



# CITY OF MEADOW LAKE POLICY

<b>SECTION:</b>	Protection & Enforcement Services	<b>NUMBER:</b> 700-07-001	<b>RESOLUTION:</b> 155/18: Jan 1, 2007
<b>TITLE:</b>	Skunk Traps	<b>EFFECTIVE DATE:</b> January 1, 2007	
<b>ORIGIN/AUTHORITY:</b>	Administration	<b>REVISED:</b> Res# 360/22: Jan 23, 2023 Res# 155/18: Jun 25, 2018	
<b>DEPARTMENT:</b>	Bylaw, Office		

## 1. PURPOSE:

To control the population and remove skunks from within Meadow Lake City limits.

## 2. DEFINITIONS

- a) "City" is the City of Meadow Lake.
- b) "Occupant" – means an occupant as defined in *The Cities Act*.
- c) "Owner" – means an owner as defined in *The Cities Act*.

## 2. PROCEDURE:

- a) The City will allow use of city owned skunk traps at the requests of Owners/Occupants within City limits, subject to the City receiving and approving the Owner/Occupant submitted application for a skunk trap permit.

## 3. SERVICE LEVEL - CITY:

- a) The City will make at least six traps available for the capture of skunks.
- b) The City will make every effort to review and approve/deny a permit application within 2 (two) business days of receiving an application and notify the applicant.
- c) The City will notify the applicant as soon as is reasonably possible if there is a delay in processing their application.
- d) If an approved application has been placed on the waiting list, the applicant will be informed of their place on the list and an approximate waiting time.

- e) Skunk traps will be available for issue during regular working hours at City Hall, Monday-Friday (from 8:30 am – 4:30 pm), not including on weekends or statutory holidays, providing the projected temperature is not below  $-10^{\circ}\text{C}$  or above  $30^{\circ}\text{C}$ .
- f) A permit application must be made in a form determined by the City and must include, at a minimum, the following information:
  - a. Name of the Owner/Occupant making application
  - b. Civic Address (where the trap will be set)
  - c. Approximate Location of Trap (where on the property it will be set)
  - d. Signature (electronic signatures accepted) of the applicant, accepting the terms and conditions herein and as may be specified on the permit, holding the City blameless.
  - e. Date the permit application was signed by the applicant.
  - f. Any other information administration decides is needed to process an application.
- g) The City must document and track the following regarding to each permit application:
  - a. Date the Permit Application was received by the City
  - b. The number assigned to the trap that was issued to the applicant
  - c. Date and Time the trap was issued and who issued the trap
  - d. Date and Time the trap was returned and who accepted the return
  - e. Status/Condition of the trap upon return
  - f. Information on any fees paid or charged by/to the applicant.
  - g. Any pertinent remarks or notes regarding the permit

#### **4. RESPONSIBILITY OF OWNER/OCCUPANT**

The Owner/Occupant must:

- a) Place the skunk trap only on their property, which is within the City of Meadow Lake as specified on the permit application;
- b) Personally be responsible to check the trap every 12 hours while the trap is set;
- c) In the event that the trap catches a cat, release the cat from the trap as soon as it is noticed;
- d) Humanely remove the skunk from the City of Meadow Lake within 12 hours of the skunk being caught in the trap. If relocating the skunk, it must be driven at least 15 kilometers out of the city before it is released. Owners/Occupants may contact a rescue organization such as Healing Haven Wildlife Rescue for assistance with wildlife rescue.
- e) Agree not to use a trap when the temperature falls below  $-10^{\circ}\text{C}$  or rises above  $30^{\circ}\text{C}$ ;
- f) Allow any Peace Officer or animal control officer to enter the property the trap has been issued to, to ensure the trap is being used properly;
- g) Thoroughly clean the trap before it is returned to City Hall (subject to a \$150 cleaning charge if not thoroughly cleaned);

- h) Be responsible for the trap which includes the cost of repair or replacement if the trap is damaged, lost or stolen;
- i) After it is issued, the trap must be returned to the City of Meadow Lake within 7 (seven) business days by 3:00 pm on the 7<sup>th</sup> (seventh) day. If an extension is needed, an extension of up to another 7 (seven) days may be requested and granted in writing. Depending on the demand for traps at the time, there is no guarantee that an extension will be able to be granted.
- j) Report to City Hall if the trap was successful in capturing a skunk;

## 5. LIMITATIONS

- a) Traps will be issued to permit applicants in the order of requests and availability.
- b) The City may agree to bait, set and handle a trap on the request of a permit applicant subject to staff availability, and the following conditions:
  - i. The City of Meadow Lake may bait and set city owned skunk traps at the request of Owners/Occupants within City limits. The City may also remove traps when a catch has been made.
  - ii. The City will only set traps on the property of the Owner/Occupant that the permit is issued to; traps will not be set at a property where they have not been requested.
  - iii. If a trap is lost, stolen or damaged while set at a particular property the Owner/Occupant will be billed for the replacement or repair cost of the trap.
  - iv. Traps will only be set and removed by the City during workdays, Monday to Friday, statutory holidays excluded, and during scheduled working hours.
  - v. Setting and removing skunk traps will not be a priority and will be done as time and personnel are available.
  - vi. Owners/Occupants can request a skunk trap to be set by the City to remain on their property over a weekend. When this is done it is the responsibility of the Owner/Occupant to monitor the trap at least once every twelve hours, and any skunks caught in the trap over the weekend are the responsibility of the Owner/Occupant to manage.
  - vii. Traps will not be set by the City or the Owner/Occupant if the temperature is less than -10C or greater than +30C.
  - viii. The City may charge a nominal fee for this service equal to the estimated cost in materials, supplies and labour it will take to perform the service. If fees are to be levied the applicant must be notified in advance with an estimated cost, and the fees must be levied and paid before a trap is issued or placed on the property.