



## Motion Memorandum

**SUBJECT:** Kennel/Pet Boarding Compliance & Licensing Regime

**TO:** Community Planning, Regulation & Mobility Cttee.

**FROM:** Councillor Rory Nisan, Ward 3

**Date to Committee:** March 28, 2023

**Date to Council:** April 18, 2023

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### **Motion for Council to Consider:**

Direct the Director of By-law Compliance to create a regulatory and licensing regime for kennel/pet-boarding facilities, and integrate the work into the 2023/24 workplan of the department to present necessary bylaw amendments or a new bylaw to Council in Q1 2024.

### **Reason:**

Residents may be surprised to learn that Burlington is the only municipality in Halton which does not regulate kennel/pet boarding facilities through a licensing regime. As a result, we cannot properly ensure that pets are cared for appropriately with their health and safety needs met. With the significant increase in the number of pets in our community, a trend that began during the pandemic, Council needs to ensure the humane treatment of these animals.

The development of a pet boarding compliance/licensing program would include but not be limited to the following elements:

- pets boarded overnight in Burlington are in safe and sanitary conditions, taking into account the Canadian Veterinarian Association's Code of Practice for Canadian Kennel Operations, Third Edition (2018);
- meeting the zoning bylaw requirements is obligatory in order to receive a kennel/pet boarding license;

The zoning bylaw regulations represent an important facet of regulating kennels/pet boarding but have been found to be insufficient and inadequate in securing the desired outcome of effective regulation.

Recognizing several competing priorities for the new By-law Compliance department, which is in the process of being formed and resourced including the hiring of key staff, a

request to have a new kennel/pet boarding regulation, compliance and licensing regime is targeted to be brought to council by Q1 2024 (this deadline has been approved by the City Manager). This will allow for effective review, consideration, public consultation and bringing forward the compliance/licensing regime to council.

Research on leading Halton area practices related to kennel/pet boarding by-laws, regulations, compliance and licensing regimes would be a facet of the work to bring forward the bylaw. For context only, some elements of a licensing regime in other Halton area municipalities include:

- Distance from property line;
- Requirements for inspections by the Fire Department, a bylaw officer and a zoning officer;
- Must conform with the Ontario Building Code;
- Must conform to the provisions of the Zoning Bylaw;
- That the building is not attached to any building being used for human habitation (residence);
- Impermeable floor with proper drain opening;
- Sanitary and clean conditions;
- Windows that can be opened;
- Proper climate control;
- Outside area for dogs' use with a two-metre high fence;
- Animals kept in adequately sized cages allowing animals to fully stretch;
- Adequate feeding and watering of animals, kept free from vermin and disease;
- Licensee must not have been convicted under the Criminal Code of animal abuse;
- Dogs must be kept in individual enclosures unless owner requests open setting; cats in individual closures except kittens or by specific wish of the owner;
- Outside exercise facilities must be provided for dogs and each dog must be allowed access to outside facilities twice per 24-hour period (except in extreme weather where they may not be placed outside) and facility must be cleaned of waste between animals;
- Staff must be knowledgeable in animal care;
- Maintain a training manual;
- Provide sufficient number of employees;
- Have hot and cold water;
- Have electric heating;
- Have a food preparation area;
- Impermeable materials for cages/enclosures;
- Proper record-keeping.

### Outcome Sought:

Implement a licensing regime to ensure proper regulation of kennels/pet boarding facilities to ensure the safety and health of the animals and adherence to the zoning by-law.

### Vision to Focus Alignment:

(check those that apply)

- ☐ Increase economic prosperity and community responsive city growth
- ☐ Improve integrated city mobility
- ☐ Support sustainable infrastructure and a resilient environment
- ☒ Building more citizen engagement, community health and culture
- ☐ Deliver customer centric services with a focus on efficiency and technology transformation

Motion Seconded by: Mayor Marianne Meed Ward  
Share with Senior Staff ☒

Approved as per form by the City Clerk,

Reviewed by the City Manager - In accordance with the Code of Good Governance, Council-Staff Relations Policy and an assessment of the internal capacity within the City to complete the work based on a specific target date (quarter/year).

### Comments:

City Clerk:        Approved per form

City Manager:    Approved

### Further Links

Canadian Veterinarian Association Code of Practice for Canadian Kennels Operations:  
<https://www.canadianveterinarians.net/media/xgcl3jhp/cvma-2018-kennel-code-eng-rev-january-2023.pdf>

**Schedule “E”** to By-law No. 2005-0067 (A By-law to license, regulate, and govern any business carried on within the Town of Halton Hills): **Pet Care Establishments**  
<https://www.haltonhills.ca/Modules/Bylaws/Bylaw/Download/b62e890f-4e4e-40e9-b988-4a2adf8e110e>  
(pages 37-40)

Schedule 26 of 2015-075: A by-law to provide for the licensing and regulation of various businesses in the Town of Oakville: **PET SHOP/KENNEL**

<https://www.oakville.ca/assets/general%20-%20business/By-law%202015-075%20Licensing%20By-law%20-%20Consolidated.pdf>

(pages 94-98)

Schedule “E” to A BY-LAW TO RESPECT THE LICENSING, REGULATING AND GOVERNING OF BUSINESSES IN THE TOWN OF MILTON 024-2018: **Kennels**

[https://www.milton.ca/en/town-hall/resources/Accessible\\_Bylaws/024-2018-Business-Licensing-By-law.pdf](https://www.milton.ca/en/town-hall/resources/Accessible_Bylaws/024-2018-Business-Licensing-By-law.pdf)

(pages 38-42)

Halton Hills Business License application:

<https://www.haltonhills.ca/en/resourcesGeneral/Documents/PDF%20Forms/Business%20Licence%20Application.pdf>

Milton Business License application: <https://www.milton.ca/en/business-and-development/resources/Business-Licensing-Application.pdf>

Oakville Business License landing page: <https://www.oakville.ca/business-licensing.html>