



SCHEDULE "F" TO BY-LAW 63-2022

Doggy Day Care Application

1. New Doggy Day Cares shall be accompanied by the following:
 - Map or drawing of the location of the Doggy Day Care
 - Authorized Agent Form completed, if property owner is different than Doggy Day Care Operator
 - Proof of Zoning approval for the said location
 - Proof of an inspection of the premises
 - Proof of one million dollars liability covering to the end of the calendar year, for which the registration is sought, naming the Municipality as additionally insured
 - Payment of applicable fee as set out in the current Fees and Charges By-law

2. Renewal of kennel License shall do the following:
 - Proof of one million dollars liability covering to the end of the calendar year, for which the registration renewal is sought, naming the Municipality as additionally insured
 - Payment of applicable fee, as per the current Fees and Charges By-law

3. Submit the completed application, with payment in one of the following ways:
 - a) In person, at the Municipal Office by cash, debit or cheque. Office hours are 8:30 a.m. to 4:30 p.m., located at 4305 Hamilton Road, Dorchester, ON N0L 1G3; or
 - b) By mail with a cheque or money order. Please print "Doggy Day Care Registration" on the back of the cheque with the number of dogs. Please make all cheques payable to the "**MUNICIPALITY OF THAMES CENTRE**". If a receipt is required, please mail the complete bill together with a stamped, self-addressed envelope. Receipts are valid when cheques clear.

4. A return payment fee will be added for any payment that has been submitted that has "Non-Sufficient Funds" as per the current Fees and Charges By-law.

Doggy Day Care Registration renewal may be subject to periodic inspections by an appointed official from the Municipality to conduct inspections that the premises are suitable for the keeping of dogs.

For additional information regarding Doggy Day Care Registration, please contact the Municipality of Thames Centre By-Law Enforcement Officer at 519-268-7334 ext. 240.

**ANY OWNER WHO FAILS TO COMPLY WITH ANY PROVISION IN THIS BY-LAW
IS GUILTY OF AN OFFENCE UNDER THE PROVINCIAL OFFENCES ACT.**



**SCHEDULE "F" TO BY-LAW 63-2022
DOGGY DAY CARE REGISTRATION**

**Please complete and submit form with the appropriate payment
to the Municipality of Thames Centre.**

Doggy Day Care Owner Information:

Doggy Day Care Owner Name: _____

Doggy Day Care Name: _____

Property Address of Doggy Day Care: _____

Mailing Address: _____

E-mail: _____ Phone Number: _____

Doggy Day Care Information:

Operating Hours: _____

Maximum Number of Dogs: _____

For Municipality Use Only:

Approved Denied

Issuing Officer: _____ Date: _____

I hereby verify that the information provided herein is true and correct and by signing this application, I agree to conform to all Municipal By-laws and understand failing to do so may result in fines or the revocation of my Doggy Day Care Registration.

In addition, I release my personal information and consent that I may be contacted by the Municipality of Thames Centre and/or an approved 3rd party contractor.

Owner Name: _____

Signature: _____

Date: _____

Personal information contained on this form is collected pursuant to *The Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of Dog Licensing and Canine Control. Questions about this collection should be directed to the FOI Coordinator, The Corporation of Municipality of Thames Centre at 4305 Hamilton Rd, Dorchester, ON N0L 1G3



SCHEDULE "G" TO BY-LAW 63-2022

LETTER OF AUTHORIZATION

Municipal Address			
Legal Description			
Doggy Day Care Name			
<p>This document shall serve to notify the Corporation of the Municipality of Thames Centre that I/we are the legal owner(s) of the property described above and do authorize the person indicated below ("Authorized Agent") to act on my/our behalf on all matters pertaining to the Building Permit Application and authorize the Authorized Agent to sign all related documents on my/our behalf.</p>			
Property Owner Name			
Mailing Address			
City		Postal Code	
E-mail		Phone	
Name of Doggy Day Care Operator			
Company Name			
Mailing Address			
City		Postal Code	
E-mail		Phone	
Signature of Property Owner(s)			
Signature of Property Owner(s)			
Signature of Doggy Day Care Operator			
<p>Note: <i>All registered owners of the property shall sign this Authorization Form. Use additional sheets if necessary. A new Authorization Form shall be submitted to the Municipality if the ownership of the property changes during any time of the operation of the Doggy Day Care.</i></p>			
<p>Personal information contained on this form is collected pursuant to <i>The Municipal Freedom of Information and Protection of Privacy Act</i> and will be used for the purpose of Dog Licensing and Canine Control. Questions about this collection should be directed to the FOI Coordinator, The Corporation of Municipality of Thames Centre at 4305 Hamilton Rd, Dorchester, ON N0L 1G3</p>			