



## MUNICIPAL ENFORCEMENT

Dear Animal Fancier and Adoption License Applicant:

Thank you for being considerate of your neighbors and taking the time to complete this application. Municipal Enforcement Services is here to guide and help you through the application process should you experience difficulty. We appreciate responsible pet owners and understand how pets can be a joy and an important part of your household.

Please return your completed application package to Municipal Enforcement for review.

Applicants often ask what constitutes an adjacent property. For the purposes of the Responsible Pet Ownership Bylaw we use the definition supplied by the Municipal Government Act:

*“adjacent land” means land that is contiguous (next to) the parcel of land ... and includes:*

*(i) land that would be contiguous if not for a highway, road, river or stream.*

This would mean that when advising adjacent property owners, those that side onto your property, as well as any across the lane/alley at the rear of your property, must be informed. Please provide each of those residents with an 'Adjacent Properties Form' so they can fill it in and return it to Municipal Enforcement as per the instructions on the form.

We have found that most people are supportive if they have all the facts surrounding your application. This can be as simple as advising the number of dogs you intend to keep, how they will be housed, and the manner in which any perceived nuisance activities will be controlled.

We are striving to help build healthy neighbourhoods where all the residents can enjoy their home and yards. This application and review process tries to balance the needs of each neighbourhood and each individual within that area.

Please find attached Section 5 of the Responsible Pet Ownership Bylaw which outlines the regulations for an Animal Fancier and Adoption License. Should you have any questions or need assistance in achieving the requirements of the licence, please contact our office and we will be pleased to assist you.

Peter Stapley  
Municipal Enforcement Manager  
403-995-6302

## SECTION 5 – ANIMAL FANCIER AND ADOPTION LICENSE

- a) The maximum number of Animals on any property shall be restricted to three (3) over the age of three (3) months except in the case where an Owner possesses a valid and subsisting Animal Fancier and Adoption License. The maximum number of Animals on any property for persons holding a valid Animal Fancier and Adoption License shall be restricted to the lesser of; ten (10) or the number of Animals deemed suitable for the dwelling by the Health Authority.
- b) An Owner wishing to operate under the authority of an Animal Fancier and Adoption License must apply annually by January 31st for an Animal Fancier and Adoption License and shall submit an application to the Animal Control Officer.
- c) An Owner must ensure that Animal(s) in care are provided with care consistent with Section 4(a).
- d) An application for an Animal Fancier and Adoption License shall include:
  - i. name, address and telephone number of an Owner;
  - ii. location (legal description and civic address) at which the Animal(s) shall be kept; if not the registered Owner of the property authorization from the registered land Owner is required and where applicable, authorization from condominium or similar associations;
  - iii. purpose for keeping Animal(s);
  - iv. breed and sex of Animal(s) to be kept;
  - v. type of facilities Animal(s) will be housed/kept in;
  - vi. methods and steps that will be taken by the Owner to minimize any noise and/or nuisance to the neighbourhood;
  - vii. an information letter circulated by the applicant to all adjacent property owners providing notice of the Animal Fancier and Adoption License application with provision for written directions or concerns to be forwarded to the Animal Control Officer by a stipulated date, giving reasonable notice;
  - ~~viii. a letter of compliance from the local Health Authority; (no longer required)~~
  - ix. payment of the fee prescribed by this Bylaw.
- e) The Animal Control Officer may hold any license application until any deficiencies with respect to any of the items required under Subsection 5(d) are corrected. The application will be rejected after 30 days if the deficiencies are not corrected and a re-application must be made when deficiencies are corrected.
- f) The Animal Fancier and Adoption License shall be issued upon approval by the Animal Control Officer and payment of the fee specified in Schedule "A" of this Bylaw. Each Animal owned under an Animal Fancier and Adoption License shall be separately licensed pursuant to Section 3 of this Bylaw, in addition to the requirement that the Owner have an Animal Fancier and Adoption License, unless the Animal is kept solely for the purposes of attempting to secure an adoption of the Animal.
- g) Any Owner under the provisions of an Animal Fancier and Adoption License, shall not permit or allow any of the Animals being harboured or kept under the license to:
  - i. cause noise which disturbs the peace of others; or
  - ii. cause a nuisance to others.
- h) The Animal Control Officer may suspend or revoke the Animal Fancier and Adoption License if, in the Animal Control Officer's opinion, the noise and/or nuisance created by the Animal(s) being kept pursuant to the Animal Fancier and Adoption License is disturbing the peace of the neighbourhood or is causing a nuisance and that the complainant has documented occurrences.
- i) Whether the peace of others has been disturbed or a nuisance has been caused under Section 5 is a question of fact to be determined by a Court hearing a prosecution pursuant to this Section, or by the Animal Control Officer in accordance with Section 5(g).
- j) The applicant/Owner may appeal a refusal, suspension or revocation of a license by the Animal Control Officer to Okotoks Town Council provided such appeal is submitted in writing to the Municipal Secretary within fourteen (14) days of the date of the Animal Control Officer's decision. In the event of an appeal, Council shall set a date for the hearing of the appeal to be held within 30 days after receipt of the notice of appeal.

**Okotoks Animal Fancier and  
Adoption License  
Application Form**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PURPOSE FOR KEEPING ANIMALS: \_\_\_\_\_

WHERE WILL ANIMALS BE KEPT: \_\_\_\_\_  
(eg: kennel, basement, etc.)

HOW WILL ANIMAL NOISE BE CONTROLLED: \_\_\_\_\_  
(eg: bark collar, kept indoors, etc.)

ARE ANIMALS LICENSED WITH THE TOWN OF OKOTOKS? Yes  No

**All dogs must be individually licensed per Section 3 of the Responsible Pet Ownership Bylaw.**

*The personal information that you have provided is being collected under section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used only in determining animal ownership and producing statistical records. In addition your telephone number and your dog's tag number will be posted on the Town of Okotoks, Virtual Town Hall Website. Should you have any questions about the use of your personal information please contact the FOIP Coordinator at [foip@okotoks.ca](mailto:foip@okotoks.ca) or 403-938-4404.*

PROVIDE THE FOLLOWING INFORMATION FOR EACH ANIMAL:

NAME: \_\_\_\_\_ BREED: \_\_\_\_\_ SEX: \_\_\_\_\_ TAG: \_\_\_\_\_

NAME: \_\_\_\_\_ BREED: \_\_\_\_\_ SEX: \_\_\_\_\_ TAG: \_\_\_\_\_

NAME: \_\_\_\_\_ BREED: \_\_\_\_\_ SEX: \_\_\_\_\_ TAG: \_\_\_\_\_

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NAME: \_\_\_\_\_ BREED: \_\_\_\_\_ SEX: \_\_\_\_\_ TAG: \_\_\_\_\_

The fee for an Animal Fancier and Adoption License is \$150.00 per calendar year and the license must be renewed annually prior to January 31<sup>st</sup>

An Animal Fancier License may be revoked at any time per Section 5(h) of the Responsible Pet Ownership Bylaw

**Okotoks Animal Fancier and  
Adoption License  
Adjacent Properties Form**

**Applicant**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I am presently applying for an Animal Fancier and Adoption License through the Town of Okotoks according to their Responsible Pet Ownership Bylaw. The Animal Fancier and Adoption License allows an applicant to have up to ten (10) dogs, all of which must be licensed and over three months of age. I must comply with all other regulations under the Okotoks Responsible Pet Ownership Bylaw.

**Adjacent Property Owner**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

As an adjacent property owner we request you provide the information above and sign and date to acknowledge notification of this application. Please return the form at your earliest convenience to Okotoks Municipal Enforcement by emailing to [bylaw@okotoks.ca](mailto:bylaw@okotoks.ca) or dropping the form off in person to:

**Okotoks Municipal Enforcement  
Southridge Emergency Services Building  
98 Woodhaven Drive**

Should you wish to provide any comments or concerns, please note them in the comments section below. If you wish to discuss any concerns you may have with this application, you may contact the Municipal Enforcement Administrator or Manager at 403-995-6302.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The personal information that you have provided is being collected under section 33(c) of the Freedom of Information and Protection of Privacy Act and will only be used to determine the validity of this animal fancier application. Should you have any questions about the use of your personal information please contact the FOIP Coordinator at [foip@okotoks.ca](mailto:foip@okotoks.ca) or 403-938-4404.*