



## Procedure

Procedure Name	<b><i>Animals on NAIT Property</i></b>		
Procedure #	HS 1.7	Parent Policy	HS 1.0 Health, Safety and Environment
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	May 16, 2022
Procedure Owner	Associate Vice President Campus Services	Next Review Date	May 16, 2027
Approved by	Associate Vice President Campus Services	Approval Date	May 16, 2022

### 1.0 Purpose/ Background

NAIT is committed to maintaining a healthy, safe, and supportive work and learning environment and understands the need for and the value of having animals on NAIT Property. NAIT also recognizes the requirement to address health and safety risks that may result from having animals on NAIT Property. NAIT is committed to complying with related federal, provincial, and municipal legislation, including accommodation requirements.

This procedure applies to all animals on NAIT Property except for animals used for educational or research purposes and Service Dogs. Requests to bring animals on campus for use for educational or research purposes are subject to the requirements of [RI. 12.0 Use of Animals in Teaching and Research Policy](#). Service Dogs (inclusive of Guide Dogs) are to be processed in accordance with the duty to accommodate legislation, the [HR 1.18 Workplace Accommodation Procedure](#) and other NAIT policies and procedures.

NAIT understands the concerns some persons have with animals on campus due to allergies, fears, and/or religious reasons. NAIT will work to address these concerns through the accommodation process.

### 2.0 Definitions

Term	Definition
Animal	Any mammal, bird, reptile, fish, amphibian, insect, or arachnid.
Guide Dogs	A specifically trained dog to assist people who are blind or visually impaired.
NAIT property	All buildings, vehicles and/or land owned or leased by NAIT or otherwise under NAIT's control and management.

Handler	Any person having care and control of an animal. Handler includes the NAIT Animal Health Clinic.
Leash	For the purposes of this procedure, a leash includes any means of directly controlling an animal's movement, including but not limited to a harness, chain, strap, lead, or bridle.
Pet	A domestic, tamed animal that is kept for companionship or pleasure. For purposes of this procedure, a pet is limited to a dog or a cat.
Owner	The legal owner of the animal. Owner includes the person named on a license issued under an animal licensing bylaw, on the Service Dog identification card or is otherwise believed by NAIT to be the owner.
Service Dog	A dog trained as a guide for a disabled person and having the qualifications prescribed by the regulations. The Service Dog must be accompanied by the person the Service Dog supports. Service Dog includes a Service Dog in-training accompanied by the person the Service Dog supports or a trainer from an organization on the Qualified List as per Alberta's Service Dogs Qualifications Regulation.
Working day	Working day means a day other than a Saturday, Sunday, statutory holiday, or a day on which NAIT is closed to regular business, such as a statutory day in lieu of the winter break period.

### 3.0 Procedures

Handlers and Owners are fully responsible for the care, management and control of their animals. They are entirely liable for any harm, injury, or damage caused by their animals while on NAIT property.

#### 3.1 Handlers and Owners (as applicable):

- 3.1.1** Shall ensure compliance with all legislation and municipal bylaws, including licensing and leash requirements.
- 3.1.2** Must always accompany their animal who shall not be left unattended unless otherwise permitted by this procedure or an approved variance.
- 3.1.3** Shall always control and manage their animals. Such control and management shall consider the right of other persons or animals not to be approached or contacted by the animal or otherwise alarmed or distressed by the animal's proximity.
- 3.1.4** Shall always have their animal on a leash or in a cage or enclosure as appropriate unless part of an approved accommodation or otherwise approved in accordance with this procedure.
- 3.1.5** Shall ensure proper care for their animals, such as adequate water, adequate medical care, reasonable protection from heat or cold and proper shelter, ventilation, and space.
- 3.1.6** Shall ensure that their animal is healthy and disease-free prior to and during their time on NAIT Property. The animal shall meet the following health requirements:
  - A medical evaluation by a veterinarian within the past year.
  - All core vaccinations are current.

- For a minimum of 7 days prior to coming to campus, be free of injury, disease, and/or infection or any symptom thereof, including skin lesions, internal or external parasites, vomiting, diarrhea, excessive sneezing, coughing, skin infections, and treatment for fleas/ticks' parasites or unusual discharge from eyes or nose.
  - Be clean and have proper oral hygiene and nail care.
- 3.1.7** Shall take their animal to relieve itself only at designated external locations or as otherwise approved in accordance with [Section 5.0 Procedure for Approval for NAIT-Approved Purposes/Events or Variances](#) of this procedure. Handlers shall immediately clean up or make arrangements to immediately clean up after their animal, using appropriate cleaning procedures and proper waste disposal (sealed bag, garbage receptacle). Cleaning procedures shall include the sterilization of affected interior areas.
- 3.1.8** Shall immediately remove their animal from NAIT property for the following:
  - Aggressive vocalizing, growling, or other aggressive behaviors toward people or other animals.
  - Behaviors that are disruptive to other people or activities.
  - The animal is causing damage to property.
- 3.2** Dogs on a raw food diet are not permitted on NAIT property.
- 3.3** NAIT reserves the right to request proof of veterinary and vaccination records. The appropriate documentation must be provided within three (3) working days.
- 3.4** NAIT reserves the right to require a Handler to remove an animal from NAIT property when:
  - 3.4.1** The Handler, Owner or animal is not in compliance with this procedure.
  - 3.4.2** There is a risk to people, animals or property or disruption to NAIT's activities.
- 3.5** The abandonment of animals on NAIT property is strictly prohibited.
- 3.6** Animals found unattended or abandoned on NAIT property will be removed at the discretion of NAIT Protective Services.
- 3.7** NAIT may request municipal animal or bylaw enforcement services to remove:
  - 3.7.1** An animal that is confined in a vehicle, considered to be endangered or endangering others and/or creating a nuisance.
  - 3.7.2** A stray or unattended animal.
  - 3.7.3** An animal whose handler breaches this procedure.
- 3.8** If NAIT requests the assistance of municipal animal or bylaw enforcement services for an animal, the Owner and Handler are responsible for all costs incurred because of such action.
- 3.9** A Pet or Service Dog may be left unattended in a vehicle parked on NAIT Property for a reasonable period as long as:
  - 3.9.1** The animal is restrained in a manner that prevents contact between the animal and other persons or animals.

**3.9.2** The animal does not endanger people or other animals or create a public nuisance or disruption.

**3.9.3** The animal has suitable ventilation and is not in distress or endangered.

**3.10** Wild or feral animals that may pose a potential risk to human safety or risk of property damage will be regulated, controlled, or humanely relocated by Facilities Management and Development in accordance with applicable laws, regulations, NAIT procedures and generally accepted practice.

#### **4.0 Pet Procedure**

**4.1** Pets are permitted on NAIT property for the sole purpose of attending a scheduled appointment at the NAIT Animal Health Clinic.

**4.2** Pet owners accessing the Animal Health Clinic must use the most direct route or path of travel to the clinic (using outdoor travel paths where possible) without keeping the pet elsewhere on NAIT property, except in their vehicle as permitted by this procedure. If the pet owner is unable to move directly on and off-campus within regular business hours, a variance application is required.

#### **5.0 Procedure for Approval for NAIT-Approved Purposes/Events or Variances**

**5.1** Persons or groups wanting to bring an animal(s) onto NAIT Property for NAIT-approved purposes/events or wanting variances from this procedure must obtain prior written approval from the Manager of Health, Safety and Environment (HSE) or designate.

**5.2** The applicant is to submit a completed application using the [HS.FRM.40 Variance Request and Approval for Animals on Campus](#) form, a minimum of 20 working days in advance. The application must be approved by the Associate Dean/ Director or above with budget responsibility (possible costs may be incurred due to damage and clean-up operations).

**5.3** The applicant must submit the variance request form along with the safety plan, [HS.FRM.15 Hazard Assessment Form](#) (in accordance with the HS 1.4 Hazard Assessment Procedure) and other necessary documents to the Manager of Health, Safety and Environment (HSE) or designate.

**5.4** The Manager of HSE will carry out appropriate consultations prior to a decision on the application.

**5.5** NAIT-approved purposes/events are those that support NAIT's overall mission and strategic goals, demonstrate a benefit to the NAIT community and are endorsed by a NAIT school, department, or NAITSA.

**5.6** Approval is at NAIT's sole discretion.

**5.7** Approval may be provided for recurrent NAIT-approved purposes/events with a review period at the discretion of the Manager of HSE or designate but not to exceed one year.

**5.8** If approved, the requesting person or group shall adhere to all written approval requirements. The requesting person or group is also responsible for any costs incurred by NAIT arising from the approval.

## 6.0 Exceptions to the Procedure

**6.1** Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception.
- A reasonable explanation for why the procedure exception is required.
- Confirmation that the exception aligns with the general principles.
- Any risks created by the procedure exception and how they will be managed.

## 7.0 Related Documentation

- [Alberta Human Rights Act](#), RSA 2000, Ch. A-25.5 as amended or replaced
- [Alberta Human Rights Commission Guide April 2021 – Duty to accommodate](#)
- [Alberta Human Rights Commission Guide April 2021 – Duty to accommodate students with disabilities in post-secondary educational institutions](#)
- Public Health Act, RSA 2000, Ch. P-37 as amended or replaced
- Alberta Food Regulation
- [City of Edmonton - Bylaw 13145 Animal Licensing and Control Bylaw](#)
- [Responsible Pet Ownership](#) (City of Edmonton)
- [SR 1.0 Student Rights and Responsibilities Policy](#)
- [HR 6.0: Respectful Workplace Policy](#)
- [HR 1.18 Workplace Accommodation Procedure](#)
- [RI. 12.0 Use of Animals in Teaching and Research Policy](#)
- [HS 1.4 Hazard Assessment Procedure](#)

### Document History

Date	Action/ Change
August 8, 2018	Reviewed by working group
February 5, 2019	Reviewed by working group
March 1, 2019	Final draft distributed to working group for review and feedback
March 13, 2019	Reviewed by Executive Committee
February 14, 2022	Updated to the latest Procedure template. General Principles have been incorporated into other sections. Changed approval responsibility from the Director of Campus Safety and Security to the Manager of HSE. Updated accommodation and service dog definitions. Move handlers' information under section 4.1.
May 16, 2022	Removed service and working dogs and Emotional Support Animals. Added a reference to the RI. 12.0 Use of Animals in Teaching and Research Policy and the HR 1.18 Workplace Accommodation Procedure. Updated and removed definitions. Archived HS.GDL.6 Animals on NAIT Property Guideline and moved vital information over the procedure.
November 15, 2024	Minor revision to change the title of Executive Director, RMS, to Associate Vice President of Campus Services.