



Pets in Rental Units

Background

Pets can provide companionship, comfort, and security for staff who live in KTCEA-provided accommodations. At the same time, keeping a pet in a rental unit carries with it a responsibility to ensure the safety and well-being of other residents, and a need to protect KTCEA property. This administrative procedure seeks to ensure that tenants can benefit from having a pet, while establishing clear expectations regarding treatment of the animals themselves, as well as protections to serve KTCEA and the community. It aims to promote a culture of responsible pet ownership and a harmonious living environment for everyone.

Guidelines

KTCEA will establish a process for approving pets to be kept within or near its housing units, and will set out clear guidelines and expectations of pet owners that focus on animal and tenant safety, as well as the general safety and wellbeing of neighbours and the community. The administrative procedure will balance the needs of the pets themselves, the tenant pet owners, and others who may be impacted.

The procedure will adhere to basic tenets of animal safety, tenant safety and community safety (see definitions below).

#	Procedure	Roles & Responsibilities
1.	<p>A tenant of a KTCEA rental unit must submit to the Housing Coordinator AP 672A Pet Request Form & Pet Agreement as an addendum to the lease agreement prior to bringing a pet in or near a rental unit. The requirement for AP 672A Pet Request Form & Pet Agreement includes instances where a tenant is taking care of a pet on a temporary basis (pet-sitting), no matter how short the duration (refer to AP 671 Provision of Housing, items 10.1 and 10.2).</p> <ul style="list-style-type: none"> 1.1 Failure to meet this requirement will be considered a default or breach of the lease agreement. 1.2 KTCEA may revoke or rescind a <i>Pet Agreement</i> if one or more terms of the agreement are breached. 	<p>Housing Coordinator Tenants</p>

<p>2.</p>	<p>AP 672A Pet Request Form & Pet Agreement will include detailed information about the pet, such as: species, size, colour, age, weight, neuter status, registration and or license information, etc., as applicable to the species.</p> <p>Dogs that are more than 28 kilograms and of breeds that have been known to attack people (e.g. Pit Bulls, Rottweilers) will not be allowed in rental suites.</p> <p>Residents with rental agreements signed prior to December 2023 will be exempt from the restrictions relating to dog breeds and sizes.</p>	<p>Housing Coordinator</p>
<p>3.</p>	<p>Upon receipt of a <i>Pet Request Form</i>, the Housing Coordinator will provide a written response within one calendar week, either approving or denying the request, taking into consideration:</p> <ul style="list-style-type: none"> 2.1 the rights and preferences of the tenant in his/her/their desire to have a pet in the rental unit. 2.2 respect and understanding that pets can improve the 'quality of life' and can bring joy, comfort and companionship to tenants. 2.3 compatibility with the size and condition of the rental unit. 2.4 past history or experience with either the tenant or the particular species. 	<p>Tenants</p>
<p>4.</p>	<p>The <i>Pet Agreement</i> sets out the tenant responsibilities, expectations and requirements associated with keeping a pet in or near a rental unit. These include:</p> <ul style="list-style-type: none"> 3.1 Payment of a non-refundable pet fee to be set by the Housing Coordinator. 3.2 Confirmation that the actions, behaviours and movements of pets are the sole responsibility of the tenant, and further commitment that the pet will not present risk or harm to others. 3.3 Ensure that the pet is well trained, socialized and obedient as applicable to the species. 3.4 Mitigate any sources of noise or odor or other disturbance caused by the pet. 3.5 Fully, properly and conscientiously take care of the pet at all times, including feeding them, cleaning and grooming them, disposing of waste in a safe manner, and maintaining the safety, security and sanitation of their enclosures, cages or environments as applicable to the species. 3.6 Report any breeding activity immediately to the Housing Coordinator. 3.7 Mitigate any disturbance complaints or other concerns raised by neighbours or other people. 	<p>Tenants</p>

	<p>3.8 Maintain adequate veterinary care and treatment at all times to reduce risks to other pets or persons.</p> <p>3.9 Repair any damage to the unit caused by the pet, and to make restitution to anyone harmed by the pet.</p>	
<p>5.</p>	<p>The <i>Pet Agreement</i> sets out the responsibilities, expectations and requirements of KTCEA as landlord in allowing a tenant to have a pet in or near a rental unit. These include to:</p> <p>3.1 Maintain the premises in accordance with the landlord obligations as set out in the lease agreement, that is to provide a safe and habitable premise and to provide utilities and services that are necessary for habitation.</p> <p>3.2 Not discriminate against the tenant because of the pet, not harass or evict the tenant because of the pet unless terms of the lease or the <i>Pet Agreement</i> are breached.</p> <p>3.3 Provide a mechanism or process, such as written notification and a remedy period, for the tenant to remedy the situation if a problem arises with respect to the pet or terms of the <i>Pet Agreement</i> are breached.</p> <p>3.4 The landlord may take actions to remove a pet from a rental unit, solely or in consultation with local authorities, if a pet is perceived to pose a threat to people in the community itself, or other pets.</p>	<p>Associate Superintendent Facilities & Operations, Housing Coordinator</p>

Definitions:

Animal safety refers to the well-being and health of the pets, as well as the protection of wildlife and the environment. Pets should be vaccinated, spayed or neutered, microchipped, and registered with KTCEA. Pets should also be kept indoors or on a leash when outside, and should not be left unattended or exposed to harsh weather conditions. Pets should also be treated with respect and kindness, and should not be abused, neglected, or abandoned.

Tenant safety refers to the security and comfort of the pet owners and their neighbors, as well as the prevention of property damage and liability issues. Pets should be well-trained, socialized, and obedient, and should not cause excessive noise, odor, or disturbance. Pets should also be compatible with the size of the rental unit, and should not exceed the number and type as stated in AP 672A Pet Request Form and the Pet Agreement. Pets should be cleaned and groomed regularly, and their waste should be disposed of properly. Pets should also be supervised and controlled by their owners, and should not pose any threat or harm to themselves, other people, or other animals.

Community safety refers to the harmony and cooperation among the residents, the landlords, and the authorities. Pets should be a source of joy and not a cause of conflict or complaint. Pets should also be a positive contribution and not a burden to the community. Pets should also be in compliance with the local rules regarding animal control, licensing, and welfare. Pets should also be reported if they are found to be stray or dangerous.

Pet(s) refers to a domestic or tamed animal that is kept for companionship or pleasure. This can include but not be limited to a mammal, rodent, insect, bird, arachnid, fish, reptile and/or other species.

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

AP 671 Provision of Housing and Accommodation

AP 672A Pet Request Form & Pet Agreement

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operations.