

Policy

Subject: Pet Policy

Policy Number: 2021-13

Effective Date: November 2, 2023

Approved by: NCHC Board of Directors

Reviewed by: NCHC General Manager

Purpose/Overview

To ensure that tenants with pets meet the requirements set out by Northumberland County Housing Corporation (“NCHC”) with regards to the reasonable enjoyment and safety of other tenants.

Policy

A pet is defined as a domesticated animal which is kept and fed, such as a dog, cat, bird, gerbil, hamster, guinea pig or any other member of the rodent family, snake, lizard or any other reptile.

All tenants must comply with applicable municipal animal by-laws, which will normally outline the number of pets that are permitted in a household. However, in the event that there is no limit included, NCHC will allow two pets per unit.

All pets kept in a rental unit must be over the age of 8 weeks. For clarity, animal breeding and/or care of animal litters is not permitted in a NCHC building.

All dogs must have a valid municipal dog tag and license. Pets must be under the care and control of the owner at all times.

In the event that a conflict may occur between this policy and any municipal by-law, the by-law will govern.

Procedures

Each pet owner is responsible for the actions and the behaviour of their pet and any pets that are visiting their unit. Tenants are responsible for any damage to any unit or other part of the building caused by their pet or a visiting pet.

Each tenant must ensure that:

- Any pet outside of the unit must be on a leash (includes hallways, outside, lift/elevator, patio/balconies/backyards, etc.);
- Pets are not permitted in any common areas of the building such as common rooms, laundry rooms, garbage rooms etc.;
- Pets must not be left unattended anywhere on the property with the exception of a tenant's unit;
- Tenants are to immediately remove or pick up all pet waste;
- All litter must be bagged and placed in garbage bins; and
- Tenants must make arrangements for their pet if maintenance work is required in their unit (i.e. remove the pet from the unit or remain in the unit with the pet).

Each pet owner must complete the Pet Registration/Crisis Care form for their pet (see Schedule A attached). In the event that a tenant is not in their unit due to an emergency, this form will allow Housing Services to contact a person of the tenant's choice and allow such person access to the unit in order to pick up and/or care for the pet in the tenant's absence.

If for any reason there is no Crisis Pet Care form completed and therefore no care person in place, Housing Services will as a last resort admit the pet to the local humane society/shelter at the tenant's expense.

Housing Services may require the tenant to remove the pet from the premises if any of the following occur:

- The tenant fails to comply with any of the rules governing pets;

- The pet interferes with the reasonable enjoyment of other tenants including, but not limited to, constant barking;
- The pet causes damage to the residential complex; and/or
- The pet physically harms any other pet or person.

Service Animals

Tenants with service animals are required to adhere to this policy, except for where tenants require the service animal to accompany them into common areas.

Only registered service animals will receive this exemption. Proof of registration will be required in all cases.

Repealed Policy

2014-10PM Pet Policy

Legislative Authority

N/A.

Cross Reference

Charge Back Policy 2021-24

Schedule A

Pet Registration and Crisis Pet Care Plan

Tenant name:	
Address:	
Phone:	
Pet name:	
Species:	Breed:

Pet Emergency Contact Information

The name and telephone # of person who will be responsible for your pet if you become ill and hospitalized or incarcerated:
Who will be responsible for cost of pet supplies and vet visits if required?
Special instructions:
Feeding instructions:
Vet's name and contact info:

I understand that in the event that I am in crisis for a prolonged period of time and unable to care for my pet, or unable to make suitable pet care arrangements on my own, the crisis pet care plan I have outlined above will be instituted once I have notified the Social Housing Department of my absence.

I understand that it is my responsibility to ensure that the care plan is updated as necessary and that if for any reason the above plan cannot be carried out by my appointed crisis pet caregiver, then as a last resort, my pet(s) will be taken to the local animal shelter/humane society as the only feasible alternative, at my expense.

Client Signature

Date