



# Responsible pet ownership

## Instruction in DND residential housing

### CFHA Directives and Procedures (CDP)

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## Application

This Instruction provides direction to occupants of DND residential housing, including apartments, on responsible pet ownership. This Instruction outlines the expected behaviours of occupants towards pets, and the conditions by which they must abide. Responsible pet ownership is founded on the good neighbour concept to ensure that all members of the community feel safe, welcome, and comfortable living in the quiet enjoyment of their community.

## Definitions

For the purpose of this instruction, the following definitions will be used for greater clarity:

**Residential Housing Unit (RHU):** A building for habitation containing a dwelling unit and owned by the Crown. RHU building forms include single detached, duplex, semi-detached, maisonette, row houses/townhouses, or apartments

**Residential Housing Unit Parcel (RHUP):** The land immediately surrounding the RHU, including but not limited to, the RHU, the front, side, and back yard, all walkways, driveways, and associated structures (e.g., garages, sheds, and fences). The RHUP may not always be one contiguous land mass.

**Residential Housing Parcel (RHP):** The RHUs and RHUPs in a given geographic area, as well as other structures that are not within the RHUP, including but not limited to, garages, parking lots and portions of driveways extending beyond the RHUP to the street. The RHP also includes open spaces as agreed between CFHA and RP Ops Gp.

**Residential Housing Site (RHS):** The RHPs, associated lands, parks, roads, sidewalks and other municipal infrastructure, including above- and below-ground utilities

## Governing regulations

- A. DAOD 5024-0, *DND Living Accommodation*
- B. DAOD 2005-0, *Service Dogs*
- C. DAOD 2005-1, *Service Dog Access to Defence Establishments*
- D. *DND Living Accommodation Instruction*
- E. CFHA Licence to Occupy and Occupant Handbook
- F. CFHA Licence to Occupy
- G. QR&O Chapter 38 – *Liability for Public and Non-Public Property*
- H. CFAO 38-1 – *Administrative Deductions Policy and Procedures*
- I. QR&O Vol IV Appendix 3.3 – *Inspection and Search Defence Regulation*
- J. CFHA Violation Management Instruction CDP

## Occupant responsibilities

Occupants of DND residential housing will respect and comply with provincial/territorial legislation, regulations and municipal by-laws regarding responsible pet ownership. Occupants should read and be familiar with the pertinent local laws in conjunction with this CDP. Occupants living in DND residential housing are responsible for looking after their pet's health and wellness, while being a respectful and co-operative neighbour to those in the community. The DND supports responsible pet ownership based upon:

- a. providing physical care, socialization, training, and medical attention for pets;
- b. registering and displaying identification tags on dogs and cats affixed to a collar or harness;
- c. spaying or neutering dogs and cats; and
- d. ensuring pets are not threats or nuisances to others in the community.

Subject to the discretion of the CFHA HSC Manager, minor issues pertaining to specific animal related expertise may be resolved without the intervention of local animal control and/or law enforcement authorities. Otherwise, all other pet related issues shall be reported and escalated to the appropriate local animal control, law enforcement authorities and/or the military police, as appropriate.

### Pet waste

Occupant(s) are responsible to ensure their Residential Housing Unit Parcel (RHUP) is kept clear of pet waste and to dispose of pet waste in accordance with applicable provincial/territorial legislation, regulations and municipal by-laws

### Excessive noise from pets

To ensure the neighbourhood is safe and enjoyable for residents, occupants are responsible for making sure their pets do not make excessive/persistent noise. Complaints relating to excessive/persistent noise may result in an infraction notice or a violation.

### Injuries/damage caused by pets

The occupant of record, in addition to the pet owner, may be held legally responsible for any injuries or damage caused by a pet. These damages include but are not limited to any work that is required to restore the DND residential housing to its move-in condition as agreed upon at the start of the occupancy.

### Breeding of pets

Breeding of pets is prohibited in DND Residential Housing Sites.

## Quantity of pets

Subject to applicable provincial/territorial legislation, regulations and municipal by-laws, the following limitations of number and types of pets on any type of DND residential housing, including apartments, are as follows:

- a. Two (2) dogs;
- b. Two (2) cats;
- c. Two (2) caged/terrarium pets; and
- d. One (1) 20-gallon aquarium with water.

**Note 1:** Pets are to be in accordance with acceptable pet list at Annex A

Note 2: Pet number and types are not interchangeable

Note 3: Limits apply regardless of number of people living on the premises.

Note 4: Whichever direction is more restrictive regarding the number/type of pets is the one that will be followed

The above limit does not apply to service dogs. DND employees or CAF members living in DND residential housing can also possess a service dog in accordance with references B and C. The occupant of record must submit a request for accommodation to the CFHA HSC Manager in accordance with the required documentation as outlined in paragraph 4.2 of reference C.

Persons other than DND employees and CAF members living in DND residential housing may also possess a service dog and, subject to applicable provincial/territorial legislation, regulations and municipal by-laws, are required under paragraph 4.10 of reference C, to submit a formal request for accommodation to the CFHA HSC Manager.

Any requests related for service dogs must be accompanied with the following documentation:

- a. a recommendation from a medical practitioner for the use of a service dog;
- b. a certification and supporting documentation for the service dog team; and
- c. proof of up-to-date yearly core vaccinations recommended by the Canadian Veterinary Medical Association and administered by an authorized medical professional of veterinary medicine.

Note: All persons involved in the processing of requests to accommodate service dogs must read this paragraph in conjunction with the *Canadian Charter of Rights and Freedoms*, the *Canadian Human Rights Act*, applicable provincial/territorial human rights legislations, and references B and C when making decisions on requests to accommodate service dogs. They must not infringe the rights of individuals who are

protected under federal and provincial/territorial laws and must treat all individuals with respect and dignity.

### **Licensing, registration and vaccination requirements**

All dogs and cats over the age of six (6) months must be licenced and/or registered when required by provincial/territorial legislation, regulations and municipal by-laws where they reside. It is the occupant's responsibility to provide proof of licensing or registration when requested. All associated costs are the responsibility of the pet's owner.

All dogs and cats must be vaccinated when required by applicable provincial/territorial legislation, regulations, and municipal by-laws where they reside. It is the pet owner's responsibility to ensure that vaccinations are current, and that documentation can be provided upon request. Dogs and cats are required to wear a collar or harness with valid vaccination(s) and owner contact information whenever the pet is outside. All associated costs are the responsibility of the pet's owner.

### **Attacks, bites and control of pets**

Pet attacks and bites create the potential for liability to the owner or anyone who may have been looking after the pet on behalf of the owner. Pet owners are responsible to understand provincial/territorial legislation, regulations and municipal by-laws that govern where they reside. Any animal, suspected of having bitten or attacked someone, will be seized and/or quarantined in accordance with these local laws, by-laws or policies.

Occupants of DND residential housing must ensure that their pets are appropriately restrained in accordance with applicable provincial/territorial legislation, regulations and municipal by-laws while on DND property.

No occupant may leave a pet unsupervised outdoors except if restrained by an enclosure that cannot be scaled, opened, or otherwise breached by the pet or a child. Occupants without such enclosures must use a tether or leash affixed to an appropriate pet stake and tie out cable to ensure positive control and safety of the pet. Placing a pet on a restraint can be acceptable if done for a short time period or while supervised. In all cases, tethers, leashes or enclosures must effectively prevent a pet from accessing sidewalks and other housing units or yards. In addition, the enclosure, leash, or tether must not cause distress to the pet and the area in which the pet is restrained must be free of debris or dangers. Tethers must not be affixed to CFHA provided infrastructure (such as gas meters, power distribution boxes, clotheslines, trees, etc.) and must not pose any risk to CFHA assets nor the health of the pet.

Note: Enclosures are not provided by CFHA and permission must be sought from CFHA to construct any enclosures. An occupant of record who constructs enclosures must meet the standards of construction outlined by CFHA Directive and Procedure on Fencing.

When DND employees or contractors are present at a DND residential housing unit, occupants must ensure that all pets are restrained in such a way as to safely permit the work to occur or access to the property as required.

Other than when inside marked leash-free areas, any pet that is not appropriately restrained, will be considered as roaming at-large and may be seized and impounded by local animal or law enforcement authorities. Occupants, whose pets are not under positive control, or otherwise appropriately restrained, will be reported to local animal control and/or law enforcement authorities. Such matters may constitute an infraction or violation under the Violation Management Instruction by CFHA and may be recorded in the occupant of record's file. If local animal control and/or law enforcement authorities cannot respond, the military police will be called.

In accordance with provincial/territorial legislation, regulations, and municipal by-laws, occupants are expected to provide and ensure the necessities of life for all pets under their care, control, and ownership. Any suspicion that the necessities of life are not being provided for an animal will be reported by the CFHA HSC Manager and may result in intervention by local animal control and/or law enforcement authorities, and actions may be taken against the individual(s) responsible. If CAF members, DND employees, or members of the community suspect an animal is being mistreated in any way, they are expected to immediately report such concerns to local animal control or law enforcement authorities, or if they are unavailable, to the military police, appropriate base/wing authorities and/or the CFHA HSC Manager who may decide to handle the issue temporarily until the former is able to appropriately respond.

## **Aggressive dogs**

Occupants may not have dogs in DND residential housing that demonstrate aggressive behaviour. Aggressive behaviour can include, but is not limited to, growling, biting and snapping at people or other dogs without provocation. In addition, any animal deemed by local animal control or law enforcement authorities to be sufficiently uncontrollable and that poses a danger may be deemed an aggressive dog. In situations where local animal control or law enforcement authorities are not able or are not willing to determine if a dog is aggressive in a timely manner, the military police, appropriate base/wing authorities and/or the CFHA HSC Manager may deem a dog to be aggressive after considering the behaviours described above.

Animals deemed aggressive are the responsibility of the occupant of record and/or the pet's owner and must be removed from DND residential housing by the deadline outlined in the infraction notice. Until such time as the animal is removed, animals deemed aggressive must be kept under positive control of an adult at all times when outside the residential housing unit. Failure for the occupant of record to have an aggressive dog removed by the deadline outlined in an infraction notice will be subject to the Violation Management Instruction escalation process.

When an occupant has failed to remove the aggressive dog, and it is determined to be an immediate or unreasonable risk to others, the dog may be seized by local animal control, law enforcement authority or ordered removed from DND residential housing by the military police, appropriate Base/Wing authorities or the CFHA HSC Manager.

## Exceptions

Subject to provincial/territorial legislation, regulations and municipal bylaws, occupants who have been living in DND residential housing prior to the implementation date of this instruction who already possess more animals than the number permitted under this instruction, are exempt from the application of quantity of pets until they move out of that specific DND residential housing unit. Occupants seeking an exemption must register their pets at their respective HSC within 30 days of the implementation of this instruction. This instruction will then apply if they move into another DND residential housing unit upon posting.

It is, however, important to note that such exception shall not apply in cases where:

- a. the excess quantity of pets creates a demonstrable risk of injury, damage or loss of enjoyment in the community;
- b. the excess type of pets permitted is deemed prohibited in DND residential housing as per this instruction;
- c. the excess quantity of pets occurs after the promulgation date of this instruction (either by a pet giving birth or acquisition of additional pets by the occupant of record); or
- d. the excess quantity of pets is in excess of the limit which had been set out by Base/Wing Standing Orders.

Furthermore, there is no exception for prohibited pets, as per Annex A in the RHP. Occupants who possess prohibited pets shall ensure compliance with this instruction within 90 days following its implementation. If the animal represents a demonstrable safety risk, the 90 day period may be shortened, subject to Chain of Command support.

## Consequences

Non-compliance with this directive may result in administrative action, disciplinary action, and/or financial responsibility as applicable.

Note: For greater certainty, action against an occupant of record (i.e. charged with a crime, fined by local authorities, etc.) does not preclude DND authorities from taking appropriate action for the same matter.

## Document revisions

Version #	Date	Description
1.1	22 March 2022	Removal of Policy to replace with Instruction.



## Annex A, Acceptable/prohibited pets list

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#### Acceptable pets

Subject to applicable provincial/territorial legislation, regulations and municipal by-laws, the following pets are considered acceptable within all types of DND residential housing:

Amphibians	frogs, toads, newts, salamanders <b>except those that are venomous</b>
Arachnids	spiders, scorpions <b>except those that are venomous</b>
Birds	born in captivity <b>except pigeons and birds of prey</b>
Caged animals	African pigmy hedgehogs, hamsters, guinea pigs, mice, rats, rabbits, ferrets, gerbils and chinchillas
Cats	domestic only
Dogs	domestic, <b>except those that are a restricted breed as per provincial/territorial legislation, regulation and municipal by-laws</b>
Fish	those permitted to be kept in captivity and in a 20-gallon aquarium maximum
Reptiles	born in captivity, <b>except those that are venomous</b> , snakes (that reach an adult size of less than 3 meters long), lizards and iguanas (that reach an adult size of less than 2 meters long), turtles, and tortoises

**Note: All Amphibians, Arachnids, Birds, Reptiles and Insects must be kept in cages and/or aquariums.**

#### Prohibited pets

Subject to applicable provincial/territorial legislation, regulations and municipal by-laws, the following are examples of, but not limited to, prohibited pets within DND residential housing:

#### Mammals

All Artiodactyla	such as cattle, goats, sheep, pigs and pot-bellied pigs
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All Canidae	such as coyotes, wolves, foxes, and hybrid wolf dogs except dogs (canis lupus familiaris)
All Chiroptera	bats such as fruit bats and myotis
All Edentates	such as anteaters, sloths, and armadillos
All Erinaceidae	except the African pigmy Hedgehogs
All Felidae	such as tigers, leopards, and cougars except cats (felis catus)
All Hyaenidae	such as hyenas
All Lagomorpha	such as hares and pikas except rabbits
All Marsupials	such as kangaroos, opossums, and wallabies
All Mephitidae	such as skunks and stink badgers
All Mustelidae	such as mink, weasels, otters, and badgers except ferrets
All Pinnipeds	such as seals, fur seals, and walruses
All Primates	such as apes, monkeys, and prosimians
All Perissodactyla	such as horses, donkeys, jackasses, and mules
All Proboscidae	elephants
All Procyonidae	such as raccoons, coatimundi, and cacomistles
All Rodentia	such as beavers, squirrels, porcupines, chipmunks, prairie dogs, groundhogs, and gophers except hamsters, guinea pigs, mice, rats, chinchillas, gerbils.
All Ursidae	bears
All Viverridae	such as mongooses, civets, and genets

## Birds

All Anseriformes	such as ducks, geese, swans, and screamers
All Columbidae	such as pigeons and doves
All Galliformes	such as chickens, pheasants, grouse, guinea fowls, and turkeys

All Gruiformes	such as cranes and rails
All Phoenicopteriformes	such as flamingos
All Sphenisciformes	such as penguins
All Struthioniformes	flightless ratites such as ostriches, rheas, cassowaries, emus, and kiwis
All Birds of Prey	such as hawks, eagles, buzzards, vultures, owls, falcons, harriers, and kites

### Reptiles

All Crocodylia	such as alligators, crocodiles, and gavials
All Snakes	which reach an adult length larger than 3 meters including all venomous snakes that are mid- or rear-fanged
All Lizards	which reach an adult length larger than 2 meters (komodo dragons and gila monsters)

### OTHER

All protected or endangered animals	being all animals, native or non-native
Bees	including beehives
Insects	All insects
All venomous and poisonous animals	even if de venomized

**Note: Any and all animals and insects not listed in the acceptable list are also prohibited.**