TRINITY WESTERN UNIVERSITY

Operating Procedures: Series SCE 3-02 Animals on Campus

Policy Hyperlink:

SCE 3-02 Animals on Campus

Policy Administrator:
Associate Vice President, Campus Operations and Executive Director, P&C

Procedures created by:
Representatives from Housing, Student Life, Facilities, P&C, Campus Operations

Procedures Created/Revised:
Revised 2026-08-26; 2024-10

Procedures:

1. **Guide Dog and Service Dog Certification:**

As indicated on the Government of BC's Human Rights website, "a person with a disability who uses a guide dog or service dog should not be stopped or questioned unless there is a concern. The best way to recognize a guide or service dog is by observing the behaviour of the dog and handler. Like anyone acting inappropriately, a person may be refused access or asked to leave if they or their guide or service dog is disruptive". It is a Guide Dog and Service Dog Act offence to represent a dog as a guide or service dog when it is not. A conviction carries a fine of up to $3,000.

Registration with Housing: Students who use a guide or service dog, applying to live in residence at TWU need to complete the Housing Special Accommodation Request as per the deadlines indicated.

Safety Hazards: Should there be a safety hazard, a discussion will take place between the service dog's owner and the person in charge of the affected area with a view to coming to a solution that will allow the person with a disability equitable access and consider health and safety needs of the community.

Visitors: Guide dogs and service dogs accompanying visitors are welcome to be on campus with their owners.

2. **Emotional Support Animals:**

a) Until an animal is approved as an emotional support animal, Section 5 below will apply with respect to the animal's access to campus.
b) Any student who is requesting the presence of an emotional support animal must be registered with the TWU Centre for Accessible Learning. Students' eligibility for emotional support

animals while living on campus is overseen by the Housing Office (housing@twu.ca) via the Housing Special Accommodation Request. Employees' eligibility for emotional support animals is overseen by the People & Culture Department (P&C) (peopleandculture@twu.ca). In the case of faculty members, P&C will also consult with the Office of the Provost.

c) Emotional support animals may be approved in situations where a student or employee can provide sufficient medical evidence demonstrating that they have a severe disability and that there is clear, medical rationale for how interaction with the animal reduces the functional impact of the disability. The physician must also make a clear recommendation that the student or employee be permitted to have contact with this animal over and above what the section relating to pets on campus would allow. Housing and P&C will follow their regular procedures for assessing a request for an accommodation.

d) If the emotional support animal is approved, the student or employee must follow the guidelines outlined by Housing or P&C. These guidelines are intended to balance the needs of the student or employee with the other members of the TWU community and the safe and effective operation of the University.

e) The following criteria will be a part of every set of guidelines:
   i. The emotional support animal's access to TWU property is restricted to the student's residence room (student) or regular workspace (employee). Any additional access will be governed by the section relating to pets on campus (see section 5 below).
   ii. Only the registered owner may care for the animal.
   iii. The owner is responsible to clean up after the animal, including prompt and appropriate disposal of waste. Arrangements for waste removal and disposal are to be discussed with Housing or P&C prior to the animal arriving on campus.
   iv. The animal must be kept in good health and under the control of the owner.
   v. The owner must ensure that the residence room/apartment/workspace is kept clean and in good repair.
   vi. The owner is responsible for any costs or consequences or for damage associated with the animal including damage to property and injury to others.

3. Therapy Animals

Registered therapy dogs are intended to facilitate ongoing therapeutic services (typically offered to students). Only registered therapy dogs, as per points a) and b) below, will be allowed on campus in an ongoing relationship with the University and will come on campus by invitation as specified by an agreement between the owner and the University.

a) Each individual dog must be approved to be on campus as a Therapy Dog.

b) Therapy dogs will be registered either as a TWU Therapy Dog or as a Guest Therapy Dog:
   i. TWU Therapy Dogs: TWU therapy dogs are owned and associated with TWU employees and will be identified as a TWU therapy dog.
   ii. Guest Therapy Dogs: Therapy dogs that are registered through other organizations will be considered guest therapy dogs. Guest therapy dog owners must show their identification and documentation to the Director of the Wellness Centre for approval prior to coming on campus. Therapy dogs may only be on campus when invited by an

employee who is responsible for the service the guest therapy dog will be providing (e.g., an employee is putting on a stress management workshop and invites an individual with a guest therapy dog).

c) Employees must have the prior approval of their direct supervisor before incorporating a therapy dog into their work and must clearly articulate how the dog will be used in their service. Supervisors must ensure that the therapy dog will enhance the service their department provides. Supervisors should also ensure the employee is clear on what the schedule will be for the dog (e.g., how often will the dog be on campus, what programs will the dog participate in) and what their duties will entail (e.g., presence with students, allowing students to show affection for the dog).
d) Students enrolled in the Master of Arts in Counselling Psychology program (CPSY) who are completing their practicum or internship at TWU and want to integrate a dog into their practice may be approved through the same process outlined above. These students must have the permission of their clinical supervisor at TWU and of the Program Director of the Master of Arts in Counselling Psychology program.
e) TWU reserves the right to prohibit therapy dogs when appropriate, even if the dog was previously permitted on campus.
f) Advance notice must be given of any therapy event happening to allow individuals sensitive to or uncomfortable with animals to make alternative plans.
g) Any TWU employees or students who also intend to use the therapy dog in teaching, testing or research must have the prior approval of the Institutional Animal Care Committee (IACC). Contact Darcy Kehler (kehler@twu.ca) for more information.

4. Event Procedure and Event Therapy Animals:

When an animal or group of animals are brought onto campus for an event such as a Puppy Room, the approval process will be through the event approval system (see below). These animals are only allowed on campus by invitation of the event approvers. The form is linked on the policy.

Event approvals:

i. Any events organized by students must be approved through Student Life (slt@twu.ca) during the school year or by the Conference Services Manager (conferences@twu.ca) during the summer. These offices are responsible for approving the events and the therapy animals associated with it.
ii. Any events organized by employees must be approved by their manager or dean. The department or school/faculty will be responsible for approving the event and the therapy animal involvement.
iii. It is recommended that any department who wants to approve the event use the attached paperwork to guide their decision-making process.
iv. Event therapy animals must be specifically invited by the hosts of the events that they attend.
v. Event therapy animals are only allowed to be on campus during the approved event.
vi. Event therapy animals are approved on an event-by-event basis.

vii. Any problems, damage or resulting issues (e.g., litigation) will be the responsibility of the animal owners.

5. Pets

Any animal cared for by an employee, student, or visitor that is not a guide/service dog, emotional support animal or brought to campus for a therapeutic event is considered a pet at TWU. The pet owner is liable for the actions, conduct, and behaviour of their pet and will be held responsible for any costs of consequences of damage caused by the pet.

All pets on campus must meet the following criteria:

i. weigh less than 75 kg;
ii. leashed;
iii. licensed (if required by local by-law);
iv. vaccinated appropriately and that vaccines are current;
v. with, and under the control of, its owner/handler
vi. cleaned up after by their owner/handler (e.g., feces).

Pets belonging to students, employees, and guests are permitted **outdoors** on TWU property provided they meet the above criteria.

Pets are not permitted on:

- the recreational or athletic sports fields
- the Ecosystem Study Area
- any other areas where there is signage to indicate animals are not permitted

Students and pets:

Students are not permitted to bring their pets into buildings.

Students are not allowed to house pets in University buildings, with the exception of fish kept in aquariums of five gallons (19 litres) or less. Students must ensure proper care of any fish living on campus. The University reserves the right to request removal of fish and aquariums from campus if necessary.

Faculty and staff pets:

Faculty and staff may bring pets onto campus in outdoor areas only. They are not to be brought into buildings.

Special consideration is given to residential staff who are required to live on campus in regard to pets in residence buildings.

Pets in Vehicles:
Pets may be left unattended in a vehicle owned by the student, employee, or guest, when parked on University grounds for a reasonable period. The pet must have suitable ventilation, must not appear distressed, must not create a public nuisance, and must be restrained to prevent contact with the public.

Pet Removal:
The University reserves the right to remove or request a Bylaw Enforcement Officer to remove any pet if the animal is in distress, posing health and safety concerns, or creating a public nuisance.