



# Skunk Trap Rental Policy

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**REVISION RECORD**

<b>Date</b>	<b>Version</b>	<b>Revision description</b>
July 26, 2017	1	Original Skunk Trap Rental Policy
2020	3	Policy PW – 003 replaces Policy No. 3201
June 19 2025	4	Policy PW – 003 reviewed and revised



**1. TITLE:**

**1.1 Skunk Trap Rental Policy**

**2. POLICY STATEMENT:**

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

**3. PURPOSE:**

**3.1 To provide Village residents with the means to humanely trap skunks and porcupines that are causing a nuisance on their own properties.**

**4. SCOPE:**

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

**5. OBJECTIVES:**

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

**6. POLICY DETAILS:**

**6.1 Rental Agreement:**

**6.1.1 Only Village of Heisler residents are permitted to rent a skunk trap.**

**6.1.2 The rental agreement (Schedule "A") must be completed and signed by the resident.**

**6.1.3 Residents are not permitted to trap any other animals except skunks and porcupines. Cats are not allowed to be trapped.**

**6.2 Maximum rental period:**

**6.2.1 The maximum rental period is seven (7) days unless written permission for an extension is obtained from the Chief**



**Administrative Officer. An extension for the rental agreement is at the discretion of the Chief Administrative Officer.**

**6.2.2 The maximum rental period extension shall be seven (7) days, for a total of a fourteen (14) day rental period.**

**6.3 Fees:**

**6.3.1 A \$100.00 refundable deposit must be paid prior to release of the trap.**

**6.3.2 A late fee of \$10.00 per day will be charged if the trap is not returned within the agreed upon period.**

**6.3.3 A cleaning fee of \$25.00 will be charged if the trap is not returned clean.**

**6.3.4 A damaged trap will be assessed by the Public Works Foreman and any charges made will reflect the cost of repairing and/or replacing the trap.**

**6.4 Humane Treatment of Animals:**

**6.4.1 The Village of Heisler does not condone the inhumane treatment of animals.**

**6.4.2 To the best ability of the resident, all traps must be placed in an area that is protected from extremes of heat and cold.**

**6.4.3 All traps must be checked and, if necessary, emptied on a daily basis.**

**6.4.4 All animals must be humanely released outside of the vicinity of the Village of Heisler.**

**6.5 General:**

**6.5.1 Skunk trap agreements and deposits are not transferable to another person.**

**6.5.2 All traps must be retained on the property owned and/or occupied by the resident.**

**6.5.3 No person has the right to set a trap on another individual's property.**

**6.5.4 The Village of Heisler is not responsible for the disposal of any trapped animals.**



**7. ROLES AND RESPONSIBILITIES:**

**7.3 It is the role of the Administration and Public Works Departments and the Heisler Village Council to make the general public aware of this policy when an inquiry is made with regards to skunk removal from private properties.**

**8. MONITORING, EVALUATION AND REVIEW:**

**8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.**

**9. ASSOCIATED DOCUMENTS:**

**9.1 Attached is Schedule “A”, the Skunk Trap Rental Agreement.**

**Document Source: Village of Forestburg**

**Council Approved: June 19, 2025**

**Motion # 25-06-104**

**Responsibility: Administration**

**Next Review Date: June 2028**



# Schedule "A" VILLAGE OF HEISLER Skunk Trap Rental Agreement

I acknowledge that:

1. I am responsible for the skunk trap until it is returned to the Village of Heisler.
2. A deposit in the amount of \$100.00 has been paid and will be returned to me upon return of the skunk trap within the agreed upon period and in clean and undamaged condition.
3. Skunk Trap Use Agreements and fees are not transferable to another person.
4. The maximum time I may use trap is one (1) week unless written permission from the Chief Administrative Officer is obtained.
5. An extension period is at the discretion of the Chief Administrative Officer and the maximum extension period is one (1) week.
6. Late fees of \$10.00 per day will be deducted from the refundable portion of my fee.
7. The cost of repairing damages to the trap will be deducted from the refundable portion of the fee and that those damages and costs will be determined by the Public Works Foreman or his/her delegate.
8. The Village of Heisler is not responsible for the disposal of any trapped animals
9. Skunk trap rentals are only to be used for trapping skunks and porcupines.

I, \_\_\_\_\_ hereby agree to the terms and conditions indicated above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

<b>Office Use Only:</b>	<b>Outstanding Service Payments: YES / NO</b>
Receipt #: _____	
Trap Return Date: _____	Clean: YES / NO    Damaged: YES / NO
Refund of \$ _____	Cheque #: _____