

# Guideline on Domestic Animals on Campus

April 2024

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## Intent of Guideline

Carleton University is committed to:

- The protection of the health, safety and wellbeing of all members of the University community.
- The University is also fully committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. This includes a commitment to the principle of non-discriminatory treatment in the provision of services, and compliance with the duty to accommodate.
- Carleton University is committed to achieving barrier free accessibility for persons with disabilities who are studying, visiting and/or working at Carleton.
- Fostering a supportive environment for staff and students through the Carleton University Therapy Dog Program

This guideline supplements and is intended to provide procedural information on the implementation of the Domestic Animals on Campus Policy. It provides additional details on how, and under what circumstances, animals may be brought onto campus. It defines the accommodation process, identifies registration requirements, and outlines expectations and restrictions.

## Definitions

For the purposes of these guidelines;

1. **“disability”** has the same meaning as in the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, 1990.
2. **“handler”** refers to the person who has charge of the service animal. This would typically be the person whom the service animal is assisting with a disability.
3. **“owner”** refers to the legal owner of the service animal.
4. a **“pet”** refers to any domestic or tamed animal kept for companionship or pleasure that is not a service animal.
5. an animal is a **“service animal”** for a person with a disability if (as outlined in the Regulation 191/11: Integrated Accessibility Standards under the Accessibility for Ontarians with Disabilities Act, 2005), if:
  - A) the animal can be readily identified as one that is being used by the person for reasons relating to the person’s disability, as a result of visual indicators such as the vest or harness worn by the animal; and
  - B) the person provides documentation or an identification card from one of the regulated health professionals listed in the Integrated Accessibility Standards, confirming that the person requires the animal for reasons relating to a disability.
6. **“guide dog”** or **“service dog”** means a dog that is trained as a guide for a person with a disability and that has the qualifications prescribed in Regulation 58: Guide Dogs, under the Blind Persons’ Rights Act, 1990.
7. **“Carleton Therapy Dog”** means a dog that has been accepted into the Carleton Therapy Dog Program. Both the owner and animal have successfully completed defined behavioural training and an evaluation test through the Program, the animal can be readily identified through visual indicators (Carleton vest), and the owners have agreed to provide supportive services to the students and staff of Carleton University.

## Administration

Staff, faculty or students may request accommodation to bring a service animal onto campus, including into residences, classrooms, workplaces or other, when required for medical reasons.

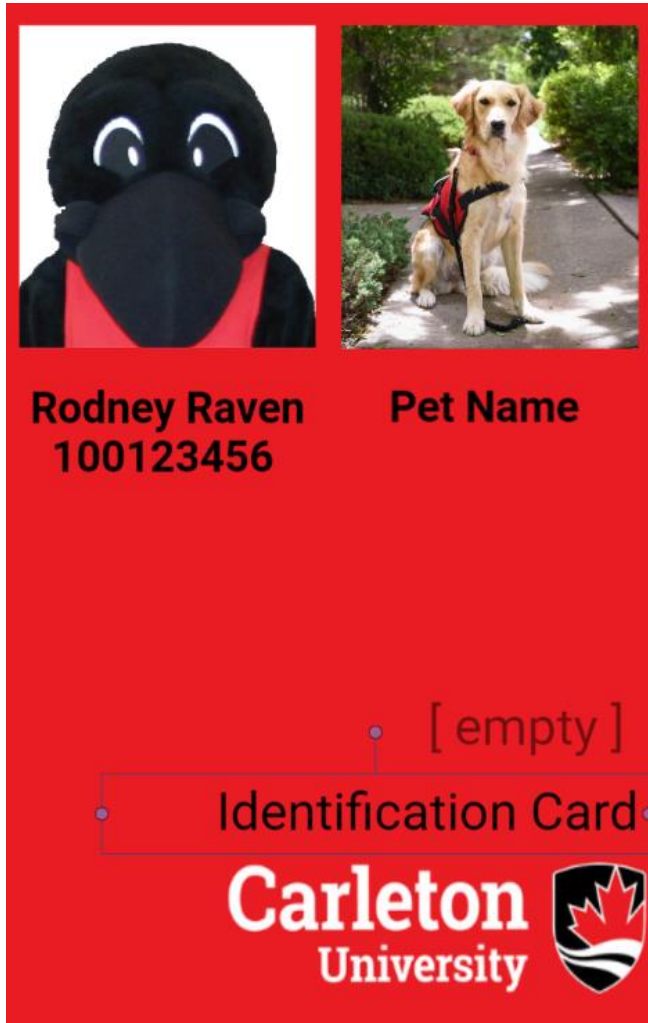
1. Students shall contact the Paul Menton Centre for Students with Disabilities (PMC) <https://carleton.ca/pmc/> , as per standard registration and accommodation request procedures.
  - a. In the case of accommodation requests for service animals students will be required to provide appropriate documentation to demonstrate how the animal will help them access the learning environment due to functional limitations arising from their disability
    - i. Contact person is the Director, Paul Menton Centre for Students with Disabilities
2. Faculty and Staff shall contact Human Resources, Disability Management (<https://carleton.ca/hr/>) to request accommodation.
  - a. In the case of accommodation requests for service animals, faculty and staff will be required to provide appropriate documentation to demonstrate how the animal will help support with their disability and perform the essential duties of their position.
    - i. Contact is the Director, HR Operations
3. Carleton students in residence seeking to have an animal to residence must direct their request to Housing and Residence Life (H&RLS).
  - a. Contact is the Assistant Director, Housing Services
4. Guests staying in residence seeking to have a service animal must direct their request to Housing and Residence Life.
  - a. Contact is the Assistant Director, Housing Services
5. Guests to campus for events are not required to register their animal, however they should be readily identifiable as a service animal or have other documentation should this be required.
6. In cases of special events involving the display or demonstrations of specialized skills or behaviours that would create an exception to the policy, a request is to be made to the Office of Risk Management.
  - a. Contact is the Director, Environmental Health and Safety
7. Faculty and staff shall contact the Office of the Associate Vice President (Student Health and Wellness) to apply for the Carleton University Therapy Dog Program (<https://wellness.carleton.ca/>)

Once the inclusion of a service animal has been authorized due to an individual accommodation, registration is required for each service animal.

## Registration

The registration process is required to ensure that individuals and their bona fide service animals may circulate on campus, without intrusive questions being raised as to the validity of the animal on campus.

As part of the registration process, animal owners will be issued an identification card. The card is to be carried by the owner at all times that the animal is on campus. Registration is to be renewed annually, and will expire April 30th of each year.



The image shows a red identification card template. It features two photo slots at the top: the left one contains a black raven mascot, and the right one contains a golden retriever. Below the photos, the text reads: **Rodney Raven** and **100123456** on the left, and **Pet Name** followed by **[ empty ]** on the right. At the bottom, it says **Identification Card** and the **Carleton University** logo.

**This card is the property of  
Carleton University, if found  
please return to**

Campus Card Office

407 Nideyinàn  
Carleton University  
1125 Colonel By Drive  
Ottawa, ON, Canada  
K1S 5B6  
Telephone: 613-520-2600

**EXPIRY DATE**

**[ empty ]**

Registration will include the following information:

- the name, species, and size of the animal
- the name, and Banner ID of the staff, faculty or student owner
- confirmation of the health status of the animal (a letter from a veterinarian or Annual Health Record Check if part of the Carleton University Therapy Dog Program)
- emergency contact information, and/or an alternate caregiver on or near campus for the service animal
- for students, confirmation of current campus residential status (i.e. in residence or no)
- a service animal behavioural contract to be signed by the owner and/or handler
- [Link to the Residence behavioural contract](#)
- [Link to the PMC behavioural contract](#)
- [Link to the HR behavioural contract](#)

Please note, that staff, faculty and students will be required to provide consent that appropriate information be shared on a case by case basis with appropriate campus stakeholders for the purposes of implementing the required accommodation(s). These could include advising faculty members that a student will be accompanied by their service animal in classroom setting; advising Environmental Health and Safety (EHS) if an animal would need to access higher risk areas, such as laboratories or workshops, advising Campus Safety Services (CSS), or Housing and Residence Life (H&RLS) staff, if applicable.

Where health and safety may be put at risk via the presence of a service animal, service animals may be denied entrance or their activities may be restricted to enter under certain conditions for the safety of the animal, the owner and/or handler, or the community. In these instances, an individual risk assessment is required before an animal is approved for entry.

### **Risk Assessment – High Risk Areas**

Where hazardous materials are used or stored, service animals may be denied entrance or their activities may be restricted to enter under certain conditions for the safety of the animal, lab users or the general public.

An individual risk assessment will be completed by EHS before any animal is approved for entry. The risk assessment is based on the animal species, animal size, nature of the facility, hazards that may be encountered, the duration and severity of the risk, the probability of harm or injury, the impact on the health and safety of the community and the availability of risk mitigation.

Service animals will not be allowed in animal facilities or in laboratories where research animals are handled, where biological agents of Risk Group 2 are stored or manipulated (i.e. CL2), where biological specimens that might contain Risk Group 2 pathogens are collected or processed, where radioactive materials (open sources) are used, and/or where high hazard materials (i.e. chemicals) are used and represent a risk of exposure to the animal.

### **Residences**

Students who would require accommodation for their service animals in Residence will proceed as per standard application procedures as detailed in the Carleton University Residence Agreement, and the Carleton Residence Standards.

## Expectations of animal owners

- 1) Owners and handlers of service animals must comply with all applicable provincial, federal legislation, regulations, municipal bylaws and local ordinances, including but not limited to, immunization, licensing, noise, waste management, at-large animals, dangerous animals, and keeping of exotic animals. While municipal ordinances vary widely, specific provincial legislation includes:
  - Owners and handlers of service animals must comply with the Health Protection and Promotion Act, 1990, and the Ontario Society for the Prevention of Cruelty to Animals Act, 1990 to ensure appropriate animal care.
  - Owners and handlers of service dogs must comply with the Dog Owners' Liability Act, 1990, which requires dog owners to take reasonable precautions to prevent dogs from behaving in a menacing or aggressive manner towards people and domestic animals.
- 2) Service animals must be regularly examined by a veterinarian to ensure they are in good health and have an appropriate preventive medicine program (e.g. immunization, parasite control). Service dogs and cats are required to wear current license and rabies vaccination tags.
- 3) The owner and/or handler is solely responsible for the supervision of the service animal. When a service animal is on campus, and outside of the private individual living accommodations of the owner and/or handler, it must be under the direct control of the owner and/or handler.
- 4) Owners and/or handlers must ensure that service animals refrain from disturbing, through movements or vocalizations, the activities of others (including but not limited to teaching, research, service or administrative activities), and from causing physical damage to university facilities, the personal properties of others or the health and safety of others.
- 5) The owner and/or handler is liable and responsible for any and all costs, damages, injuries (to the handler or any other person) or harm caused by the service animal.

## Conflicting Rights

It is acknowledged that as rights are better understood and exercised, there is an increased probability that when individuals or groups try to enjoy or exercise a right, some of those rights may come into conflict with the rights of others. This guideline has considered the Ontario Human Rights Commission Policy on competing human rights, 2012 in the recommendations and processes.

## Consequences of Failing to Follow the Guideline

It is acknowledged that as rights are better understood and exercised, there is an increased probability that when individuals or groups try to enjoy or exercise a right, some of those rights may come into conflict with the rights of others. This guideline has considered the Ontario Human Rights Commission Policy on competing human rights, 2012 in the recommendations and processes.