

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.

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- 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-



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Schedule "A"

Dog License Application

License #

Date:

Owner Information:

NAME _____

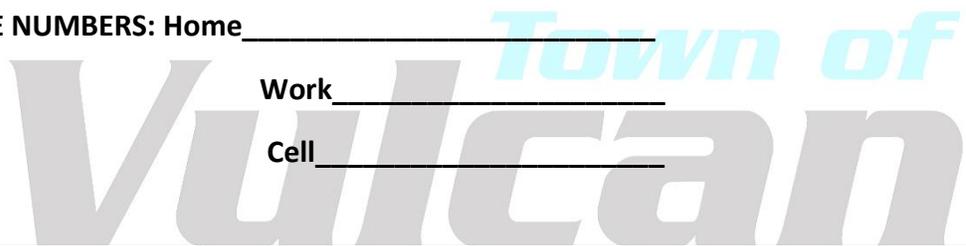
MAILING ADDRESS _____

CIVIC ADDRESS _____

TELEPHONE NUMBERS: Home _____

Work _____

Cell _____



ALBERTA

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: _____