



**RURAL MUNICIPALITY OF ST. ANDREWS
PROCEDURE MANUAL**

PROCEDURE NAME: Live Trap Rental Agreement and Procedure	DOCUMENT #: PW-PRO-014
PROCEDURE SECTION: Administration	
DATE ADOPTED: April 7, 2021	
REVISION DATE: As Required	
STATUS: Active	

INSTRUCTIONS FOR LIVE TRAP RENTAL AGREEMENT AND PROCEDURE

The RM of St. Andrews recognizes that we are located within a rural area and as such, pests such as skunks are common throughout the municipality during the year. In an effort to assist our residents in controlling these pests, the RM has purchased live traps that are available for rent.

Purpose

To provide the RM of St. Andrews residents with the means to humanely trap skunks that are causing a nuisance on their own properties.

Scope

The scope of this policy includes but is not limited to the Public Works Department and the general public.

Objectives

The Objective of this policy is to ensure that the ideas presented in the Purpose of this procedure will be upheld.

Procedure details

1. Rental Agreement
 - a. Only the RM of St. Andrews residents are permitted to rent a live trap.

- b. The rental agreement (Schedule “A”) must be completed and signed by the resident.

2. Maximum rental period

- a. The maximum rental period is fourteen (14) days unless written permission for an extension is obtained from the Chief Administrative Officer or designate. An extension for the rental agreement is at the discretion of the Chief Administrative Officer or designate.
- b. The maximum rental period extension shall be seven (7) days, for a total of a twenty-one (21) day rental period.

3. Fees

- a. A \$75.00 refundable deposit must be paid prior to release of the trap.
- b. A damaged trap will be assessed by the Public Works Superintendent and any charges made will reflect the cost of repairing and/or replacing the trap.

4. Humane Treatment of Animals

- a. The RM of St. Andrews does not condone the inhumane treatment of animals.
- b. All traps must be checked and, if necessary, emptied on a daily basis.
- c. All animals must be humanely released or disposed of.

5. General

- a. Live trap agreements and deposits are not transferable to another person.
- b. All traps must be retained on the property owned and/or occupied by the resident.
- c. No person has the right to set a trap on another individual’s property.
- d. The RM of St. Andrews is not responsible for the disposal of any trapped animals.

6. Roles and Responsibilities

- a. It is the role of the Administration and Public Works Departments and the RM of St. Andrews to make the general public aware of this procedure when an inquiry is

made with regards to skunk removal from private properties.

7. Monitoring, Evaluation and Review

- a. The monitoring, evaluation and review of this procedure is the responsibility of the Administration Department of the RM of St. Andrews.

8. Associated Documents

- a. Attached is Schedule "A", The Live Trap Rental Agreement.

Schedule "A"

RM of St. Andrews
Live Trap Rental Agreement

Date: (Day, Month, Year) _____

I, (Print) _____, Residing at _____ address in St. Andrews.

Phone Number _____ have borrowed a live trap for a period of maximum of two (2) weeks, fourteen days (14) from the R.M of St. Andrews.

I agree to the following conditions:

- 1. I am responsible for the care of this trap while it is in my possession.
- 2. I will return the trap in a clean and usable condition, in 14 days from signing date.

After 30 days refund will be kept and extra \$35.00 must be paid to R.M.

- 3. I will pay any costs incurred for damages or
- 4. I will pay for a replacement trap in the amount of \$115.00 and forfeit the required deposit of \$75.00 towards the cost of replacement trap.

The RM of St. Andrews services are NOT responsible for any actions performed by the resident including accidental catches or the harm to the trapped animal, harm to the trapper or any other residents when the trap is in the possession of the renter.

Signature of Resident _____

Print name clearly _____

A deposit of \$75.00 has been received and will be refunded upon the return of the live trap subject to the conditions identified in this agreement before fourteen (14) days from signing.

R.M. of St. Andrews Staff _____ Date: ____/____/____
Month/day/year

Copy of Agreement provided to resident: Yes _____ No _____

Office Use Only: Receipt #: _____ Trap Return Date: _____
Clean: YES / NO Damaged: YES / NO Refund of \$ _____ Cheque #: _____