

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
E-04			Dog Licensing Procedure and Fees
Approval	D/M/Y	Resolution #	
From F39&F40		To:E-04	
Amended	23/01/17	17.027	
Amended	14/01/19	19.006	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the issuing of dog licenses and the collection of the related fees.

1. Policy

- 1.1** The owner of every dog that resides in the Town of Vulcan shall register their dog with the Town Office upon the dog's arrival.
- 1.2** Every dog owner within the Town shall complete the Dog License Application Form (Schedule "A") before a license will be issued.
- 1.3** Every dog will receive a metallic plate stamped with "DOG TAG-VULCAN-TAG#__"
- 1.4** Once a tag number is assigned to a dog it will not be used again, a new number is issued with every dog that is registered with the Town Office.

2. Fees

- 2.1** The owner of every dog shall pay an annual licence fee as established in the Town of Vulcan Fees Bylaw, which will be invoiced each year.
- 2.2** As per Animal Bylaw 1368-08, "guide dog" means a dog used by a blind or otherwise disabled person to assist them to avoid hazards. According to Schedule "B", Sec 5, there is a \$0.00 fee for Guide Dog or Police Dog – male or female.

In order to qualify for the "guide dog" exemption, the owner of the dog in question must produce a Service Dog Identification Card issued by the Government of Alberta or by the provincial or state government where the dog previously resided.

- 2.3** Any owner registering a puppy over six (6) months of age, or a newly acquired dog after June 30th of the current year, will pay a reduced fee as established in the Town of Vulcan Fees Bylaw.
- 2.4** Any owner registering a puppy that is under six (6) months of age after June 30th of the current year, shall be exempt from the licencing fee for that year.

TOWN OF VULCAN

Policy Manual

- 2.5** The owner of any dog impounded shall before retrieving the said dog, pay to the Municipal Office a fee established by council in the Town of Vulcan Fees Bylaw.
- 2.6** A person upon whom a notice or fine has been served may avoid prosecution for the offense by paying to the Municipal Office a fee established by council in the Town of Vulcan Fees Bylaw.

- END OF POLICY-



TOWN OF VULCAN

Policy Manual

Schedule "A"

Dog License Application

License #

Date:

Owner Information:

NAME _____

MAILING ADDRESS _____

CIVIC ADDRESS _____

TELEPHONE NUMBERS: Home _____

Work _____

Cell _____

DOG INFORMATION:

NAME OF DOG _____

BREED _____

COLOR _____

Vaccination Date _____ Tattoo/Chip Number _____

___ Male - Unneutered

___ Male – Neutered

___ Female – Non-Spayed

___ Female – Spayed

Signature: _____

COST OF LICENSE: _____