

POLICY AND PROCEDURES MANUAL	PET POLICY		
	POLICY NO. 2.34	EFFECTIVE July 1991 and August 2001 Revised: July 28, 2003, Building appendix: 2009, updated Dec. 2020 Updated October 2024	AMENDMENT NO. 2

OBJECTIVE: To provide staff and tenants with policy and procedures regarding pets in CRHC buildings.

POLICY:

1. As per the Tenancy Agreement, tenants may have continuous charge of aquarium fish (limited to one aquarium – maximum 15 gallons), or one turtle, or one small, caged bird other than a parrot or macaw, or one caged hamster ONLY, without obtaining prior written permission from the Landlord
2. CRHC may permit one (1) indoor cat in the buildings listed on Appendix 1, subject to completion of Pet Registration/Approval Form and supporting documentation (picture, proof of spay/neuter) prior to obtaining a cat.
3. As per the Tenancy Agreement, tenants must not have continuous charge of any other animal without the prior written permission of the Landlord. (Dogs are permitted at Westview only.)
4. BC Registered Service Dogs are not considered pets. BC Registered Service Dogs may not be off leash on the premises, except within the tenant’s suite.

PROCEDURES:

New Tenant Sign-up

1. At the time an offer is made to an applicant for a suite, staff should confirm the status of any pets. At tenancy sign-up, cat owners (and dog owners at Westview) also need to sign the Pet Registration/Approval form and provide the supporting documentation (picture, proof of spay/neuter). Cats will be issued identification tags that must be worn by the cat and the number will be recorded on the registration form.

Existing Tenant

2. If an existing tenant plans to acquire a cat, authorization from the landlord and a signed Pet Registration/Approval form is completed and forms part of the tenancy agreement. Supporting documentation is required (picture, proof of spay/neuter). An identification tag will be issued, and the number recorded on the registration form.
3. If an existing tenant plans to acquire a dog (Westview ONLY) authorization from the landlord and a signed Pet Registration/Approval is completed and forms part of the tenancy agreement. Supporting

documentation is required (picture, proof of spay/neuter and proof that the animal has been registered with the Capital Regional District on an annual basis).

4. The Building Maintenance Attendant will receive a copy of the completed Pet Registration/Approval Form and supporting documents for inclusion in their tenant file on site.
5. If there is no Pet Registration/Approval form in the tenant file, the tenant has not received the permission required under the tenancy agreement to have a cat or dog. If an unregistered cat or dog is observed by CRHC staff or another tenant, the caretaker must advise the tenant that they have one week to remove the cat or dog from the premises, unless they are eligible to have a cat or dog, then one week to register the cat or dog. If the tenant does not comply, Tenant Engagement must be notified immediately.

Enforcement

6. As part of the annual inspection, Building Maintenance Attendants and property managers should confirm that any pets in the unit are registered (pet registration number).
7. Cats or dogs that are outside the unit should be reported to Tenant Engagement who will work through the complaint procedure.
8. Evidence of un-caged pets should be brought to the attention of the tenant, and then the office if additional violations occur.
9. Damage from pets is charged to the tenant.
10. Cats or dogs on site without identification may be taken to the CRD Animal Shelter or reported to Animal Control.

CAPITAL REGION HOUSING CORPORATION
APPENDIX A
PET POLICY (July 2024)

The following buildings allow one indoor cat per household, on the first 2 floors only unless otherwise stated:

- Amberlea – apartments & townhouses
- Arbutus View
- Beechwood Park apartments & townhouses
- Birches
- Brambles
- Brock Place
- Cairns Park
- Camosun Place
- Campus View Court
- Carey Lane
- Carillon Place
- Castanea Place apartments & townhouses
- Cloverhurst
- Colquitz Green
- Creekside
- Firgrove
- Gladstone
- Greenlea
- Grey Oak Square
- Hamlet
- Harbour Lane apartments & townhouses
- Heathers 1st,2nd,4th
- Heron Cove
- Hockley
- James Yates Gardens – first floor
- LeBlond apartments & townhouses
- Michigan Square (HERITAGE HOUSE all units)
- Millstream
- Olympic View
- Parkview
- Pinehurst townhouses
- Portage Place
- Rosewood
- Royal Oak Square
- Spencer Close
- Springtide
- Swanlea
- Terraces
- Tillicum Station apartments & townhouses
- Twenty-Seven Eighty-Two – (Except Triway Tenants – allowed dogs and more than 1 pet)
- Vergo
- Viewmont Gardens
- Village on the Green

- West Park
- Westview – one cat or one dog
- Willowdene