

Animal Kennels or Doggie Daycare Application Requirements

**** A new online process for business licensing applications and renewals** has been implemented. The online application process and form is available on the City website <https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx> Requests for licences and renewals will only be accepted through the online application process.**



Requirements for obtaining the above licence:

- 1. **Licence Application Form**
Business and Owner information to be entered online.
 - 2. **Zoning Approval** - application will be forwarded to our zoning division for review of location of the business. Please provide complete address of business
 - 3. **Certificate of Insurance**
The insurance form must be completed and signed by your insurer showing evidence of \$2,000,000 (minimum) Commercial General Liability. It is the business owner's responsibility to upload insurance certificate on online application.
 - 4. **Articles of Incorporation and Business Name Registration**
(Business Name registration is required when a business is operating as a different name from the corporation, unless the business is a franchise)
 - 5. **Fee** - \$239.00 ** Once your application is reviewed, a link to the payment Option will be sent to the email provided on application.
- **Expiry Date** – May 31st of every year

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.

**SCHEDULE 1 TO THE STATIONARY BUSINESS LICENSING BY-LAW
RELATING TO
ANIMAL KENNELS AND DOGGIE DAYCARES**

1. In this Schedule:
 - “Boarding” means the taking of custody of an animal for the keeping, accommodation, care, training, feeding, grooming, and may include for a fee, reward, or compensation at a property other than the animal(s) place of residence;
 - “Cat” means any member of the species *felis catus* or *felis domesticus*;
 - “Dog” means any member of the species *canis familiaris*;
 - “Doggie Daycare” means a facility where dog(s) are boarded during which the dog(s) are socialized with other dog(s) in an open (meaning without barriers), controlled and secure setting and typically the dog(s) are not kept in individual kennels and runs. The dogs boarded in a doggie daycare are typically boarded for short periods of time and during the majority of the dog’s stay the dogs are socializing and playing with other dog(s), but does not include,
 - i. a kennel as defined in the Business Licensing By-law, or
 - ii. a location where three (3) or less dog(s) are kept, and the dogs are licensed and owned by the person residing at that property.
 - “Domestic Animal” means a Dog, Cat or other pet generally understood to be domesticated and typically kept indoors at a residential dwelling;
 - “Dwelling Unit” means one or more habitable rooms designed or capable of being used together in a single and separate housekeeping unit, containing its own kitchen and sanitary facilities, with a private entrance from outside of the unit itself.

 - “Kennel” means a structure, shelter, building or collection of buildings, a run, or other small structures, separate from and not including the residential dwelling, in which animal(s) are kept and includes those parts of a property referenced, in which Dog(s), Cat(s) or other Domestic Animals are housed, maintained, bred, boarded, trained, and groomed but does not include a,
 - i. doggie day care as defined in the Business Licensing By-law, or
 - ii. a location where three (3) or less dogs are kept, and the dogs are licensed and owned by the person residing at the property
 - “Veterinarian” means a person registered to practice veterinary science under the Veterinarians Act, R.S.O. 1990,c.V.3.
2. No Person or Individual shall operate a Kennel or Doggie Daycare unless the Person or Individual obtains the appropriate class of Licence under this Schedule.
3. This Schedule does not apply to:
 - (a) an animal shelter operated by the City, or a public authority;
 - (b) a publicly funded institute;
 - (c) an animal shelter operated by a branch or affiliate of the Ontario Society for the Prevention of Cruelty to Animals;
 - (d) a veterinary hospital, clinic, office or veterinary service lawfully operated and supervised by a veterinarian licensed to practice in Ontario;
 - (e) a facility in which animals are placed for care pursuant to the *Pounds Act*;
 - (f) a facility registered as a research facility in accordance with the *Animals for Research Act*.
4. No Person or Individual operating a Kennel or Doggie Daycare shall Board, breed, keep any animal(s) prohibited by law, or the Animal Services By-law.
5. Every Licensee under this Schedule shall at all times:
 - (a) maintain and make readily available to personnel at all times written animal care procedures dealing with, amongst other matters, methods of handling animals, sickness, injury or death and contact information for a veterinarian;
 - (b) take all reasonable and humane steps to prevent nuisance caused by undue noise; and
 - (c) ensure that the dog(s) are not barking and creating noise to disturb the neighbouring property owners;
 - (d) ensure the excrement and other waste resulting from the keeping of dog(s) shall be removed from the premises as necessary and in accordance with any applicable by-laws or regulations and in a manner that avoids any offensive odors from emanating to surrounding properties, and is disposed of in a manner that will not create a public nuisance or health hazard;
 - (e) ensure that the premise is sanitary, well-ventilated and free of offensive odours;
 - (f) ensure that before any animal is taken into any kennel or doggie day care, that each animal is current in its vaccinations against rabies and that every

animal be inspected for distemper or other contagious or infectious disease; and

- (g) ensure all dog(s) boarded at a doggie daycare or kennel shall be individually licensed with a current licence (dog tag) from the municipality in which the dog resides and wear the dog tag at all times, as well as the premise and operator shall be licensed under this by-law.

6. Every Licensee under this Schedule shall at all times:

- (a) maintain and make readily available to Animal Control Officers written animal care procedures dealing with, amongst other matters, methods of handling animals, sickness, injury or death and contact information for a veterinarian;
- (b) ensure that any animal suffering from any disease, ailment or injury shall be given care and attention from a veterinarian within 24 hours of the onset of symptoms and that the animal is kept in a quarantine area, separate from all other animals, until a veterinarian certifies that the animal is in good health;
- (c) provide each species of animal with adequate food specific to the animals' needs;
- (d) ensure that every animal has access to clean water at all times;
- (e) keep bulk food supplies in pest proof containers;
- (f) keep animal(s) in a clean, healthy conditions, free of vermin and disease;
- (g) provide adequate light specific to the needs of each species of animal;
- (h) provide animals with the opportunity to exercise; and
- (i) ensure animals have access to shelter if and when required.

7. Every Licensee under this Schedule shall at all times:

- (a) ensure that every cage or other container used for the purpose of keeping or housing of any animal,
 - (i) is of adequate size to permit the animal to stand normally to its full height, to extend its legs and body to their full natural extent, to turn around, and lie down in a fully extended position;
 - (ii) if equipped, with receptacles for food water the receptacles shall be mounted or situated so that they cannot be easily overturned or contaminated;
 - (iii) is in good working condition and is not dangerous to the animal's health or well-being;
 - (iv) is maintained in a clean and sanitary condition at all times with all excrement, refuse and other objectionable material;
 - (v) is maintained with suitable and clean bedding which shall be sanitary and changed regularly;
 - (vi) is maintained in a sanitary well-ventilated clean condition and free from offensive odours;
 - (vii) is maintained with proper air circulation to prevent the spread of contaminants, viruses, bacteria and molds; and
 - (viii) is maintained at a temperature for an indoor facility which is at a healthful and comfortable temperature depending on the age and species of animal.

8. Notwithstanding the rules set out in this by-law no Licensee shall board more than one animal in a single enclosure without prior consent from the animal owner, with the exception of doggie day cares and nursing animals.

9. Every Licensee under the Schedule shall record:

- (a) the names and addresses of the owners of all the animals boarded at the kennel or doggie day care;
- (b) emergency contact number for the owners of the animals;
- (c) the name, breed, description, health, dog Licence number, vaccination information and microchip number if available; and
- (d) the dates of arrival and departure of all animals.

10. Every Licensee shall retain the records for a period of (12) months, following the end of the term of the Licence; and

- (a) shall ensure the records are available for inspection by the City during business hours.

11. Every Licensee under this Schedule shall at all times:

- (a) permit only persons to operate or manage a doggie day care or kennel who are skilled and conscientious in animal care, and who have knowledge of the characteristics, care and handling of the animal(s) entrusted to their care;
- (b) permit only persons to attend to the care, feeding and cleaning of animal(s) in the doggie day care or kennel, who have been adequately trained, commensurate with their responsibilities, by the kennel or doggie

day care owner, and who demonstrate that they are able to discharge their responsibilities in a positive, caring matter;

- (c) provide for a sufficient number of employees, to provide for the care of animals and maintenance of facilities during normal business hours, on weekends and holidays; and
- (d) keep posted in a conspicuous place for employees, instructions issued to all personnel for the cleaning, care, feeding of the animals and detailed steps of how to handle an emergency situation.

12. Every Licensee of a "Doggie Daycare" shall at all times:

- (a) ensure that at least one (1) person is present at all times when dog(s) are boarded at the doggie daycare and interacting with one another;
- (b) ensure that dog(s) less than four (4) months of age are separated from dog(s) older than four (4) months that are not owned by the same person unless the owner of the dog less than (4) months of age have provided written authorization to the licensee;
- (c) provide a fenced exercise area to enable each dog to exercise freely and,
 - (i) maintain health and well-being, ensuring that fencing is erected and is of adequate height, size, gauge, and maintained in order to prevent any dog(s) from exiting the property;
 - (ii) ensure any area containing dog(s) must be secured and locked at all times to ensure that the dog(s) contained therein, cannot run loose, and that any unauthorized person cannot freely access the area;
- (d) ensure any area containing dog(s) must be secured and locked at all time to ensure that the dog(s) contained therein, cannot run loose, and that any unauthorized person cannot freely access the area;
- (e) ensure that for the purpose of this part, a Dwelling Unit shall not be deemed to be a kennel; and
- (f) ensure all provisions of the Dog Owner's Liability Act, R.S.O. 1990, c. D16 are adhered to at all times and any observation of a potential violation of the Dog Owner's Liability Act by a client shall be immediately reported by the Licensee to Brampton Animal Services.

13. Every Licensee of a "Kennel" shall at all times ensure:

- (a) no Kennel is located within any part of any Dwelling Unit or attached to any Dwelling Unit or part thereof.
- (b) no part of any building or structure enclosing a Kennel shall be used for human habitation.
- (c) the kennel building and its location shall conform to the Zoning By-law and the Ontario Building Code and the building shall be maintained in damage-free condition.
- (d) the kennel building shall have a floor of concrete or other impermeable material, and shall have a drain opening constructed as a plumbing fixture.
- (e) where dog(s) or other animal(s) are permitted to use an outside run as part of a kennel, the run shall be completely enclosed with not less than 12 gauge chain link fencing, or material of equal strength;
- (f) notwithstanding section 13(d) above, where an outside run as described above, is located less than 60.0 m (196.85 ft.) from any property line, the outside run shall be screened by a solid board fence of not less than 1.2 m (3.94 ft.) in height.
- (g) the kennel building has:
 - (i) electric lighting;
 - (ii) windows which may be opened for proper ventilation;
 - (i) a heating system sufficient to adequately heat the building;
 - (ii) hot and cold running water; and
 - (iii) a food preparation area.
- (i) where a clipping and grooming service is performed, it shall be carried out in the kennel building only.

14. If the kennel is found not to conform to the requirements set out herein, the License Inspector may direct that the animals be seized and impounded and may revoke the license issued to the kennel.