

# TOWN OF VULCAN

## Policy Manual

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

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



*Town of*  
**Vulcan**

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: \_\_\_\_\_