

Policy Name: Domestic Animals on Campus
Originating/Responsible Department: Office of Risk Management
Approval Authority: Senior Management Committee
Date of Original Policy: May 1992
Last Updated: April 2024
Mandatory Revision date: April 2029
Contact:

Policy:

Carleton University is committed to the protection of the health, safety and well-being of all members of the university community. The university also complies with the requirements of the *Accessibility for Ontarians with Disabilities Act (AODA)* and the *Ontario Human Rights Code*.

Animals are not permitted in Carleton University buildings unless they have been authorized pursuant to one of the following exemptions:

- 1) Authorized service animals assisting persons with disabilities;
- 2) Authorized animals used by the university for teaching and research purposes;
- 3) Authorized animals approved by the Office of Risk Management for special events; and
- 4) Authorized animals under the Carleton Therapy Dog Program (the “Program”).

Service Animals in training are not permitted in Carleton University buildings, unless they are in the final stages of their individual training and are accompanied by the individual with the disability.

Animals are not permitted to run loose on university grounds. They must be leashed, caged, or otherwise properly restrained and under the control and supervision of their handler or owner at all times. Furthermore, handlers and owners are responsible for the care and maintenance of their authorized animals while on university property.

Emotional support or therapy and animals must meet the requirements of an authorized service animal (including being properly trained) and be required for accommodation purposes.

This policy will be implemented through a supporting Guideline on Domestic Animals on Campus.

Purpose:

The purpose of this Policy is to provide a framework in support of authorized animals as described above, and to ensure that domestic animals are healthy, do not pose health and safety risks to others, and are fully under the control of their Owner while on University property. The Owner of the animal shall remain responsible at all times for the animals conduct whole on University property.

Scope:

This Policy applies to all University community members including faculty, staff, students, contractors, volunteers, and visitors.

Definitions:

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. "Pet" refers to any domestic or tamed animal kept for companionship 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](#)),
 - 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; or
 - b. the person provides documentation or an identification card from one of the regulated health professionals listed in the Integrated Accessibility Standards, appropriately 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 Dogs" means an approved dog that has been accepted into the Carleton Therapy Dog Program. Both the owner and animal must have successfully completed defined behavioural training 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.
8. "emotional support or therapy animals" may be permitted for the purposes of an approved accommodation, if:
 - a. the animal meets the service animal definition in [Regulation 191/11: Integrated Accessibility Standards](#),
 - b. appropriate documentation from one of the regulated health professionals listed in the Regulation is provided to confirm that the person requires the animal for reasons relating to their disability;
 - c. the Owner has agreed in writing to be fully responsible for the conduct and actions of the emotional support or therapy animal;

- d. the emotional support or therapy animal does not pose a health or safety risk to others; and
- e. the emotional support or therapy animal is not disruptive to or interferes with the work, learning and living environment.

Procedure:

1. Individuals seeking consent regarding emotional support or therapy animals being brought onto the university campus must make requests, in writing, to the university.
 - a. Carleton employees seeking a service animal accommodation should direct their request to the Department of Human Resources and provided necessary information to support the accommodation request.
 - b. Carleton students seeking a service animal accommodation should direct their request to the Paul Menton Centre for Students with Disabilities.
 - c. Carleton students in residence seeking to have an animal in residence must direct their request to Housing and Residence Life.
 - d. In *special circumstances*, approval may be obtained to bring domestic animals on campus for a special event involving the display or demonstration of specialized skills or natural behaviours. These requests should be made to the Office of Risk Management (Director, Environmental Health and Safety) who will evaluate, and provide direction.
2. Enforcement of this policy will be carried out by Campus Safety Services with assistance from the City of Ottawa, as appropriate.
3. Persons bringing pets on campus will be held responsible for any costs or consequences of any damage caused by their pet and may be subject to discipline as warranted and appropriate under the circumstances.

Roles and Responsibilities:

All Carleton University community members are required to comply with the policy, and take responsibility for a safe and healthy campus environment.

The Office of Risk Management (ORM)

- ORM is responsible for the policy and guideline, including auditing the process to ensure compliance with applicable legislation is maintained.
- ORM is also responsible for conducting risk assessments when animals might be required to access high risk areas, or for special circumstances events.

Human Resources (HR)

- Human Resources is responsible for receiving and evaluating all requests for accommodation for faculty and staff.
- HR will collect and maintain any and all records related to the requests, provide documentation to the owner/handler and ensure that the animals are registered and issued an identification card in accordance to the guidelines
- HR will provide Campus Safety and EHS with documentation that confirms an animal has been approved.

The Paul Menton Centre

- The Paul Menton Centre is responsible for receiving and evaluating all requests for accommodation for students.
- PMC will collect and maintain any and all records related to the requests, provide documentation to the owner/handler and ensure that the animals are registered and issued

- an identification card in accordance with the guidelines
- PMC will provide Campus Safety and EHS with documentation that confirms an animal has been approved.

Housing and Residence Life

- Housing and Residence Life is responsible for receiving and evaluating all requests for students and or residence fellows who will be bringing animals with them to residence.
- Housing and Residence Life will collect and maintain any and all records related to the requests, provide documentation to the owner/handler and ensure that the animals are registered and issued an identification card in accordance to the guidelines
- Housing and Residence Life will provide Campus Safety and EHS/EMCO with documentation that confirms an animal has been approved, such that they can be added to the Fire Safety Plans.

Contacts:

Executive Director, Office of Risk Management)
Director, Environmental Health and Safety
Director, Human Resource Operations
Director, Paul Menton Centre
Director, Human Rights and Equity

Related Policies:

Guideline on Domestic Animals on Campus
Accessibility for Persons with Disabilities