



Animal Welfare Coalition of Alberta

The AWC Standards for Membership outlines minimum standards for animal welfare agencies operating in the province of Alberta to be a member of the Animal Welfare Coalition of Alberta.

It applies to the organization and the Code of Conduct is expected of each person representing the organization, including volunteers, board members and staff.

This document offers minimum standards for animal care, governance, adoptions, and volunteer/foster management. It is a voluntary agreement that outlines requirements for practices and policies and along with the Code of Conduct, is to be signed off on and adhered to by any organization participating in AWC as a voting member.

### **AWC Standards for Membership**

#### **Animal Care**

- Animals will be housed in a clean and sanitary species-appropriate environment, whether at a shelter or foster home. Adequate housing includes appropriate quarantine/disease prevention and treatment.
- Every animal's veterinary care is addressed promptly and prior to adoption, which includes all necessary treatment for disease or injury. If an animal requires on-going care or treatment and is adopted out, the organization will provide written medical disclosure.
- Every animal regardless of species receives a minimum of one exam by a licensed veterinarian within the past year.
- All dogs, cats and rabbits will be spayed or neutered before adoption, unless deemed unsafe by a licensed veterinarian such as an anesthetic risk. Small animals, reptiles and birds not included.
- All animals will be kept up-to-date on core vaccines and deworming. This does not include rabies or Bordetella.
- All animals, with the exception of small animals, birds, reptiles, will be provided with a form of permanent ID by microchip or tattoo.
- When required, humane euthanasia is performed under the direction of a licensed veterinarian.
- Prescription drugs will not be given without veterinary approval.
- Up-to-date medical records are kept for each animal.
- Signed surrender forms are received for all animals admitted to a member organization or permission granted from a municipality to assist with the stray animal population.
- Animals are transported humanely and in compliance with federal and provincial laws.
- Does not allow breeding of animals and ensures proper handling of unaltered animals until spay/neuter is complete.



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### Governance

- The Member is registered in the province of Alberta as a not-for-profit organization or society and incorporated as a federally registered charity. Member's charitable status must be in good standing. The Member remains financially accountable and transparent including submitting the charitable return and annual data accurately, in a timely manner.
- Any member organization with annual revenue over one million dollars, shall engage an independent audit firm to conduct an audit of their year end financial statements annually. Organizations with less than one million, but more than \$250,000 in revenue shall have their financial statements prepared by and signed off by a Chartered Professional Accountant (can be a volunteer) annually. Organizations less than \$250,000 may have their financial statements prepared by a book-keeper.
- The Member maintains a minimum one million dollars in liability insurance.
- The Member prepares and provides proper record keeping; including but not limited to board meetings minutes, Annual General Meeting minutes, human resource documents, CRA filings, provincial returns, annual returns, GST, business licenses, etc.
- The Member conducts fundraising activities in an ethical, transparent and responsible manner.

### Adoptions

- All animals are adopted with written/electronic adoption contracts. Adopter information is kept on record and confidential.
- The member agrees to standardized adoption fees within the organization and clearly lists them on their website. Adoption fees are not increased for animals that are considered to be highly adoptable or desirable. Any change in fees for animals reflect an actual incurred cost associated with transport, importation, and quarantine costs.
- Adopters will be provided with a written behaviour disclosure for serious behavioural concerns and/or all bites incidents.
- All medical records, including vaccines/deworming schedule and medical history will be provided to adopters in writing.
- The Member denies an adoption application if the living situation is not suitable or safe for the animal or person under consideration.
- The Member agrees to make a reasonable effort to accept animals previously adopted through the organization.



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**Volunteer / Foster Home Management**

- Volunteer roles are defined and foster homes and volunteers are screened.
- Volunteer and foster homes records are kept confidential and each foster home and volunteer must sign a waiver.
- Support is available to all volunteers and foster homes including foster homes having support in the event of an emergency, including after-hours medical care.

On behalf of \_\_\_\_\_, I hereby acknowledge that I have read and understood the Standards for Members and we agree to adhere and follow the above Standards and Code of Conduct.

I understand that violations may result in suspension or immediate expulsion from AWC. I understand that I will be requested on an annual basis to acknowledge the Standards and the Code of Conduct, provide proof of insurance and financial records per the above standards. I certify that this is a true and correct statement by my signature below:

\_\_\_\_\_  
**Name (print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Organization Name**

\_\_\_\_\_  
**Organization Address**

\_\_\_\_\_  
**Email address**

\_\_\_\_\_  
**Phone Number**