# Dog Barking Disturbance Record

Instructions for documenting excessive dog barking under the Town of Whitby Responsible Pet Ownership By-law #7294-17, as amended

**Applicable by-law provision**
The Town of Whitby Responsible Pet Ownership By-law #7294-17, as amended, provides: **"No owner of a dog shall knowingly or not knowingly allow a dog to howl or bark excessively for any period of 20 minutes or longer."**

For the purpose of completing this record, **only document barking or howling that continues for 20 minutes or longer without interruption.** Separate periods of barking cannot be added together to meet the 20-minute requirement.

## How to complete the record

• Complete the record yourself, in your own handwriting, using permanent ink. Each affected person should complete a separate record.

• Record each barking or howling incident on a separate line while it is occurring or as soon as reasonably possible afterward. Do not recreate multiple entries from memory at a later date.

• Complete all identification and dog-source information as accurately as possible. If the dog owner, dog description, or exact source address is unknown, provide the best information available.

• If you make a correction, draw one line through the original entry, add the corrected information, and initial the change. Do not erase or use correction fluid.

• Use additional copies if more space is required. Retain the original record in a safe place and provide Animal Services with a clear scan or photocopy.

## What to document for each incident

• **Date and day:** Record the date and day of the week.

• **Start and stop time:** Record the actual time the continuous barking or howling began and the actual time it ended. **Do not round the start or stop time** (for example, do not change 8:07 p.m. to 8:10 p.m.). If you did not hear the barking begin or end, indicate this rather than estimating the time.

• **Continuous duration:** Record only an incident where the barking or howling continued without interruption for 20 minutes or longer. Record the full start and stop times. Do not combine separate periods of barking to reach 20 minutes.

• **Location or circumstances:** Note where the dog appeared to be, such as outdoors in a rear yard, on a balcony, indoors, or unattended. Record only what you personally observed or heard.

• **Impact:** Briefly describe how the barking affected you, such as interrupting sleep, work, conversation, or the normal use and enjoyment of your property.

• **Supporting observations:** Note any relevant details, including whether doors or windows were closed, whether you moved to another room, or whether another person was present.

## Important evidence notes

• Be factual, specific, and objective. Avoid assumptions about why the dog is barking or statements about the owner's intent.

• Do not enter private property or place yourself at risk to obtain information.

• Audio or video recordings may assist an investigation, but they do not replace a complete written record. Preserve original files and do not edit recordings.

• You may be asked to provide a statement or testify in court if formal enforcement action is pursued.

# Dog Barking Disturbance Record

Town of Whitby Responsible Pet Ownership By-law #7294-17, as amended - excessive barking or howling

## Part 1: Complainant Information

| | | | |
|---|---|---|---|
| Given name | | Surname | |
| Address | | Unit | |
| Municipality | | Postal code | |
| Telephone | | Email | |

## Part 2: Dog / Source Information

| | | | |
|---|---|---|---|
| Address where dog is kept or barking occurs | | Unit | |
| Owner / occupant name, if known | | Dog name, if known | |
| Dog description, if known: breed/type, size, colour, distinguishing features | | | |

## Part 3: Barking / Howling Incident Record

Complete one line for each separate incident of continuous barking or howling lasting 20 minutes or longer. Record the actual start and stop times. Do not round or estimate times, and do not combine separate periods of barking to reach the 20-minute requirement. Use the notes area on the following page if additional detail is required.

| Date / Day | Start | Stop | Continuous duration | Where dog appeared to be | Impact on you |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |

| Date / Day | Start | Stop | Continuous duration | Where dog appeared to be | Impact on you |
|---|---|---|---|---|---|
| 8. | | | | | |

# Dog Barking Disturbance Record - Additional Details

Use this page to expand on an incident recorded on the previous page or to document additional incidents.

## Part 4: Detailed Observations / Additional Incidents

**Entry / incident number:** _____ **Date:** _____ **Time:** _____

**Entry / incident number:** _____ **Date:** _____ **Time:** _____

**Entry / incident number:** _____ **Date:** _____ **Time:** _____

**Entry / incident number:** _____ **Date:** _____ **Time:** _____

**Entry / incident number:** _____ **Date:** _____ **Time:** _____

## Part 5: Supporting Material

| | | | |
|---|---|---|---|
| Audio / video provided: | ■ Yes ■ No | Number of files: | |
| Other witnesses: | ■ Yes ■ No | Names / contact information, if known: | |

## Part 6: Declaration

I certify that the information in this record is complete and accurate to the best of my knowledge and is based on what I personally observed or heard. I understand that I may be contacted for further information and may be required to provide evidence if enforcement action is pursued.

| | | | |
|---|---|---|---|
| Signature | | Date | |

**Submission:** Provide a clear scan or photocopy to Town of Whitby Animal Services. Retain the original record and any original audio or video files in a safe place.

Personal information is collected for the purpose of administering and enforcing the Town of Whitby Responsible Pet Ownership By-law and will be handled in accordance with applicable municipal privacy requirements. Questions about the collection of personal information may be directed to the Town of Whitby.