



Policy #24

Policy Title: Ontario Wildlife Damage Compensation Program

Approved by Council on: December 6, 2017

Policy Statement:

The Corporation of the Township of Southgate is committed to ensuring that the delivery of Provincial programs is facilitated in a way that fulfills program requirements and consequently benefits members of the public that utilize Provincial programming.

Scope:

This policy applies to Township of Southgate staff, appointed investigators, and members of the public who wish to utilize Ontario Wildlife Damage Compensation (OWDC) programming.

Purpose:

The purpose of this Policy is to clarify the procedure by which applications received through the OWDC program are processed and ultimately resolved by staff and appointed investigators of the Township. As a result, this Policy also ensures that the compensatory benefits of the OWDC program are fair and equitable for both program applicants and members of the public.

1.0 DEFINITIONS

"Business day" means any working day, Monday to Friday inclusive, but excluding statutory and other holidays on which the Government of Ontario has elected to be closed for business.

"Clerk" means the Clerk of the Township or his/her designate.

"Fair market value" or "FMV" means the average value an owner might receive for an animal with specific characteristics, such as age and weight. In most cases this will be represented by the standardized compensation rates provided by OMAFRA.

"Investigator" means the appointed municipal official responsible for carrying out a full and impartial investigation of each claim, completing the program application form and providing any necessary supporting evidence for each claim as prescribed in the [OWDC program Guidelines Version 1.2.](#)

"OMAFRA" means the Ontario Ministry of Agriculture, Food and Rural Affairs.

"OWDC" means the Ontario Wildlife Damage Compensation program.

"Owner" means a person who owns the livestock and/or poultry that has been injured or killed as a result of wildlife or whose beehives, bee colonies and/or beehive-related equipment has been damaged as a result of wildlife; they are the applicant to the program, and the person to whom a taxable income receipt is issued.

"Staff" means all full-time and part-time persons hired by the Township, including but not limited to the Chief Administrative Officer, Directors, Managers, Supervisors, Coordinators, salaried employees, union employees, administrative staff, and contract, temporary, student, secondment, and co-operative placement staff.

"Township" means The Corporation of the Township of Southgate.

2.0 POLICY

2.1. General Procedure:

- a) Owner informs the municipality within 48 hours of discovery if predation is believed to be the cause of injury or death and sufficient evidence exists;
- b) The Township immediately informs the livestock investigator;
- c) Investigator conducts an investigation within 72 hours of being notified, ensuring that all relevant evidence is documented through detailed colour photos and thorough completion of an application form;
- d) Producer submits a completed application to the Clerk within seven (4) business days of conducting the investigation. Owners are allowed to submit additional evidence that may be relevant (e.g. registration documents are additional photos) to the municipality within seven (4) business days of the on-site investigation;
- e) The Clerk submits the complete application to OMAFRA, along with any additional evidence provided by the owner, within seven (7) business days of the on-site investigation;
- f) The application is reviewed for completeness and eligibility by OMAFRA. Compensation is assigned and the owner shall be informed of the decision within 30 business days of submitting a complete application.*If an application is deemed to be incomplete within this period, the Clerk shall communicate with the livestock investigator and/or owner to remedy the incomplete submission within 15 business days of notification;
- g) Following notice of decision, the owner has 20 business days to appeal the outcome of their application;

- h) If no appeal is requested within 20 business days of the decision letter being issued, OMAFRA notifies the Clerk;
- i) OMAFRA provides reimbursement to the Township equal to the value assigned in the decision letter, with additional compensation being provided to the Township to assist with administrative costs associated with the program;
- j) The Township reimburses the Owner a value equal to the assigned value in the aforementioned decision letter.

2.2 Specific Responsibilities:

2.2.1 The Owner shall is responsible for:

- a) Demonstrating reasonable care of livestock, poultry, beehives, bee colonies and beehive-related equipment in relation to the prevention of predation;
- b) Notifying the Township within 48 hours of discovering the injury or death of livestock or poultry, or discovering damage to beehives, a bee colony and/or beehive-related equipment;
- c) Preserving the injury or kill site and carcass (or carcasses) until the Township Investigator has investigated and agrees it/they can be destroyed or disposed of, unless it contravenes the [Ontario Regulation 106/09 of the Nutrient Management Act, 2002](#);
- d) Reviewing applications for accuracy and signing the application form prior to its submission;
- e) Disposing of all dead livestock and poultry in a manner that is acceptable under the [Ontario Regulation 106/09 of the Nutrient Management Act, 2002](#);
- f) Submitting a completed [Reasonable Care Plan](#) if an owner has submitted five (5) applications to the program within one calendar year (January 1 to December 31) and intends to submit a subsequent application. OMAFRA will send a Reasonable Care Plan template to producers for completion and submission.

2.2.2 The Township Investigator is responsible for:

- a) Carrying out a full and impartial investigation within 72 hours of receiving the notification of the injury or death of livestock or poultry;
- b) Taking three (3) to six (6) colour photos per eligible kill/injury incurred and collecting all necessary information to accurately complete the application;

- c) Township investigators are responsible for providing a completed program application to the owner and Township within seven business days of completing an investigation.

2.2.3 The Township is responsible for:

- a) Appointing municipal investigators;
- b) Reviewing and submitting completed applications and any additional evidence to OMAFRA's program administrator;
- c) Paying an owner's approved application, in accordance with the program guidelines and values assigned by the program administrator;
- d) Providing Statement of Farm Support Payments (AGR -1) to owners who receive compensation;
- e) Paying and reimbursing municipal investigators.

2.2.4 OMAFRA is responsible for:

- a) Administering the program;
- b) Posting the standardized pricing table containing the fair market values for all eligible livestock and poultry, and updating the table on a regular basis;
- c) Reviewing applications to determine eligibility and assigning values based on the evidence provided;
- d) Providing the owner with a written decision within 30 business days of receiving a complete application. Reviewing and assessing appeals;
- e) Reimbursing municipalities in accordance with the program guidelines.

3.0 Compensation

3.1 Compensation from OMAFRA to Township:

A standardized valuation table will be used to assign a value to an application that has been found to be eligible for compensation. The tables are reviewed regularly and updated depending on the availability of new market data. The standardized valuation tables comprise industry-recognized market data (e.g. Statistics Canada and AgriStability sources). Current standardized valuation tables as well as archived tables from past months are available online at <http://www.Ontario.ca/predation>.

3.2 Compensation from Township to Owner:

- a) The assigned value as prescribed by OMAFRA shall be transferred from the Township to the Owner;
- b) The Township shall provide a Statement of Farm Support Payment (AGR -1) to Owners who receive compensation.

4.0 POLICY MANAGEMENT

4.1 Staff are authorized and directed to take the necessary action to give effect to this policy.

4.2 In the event that further clarification is required beyond what is included in this policy, the [Ontario Wildlife Damage Compensation Program, Program Guidelines – Version 1.2](#) webpage shall be primary source for supporting information.

4.3 The Clerk is delegated the authority to make administrative changes to this policy that may be required from time to time due to legislative changes or program changes.

Ontario Wildlife Damage Compensation (OWDC)

Program Information Sheet

1) Livestock Investigator Procedure

- A) Carryout a full investigation within **72 hours** of receiving the notification of the injury/death of livestock or poultry.
- B) Provide the producer with the Program Application form and the Township of Southgate "OWDC Program Information Sheet."
- C) Fill out Step 2, Step 3, Step 4, Step 5, Step 6 and Step 7 of OWDCP Application Form (this includes taking detailed information to complete required fields and taking **3-6 photos per injury/kill**. See tips below for more information). Email to info@southgate.ca.
- D) Inform the producer that it is their responsibility to ensure that the form has been fully and accurately completed. Have them sign the blank section at the bottom of the "OWDC Program Information Sheet."
- E) Inform the producer that they must return the completed application to the Township of Southgate Municipal Office within **four (4) business days** to allow time for submission.

2) Photos

- At minimum three **(3) photos per injury/kill** is required.
- Photos should include different angles, emphasizing signs of predation such as bite marks, blood, tracks, excrement, etc.
- There should also be photos of the surrounding area where the injury/kill occurred. This could include pictures of fence, proximity of injury/kill to house etc.
- The more photos the better.

3) Producer Checklist and Information Required

- The producer should take photos of the incident immediately, if possible. Without proper photos as evidence, a claim cannot be verified by OMAFRA.
- Every field in **Step 1** – Owner Identification & Basic Eligibility Requirements has been completed.
 - Business Number (Canada Revenue Agency Client Number)
 - Farm Business Registration Number (FBRN)
 - Premises Identification Number (PID)
- Every field in **Step 8** – Owner Declaration and Signature has been completed.
 - Additional Evidence (yes or no)
 - Certification of authorization to sign (signature)

4) Forms

- It is the responsibility of the producer to fill out all required fields on their application. If they have questions about the form, they should be directed to 519-923-2110 or info@southgate.ca. Required sections such as Business Number, Farm Business Registration Number (FBRN) and Premises

Identification Number must be filled in for an application to be approved by OMAFRA.

- More detail on the form results in a better chance of the producer being compensated. One word answers as descriptions are not sufficient for program staff at OMAFRA to acknowledge the validity of a claim.
- Complete and detailed information is essential. A lack of information or blank sections will result in a program application being denied.

5) Other Information

- It is the responsibility of the producer to ensure that all sections of the application are completed. Failure to complete all sections will result in the application being denied by OMAFRA.
- From the time of investigation, this Information Sheet and the OWDC Program Application Form must be submitted to the Municipal Office within **four (4) business days**.
- The producer will be informed of the decision within **30 business days** of submitting the application.
- Any questions regarding the application form or the OWDC Program as administered by the Township of Southgate should be directed to:

519-923-2110

info@southgate.ca

I certify that the information I have provided on the Ontario Wildlife Damage Compensation Program Application Form is fully complete and correct. I understand that my failure to provide complete, accurate and truthful information on the application could result in the program's denial of my application.

Name (Print): _____ Date: _____

Signature: _____