

Subsidized Spay & Neuter Policy**Policy No. 3.2.1****Date of Policy:** September 26, 2016**Review Date:****Revision:****Motion Number:** 7(c)

The Town of Nipawin recognizes the issue of numerous unwanted cats and dogs. This issue arises from the unspayed and unneutered cats and dogs living in our community. Financial resources are being provided to assist low income pet owners who could not otherwise afford to have their pets spayed or neutered and vaccinated. It is recognized that it is important to vaccinate pets to minimize diseases being spread and maintain a healthy community.

Eligibility

Any person who is a resident of the Town of Nipawin and whose total household income falls under Statistics Canada's Low Income Cut Offs (LICO) based on the number of people in the applicant's immediate family (parents/guardians and their children who are under 19 years of age - with a maximum of two adults).

The Subsidized Spay & Neuter Program is limited to cats and dogs only.

The income levels are based on before-tax income (Line 150 of the Notice of Assessment from Canada Revenue Agency). A copy of the applicant's most recent Notice of Assessment from Canada Revenue Agency is required for each income earner listed on the application. A current driver's license may also be requested.

The Low Income Cut Offs are calculated using Statistics Canada's most recent published Low Income Lines Paper. The most recent low income cut offs (before tax) for populations with less than 30,000 inhabitants is used as a base to calculate the current year's low income cut offs. The base for a given year is used to calculate the following year. This base is multiplied by the change in CPI for the previous year, as CPI publication is done in the following year.

For example, the most recent LICO base is 2011. To calculate the LICO for 2012, the 2011 base is multiplied by the change in CPI from 2010 to 2011. To calculate the LICO for 2013, the 2012 base is multiplied by the change in CPI from 2011 to 2012.

The Subsidized Spay & Neuter Program is for residents of the Town of Nipawin only. The applicant must be a current resident of the Town of Nipawin as of the date of application. To verify, a copy of **ONE** of the documents listed below that has been issued within the last month and shows the applicant's name and current address is required.

- ~ Telephone or cable bill
- ~ SaskPower or SaskEnergy bill
- ~ Town of Nipawin Utility Bill

Other special circumstances may be considered as reviewed/approved by the Town of Nipawin. The Director of Finance & Administration and Chief Administrative Officer must approve any of these cases. Written documentation as to the circumstances must be provided.

Qualifying applicants are chosen on a first come, first serve basis.

Program Costs

The qualifying applicant must pay a deposit payment of \$20 per pet. Once the Town of Nipawin has received confirmation that the surgery and vaccinations have been completed, the \$20 per pet fee will be reimbursed to the applicant.

Expenses Covered Under the Program

First visit to veterinarian:

- Pre-operative examination to determine suitability for surgery
- If suitable for surgery, relevant vaccines
- Other additional treatments required may be covered

Second visit to veterinarian:

- Spay or neuter surgery
- Booster vaccinations
- Other additional treatments required may be covered

After the spay/neuter is completed, the veterinary clinic invoices the Town of Nipawin for the veterinary costs.

Application Process

A completed application form must be submitted either by mail or in-person at the following address:

Town of Nipawin
PO Box 2134 ~ 210 2nd Avenue East
Nipawin, SK S0E 1E0

Application must include:

- Evidence of income level for each income earner on the application – a copy of the most recent Notice of Assessment from Canada Revenue Agency
- Evidence of being a Nipawin resident – a copy of one of the following issued within the last month:
 - Telephone or cable bill
 - SaskPower or SaskEnergy bill
 - Town of Nipawin Utility Bill
- If applying for consideration of special circumstances, written documentation as to what those circumstances are

Notification of approval/rejection will be made by mail within approximately two weeks of receipt of the application. Contact by telephone may also be made in addition to the mail notification.

Approved applications will receive a surgery voucher and surgery agreement and waiver along with the approval letter. The surgery voucher is valid 60 days from the date of the approval letter issued. The expiry date is indicated on the surgery voucher. The surgery vouchers are not transferable to another owner or pet.

The following steps “A” through “D” below must be completed **within 60 days of approval** as noted on the approval letter.

- A. The surgery voucher form and surgery agreement and waiver form must be completed and brought to the Town Office by the approved applicant, where:
 - i. The applicant will pay the refundable fee—\$20 per pet. Debit, cash, or cheque accepted
 - ii. The surgery voucher will be validated
- B. Approved applicant books first appointment with participating veterinary clinic
- C. Approved applicant provides veterinary clinic with validated surgery voucher at first visit
- D. Surgery is carried out on second visit to veterinary clinic

The qualifying applicant **MUST** follow the pre-operative and post-operative surgery instructions as provided by the veterinary clinic.

The qualifying applicant is responsible for transportation of the pet to and from the clinic for all scheduled appointments. The qualifying applicant must contact the clinic 48 hours prior to an appointment if they must cancel or change the appointment.

All personal information is collected in accordance with Part IV of the *Local Authority Freedom of Information and Protection of Privacy Act*. The information will be used to determine eligibility for and to administer the Subsidized Spay & Neuter Program.

Any unused budgeted funds for the Subsidized Spay & Neuter Program at the end of the year will be transferred to a Subsidized Spay & Neuter Program Reserve for future use for the Subsidized Spay & Neuter Program.

Veterinary clinics wishing to participate in the Subsidized Spay & Neuter Program will be required to enter into an agreement with the Town of Nipawin approved by Council.