

ANIMALS ON PREMISES POLICY

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| Policy Section: | People & Culture | Effective Date: | September 27, 2019 |
| Policy Owner: | President & CEO | Last Revised: | June 6. 2025 |
| Policy Administrator: | Director People & Culture | Review Scheduled: | Every 4 years |
| Approver: | Executive Committee | | |
| The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator. | | | |

A. POLICY STATEMENT

To provide direction for bringing animals onto Keyano College (the College) property in accordance with the Alberta Human Rights Act, Service Dog Act and the Blind Persons' Rights Act.

1. Guiding Principles

- 1.1 This policy does not apply to animals owned by the College and are part of the approved curriculum.
- 1.2 Should there be a specific limited need for companion animals to be on premises for a short period of time and in relation to a community or College event, approval must be sought from the Executive Committee prior to committing to the requesting party or organization.
- 1.3 The College community member who questions or have health & safety concerns regarding the presence of a Qualified Service Dog on College property should contact Security.
- 1.4 No animals are permitted in any College building or College vehicle except for:
 - a. Working dogs (police, security or detection dogs)
 - b. Qualified Services Dogs
 - c. Certified Therapy Animals, which are only permitted in College building in conjunction with programs approved by the Director, People & Culture and/or the Director of Academic Experience.
- 1.5 An individual bringing an animal onto College property is responsible for disposing of their animals waste into an appropriate solid-waste receptacle
- 1.6 Companion animals are permitted only on the College outdoor grounds as long as they:
 - a. Are appropriately licensed, leashed (or otherwise properly restrained), and exhibiting controlled behavior; and

- b. Are restricted to the non-bleacher viewing areas within all outdoor sports fields.

Where an animal is found unrestrained or left unattended, including a dog locked in a vehicle, reasonable attempt will be made by Security to contact the owner if known, and if unsuccessful, the College will contact the RCMP and/or RMWB Bylaw Services – Animal Control Services. Any costs incurred in the removal or retrieval of an animal shall be the owner's responsibility.

- 1.7 Owners of animals brought onto College property accept the responsibility for any related liabilities and/or costs in the event of injury or damage to persons or property.
- 1.8 Individuals with a Service Dog should carry their Service Dog identification card with them at all times and provide it upon request to authenticate.
- 1.9 During College sanctioned activities using Certified Therapy Animals, the handlers must ensure the animals are wearing clear identification provided by the hosting agency. If no identification is provided when requested, an Authorized Official may instruct the animals' handler to remove the animal from College property.
- 1.10 Members of the College community who bring an animal onto College property in violation of the Policy may be subject to disciplinary action in accordance with the applicable College policies or guidelines. Visitors who breach this Policy may have their access to College property restricted in whole or in part.

B. DEFINITIONS

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| (1) | Authorized Official: | means responsibilities to request an animal be removed from College property. Such individuals could include, but may not be limited to, members of; <ul style="list-style-type: none">○ Safety & Security○ Facilities and Asset Management○ Executive, Management employees of the College. |
| (2) | Certified Therapy Animal: | means animals that are only permitted public access during College sanctioned events. They are animals that are trained to support and provide well- being for people other than the handler. Liability for the animal is the responsibility of the owner or may also be covered by the individual therapy society. |
| (3) | College: | means Keyano College. |
| (4) | College Community: | means registered Keyano students (apprentice, credit and non-credit), staff, volunteers, tenants, and contracted service providers. |
| (5) | Companion Animal: | means a domesticated animal whose primary purpose is to provide companionship in a close daily relationship with humans. Commonly known as pets, such animals are not trained to provide specialized assistance. Examples would include, but not limited to, cats, dogs, reptiles, etc. |

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| (6) | Policy: | means this Animals on Premises Policy. |
| (7) | Qualified Service Dog: | <p>means an animal (dog) used by a person with a disability, when;</p> <ul style="list-style-type: none"> ○ The work or task of the animal is directly related to the person's disability; and ○ The animal has been trained and registered by the Government of Alberta to perform the tasks needed to support the person with a disability. <p>A service dog or a dog in training must wear a harness or a vest identifying the dog as a service dog or a dog in training while in public.</p> |
| (8) | Service Dog Identification Card: | means a card issued by the Government of Alberta containing the name and a photo of the handler and dog, a validation number and a date of expiration. |
| (9) | Working Dog: | means a dog included but is not limited to, police, detection, security and/or rescue dogs. |

C. RELATED POLICIES

- Code of Conduct Policy
- Employee Progressive Discipline Policy
- Non-Academic Misconduct Policy
- Protection of Privacy Policy

D. RELATED LEGISLATION

- *Alberta Human Rights Act*
- *Blind Persons' Rights Act*
- *Occupational Health and Safety Act*
- *Protection of Privacy Act*
- *RMWB Animal Control Bylaw*
- *Service Dog Act*

E. RELATED DOCUMENTS

- Employee Progressive Discipline Procedure
- Non-Academic Misconduct Procedure

F. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title) | Person who Authorized Revision (Position Title) |
|----------------------|--|----------|--|--|
| 09/27/2019 | New | All | Executive Director, Human Resources | President & CEO |
| 09/7/2021 | Move to new template, update information | All | Executive Director, Human Resources | President & CEO |
| 06/06/2025 | Updated Policy Owner Added clarity to steps under 1.6 Updated related legislation. Previous version of Policy will be rescinded. | 1.6 | Manager, People & Culture & HR Business Partners | President & CEO |