

AC05 Use of Authorized & Service Animals on Campus

Classification:	Accessibility
Responsible Authority:	Director, People and Culture
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
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PURPOSE

The purpose of this policy is to guide and regulate the presence of authorized and service animals on Algonquin College property. This policy has been developed to comply with the requirements of the Accessibility of Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code.

SCOPE

This policy applies to the College community, which includes students, employees, contractors and volunteers.

DEFINITIONS

Word/Term	Definition
Authorized Animal	An animal that has been approved by the College through the animal authorization process. This includes service animals and animals that do not meet the definition of a service animal under the AODA (e.g. emotional support animal) but are permitted on campus subject to AC05 Use of Authorized & Service Animals on Campus policy, procedures and animal authorization application.
Authorized Animals Review Panel (AARP)	The Authorized Animals Review Panel (AARP) is responsible for evaluating the suitability of animals brought onto campus under the AC05: Use of Authorized Animals on Campus policy. The panel does not assess the need for accommodation but rather determines: <ul style="list-style-type: none"> a) Whether an animal poses an unacceptable risk to health, safety, or campus operations.

- b) Whether the handler has demonstrated sufficient control over the animal.

College Official	Any College employee, not otherwise specifically identified by role, who is duly authorized and empowered to carry out official College business / processes / functions / activities on behalf of the College and is acting, within this context, in the name of the College.
Disability	<ol style="list-style-type: none"> 1. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other service animal or on a wheelchair or other remedial appliance or device, 2. a condition of mental impairment or a developmental disability, 3. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language, 4. a mental disorder, or 5. an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.
Housetrained	A house-trained animal is one that has learned to eliminate (urinate and defecate) in a designated spot, like outdoors or a litter box, rather than randomly inside the home.
Partner/Handler	Refers to the person who has charge of the authorized animal. This would typically be the person whom the authorized animal is assisting with a disability.
Service Animal	<p>An animal is a service animal if:</p> <ul style="list-style-type: none"> • It is readily identifiable as being used for reasons relating to a disability (e.g., vest or harness); or • The person provides acceptable documentation from a regulated health professional confirming they require the animal for disability-related reasons.

POLICY

Algonquin College is committed to the principles of accommodation for individuals with disabilities through the presence of Service Animals and Authorized Animals.

A student who wishes to have a Service Animal authorized to accompany them while on College property must request authorization from the Centre for Accessible Learning. Upon approval, the animal will be designated as an Authorized Animal for the purposes of this policy.

Employees who wish to have a Service Animal authorized to accompany them while on College property must request authorization from the Human Resources. Upon approval, the animal will be designated as an Authorized Animal and may be present on College property under the supervision of the Partner/Handler (*see AC05 Appendix 1*).

When attending College property, Authorized Animals must always be readily identifiable with the use of a visually recognizable vest or harness. At all times, Partners/Handlers must be able to prove their animal has been vaccinated and will readily provide proof upon being requested to do so by a [College Official](#). Any changes to the specific Authorized Animal or specific Partner/Handler authorization will require a new authorization application.

Authorized Animals must be readily identifiable through visual indicators such as a vest or harness, and Partners/Handlers must obtain an Authorized Animal Card from Campus Services, which must be readily available and presented upon request by a College Official.

In very rare instances, animals that are prohibited under the municipal or provincial laws including [The Dog Owner's Liability Act](#), and the [Animal Care and Control Bylaw for the City of Ottawa](#) may be considered for authorization. However, precautions and restrictions will be imposed to protect the College Community. Animals that the College identifies to be dangerous or that cannot adhere to the requirements and understandings detailed in the Application for Authorization will not be considered for authorization. Authorization may be suspended or rescinded at any time if the animal or the Partner/Handler breach any of the requirements and understandings detailed in the authorization application.

When a member of the College Community observes an Authorized Animal and their Partner/Handler, they should not distract or touch them. If a member of the College Community believes the Authorized Animal or their Partner/ Handler pose a health and safety risk or that either has acted in violation of this policy, depending on the severity, they should seek assistance from the Centre for Accessible Learning, Human Resources or Algonquin Security Services.

Exclusions:

Specialized Learning environments, such as those in the Veterinary, Construction, Technology, Science, Hospitality, and Nursing programs may require additional approvals to ensure that health and safety is maintained. A student wanting their animal to attend specialized learning environments will need to request an exemption before

their animal can do so. The request for exemption is made to the Centre for Accessible Learning prior to the start of the program.

When participating in third-party work integrated learning (or co-op), service animal acceptability will be determined solely by the management of the third-party work location.

PROCEDURE

	Action	Responsibility
1.0	Authorization Procedure for Students	
1.1	Students must obtain an Authorized Animal authorization from the Centre for Accessible Learning. The process will, at a minimum, include: <ol style="list-style-type: none"> 1. the submission of the Authorized Animal Application (see AC05 Appendix 1) 2. submission of vaccination records for the animal. All Authorized Animals must be vaccinated for rabies. 	Student Partner/Handler
1.2	Upon receiving the required documentation, the Disabilities Counsellor will meet with the student, confirm approval, and file the required documentation.	Disability Counsellor, Centre for Accessible Learning
1.3	Once approved, while on the College premises the Authorized Animal must be readily identified as one that is being used by the person for reasons relating to the student's disability, as a result of visual indicators such as the vest or harness worn by the animal. An Authorized Animal Card must also be secured from Card Services, which must be presented upon request by a College Official.	Student Partner/Handler
1.4	The approval form is tied to a single animal. Any additional animal or change of specific animal requires new authorization and the student should proceed as per procedure step 1.1.	Student Partner/Handler
2.0	Authorization Procedure for Employees	
2.1	Employees are required to seek authorization for any animal that will be on campus, and will be required to absorb any cost incurred for applying. The request	Employee Partner/Handler

	<p>should be made by submitting to the required forms to accessibility@algonquincollege.com and their direct manager.</p> <p>Required forms include:</p> <ol style="list-style-type: none"> 1. the submission of the Authorized Animal Application (See AC05 Appendix 1) 2. submission of vaccination records for the animal 	
2.2	Upon receiving the required documentation, Human Resources will arrange a meeting with the Partner/Handler, the direct manager, union representative (as applicable) to support preparation of the manager and team for successful introduction of the Authorized Animal.	Human Resources (Inclusion, Diversity, Equity, and Accessibility)
2.3	Once approved, while on the College premises, the Authorized Animal must be readily identified as one that is being used by the person for reasons relating to the employee's disability as a result of visual indicators such as the vest or harness worn by the animal. An Authorized Animal Card must also be secured from Card Services, which must be presented upon request by a College Official.	Employee Partner/Handler
2.4	Human Resources will ensure appropriate and confidential records are maintained in compliance with College record keeping policies and practices.	Human Resources (Inclusion, Diversity, Equity, and Accessibility)
2.5	The approval form is tied to a single animal. Any additional animal or change of specific animal requires new authorization and the employee should proceed as per procedure step 2.1.	Employee Partner/Handler
3.0	Authorization for Community Members who are not Current Students or Employees	
3.1	Community members and volunteers who are accessing the campus and use an Authorized Animal must comply with AC05 Appendix 1 and may be excluded for the reasons detailed in this policy.	Community Member Partner/Handler

3.2	In some circumstances, approval may be obtained to bring animals who do not meet the definition of authorized animal on campus for a special event involving the display or demonstration of specialized skills or natural behaviors. These requests should be made via email to accessibility@algonquincollege.com at least 5 business days in advance.	Community Member Partner/Handler
4.0	Conflicting/Competing Disability Accommodations	
4.1	Students with any protected grounds under the Ontario Human Rights Code who are affected by Authorized Animals should contact the Centre for Accessible Learning if they have a concern about exposure to an Authorized Animal. The student registering the concern will be asked to provide documentation that identifies the condition(s) or conflicting right, allowing a determination to be made as to whether the condition or right is protected and whether there is a need for an accommodation. Each concern will be addressed on a case-by-case basis.	Student
4.2	Employees with any protected grounds under the Ontario Human Rights Code who are affected by Authorized Animals and/or has a concern about exposure to an authorized animal should contact their manager. The employee registering the concern will be asked to follow the accommodations process under policy HR15: Return to Work with Modified Workload/Workplace Accommodation . Each concern will be addressed on a case-by-case basis.	College Employee
5.0	Dispute Resolution	
5.1	In the event of a disagreement about the appropriateness of an accommodation or service quality a student should follow the process detailed in policy AC01: Academic Accommodation for Accessible Learning, Procedure section 3.0.	Student
5.2	An employee with a disagreement about the appropriateness of an accommodation, may confer with their Manager, the Wellness & Abilities team and their union (as applicable).	Employee Manager Wellness & Abilities (Human Resources)
6.0	Procedure for Issuing a Notice of Exclusion	

6.1	<p>Identification of Issue:</p> <p>If an authorized animal is found to be disruptive, aggressive, poses a health or safety risk, or otherwise contravenes section 4.0 or the handler requirements in appendix A, the issue must be documented by the observer (e.g., faculty, staff, or security personnel). Documentation can include a written testimonial, video, or photos. Documentation should be sent to accessibility@algonquincollege.com</p>	Member of College Community
6.2	<p>Upon receiving the formal complaint, Human Resources will convene the <u>Authorized Animal Review Panel</u> within 10 business days. The panel will issue a recommendation with 5 business days of convening.</p>	Human Resources (Inclusion, Diversity, Equity, and Accessibility)
6.3	<p>Formal Notice:</p> <p>The results of the Panel will be issued to the Partner/Handler and Centre for Accessible Learning, Wellness & Abilities, and Security Services, within 5 business days of a decision. This notice will include:</p> <ol style="list-style-type: none"> 1. A description of the observed issue(s). 2. The specific policy or procedure that has been violated, if applicable. 3. How to seek alternate accommodation support to ensure the student/employee can participate in the learning and work environments. 4. The option of participating in an activity or receiving services without the authorized animal on the premises. 	Human Resources (Inclusion, Diversity, Equity, and Accessibility)

SUPPORTING DOCUMENTATION

AC05 Appendix 1: Animal Authorization Application

RELATED POLICIES

AC01: Academic Accommodation for Accessible Learning

AC02: Client Service Standards for Persons with Disabilities

HR15: Return to Work with Modified Workload

RE04: Use of Animals in Teaching, Research and Other Activities

RELATED MATERIALS

None

APPENDIX 1 – ANIMAL AUTHORIZATION APPLICATION

Animal Authorization Application

Student/Employee Name	Student/Employee ID #
Email Address	Phone Number
Animal Species & Breed	Animal Name
Vaccination Expiry Date	Campus Location

Training Attestation (check the box and provide the training information):

My animal is a dog that has been trained to help people with disabilities maintain their independence.

Name of Training Organization	Date of Training

I confirm following requirements and understandings (check all boxes that are true):

My animal....

- Will come whenever I call them
- Has an up-to-date vaccination
- Will defecate and urinate outdoors
- Will not bite or scratch people
- Will not obstruct entrances/exits

- Will not disrupt academic activities

I understand the following will result in immediate removal of my animal or non-approval of my animal:

- Biting, scratching, or aggressive behavior.
 Defecating/urinating indoors or in sacred Indigenous spaces.
 Outdated vaccinations or inability to prove vaccination on request.

I understand the following will result in my animal being suspended from being on campus:

- Poor hygiene, including odor or lack of grooming.
 Repeated disruption of academic activities (e.g., excessive noise, movement).
 Obstructing safety equipment or emergency exits.
 The handler not maintaining control of the animal.
 The handler not cleaning up after the animal defecates and disposing of the waste in an outside receptacle.

Health and Safety Restrictions - I understand and agree to the following animal restrictions:

- Not permitted in food preparation areas and specialized learning environments (unless written permission is given).
 Not venomous, dangerous, or prohibited by municipal or provincial laws.
 Not fed live food on campus property.

Attestation:

I confirm the information I have given (above) is true. I confirm that I will obtain an animal authorization card **before** bringing my animal on campus, and that I will produce that animal authorization card whenever asked by a College official. I understand that failure to comply with the requirements and understanding detailed (above) will result in the removal of my animal from campus and the cancellation of my animal authorization card.

Applicant Signature	Date

Clinician Animal Recommendation

To complete the Animal Authorization Request, a clinician recommendation is required.

Animal recommendation (check one of the following):

- I am an Ontario licensed/registered healthcare professional, and I recommend the identified Student/Employee would obtain a **significant** physical or mental health benefit from the identified service animal.

I am an Ontario licensed/registered healthcare professional, and I recommend the identified Student/Employee would obtain **general** physical or mental health benefit from the identified service animal.

I am **not** an Ontario licensed/registered healthcare professional, and I recommend the identified Student/Employee would obtain **general** physical or mental health benefit from the identified service animal.

Clinician Information:

Clinician Name	Professional Designation
Email Address	License/Registration Number
Address of Practice	Phone Number

Clinician Signature

Clinician Signature	Date