

CITY OF MORDEN
POLICY & PROCEDURES MANUAL

<i>Section</i>	Animal Control	<i>Classification</i>	Procedure
<i>Subject</i>	Dog Licencing Procedure	<i>Pages</i>	2
<i>Authority</i>	Council	<i>Effective Date</i>	
<i>Approved (date and resolution number)</i>		<i>Index Number</i>	

PURPOSE

The Animal Control By-Law (27-2007) requires that all dogs in the City of Morden must be licenced. It is the purpose of this policy to outline the administration process for issuing City of Morden Dog Licences.

ADMINISTRATION OF DOG LICENCES

1. The By-Law Officer will supply the Civic Centre and the Pembina Valley Humane Society with dog tags. The tags will display City of Morden, the Civic Centre telephone number 204-822-4434 and a licence number.
2. The By-Law Officer will record the tag licence numbers given to each location and then provide this information to the Civic Centre staff.
3. One tag will be issued to a dog and stay linked to that dog for the rest of it's life in Morden.
4. The Civic Centre staff will keep a paper file of the licence application forms in numerical order.
5. The Civic Centre staff will keep an excel spreadsheet listing of all the licences in numerical order. This will allow for easy searching of names, addresses and phone numbers.
6. The Pembina Valley Humane Society will supply a copy of every Dog Licence application form they sell to the Civic Centre so it can be added to the master file and excel list at the Civic Centre.
7. Dogs under four months old do not require a licence. Once a dog is old enough to receive a rabies shot it must be licenced.
8. To obtain a dog licence, residents must follow the steps listed below in How To Purchase a Dog Licence.

HOW TO PURCHASE A DOG LICENCE

1. Complete the online Dog Licence Application Form or pick up an application form from the Morden Civic Centre at 100 – 195 Stephen Street.
2. Bring your completed form to the Morden Civic Centre (100 – 195 Stephen Street, Morden), or the Pembina Valley Humane Society (462 Jefferson Street, Morden).
3. Bring proof of a current rabies vaccination from a licenced veterinarian.
4. Bring proof of the dog being neutered or spayed from a licenced veterinarian.
5. Pay the licence fee. At the Morden Civic Centre you can pay with cash, cheque or debit card, at the Pembina Valley Humane Society you can pay with cash or cheque only.

6. A dog tag will be issued. It will have the following information: City of Morden, the Civic Centre telephone number 204-822-4434 and an identification number. The identification number will become the dogs licence number for the length of the dog's life in Morden. Secure the tag to the dog's collar for identification purposes. A licence is valid for one calendar year, January 1 to December 31 and should be renewed at the end of December every year.

WHAT TO DO IF YOU FIND A DOG

1. If a resident finds a lost dog they should contact the Civic Centre Office the telephone number is displayed on the dog tag (204-822-4434). If the Civic Centre is closed at the time the dog is found the resident should contact the Morden Police Service (204-822-4900).
2. Civic Centre staff would request the name and phone number of the caller and ask for permission to share that information with the dog owner.
3. Civic Centre staff would contact the dog owner and ask them to contact the person who found the dog and make arrangements to collect their dog.
4. If the dog owner cannot be contacted, the person who found the dog can take it to the veterinarian clinic or the Civic Centre staff will contact the By-law officer and he/she will collect the dog and take it to the veterinarian clinic.