

# District of North Vancouver

## CORPORATE POLICY MANUAL

<b>Section:</b>	Buildings, Facilities and Properties
<b>Sub-Section:</b>	General
<b>Title:</b>	Pest Management – District Owned Property

### PREAMBLE

The District is committed to leadership in innovative sustainability in all aspects of our service to the community. This Policy implements rodenticide free pest management on District owned property.

The District has created an Integrated Pest Management Framework to guide property managers and ensure effective pest management on District owned property.

The District recognizes that the use of anti-coagulant rodenticide or other regulated substances may be necessary in certain limited circumstances where a pest management service provider has followed the Integrated Pest Management Framework and that the application of rodenticide should be regulated under a permit issued by the District.

### POLICY

**The use of anti-coagulant rodenticide or other regulated substance for pest management is prohibited on all District owned and/or controlled properties except where expressly authorized by a permit issued by the District.**

**The District discourages the use of anti-coagulant rodenticide on all properties in the District because of the harmful side effects.**

### REASON FOR POLICY

This Policy aims to:

1. Reduce and/or eliminate:
  - a. the unnecessary suffering of target wildlife;
  - b. the suffering and/or unnecessary mortality of non-target wildlife;
  - c. the presence of toxic substances in and around DNV owned property;
2. Create a framework for integrated pest management without rodenticide; and
3. Educate the general community and property owners on the harmful side effects of anti-coagulant rodenticide use.

## PROCEDURE

Pest management on any District owned or controlled property, subject to legal authority is to be supervised by an approved pest management service provider and/or qualified professional. Property managers who are concerned that a pest infestation may be present must engage a pest management service provider before undertaking any activity to remove the pests. The pest management service provider is required to follow the Integrated Pest Management Framework (Attachment 1). A pest management service providers list will be maintained by the District and reviewed as required.

Property managers will be required to provide educational materials to the building occupants if pests are confirmed on the property. The educational materials will be provided by your pest management service provider and/or the property manager and will provide information to the building occupants on mitigation strategies to reduce pest attractants and pest access into buildings or structures.

Ongoing monitoring of the property will be required after the implementation of pest management activity to ensure that attractants are being managed properly and pests do not regain access into the building or property.

All integrated pest management programs and monitoring reports must be kept by the property manager and be available to the District upon request.

All pest management service providers need to sign a "Declaration of Intent" form (Attachment 2) and submit it to the District Environmental Sustainability (Operations) Department to be included on the District's list of approved pest management service providers.

QP(s), pest management service providers or other person(s) who are found to be conducting pest management on a District owned property that is not in compliance with this Policy will no longer be allowed to conduct pest management on District owned property and will be removed from the DNV pest management service providers list, subject to further review by the District. QP(s), pest management service providers or other person(s) who are found to be using rodenticide without a valid permit issued by the District are subject to penalty fines under the Pesticide Use Control Bylaw 7686, 2009, as amended or replaced.

## AUTHORITY TO ACT

Retained by Council

Approval Date:	December 7, 2020	Approved By:	Regular Council
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	

Attachment 1: Integrated Pest Management Framework

Attachment 2: Declaration of Intent - Form

## Attachment 1 - Integrated Pest Management Framework

The following framework is a four step program to: (1) assess; (2) plan and implement; (3) monitor and adapt management (4) reporting and compliance for *pest management* on *District owned property*.

### 1. Integrated Pest Management – Risk Assessment

The first step is to conduct a *pest* and risk assessment to confirm whether *pest(s)* are present and then whether the *pest(s)* are causing or have the potential to cause damage to the building or risk to its occupants/users. The *pest* assessment may demonstrate that very limited or no *pest management activity* is required and therefore the use of lethal *population control* is unnecessary. If no *pest management activity* is needed, the results of the assessment should be recorded and provided to the *property manager* and no further action is required.

#### 1.1 Pest Assessment

- a) Before any *pest management activity* in or around a *District owned property*, the *property agent* and/or *property manager* must have a *pest* assessment carried out by a *pest management service provider* and/or a *qualified professional (QP)* (the “*Pest Assessment*”).
- b) The *pest management service provider* or *QP* must inspect areas potentially subject to *pest management* and conduct interviews of building/structure owners, managers and occupants. The inspection may include visual inspection, motion activated cameras or other methods designed to collect evidence of a *pest infestation*.
- c) The *pest management service provider* or *QP* should include details of *pest* ingress into the subject building/structure (including locations, pictures and descriptions) in the *Pest Assessment*.
- d) The *QP* must record all of the *Pest Assessment* details and prepare a *Pest Assessment* report on the likely presence of *pest(s)* inside or within a reasonable distance of the building/structure. This includes identification of *pest(s)*, discussion of the evidence gathered, adaptive behavioural traits of the *pest(s)* influencing this specific occurrence and any other relevant information.

The *Pest Assessment* report must be in a format that can be digitally transferred to the District if requested.

#### 1.2 Risk Assessment

If *pest(s)* are confirmed in the *Pest Assessment*, the next step is to determine whether a *pest infestation* exists. Using data gathered from the *Pest Assessment*, the *QP* will determine the approximate numbers and species of *pest(s)* involved, assess *pest* specific damage to the building/structure, potential damage to the building/structure and assess any human health risks or other risk-related information.

## 2. Integrated Pest Management – Mitigation Planning and Implementation

Based on the *Pest* and Risk Assessment, a mitigation plan is formulated by the *QP* in keeping with the level of risk present. The District's Integrated Pest Management approach is based on the precautionary principle of avoiding the use of toxic chemicals. Mitigation planning and implementation has three components: (1) access prevention; (2) attractant management; and (3) *population control*.

### 2.1 Access Prevention

- a) The *QP* should recommend modifications, where practical, to each *pest* entry point into the building/structure. This should be done for each *pest* targeted for *pest management activity* in the risk assessment.
- b) The *property manager* and/or other *building professional(s)* must be consulted before changes to the building/structure. In particular, building envelope perforations (nails, screws etc.) must be pre-approved.
- c) The *QP* should also recommend modifications to remove safe harbourage inside or in proximity to the building/structure, including selective vegetation management adjacent to buildings. With respect to re-planting, the *QP* should provide recommendations for suitable plant species and plant density that provide a balance between aesthetic and ecological benefits and harbourage for unwanted *pests*. The *QP* may need to consult with other professionals before making decisions on vegetation management.
- d) The *QP* must ensure that any building/structure modifications do not interfere with the harbourage, nest or roost sites for other important and protected *non-target wildlife*. In particular, bat roosts and bird nests are protected in British Columbia.

### 2.2 Education & Attractant Management

- a) Attractant management involves the denial of food and water to *pests* within the environment in which they are not wanted.
- b) Education on attractant management is done in conjunction with step 2.1 – access prevention. The *education program*, prepared by the *QP* in consultation with the *property manager*, should inform building users/occupants/managers on attractant management and specifically recommend changes or modifications in order to not attract *pests*, provide harbourage for *pests* and/or provide food and water for *pests*.
- c) Educational materials should be made available for building occupants, including specific examples to ensure that their own personal in-unit waste management (solid waste, compost, recycling etc.) does not attract *pests*. Information from the District on local bylaw requirements should also be provided to *property managers* and/or occupants at the direction of the *QP*.
- d) Educational material should be provided by the *QP*, with specific examples, to ensure that building waste collection and pick up areas are kept clean and free from excessive accumulation of attractants. Information from the

District on local bylaw requirements should also be provided to *property managers* and/or building occupants at the direction of the QP.

- e) For facilities that host pets, livestock or other *non-target wildlife* educational materials should be provided to ensure that strict storage protocols are used for the management of food and water resources on site.
- f) Specific situations may also require disinfection cleaning to remove accumulated deposits of attractant materials and/or health risks (steam cleaning etc.) The frequency of cleaning will be governed by how well the waste collection area is managed.

## 2.3 Pest Population Control

- a) Population control to reduce or control a *pest infestation* must be overseen by the QP involved in the previous steps or another QP who has reviewed the previous *pest management activity*. *Population control* is the last step in the mitigation planning and implementation phase. *Population control* is generally only a short term solution.
- b) Trapping as *population control* can be done using either a *live capture trap* or other device designed to lethally and humanely kill a *pest*. A trapping program must be designed and supervised by the QP and be appropriate for the specific *pest* and site conditions. The trapping program should meet the following requirements:
  - *Snap traps, captive bolt traps* and/or *electronic kill traps* or *live capture traps* can be deployed by the *property manager* under the oversight of a QP that includes a written *monitoring plan*.
  - *Glue Boards* or sticky boards – Prohibited - these have been linked to animal welfare concerns and are not approved for use on *District owned property*.
  - Bait Traps using *regulated substances* – Prohibited except with permit. The use of *first or second generation anti-coagulant rodenticides* (FGAR's & SGAR's) in a bait trap or similar *pest management activity* on any District owned property is prohibited unless specifically authorized by a permit issued under the District's Pesticide Use Control Bylaw.
  - The QP is responsible for ensuring that risk to *non-target wildlife* by any proposed trapping is reduced or eliminated by placing or using traps such that they are only accessible to *pest(s)* that are subject to *pest management*.
  - Trap locations must be recorded on a site plan and include an accompanying and appropriate *monitoring plan* that is dependant on the type of trap being used.
  - Traps must be clearly marked with *pest management service provider* name and telephone number and not be set in open or

publicly accessible areas where the public, *non-target wildlife* or pets can gain easy access to them.

- Traps can contain a *non-toxic bait attractant*.
- The *QP* or *pest management service provider* must provide a dispatch report for each monitoring visit where trapped *pests* and/or *non-target wildlife* are captured. The report will document the release and/or disposal of trapped animals.

### 3. **Integrated Pest Management - Monitoring and Adaptive Management**

To ensure the long term success of *pest management*, it is critical that a *QP* or *pest management service provider* continues to supervise monitoring the subject site after implementation of *pest management activity* that involves some form of mitigation or *population control*. Monitoring should be documented and provided to the *property manager*.

Access prevention needs to be maintained to ensure that *pests* do not regain access to the building/structure. Effective proofing against mice incursion is difficult but efforts to limit entry will have some beneficial effect.

Periodic attractant inspections and monitoring are recommended, particularly in communal waste collection areas of commercial, industrial and multi-family residential properties. Tenants or residents experiencing *pest* issues should make their units available for monitoring inspections by the *QP*, *service provider* or *property manager*.

The monitoring results provide feedback to the *property manager* and building occupants. This adaptive approach offers better long term pest control than relying on *rodenticide* only.

### 4. **Reporting & Compliance**

If a completed risk assessment did not identify a *pest infestation* or recommend any form of mitigation or *population control* there is no further reporting required.

After completion of the first cycle of *pest management activity* (mitigation) and then a phase of monitoring and adaptive management (Step 3) the *QP* or *pest management service provider* is required to document the work completed in Steps 1 through 3 (inclusive). Documentation must be submitted to the *property manager* for the subject property and provided to the District upon request.

The District can direct that a *pest management service provider* be audited for compliance with the Integrated Pest Management Framework. Audits will be carried out by DNV Environment staff or a suitably qualified *QP*.

*QP(s)*, *pest management service providers* or other person(s) who are found to be conducting *pest management* on a *District owned property* that is not in compliance with this Policy will no longer be allowed to conduct *pest management* on *District owned property*. Their names will be removed from the list of approved *pest management service providers*, subject to further review by the District. *QP(s)*, *pest management service providers* or other person(s) who are found to be using *rodenticide* without a valid permit issued by the District are subject to penalty fines under the Pesticide Use Control Bylaw.

# Schedule 1 - Definitions

*Anti-coagulant rodenticide(s)* means either a first generation or second generation rodenticide that disrupts blood clotting metabolic processes, causing severe or fatal internal hemorrhaging in animals that is mixed with an attractant and used in pest management activity.

*Building professional* means a person(s) suitably qualified to provide guidance and instruction to a: *property agent, property manager, Qualified Professional (QP)* or *pest management service provider* with respect to building or structure modification(s) designed to prevent *pest infestation(s)*.

*Captive Bolt Trap* means any type of mechanical device that incorporates a force driven bolt or piston for the purpose of killing *target wildlife* that is authorized for use in Canada

*District owned property* for the purpose of this policy, means any land and any building or structure on such land that is either owned or controlled by the District of North Vancouver on which legal authority to regulate pest management exists.

*Education program* means instructional material developed by a *QP* and/or *property manager* and used to conduct *pest management activity* on a *District owned property*. The instructional material should include all of the following as applicable to the site conditions:

- Information on the type of *pest(s)* present and the risk(s) they pose.
- Information on the type(s) of building or structure modifications (exclusion) required to keep the *pest(s)* out of the building or structure and to deny *pest(s)* favorable harborage inside or in proximity to a building.
- Information on types of attractants and specific details on how each attractant should be managed to prevent or limit *pest infestations*, including details from relevant bylaw(s) from the DNV and/or legislation from other jurisdictions.
- Information and details on any proposed *population control*, including but not limited to information notices mandated by provincial legislation, type(s) of method, length of the *population control* program, applicable warnings as determined by the *QP*, and details of the *monitoring plan*.

*Electronic Kill Trap* means any type of mechanical device that employs electrical current for the purpose of trapping and killing *target wildlife* that is authorized for use in Canada

*First generation anti-coagulant rodenticide (FGAR)* means a rodenticide that is generally less acutely toxic and metabolizes in the body tissue of rodents quicker, thus, requiring multiple feedings to administer a lethal dose.

*Glue board(s)* means trays coated with an extremely sticky adhesive, used to get rid of rodents, insects and snakes as an alternative to snap traps or other form of *population control*. Animals that touch a glue board are immediately caught and stuck to the board and usually suffer a slow death by a combination of starvation, suffocation or exposure.

*Live capture trap* means a mechanical device, authorized for use in Canada, which is designed for the purpose of capturing a pest(s) such that the capture does not result in injury to the *pest*.

*Monitoring plan* means the written plan with details on the type of monitoring activity scheduled and the frequency of application for various components of *pest management activity*.

*Non-target wildlife* means any mammal, insect, bird, amphibian, reptile or other living organism that is not the target of *pest management* or *pest management activity*.

*Non-toxic bait attractant* means a substance not listed in the List of Toxic Substances (Canadian Environmental Protection Act, Schedule1) used to attract target animals for the purpose of *population control*.

*Pest* means any mammal, insect, bird, amphibian, reptile or other living organism that is the target of *pest management* or *pest management activity*.

*Pest infestation* means the occurrence of *pest(s)* in or around a building or structure such that the occurrence is or is likely to cause damage to the building or structure and/or the occurrence is or is likely to cause a health risk to the occupants or users of the building or structure, as determined by a *QP*.

*Pest management* means the integrated and comprehensive compilation of actions undertaken for the purpose of reducing or eliminating a *pest infestation*.

*Pest management activity* means any individual or cumulative mitigation action(s) that forms part of *pest management*.

*Pest management service provider* means a company or corporate entity or person registered and approved to conduct business on *District owned property* with at least one *Qualified Professional* in its employ to oversee *pest management*.

*Pest management service providers list* means a list of companies that are eligible to undertake *pest management* on a *District owned property*.

*Pesticide* means:

- a control product as defined in the *Pest Control Products Act (Canada)* S.C. 2002, c. 28, as amended or replaced;
- a substance that is classified as a pesticide by the *Integrated Pest Management Act*, S.B.C. 2003, c.58, as amended or replaced;
- a FGAR
- a SGAR
- a rodenticide

*Population control* means *pest management activity* that is specifically designed to reduce and/or eliminate and then control the population of *pest(s)* inside or near a *District owned property* under the supervision of a *QP*.

*Property agent* means a person who is the representative of the District in respect of a *District owned property* or the tenant of a *District owned property*.

*Property manager* means a person or company employed by either the District or a tenant for the purpose of performing property management and maintenance activities on a *District owned property*.



*Qualified Professional (QP)* means a person employed by a *pest management service provider* or contracted by a *pest management service provider* who has the following combination of training, education and certification:

- Minimum of 7 years working experience in the design and delivery of *pest management*; or
- an undergraduate degree from a recognized university or college or diploma from a recognized technical college in a relevant subject such as biology or animal science and a minimum of 3 years working experience in the design and delivery of *pest management*.

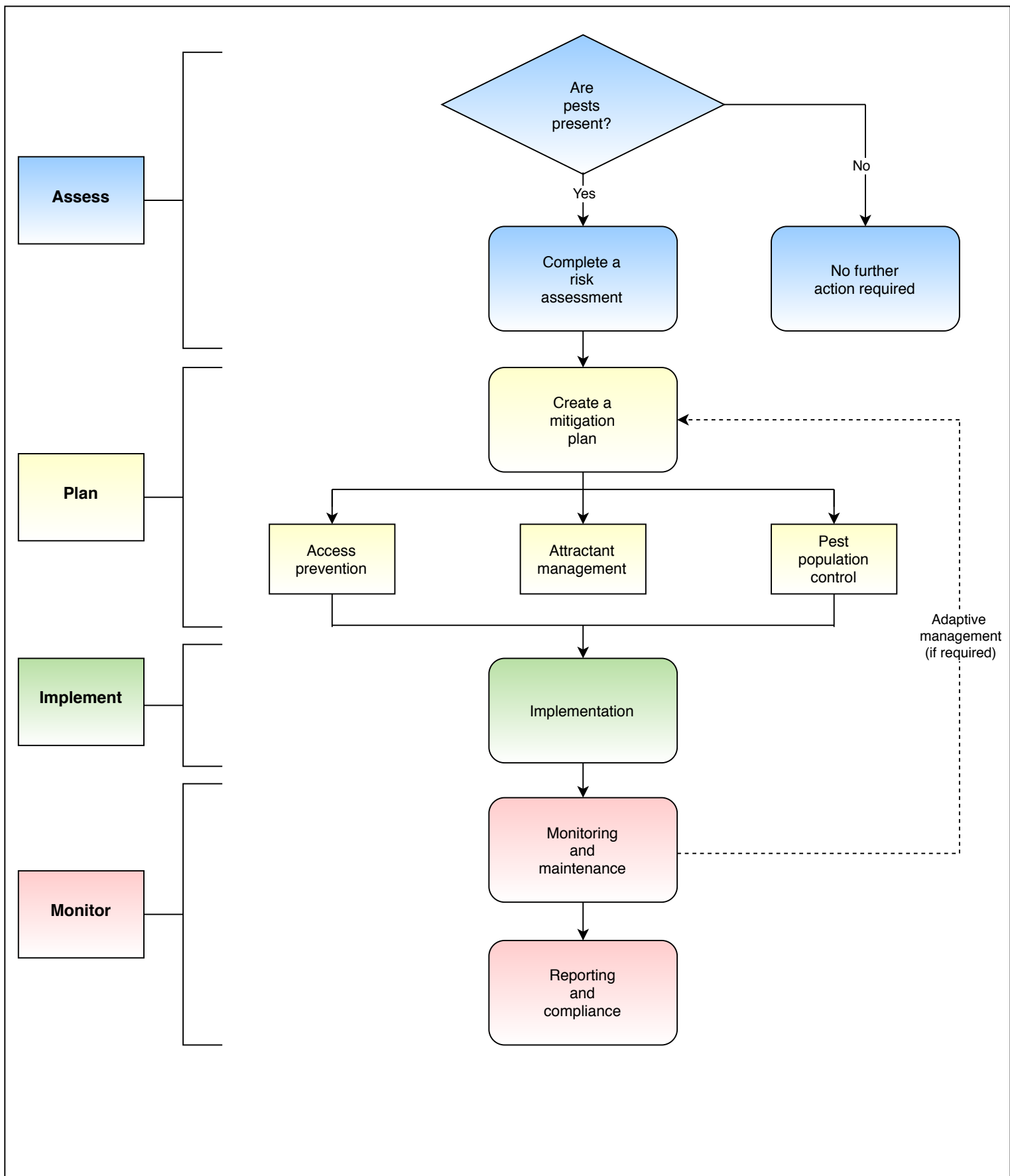
*Regulated substance* means any substance used in *pest management* and required to be used under special licence as determined by the Provincial Integrated Pest Management Act and Integrated Pest Management Regulation, both as amended or replaced.

*Rodenticide* means a *regulated substance* used in *pest management* for the purpose of *population control* of either rats or mice as part of *pest management*.

*Second generation anti-coagulant rodenticide (SGAR)* means a rodenticide that is generally more acutely toxic and remains in the body tissue of rodents longer, thus, generally requiring only a single feeding to administer a lethal dose

*Snap trap* means any type of mechanical device that incorporates a spring loaded mechanism for the purpose of trapping and/or killing a target wildlife.

*Target wildlife* means a *pest* or populations of *pests* toward which *pest management* is targeted.



**Figure 1** - Four step program to (1) assess; (2) plan; (3) implement; and (4) monitor pest management activity conducted on District owned property

## Attachment 2 - Declaration of Intent Form Corporate Pest Management Policy

Email scanned, signed copy to [environment@dnv.org](mailto:environment@dnv.org), Fax: 604-984-9683

Contact Information			
Name of Pest Management Service Provider/Qualified Professional			
Address			
City		Postal Code	
This document confirms that the above named pest management service provider/Qualified Professional has reviewed the District of North Vancouver Corporate Policy:			
<p align="center"><b><i>Pest Management – Municipal Buildings and Properties</i></b> (the Policy)</p> <p>and that to the best of my/our knowledge;</p> <p>I/we understand that when conducting Pest Management* on a District of North Vancouver owned or controlled property, I am required to comply with the Policy and more specifically;</p> <ul style="list-style-type: none"> <li>➤ Apply and promote comprehensive and integrated <i>Pest Management</i> that does not use anticoagulant rodenticide (<i>FGAR</i> or <i>SGAR</i>)</li> <li>➤ Have an appropriately qualified <i>QP</i> to oversee all <i>Pest Management</i> on District owned or controlled properties</li> <li>➤ Follow the steps for integrated pest management as outlined in the Policy</li> <li>➤ Compile, store and maintain records of <i>Pest Management activity</i> as required by the Policy</li> <li>➤ Make the details of any <i>Education program</i> used in <i>Pest Management</i> available to the District upon request</li> <li>➤ Not use <i>glue boards</i> for <i>population control</i></li> <li>➤ Not use any <i>FGAR</i> or <i>SGAR</i> or other form of toxic bait except in compliance with the Policy and only after a obtaining a permit therefor from the District</li> <li>➤ Understand and acknowledge that any <i>Pest Management Activity</i> on a District owned or controlled property may be subject to an audit and that the District, in its sole discretion, may determine whether the Policy has been reasonably followed</li> </ul> <p>If found to have not followed the Policy reasonably the District may have all contracts for <i>pest management</i> on District owned or controlled properties cancelled</p>			

**Please note: The District *Pesticide Control Use Bylaw* regulates the use of pesticide(s) under conditions as specified in the bylaw.**

**Failure to comply with this declaration and/or the provisions of the *Pesticide Control Use Bylaw* may constitute an offence and result in possible imposition of fines, cancellation of work orders and project delays.**

#### Owner Information

Owner's Name

Phone

**By signing or clicking the box below, I affirm that the information provided in this declaration is true and correct. I further agree to indemnify and save harmless the District of North Vancouver and its employees against all claims, liabilities, judgements and costs arising from any pest management work done pursuant to the Policy or this declaration of intent.**

Owner's Signature

I understand that checking this box constitutes a legal signature ☐

Date

This is an important municipal notice. Please have someone translate.  
Ceci est un avis important de votre municipalité. Veuillez vous le faire traduire.  
這份市政通告很重要，請找人翻譯。

이것은 시청에서 보내는 중요한 통지입니다. 다른 사람에게 번역을 부탁하여 읽으십시오.

این یک اطلاعیہ مهم شہری است. لطفاً از کسی بخواہید کہ آنرا ترجمہ کند.