



## **Queen's Residence Pet Policy 2025-2026**

### **Introduction**

Queen's Residence Life & Services (RL&S) is excited to offer the Pet-Friendly Community (PFC) in Jean Royce Hall for the 2025-2026 academic year. Students can apply to bring their pets to residence as an opportunity to ease the transition into the post-secondary environment and communal living; the PFC will enhance emotional, social, and physical well-being, and allow students to live with their peers and fellow pet owners.

RL&S is committed to providing a safe and well-maintained environment for all community members. Every pet owner is encouraged to carefully consider the advantages and disadvantages of the residence environment for their individual pet. Pet owners assume all responsibility for pet actions and are liable for any harm or damage their pet causes to another person, pet, or property.

Queen's Residences recognizes that pet ownership in residence is not for everyone, or every pet. Those approved to reside in the community must follow the policies and procedures associated with the PFC, the [Residence Contract](#) and the Queen's University Student Code of Conduct. Violations could result in sanctions, including but not limited to the eviction of the pet and/or owner from Queen's Residences.

This policy does not apply to Service Animals.

### **Definitions:**

Owner: An approved pet owner in the PFC

Pet: An approved animal in the PFC

PFC Community Member: someone who has elected to live in the PFC but does not bring a pet.

### **Permitted Pets**

Owners are permitted to have one cat OR up to two small caged animals, in addition to one aquarium of approved fish.

### **Cats**

- Cats must be at least one year old at the point of move-in and have lived with the owner for at least 6 months prior to living on campus.
- Cats must be spayed or neutered with documentation from their primary veterinarian.
- Cats must be leashed when outside the owner's room (including when outdoors).
- Cats may not exhibit any aggressive behaviour or have any history of an attack causing injury to any person or pet.
- Caring for stray cats is prohibited.

- Cats must be up to date on all required vaccinations for the duration of the academic year including rabies, FVRCP and must be FELV/FIV negative.

### **Small Caged Animals**

- Small caged animals include hamsters, guinea pigs, rats, mice, gerbils, and rabbits.
- The animal(s) must have received a wellness examination from a veterinarian within 3 months of entering residence and have health in good standing. This documentation must be provided prior to arrival during pet registration.
- Animal(s) must be in a secure cage when the owner is not present.
- The cage cannot exceed four feet on any side.
- Rabbits are encouraged to be spayed or neutered, though not required.
- Animals must be supervised at all times by the owner when out of their cage.

### **Prohibited Pets**

Animals that are not permitted include, but are not limited to: wildlife, poisonous or endangered species; snakes; farm, lab or production animals; animals that require a heat lamp; or animals that must be fed a live animal for survival. Notwithstanding the previous, the following animals will not be eligible for approval:

- Dogs
- Reptiles
- Amphibians
- Ferrets
- Exotic Animals
- Spiders
- Foster Animals
- Birds

All pets, excluding fish, must be pre-approved by Queen's Residence Life & Services prior to the pet arriving to residence.

### **Visiting Pets**

Visiting pets, such as a family pet or a pet belonging to a friend are prohibited from entering the building or staying in residence.

### **Application Process**

Students will apply to live in the Pet-Friendly Community (either as an owner or a community member) in their Residence Application. All applications are subject to approval based on owner, pet, and operational requirements.

Once eligibility is confirmed through the residence application process, successful students will be notified they have a space in the PFC.

Owners must fill out a Pet Registration Form, provide proof of vaccination/veterinary approval, and references. Students will agree to the Queen's Residence Pet Policy. Once all steps have been

completed, the Owner will receive written confirmation from the University to approve their pet's registration.

PFC community members who do not intend to bring a pet will be contacted after pet registration to review the pet policy.

### **Pet Registration**

After the Residence Application is completed, students will be contacted to register their pets. A complete pet registration will include:

- Clear, full body photo of the pet.
- Altering (spay or neuter) certificate, which must include date completed (cats only).
- Veterinary Records including updated vaccination records
- A written reference (preferably from the pet's veterinarian) that confirms:
  - Length of time knowing the pet
  - Suitability for the pet living in high-density residence environment, specifically regarding noise, disruption, and temperament.
  - Suitability of the pet owner to care for the pet during a time of transition to University life.

If the pet requires updated vaccinations during the academic year, please email [reslife@queensu.ca](mailto:reslife@queensu.ca) with the subject line "Pet-Friendly Community- YOUR LAST NAME" (I.e., Pet-Friendly Community-FERGUSON) with attached documentation.

### **Associated Fees**

There is no fee to register a pet. However, students will be billed directly for any additional cleaning fees associated with their pet, including biohazards and damage to University spaces and/or property.

Pet approval is limited to the PFC; students found with an unapproved animal within or outside of the Pet-Friendly Community will be subject to sanctions (including financial) through the Residence Conduct process.

### **Pet Policy Waiver**

Owners who are approved to bring their pet to residence must sign the Pet Policy Waiver at move-in. Queen's Residence Life & Services reserves the right to conduct animal wellness checks while the pet is living in residence.

### **Room Change/ Relocation**

If an owner or PFC community member wishes to change their room assignment to one outside of the Pet-Friendly Community, their application to have a pet in Residence will be void and the pet will be required to leave residence upon relocation. Please note that room changes are actioned on a priority basis and may not always be possible or immediate.

### **Pet Care and Conduct**

**Failure to comply to the below standards will result in a Residence Contract violation and will be investigated through the Residence Conduct Process.**

## **Pet Wellbeing**

It is solely the owner's responsibility to take care of their pet. It is against provincial and federal law to abuse or neglect a pet. Abandonment, negligence, or mistreatment of a pet will not be tolerated. No warnings will be issued. Where abuse is alleged, the pet may be removed from the situation in order to prevent contact with the person(s) responsible for the abuse. Person(s) alleged to be responsible for the abuse will be investigated via the Residence Conduct Process, and/or the Queen's Student Code of Conduct, and may be reported to municipal authorities as appropriate.

## **Cage/Crate, Room & Pet Maintenance**

Owners must perform regular room and crate cleaning in addition to grooming the pet to prevent odour, if applicable. There is a pet wash station in the Endaayaan-Tkanónsote Residence; pet owners can contact [resfcc@queensu.ca](mailto:resfcc@queensu.ca) to request access. If a room has a noticeable odour due to a pet, the room will be inspected by RL&S staff who will direct the next steps for the owner (e.g., A requirement to clean the room).

Owners should expect to clean their rooms more often than in other residential spaces, as having a pet in a residence room may create more of a mess/scent than it would within a house. Pets are not permitted outside of the designated PFC area; they are additionally not permitted in Jean Royce Hall Phase 1, any residence washrooms, or within the interior courtyard spaces. Pets must be on a leash/contained when outside of the owner's room. Owners must accompany their pets at all times while outside of their room. Pet wellness checks will be conducted throughout the academic year to ensure proper care of pets.

## **Pet Waste**

Owners must exercise proper care and control of their pet(s), which includes cleaning up their pet's waste material and disposing of it properly. Owners are required to always have pet waste bags or plastic bags with them and dispose of waste in any exterior dumpster (located outside of the main JRH Phase 2 doors). All cage and litter box waste must be removed at **least twice a week**, but should be removed as often as necessary to maintain an odour-free, clean living environment for the pet and community members. Solid waste must be double bagged, tied securely, and brought to the exterior dumpster immediately. Owners are responsible for disposing of all disposable cages or crate bedding in the exterior dumpsters. It is the owner's responsibility to maintain the appropriate upkeep for their pet.

## **Pet Roommate Agreements**

While many roommates live successfully in their assigned spaces with no major conflicts, adding in a pet can introduce unanticipated challenges. Owners who have a roommate will be required to complete a Pet Roommate Agreement within one week of move-in. Owners/PFC community members should request a meeting with their Residence Life Coordinator to revise their original agreement if changes are needed during the year. Owners remain solely responsible for the care and control of their pet; it is not the responsibility of a roommate to provide care.

## **Pet Food & Supplies**

Pet food must be stored tidily in sealed plastic containers to discourage pests. Pet bedding, toys, litter/litterboxes, and other supplies must be kept neat, organized, and stored appropriately.

## **Noise**

Owners are responsible for ensuring their pet will not cause noise that will disturb other residents and/or their pets. Noise violations may include: the pet being heard outside the room during quiet hours, or excessive noise during the day when courtesy hours are in effect. Owners with noisy pets will be given a two-week grace period at the beginning of the semester to get their pet adjusted to life in residence. If, at the end of the two-week grace period, the pet is still causing disruption to the living community, the incident(s) will be documented as a Residence Contract violation and followed up via the Conduct process.

## **Pet Nuisance/Threats**

A pet cannot be a nuisance or a threat to anyone living in the community, including other pets. Pets must not show aggression towards other pets, individuals, or staff assisting in the community. Aggressive or repeatedly disruptive pets, will be documented through the conduct process, and may not be permitted to remain in the PFC. Examples of disruptive behaviour include, but are not limited to: excessive meowing or continuous noise, destruction of property, roaming hallways/common areas, aggression or injury including but not limited to biting or scratching others, etc. If two or more pets in a pet friendly room are aggressive towards each other, both pets may be asked to be removed from the room.

## **Breeding**

Owners are not permitted to breed any pet for sale, food, or any other purposes.

## **Fire Alarms/Emergencies/Evacuations**

In the event of an evacuation of the residence, the owner must vacate with the pet where safe to do so. If the owner is not present, a roommate can assist. The pet must be in a portable cage or pet carrier during an evacuation. Owners may not re-enter the building to retrieve their pet in the event of an evacuation of the residence.

Students and their respective pets are added to a centralized record shared with Campus Security and Emergency Services and Residence Life and Services staff to identify the presence of a pet.

In the event of an emergency in residence, every effort will be made to keep the animal with its owner. The first effort will always be toward the owner; this may necessitate leaving an animal behind in certain emergency situations. If the owner is not in the room when an evacuation takes place, the First Responder will evacuate the animal if it is safe to do so and if it does not interfere with the First Responder's priorities of rescue of students, fire control and property conservation.

## **University Holidays & Breaks Pet Care**

During any university holiday or break in which the owner will be away from campus (Reading Weeks, December closure, long weekends, etc.), the owner must remove the pet from residence. See the Owner Responsibilities below for specific details.

## **Pet Complaints**

Anyone who believes the requirements of this Policy have been violated may direct complaints to a member of the Residence Life and Services team. This may include the Don or Residence Life Coordinator (RLC) for the student's assigned floor/building or any staff member in the Residence Life and Services main office (D001 Victoria Hall). Reports can also be emailed to [reslife@queensu.ca](mailto:reslife@queensu.ca) subject "Pet-Friendly Community- COMPLAINT.

All complaints about pets will be investigated by Queen's Residence Life & Services. Every effort to resolve the issue within the community will be made. If all efforts to correct the issue have been exhausted and the Owner does not comply with the Owner's responsibilities, the pet may be asked to leave residence.

If the pet is disruptive and the Owner is not effectively controlling it and/or the Owner is considered to be in contravention of the Owner Responsibilities, Residence Life and Services may determine that the animal can no longer live in residence.

If the pet's presence, behaviour or actions pose a demonstrable threat to property or the health or safety of others, Residence Life and Services may determine that the animal can no longer live in residence. This does not include perceived or speculative concerns. Allergies and general fears are not sufficient reasons to exclude a pet.

Exclusions will be determined on an individual basis.

## Appendix 1: Owner Responsibilities

Queen's Residence Life and Services must consider the rights, safety and security of pets and other students living in residence as well as those of the Owner. Owners must fully cooperate with Queen's Residence Life & Services personnel regarding this policy and, where requested, develop procedures for pet care (e.g., cleaning the pet, feeding/watering the pet, disposing of feces and toileting materials, etc.). In order to maintain a safe and secure environment for all, Owners have the following responsibilities:

### General Responsibilities

- 1) Owners must comply with the Health Protection and Promotion Act, 1990, and the Provincial Animal Welfare Services Act, 2019 to ensure appropriate animal care, that animals are not treated in a way that will cause distress, and ensure animals are treated in a humane manner.
- 2) Owner negligence or mistreatment of a pet will not be tolerated and may result in disciplinary action against the Owner and/or external reporting.
- 3) Owners are responsible for setting expectations and boundaries with other members of the community. The Owner's Don will be notified of the presence of the pet and is available to facilitate communication with other members of the community e.g., in floor meetings.

### Licensing and Registration

- 4) Pets must wear a license tag and a current rabies vaccination tag from its home municipality.
- 5) Owners are required to have a Queen's Residence Life & Services issued decal on their residence room door at all times indicating a pet is inside.

### Training and Control

- 6) It is an expectation that all pets are appropriately socialized to live in communal residential settings. The Owner must ensure the pet can interact safely with diverse populations and other animals. As residence is a high-density communal living environment, pets are required to demonstrate, upon request by Residence Life and Services staff that they can handle public access situations.
- 7) Owners are solely responsible for their pet, which must remain under the direct control of the Owner while in any common areas in residence. Owners may not transfer daily care responsibilities for their pet to others. **Owners are not permitted to give their residence keys to others to aid in pet care.**
- 8) Under no circumstances are pets allowed to be unsupervised while outside of the owner's residence room.
- 9) Pet gates across bedroom doors, front doors, hallways, and stairwells, or gates that could impede egress in the event of an emergency are prohibited. This is to maintain a clear path for fire egress and safety as required by local fire codes.
- 10) While physically separated from the pet, the Owner remains accountable for ensuring the animal behaves in a manner consistent with the Residence Contract.

## Separation

- 11) Pets may not be left overnight in residence to be cared for by any individual other than the Owner. If the Owner is to be absent from residence overnight or longer, the pet must accompany the Owner or the Owner must make accommodations to board the pet off campus. The Owner is responsible for ensuring that the pet is contained, as appropriate, when the Owner is not present.
- 12) If left unattended in a residence room, the pet will be secured in a crate or carrier to ensure the safety and well-being of University staff in the event they need to enter the room for maintenance requests. For the safety of staff and pets, Facilities staff may reschedule work orders if pets are not crated, caged, or appropriately stationed while unattended. If work orders cannot be repaired in a timely manner due to an uncrated pet, owners may be referred to the Residence Conduct Office. Facilities staff may not enter a room to make repairs or spray for bugs if a pet is inside without being properly secured. Owners should contact the Facilities Control Center (FCC) to make arrangements in this case.
- 13) Pets cannot be tied up, leashed to an object or building when outside or in a hallway/ area while the owner is not present.

## Pets Leaving Residence

- 14) Owners must notify Residence Life and Services within 48 hours if a pet leaves residence for any reason, including death. Owners must register any new pets, per above. The owner is not required to leave the PFC if their pet is no longer living there.

## Pet Death in Residence

- 15) In the event that a pet dies while living in Residence, the Owner should contact their front desk. Once informed, Residence Life & Services will assist the Owner in the process of handling the pet's remains while on campus, should the Owner be unable to take it home. Deceased pets are not permitted to stay in residence.

## Noise and Damage

- 16) Owners must ensure the pet is not disrupting others with noise and does not inappropriately respond to external stimuli. Examples of disruption include the pet being heard outside the room during quiet hours or excessive noise during the day when courtesy hours are in effect. Owners will be given a two-week grace period from the date of move-in to facilitate their pet's adjustment to life in residence.
- 17) Owners understand they may be charged for any damage caused by the Service Animal to the same extent other individuals are charged for damages. Owners' bedspaces may also be inspected for fleas, ticks, or other pests, if necessary, as part of Residence Life and Services' standard or routine inspections. If pests are detected through inspection, the residence will be treated using approved fumigation methods by a university-contracted pest control service. The Owner's SOLUS account will be billed for the expense of any pest treatment beyond the standard pest management in residence.
- 18) Owners must ensure the Service Animal is not a nuisance or a threat to anyone living in the community, including other Service Animals or pets. Examples of disruptive behaviour include but are not limited to, excessive meowing or continuous noise, destruction of property, roaming



hallways/common areas, aggression or injury including but not limited to biting or scratching other animals or persons, etc.

## Hygiene and Waste Removal

- 19) All cats must be housebroken before arriving on campus.
- 20) Owners are required to immediately clean up animal waste and properly dispose of it, and follow the instructions set out in the “Pet Waste” section of this Policy.
- 21) Owners are responsible for managing the hygiene of the animal and its environment. Animals are not to be bathed, and animal enclosures (e.g. tanks or cages) are not to be cleaned in private, semi-private or common student washrooms as these are not suitable for such activities.
- 22) The owner is solely responsible for regular and routine cleaning including but not limited to floors, crates, and cages.
- 23) The odour of a pet emanating from an owner’s residence room is not acceptable.
- 24) It is the Owner’s responsibility to use a grooming/cleaning service should regular bathing/cleaning be necessary.

## Compliance

- 25) Not meeting any of the above requirements and responsibilities is reasonable grounds for requiring the pet to leave Residence. If the pet is to be excluded from living in residence, the protocol listed in the exclusion paragraph will apply.