

Section:	Health Safety and Environment (HS)
Subject:	Health Safety and Wellness
Legislation:	<i>Alberta Occupational Health and Safety Act (RSA 2000 c.O-2); Alberta Human Rights Act (RSA 2000 cA-25.5); Blind Persons' Rights Act (RSA 2000 cB-3); Service Dogs Act (SA 2007 cS-7.5); Responsible Pet Ownership Bylaw (City of Calgary Bylaw 23M2006).</i>
Effective:	April 22, 2015
Revision:	September 1, 2016 (reformatted); June 19, 2019; February 15, 2023

**APPROVED:**

\_\_\_\_\_ **President and CEO**

**POLICY**

The policy of the Board of Governors is to provide a safe, healthy and clean environment for members of the SAIT community by restricting the presence of animals on campus and limiting any associated health and safety hazards, disruption, nuisance and anxiety in the workplace.

**PROCEDURE**

**DEFINITIONS**

- Animal** Any bird, reptile, fish, amphibian, insect, arachnid or mammal, excluding wildlife. For the purposes of this procedure, this includes a pet.
- Education/research animal** An animal that SAIT uses for research, testing, or teaching, as per procedure [AC.4.3.1 Treatment of Animals](#).
- Emotional support animal** A companion animal that provides a therapeutic benefit to its owner through companionship. In particular, it provides emotional support and comfort to individuals with emotional disabilities. The animal is not specifically trained to perform tasks for a person who has emotional disabilities. For the purpose of this procedure, emotional support animals are limited to dogs.
- Leash** A means of directly controlling an animal’s movement, including but not limited to a harness, chain, strap, lead, or bridle.
- Pet** An animal that is domesticated and intended for human companionship or amusement.

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**SAIT community**

SAIT’s governors, employees, students, contractors, consultants, agents, and volunteers.

**Service dog**

A dog trained as a guide for a disabled person and having the qualifications as prescribed by the Alberta Government’s regulations for service dogs. For the purpose of this procedure, a service dog must be accompanied by the person for whom the dog provides service.

**Working dog**

Includes, but is not limited to, police dogs and rescue dogs.

**GOVERNING PRINCIPLES**

1. This procedure applies to all SAIT lands and to all buildings, facilities and vehicles that SAIT owns, leases or licenses, including the SAIT student residences.
2. No animal, whether on SAIT’s lands or in SAIT’s buildings, facilities or vehicles, shall be permitted to roam at large, disrupt educational activities, or pose a direct threat to the health, safety or welfare of others.
3. Owners/handlers are responsible for ensuring that their animals are leashed or appropriately contained at all times, are solely responsible for the actions of their animal, and are liable for any injury or damage caused by their animal while on SAIT lands or in SAIT’s buildings, facilities or vehicles.

**PROCEDURE**

1. No person may bring an animal into a building, facility or vehicle that SAIT owns, leases or licenses, with the following exceptions:
  - a) An education/research animal.
  - b) A service dog:
    - i) Employees should provide notice to Employee Services, and students should provide notice to the Accessibility Services unit, Learner Services department, that they will be accompanied by a service dog.
    - ii) Notice should be provided as soon as reasonably possible in order to minimize barriers on SAIT’s facilities and to arrange an accommodation plan.
    - iii) At SAIT’s request, owners/handlers must produce an Alberta Government Service Dog Identification Card or an equivalent ID Card issued outside of Alberta that displays a photo of the service dog team.

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- c) A working dog.
  - d) An emotional support animal as defined above and as approved by SAIT as per paragraph 6 of this procedure. Note that an approved emotional support animal is permitted only in the SAIT Residence, which views such an animal as a reasonable accommodation exception to its “no pets” rule for its residents. It is not permitted in any other SAIT building, facility or vehicle.
  - e) As approved by SAIT, as per paragraph 7 of this procedure.
2. An animal brought onto SAIT lands or into a building, facility or vehicle that SAIT owns, leases or licenses must be on a leash or appropriately contained and under the direct control/supervision of its owner/handler. With the exception of emotional support animals in the Residence, the animal may not be left unattended.
  3. An animal owner/handler is responsible for picking up and disposing of that animal’s excrement in a responsible manner.
  4. SAIT may request the City of Calgary Animal and Bylaw Services to remove at the expense of the owner/handler:
    - a) An animal confined in a vehicle if the animal is considered to be endangered, is endangering others, is creating a nuisance or is distressed due to extreme temperatures or poor ventilation.
    - b) A stray or unattended animal.
    - c) An animal whose owner/handler breaches this procedure.
  5. SAIT may request an animal owner/handler who breaches this procedure to immediately remove the animal.
  6. An individual wishing to bring their emotional support animal into the SAIT Residence must be approved by SAIT to do so. Emotional support animals are not permitted in any other SAIT building, facility or vehicle.
    - a) To obtain approval, the individual must submit a request to SAIT’s Accessibility Services department at least 30 days in advance, and must provide supporting documentation as required by Accessibility Services and the Residence. At a minimum, this will include:
      - i) Supporting medical documentation verifying the need for an emotional support animal as an accommodation pursuant to Alberta’s human rights legislation.
      - ii) Supporting veterinarian documentation.
      - iii) Supporting documentation relating to the animal’s obedience training. Note that SAIT may require the individual to have their emotional support dog undergo

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obedience training in compliance with Alberta's *Service Dogs Act*, at that individual's own expense.

- iv) Other documentation that SAIT may require in its assessment of the risk that the animal poses to other members of the SAIT community.
  - b) If Accessibility Services approves the request, the individual must comply with the Residence's rules and requirements at all times, and is responsible for all cleaning and/or repair costs associated with that animal's presence at SAIT.
  - c) If Accessibility Services does not approve the request, the individual may appeal this decision to the Animals on Campus Exception Review Committee. The process is attached as Schedule B, an Associated Document to this procedure. The decision of that Committee is final and binding.
7. If an individual or group wishes to bring an animal into a building, facility or vehicle that SAIT owns, leases or licenses, and the animal is not an education/research animal, service dog, working dog, or emotional support animal:
- a) The request must be in relation to a SAIT-approved event, such as, for instance, wedding services performed on the SAIT campus, events connected with filming or video shoots on the SAIT campus, or student/employee well-being activities such as the SAIT Students' Association Pet-a-Puppy event.
  - b) The person or group must request and obtain permission to do so from the manager of the Commercial Services department, using the Request for Exception form, attached as Schedule A, an Associated Document, to this procedure.
  - c) The request must be made at least 30 days prior to the event.
  - d) If the exception is approved, the person or group that requested the exception is responsible for all cleaning and/or repair costs associated with that animal's presence at SAIT.
  - e) If the exception is not approved, the person or group that requested the exception may appeal that decision to the Animals on Campus Exception Review Committee. The process is attached is Schedule B, an Associated Document to this procedure. The decision of that Committee is final and binding.

Please contact Commercial Services for further information on the process to obtain an exception.

8. SAIT reserves the right to deny an individual or a group's request to bring an animal into a building, facility or vehicle that SAIT owns, leases, or licenses based on the safety and/or security needs of members of the SAIT community.

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9. The provisions of procedure [HR.4.4.1 Corrective Action Procedures](#), procedure [AC.3.4.4 Student Non-Academic Conduct](#) and/ the City of Calgary Responsible Pet Ownership Bylaw may apply to an owner/handler who breaches this procedure.

## ASSOCIATED DOCUMENT

- Schedule A Request for Animals on Campus Exception
- Schedule B Animals on Campus Exception Appeal Process

## POLICY/PROCEDURE REFERENCE

- HS.1.5 Animals on Campus policy

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**PROCEDURE**