

February 18, 2010



## Committee Report

**To: Mayor and Council**

**Fr: Heather Kasprick, Deputy Clerk**

**Re: Sale of Dog Licenses**

### **Background:**

The Animal Advisory Committee has addressed concerns regarding the simplicity of purchasing dog licenses and the availability of staff issuing them. Council, staff and public have been faced with questions as to the availability of the tags and who can issue the tags.

I have reviewed the internal procedures and staff who are trained to issue such licenses. Since the concerns were brought to my attention, other staff have been trained and we now have numerous staff who can issue the tags in City Hall during normal operating hours.

However, this does not address the other concerns regarding after hour sales as well as overall convenience of purchasing the tags. Many feel that if it was easier and more accessible to the public other than having to come into City Hall, more dog owners would be inclined to license and register their dogs.

I have spoken with both retail pet stores in Kenora and have inquired as to whether they would be willing to sell the tags at their locations. Both Taylor Made Pet Products and Chow Time Pet Supply have agreed to sell the tags on our behalf. The tags would be made available to both stores with receipts and the forms to complete for the records that would be retained at our office. A by-law enforcement officer would visit the retailer bi-weekly to collect the information and a reconciliation could be done with the retailer on the sales. I will work with each retailer to see what best suits their practice whether it would be cash only, or they would like to send us a cheque monthly or quarterly for the tags sold. My staff will monitor and coordinate the sales and the records. The by-law enforcement officer (animal control) could also have a similar process in place where they can issue a tag on the spot as long as the owner provides a cheque for payment.

This process is currently in place with regards to other City merchandise and the sale of products/services by retailers. I would be willing to also design and provide signage for the retailers stores if they would be willing to display them indicating that owners could purchase their tags at the outlet.

### **Budget:**

There would be no budget impact to the merchant sales, unless the committee recommends that these outlets receive some small compensation for each tag sold. Currently, retailers who sell bus punch cards do so without any compensation, however, retailers who sell garbage bag tags retain \$0.05 per tag. If this is the direction the committee wishes to recommend to Council, there could be some small impacts on tag revenue.

### **Recommendation:**

**THAT** Mayor and Council accept the recommendation to allow outside agencies and outlets to sell dog tags with administration developing the procedures and monitoring the success.