all steps when filling out this package. Provide exact information consecutively for 7-10 days, each time the dog(s) is barking. For example, each entry must have the date, start and stop time, location of animal, and conditions surrounding the animal. Please note that generic answers on this package such as "Barking all day" or "Dog lives down the road" is not acceptable and will be considered incomplete.

You may use additional paper if necessary and attach to the package. Completed packages may be returned to the Community Peace Officer for review as soon as it is completed. Incomplete packages will not be considered for review. Please note that there is no guarantee that a summons will be issued once this package is returned to the Town of Mayerthorpe. The decision to issue a summons for barking is ultimately made by the Community Peace Officer.

If you have any questions regarding this package please contact me at any time during regular working hours.

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Gervais Kasamba  
Peace Officer  
Town of Mayerthorpe  
[cpokasamba@mayerthorpe.ca](mailto:cpokasamba@mayerthorpe.ca)

**STEP ONE**

**OWNER / COMPLAINANT INFORMATION**

Complainant Name: \_\_\_\_\_

Complainant Address: \_\_\_\_\_

Complainant Contact Phone Number: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Name (if known): \_\_\_\_\_

Other Info: \_\_\_\_\_

The personal information on this form is being collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy Act. For further information please contact the FOIPP Coordinator, Town of Mayerthorpe, 780-786-2416.

Initial \_\_\_\_\_

**STEP TWO**

**QUESTIONNAIRE**

1. EXACT DESCRIPTION OF DOG(S) CREATING THE DISTURBANCE AND ANY OTHER DOG(S) ON THE PROPERTY (Name, Color, Breed, Age, and Sex, if known)

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2. WHERE IS(ARE) THE DOG(S) LOCATED ON THE PROPERTY?

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3. HOW DOES THE BARKING AFFECT YOU?

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4. HOW DID YOU DETERMINE WHICH DOG(S) IS BARKING?

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5. WHAT STEPS HAVE YOU TAKEN TO REMEDY THIS SITUATION WITH THE DOG OWNER(S)? \_\_\_\_\_

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6. ARE YOU PREPARED TO TESTIFY ON BEHALF OF THIS STATEMENT IN A COURT OF LAW?            Yes            No

*\*\*No action will be taken if the complainant is not willing to testify on behalf of this barking package in a court of Law\*\**

7. ADDITIONAL COMMENTS

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Initial \_\_\_\_\_

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Initial \_\_\_\_\_

**STEP THREE**

**BARKING RECORD**

Date	Start Time	Stop Time	Remarks

Initial \_\_\_\_\_

Date	Start Time	Stop Time	Remarks

Date	Start Time	Stop Time	Remarks