

Current To:  
May 28, 2024

# Policy Manual

Harvest Sky Animal Rescue Society



**Harvest Sky**  
Animal Rescue

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## Policy 1 - Code of Conduct

### Purpose:

To establish standards for the ethical conduct of volunteers, members of the Board of Directors, and Executive Officers relating to their roles and obligations as representatives of the Society and a procedure for the investigation and enforcement of those standards.

### Rationale:

- A code of conduct ensures that representatives of the Society share a common basis and understanding for acceptable conduct in representing the Society.
- The public is entitled to expect the highest standards of conduct when interacting with the Society and its representatives.
- The establishment of a code of conduct for representatives of the Society is consistent with the principles of transparent and accountable governance.

### Policy Statement:

- 1) Definitions
  - a) "The Society" means Harvest Sky Animal Rescue Society.
  - b) "Representative" means a volunteer, Board Member, or Executive Officer of Harvest Sky Animal Rescue Society.
- 2) Representatives shall:
  - a) act honestly and, in good faith, serve the welfare and the interests of the Society as a whole;
  - b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability, and transparency;
  - c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in their assigned duties;
  - d) conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.
- 3) Communicating on behalf of the Society
  - a) A representative must not claim to speak on behalf of the Society unless authorized to do so.
  - b) Unless the Board of Directors directs otherwise, the Chair is the Society's official spokesperson and in the absence of the Chair it is the Vice Chair.
  - c) All inquiries from the media regarding the official Society position on an issue shall be referred to the Society's spokesperson. This is not meant to limit public comment solely to the Society's official spokesperson, but rather to recognize that the Society requires a single point of contact to speak with authority on behalf of the Society. The Society acknowledges and respects that representatives have the legal right to express their personal opinions, whether those opinions are complimentary or critical, subject to those limits prescribed by law.
  - d) A representative who is authorized to act as the Society's official spokesperson must ensure that their comments accurately reflect the official position and will of the Society as a whole, even if the representative personally disagrees with the Society's position.
  - e) No representative shall make a statement when they know the statement is false.
  - f) No representative shall make a statement with the intent to mislead the Board or members of the public.
  - g) Social Media for the purposes of this Code of Conduct, refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post, and interact through text, images, video, and audio to inform, share, promote, collaborate or network; and therefore, representatives shall be aware that:
    - i) Once posted on social media, any material or comment is accessible to anyone with an internet connection. Furthermore, the content can never be effectively removed. As representatives of the Society, individuals should act with discretion and be judicious in what material they post on social media. As with any other communications, representatives are accountable for content, confidentiality and should not undermine the standing of the Society in the public and in the community.

- ii) Representatives that include personal website or social media account information on Society communications are accountable and liable for their own actions as personal social media websites are not sanctioned by the Society.
- 4) Respect for decision making process
- a) Decision making authority lies with the Board and not with an individual Member. The Board may only act by motion or resolution passed at a Board or General meeting held in accordance with the Bylaws of the Society. No representative shall, unless authorized by the Board, attempt to bind the Society, or give direction to volunteers, agents, contractors, consultants or other service providers or perspective vendors of the Society.
  - b) Representatives shall conduct and convey Board business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
  - c) Representatives shall accurately communicate the decisions of the Board, even if they disagree with the Board's decision, such that respect for the decision-making processes of the Board is fostered.
- 5) Adherence to policies, procedures, and Bylaws
- a) Representatives shall uphold the law established by the Parliament of Canada and the Legislature of Alberta, and the bylaws, policies, and procedures adopted by the Society.
  - b) Representatives shall have respect for the Society as an institution, its bylaws, policies, and procedures and shall encourage public respect for the Society, its bylaws, policies, and procedures.
  - c) A representative must not encourage disobedience of any bylaw, policy, or procedure of the Society in responding to a member of the public, as this undermines public confidence in the Society and in the rule of law.
- 6) Respectful interactions with Board Members, volunteers, the public and others
- a) Representatives shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the Society's objectives.
  - b) Representatives shall treat one another, volunteers of the Society, and members of the public with courtesy, dignity, and respect and without abuse, bullying or intimidation.
  - c) No representative shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.
  - d) Representatives must not:
    - i) Use, or attempt to use, their position or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any Member of the Society with the intent of interfering in volunteer's duties; or
    - ii) Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of volunteers of the Society.
- 7) Confidential information
- a) Representatives must keep in confidence matters discussed in private at a Board or General meeting until the matter is approved by the Board for public release.
  - b) Representatives shall refrain from disclosing or releasing any confidential information acquired by virtue of their position except when required by law or authorized by the Board to do so.
  - c) No representative shall use confidential information for personal benefit or for the benefit of any other individual organization.
  - d) For the purposes of the Code of Conduct, confidential information includes information in the possession of, or received in confidence by, the Society that the Society is prohibited from disclosing pursuant to legislation or by contract, or is required to refuse to disclose under the FOIP or any other information that pertains to the business of the Society, and is generally considered to be of a confidential nature, including but not limited to information concerning:
    - i) the security of the property of the Society;
    - ii) a proposed or pending acquisition or disposition of land or other property;
    - iii) contractual relations;
    - iv) volunteer relations;
    - v) draft documents and legal instruments, including reports, policies, bylaws, and resolutions, that have not been made the subject matter of deliberation in a meeting open to the public;

- vi) law enforcement matters;
  - vii) litigation or potential litigation, including matters before administrative tribunals; and
  - viii) advice that is subject to solicitor-client privilege.
- 8) Conflicts of interest
- a) Representatives are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
  - b) Representatives shall approach decision-making with an open mind that is capable of persuasion.
  - c) It is the individual responsibility of each representative to seek independent legal advice, at the representative's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.
- 9) Improper use of influence
- a) No representative shall use the influence of the representative's position for any purpose other than for the exercise of the representative's official duties.
  - b) No representative shall act as a paid agent to advocate on behalf of any individual, organization, or corporate entity before the Board or a committee of the Board or any other body established by the Board.
  - c) Representatives shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Society.
- 10) Use of Society assets and services
- a) Representatives shall use Society property, equipment, services, supplies and volunteer resources only for the performance of their duties as a representative, subject to the following limited exception:
    - i) Society property, equipment, services, supplies and volunteer resources that are available to the general public may be used by a representative for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges.
  - b) No representative shall use information gained in the execution of their duties that is not available to the general public, for any purposes other than their official duties to avoid placing oneself in a position where there may be a real or perceived conflict of interest or apprehension of bias.
- 11) Expenses
- a) Representatives are stewards of Society resources and shall avoid waste, abuse, and extravagance in the use of Society resources.
  - b) Representatives shall be transparent and accountable with respect to all expenditures and strictly comply with the provisions of Society policies, related procedures, and guidelines.
- 12) Complaint procedure
- a) Informal complaint procedure – Any individual who has identified or witnessed conduct by a representative that they reasonably believe, in good faith, is in contravention of this Code of Conduct may address the prohibited conduct in the following manner:
    - i) Advising the representative that the conduct violates this Code and encouraging the representative to stop,
    - ii) Requesting the Chair to assist in informal discussion of the alleged complaint with the representative in an attempt to resolve the issue. In the event that the Chair is the subject of, or is implicated in a complaint, request the assistance of the Vice Chair.
    - iii) Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Code. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure.
  - b) Formal complaint procedure – Any individual who has identified or witnessed conduct by a representative that they reasonably believe, in good faith, is in contravention of this Code of Conduct may file a formal complaint in the following manner:
    - i) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
    - ii) All complaints should be addressed to the investigator, which is the Board or attention of the President. In the event that the Chair is the subject of, or is implicated in a complaint, the complaint shall be addressed to the attention of the Vice Chair;
    - iii) The complaint must set out reasonable and probable grounds for the allegation that the representative has contravened this Code, including a detailed description of the facts, as they are known, giving rise to the allegation;

- iv) If the facts, as reported, include the name of one or more representatives who are alleged to be responsible for the breach of this Code, the representative or representatives concerned shall receive a copy of the complaint submitted to the Investigator;
- v) Upon receipt of a complaint under this Code, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and The Board, if the Board is not the Investigator, shall be notified of the Investigator’s decision;
- vi) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- vii) If the Investigator is not the Board, the Investigator shall, upon conclusion of the investigation, provide the Board and the representative who is the subject of the complaint, the results of the Investigator’s investigation.
- viii) A representative who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations (make oral or written submissions) before the Board deliberates and makes any decision or any sanction is imposed;
- ix) A representative who is the subject of an investigation is entitled to be represented by legal counsel, at the representative’s sole expense.

13) Compliance and enforcement

- a) Representatives shall uphold the letter and the spirit and intent of this Code.
- b) Representatives are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Code.
- c) No representative shall:
  - i) Undertake any act or reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person;
  - ii) Obstruct the Board, or any other person, in carrying out the objectives or requirements of this Code.
- d) Sanctions that may be imposed on a representative, by the Board, upon a finding that the representative has breached this Code may include:
  - i) A letter or reprimand addressed to the representative;
  - ii) Requesting the representative to issue a letter of apology;
  - iii) Publication of a letter of reprimand or request for apology and the representative’s response;
  - iv) Suspension or removal from some or all Board committees and bodies to which the Board has the right to appoint members;
  - v) Expulsion from the Society in accordance with the Society’s Bylaws;
  - vi) Any other sanction the Board deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a representative from fulfilling their duties and the sanction is not contrary to the Society’s Bylaws, provincial law, or federal law.

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President

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Treasurer

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Signature of Society Representative agreeing to  
Abide by this Code of Conduct

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Date

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024

## Policy 2 - Categories of Membership

### Purpose:

To establish categories of Membership of Harvest Sky Animal Rescue Society in accordance with the Bylaws of the Society.

### Rationale:

- Application for Membership of Harvest Sky Animal Rescue Society is available to all individuals who support the activities and objectives of Harvest Sky Animal Rescue Society.
- All Membership applications are subject to Board of Directors approval and payment of the prescribed membership dues, prior to the applicant becoming a member of Harvest Sky Animal Rescue Society.
- Tax receipts for membership dues shall be issued in accordance with applicable legislation.

### Policy Statement:

Categories of Membership of Harvest Sky Animal Rescue Society shall be defined as follows:

- 1) Individual Membership
  - a) Individual membership is available to any member of the public over the age of majority.
  - b) Rights of an Individual Member
    - i) Individual Members shall be entitled to all rights and privileges described in *Section 4* of the Bylaws.
  - c) The dues for an Individual Membership shall be \$25.00.
- 2) Volunteer Membership
  - a) Volunteer membership is available to all volunteers of Harvest Sky Animal Rescue Society over the age of majority. For this purpose, a Volunteer is defined as an individual who actively, and regularly participates in the activities of the Society. Anyone refused a Volunteer Membership based on this definition is entitled to apply for an Individual Membership.
  - b) Rights of a Volunteer Member
    - i) Volunteer Members shall be entitled to all rights and privileges described in *Section 4* of the Bylaws.
  - c) The dues for a Volunteer Membership shall be \$20.00 in consideration of the commitment to the Society as a volunteer.
- 3) Youth Membership
  - a) Youth membership is available to anyone between the ages of 14 and the age of majority.
  - b) Rights of a Youth Member
    - i) A Youth Member is entitled to:
      - i. Attend and participate in general meetings of the Society; and
      - ii. One vote at general meetings of the Society.
    - ii) A Youth Member shall not be entitled to hold a position of Director or Executive Officer.
  - c) The dues for a Youth Membership shall be \$10.00.

As per *Section 4.7.3.1* and *Section 4.8.3.1* of the Bylaws, dues paid for all categories of membership are non-refundable in the event of the resignation or termination of the Member's membership.

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President

This policy shall be reviewed annually.

Date Approved: May 10, 2022

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Treasurer

Date of Last Review: February 14, 2024

## Policy 3 - Records Retention, Preservation, & Destruction

### Purpose:

To outline the practices for the retention, preservation, and destruction of records generated by Harvest Sky Animal Rescue business.

### Rationale:

- Records generated have a generally accepted retention timeline, varying by type.
- Harvest Sky Animal Rescue is required to retain some records for a period defined by the Canada Revenue Agency or similar organizations.
- Preservation of permanent records is of great importance.
- Best management practice indicates that destruction of records may be regulated by the organization.

### Policy Statement:

The following table outlines types of records generated, their retention period, the authorization required to destroy the record, and whether a digital copy will be created for permanent retention when possible

Record Type	Retention Period (From Date Of Creation)	Authorization To Destroy	Permanent Digital Copy
Financial Records, includ. tax, revenue, fundraising, and expense	7 years	Board of Directors Motion	No
Animal-Specific Records (Surrender, Adoption, etc)	7 years	Approval Of 2 Directors	Yes
Membership Meeting Records	Permanent	N/A	Yes
Board of Director Meeting Records	Permanent	N/A	Yes
Intake Charts	Permanent	N/A	Yes
Volunteer-Specific Records (Applications, etc)	7 years	Approval Of 2 Directors	Yes
Membership Records	7 years	Board of Directors Motion	Yes

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President

This policy shall be reviewed annually.

Date Approved: May 28, 2024

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Treasurer

Date of Last Review: May 28, 2024



## Policy 4 - Committees

### Purpose:

To establish committees of the Harvest Sky Animal Rescue Society (HSAR), their duties, and their powers.

### Rationale:

- Occasionally tasks will not require the attention of the entire membership, volunteer base, or Board of Directors.
- The board may choose to establish committees in conjunction with Section 7 of the Bylaws.
- Participation by all members and volunteers in achieving some tasks such as (but not limited to) fundraising and volunteer recruitment will be encouraged however, leaders in those tasks will still be of benefit.
- A group effort is required to make the HSAR sustainable; so, while specific personnel are named below, they are encouraged to seek assistance from other volunteers.

### Policy Statement:

All committees shall be under the purview of the Board of Directors. Committee appointments are for a term of one year, to be appointed at the next Director’s meeting following the Annual General Meeting.

Committees may be requested to submit a report by the Board of Directors. All reports shall be preserved within or accompanying the minutes of the meeting in which they were submitted.

Any requests for monetary expenditure outside of veterinary services and consumable supply purchasing by a committee must be presented to and voted by the Board.

STANDING COMMITTEES of the Society shall be as follows:

Committee Name	Powers & Responsibilities	Personnel Appointed
Adoption Coordination Committee	<ul style="list-style-type: none"> <li>• Process all adoption applications submitted to the HSAR.</li> <li>• Coordinate with the website maintenance committee to ensure accuracy of the animals posted.</li> <li>• Meet with adopters and complete the adoption process.</li> <li>• Ensure accurate records of all adoptions are kept.</li> </ul>	<ul style="list-style-type: none"> <li>• Trevor Kerr</li> <li>• Chelsea Gratz</li> <li>• Kari Kerr</li> </ul>
Auditing Committee (if elected)	<ul style="list-style-type: none"> <li>• Perform the financial audit of the HSAR’s books, accounts, and financial records in accordance with <i>Section 13</i> of the <i>Bylaws</i>.</li> <li>• Work with the Treasurer to perform the audit and prepare a statement to be presented at the Annual General Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Trevor Kerr</li> <li>• Laura Adams</li> <li>• Paulette Murray</li> </ul>
Foster Home Coordination Committee	<ul style="list-style-type: none"> <li>• Process all foster home applications submitted to the HSAR.</li> <li>• Keep record of foster homes available to the HSAR.</li> <li>• Arrange the placement of animals with foster homes when required.</li> <li>• Keep record of animals placed in foster homes.</li> <li>• Ensure accurate records of all foster homes are kept.</li> </ul>	<ul style="list-style-type: none"> <li>• Chelsea Gratz</li> <li>• Erica Johnston</li> </ul>

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Fundraising Coordination Committee	<ul style="list-style-type: none"> <li>• Plan and lead established fundraising ventures.</li> <li>• Research &amp; initiate new fundraising ventures.</li> <li>• Advertise fundraising ventures as appropriate to foster their success.</li> <li>• Complete all necessary reporting to the Alberta Gaming, Liquor &amp; Cannabis (AGLC) in coordination with the Treasurer.</li> </ul>	<ul style="list-style-type: none"> <li>• Chelsea Gratz</li> <li>• Erica Johnston</li> </ul>
Kijiji Ad Posting Committee	<ul style="list-style-type: none"> <li>• Keep updated the animals posted for adoption.</li> <li>• Forward all inquiries to the appropriate HSAR personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Trevor Kerr</li> <li>• Shelly</li> </ul>
Petfinder Account Maintenance Committee	<ul style="list-style-type: none"> <li>• Maintain the accuracy of all information posted.</li> <li>• Keep updated the animals posted for adoption.</li> </ul>	<ul style="list-style-type: none"> <li>• Erica Johnston</li> <li>• Shelly</li> </ul>
Policy Manual Committee	<ul style="list-style-type: none"> <li>• Maintain and keep updated a manual of policies passed by the Board of Directors.</li> <li>• Ensure policy reviews are completed in the appropriate timeframe.</li> <li>• Present all new volunteers with a copy of the Policy Manual.</li> </ul>	<ul style="list-style-type: none"> <li>• Trevor Kerr</li> <li>• Kari Kerr</li> </ul>
Promotional Photography Committee	<ul style="list-style-type: none"> <li>• Coordinate with the surrender coordination committee to ensure new animals have a portrait taken as soon as possible.</li> <li>• Ensure all portraits and promotional photos are shared with the appropriate personnel for use in other areas as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Trevor Kerr</li> <li>• Laura Adams</li> <li>• Kari Kerr</li> </ul>
Social Media Management Committee	<ul style="list-style-type: none"> <li>• Monitor and maintain the HSAR Facebook page, including but not limited to regular posting, filtering comments, maintaining accuracy &amp; professionalism, and promoting engagement with the page.</li> </ul>	<ul style="list-style-type: none"> <li>• Trevor Kerr</li> <li>• Erica Johnston</li> </ul>
Supply Inventory & Purchasing Committee	<ul style="list-style-type: none"> <li>• Maintain an adequate supply of items such as cleaning products, kitty litter, litter scoops.</li> <li>• Purchase required items in a responsible, cost-effective manner.</li> <li>• When appropriate, support local businesses in purchasing.</li> </ul>	<ul style="list-style-type: none"> <li>• Laura Adams</li> <li>• Erica Johnston</li> </ul>
Surrender Coordination Committee	<ul style="list-style-type: none"> <li>• Process all animal surrenders to the HSAR.</li> <li>• In times the HSAR is at capacity, coordinate with other rescue organizations to continue to assist owners looking to surrender.</li> <li>• Arrange for the delivery of surrendered animals to the HSAR.</li> <li>• Ensure accurate records of all surrenders are kept.</li> </ul>	<ul style="list-style-type: none"> <li>• Trevor Kerr</li> <li>• Erica Johnston</li> <li>• Kari Kerr</li> </ul>
Veterinary Services Committee	<ul style="list-style-type: none"> <li>• Coordinate veterinary services.</li> <li>• Make veterinary appointments for animals as necessary and coordinate with volunteers to ensure animals are taken to appointments.</li> <li>• Ensure records of all veterinary care (eg: vaccination, sterilization) are obtained from the service provider.</li> <li>• Review and verify veterinary bills to ensure accuracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Kari Kerr</li> <li>• Trevor Kerr</li> <li>• Chelsea Gratz</li> <li>• Laura Adams</li> </ul>

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Volunteer Coordination Committee	<ul style="list-style-type: none"> <li>• Process volunteer applications submitted.</li> <li>• Organize the schedule of volunteers for regular shifts at the HSAR facility.</li> <li>• Recruit new volunteers.</li> <li>• Ensure accurate records of all volunteer applications are kept.</li> </ul>	<ul style="list-style-type: none"> <li>• Trevor Kerr</li> <li>• Erica Johnston</li> </ul>
Website Maintenance Committee	<ul style="list-style-type: none"> <li>• Keep updated the animals posted for adoption.</li> <li>• Update other information on the website as required.</li> <li>• Apply website redesigns as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Trevor Kerr</li> <li>• Erica Johnston</li> </ul>

AD HOC COMMITTEES of the Society shall be as follows:

Committee Name	Powers & Responsibilities	Personnel Appointed
	•	•

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

This policy shall be reviewed annually at minimum.

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024

## Policy 5 - Schedule of Fees

### Purpose:

To establish a list of fees for various Harvest Sky Animal Rescue Society services, rentals, and adoptions.

### Rationale:

- All services rendered to the community have a monetary cost associated with them.
- Not all costs can be recovered in every circumstance and as a non-profit organization, some costs are expected to be absorbed by the organization.
- Harvest Sky Animal Rescue Society recognizes that requiring a refundable deposit for rental equipment has been shown to ensure the intact return of borrowed equipment.

### Policy Statement:

All fees charged by Harvest Sky Animal Rescue Society are at the discretion of the Board of Directors. These fees may be altered by the Board of Directors at any point, as necessary. Refundable deposits will only be returned when equipment is returned intact and free from undue damage.

Parrots require specialized care and therefore cannot be accepted by Harvest Sky Animal Rescue Society. Owners seeking to surrender parrots will be directed to organizations which specialize in their care.

Established fees are as follows:

#### Adoption

Felines under seven (7) months of age	\$175.00/animal
Felines aged seven (7) months to eight (8) years	\$125.00/animal
Felines over eight (8) years of age	\$100.00/animal
"Barn buddies" felines, regardless of age	No fee; donation accepted
Canines one (1) year of age and younger	\$300.00/animal
Canines aged one (1) year to eight (8) years	\$250.00/animal
Canines over eight (8) years of age	\$215.00/animal
Snakes and other reptiles	\$80.00/animal
Rabbits	\$35.00/animal
Rodents (such as mice, gerbils, hamsters)	\$35.00/animal
Birds [all species, not including parrots]	\$30.00/animal

#### Surrender

Canines [all ages]	No fee; donation accepted
Felines [all ages]	No fee; donation accepted
Mass surrender (3 or more of any species) by owner	\$200.00/surrendered group
Pregnant females surrendered by owner	\$200.00/pregnant female
Strays [all species, all ages]	No fee; donation accepted

Services

Portable kennel rental	\$75.00 refundable deposit
Animal trap rental	\$100.00 refundable deposit
Boarding fee – canine 22 lbs (10 kg) and less	\$26.00/animal/day
Boarding fee – canine over 22 lbs & under 57 lbs (10-26 kg)	\$27.00/animal/day
Boarding fee – canine over 57 lbs & under 98 lbs (26-44kg)	\$28.00/animal/day
Boarding fee – canine over 98 lbs (44kg)	\$30.00/animal/day
Boarding fee – canine [all sizes] with puppies	\$50.00/mother/day
Boarding fee – feline	\$20.00/animal/day
Boarding fee – feline with kittens	\$30.00/mother/day

Any veterinary costs incurred by an animal under temporary care of Harvest Sky Animal Rescue Society (example: a stray that is later identified and returned, an animal being boarded at Harvest Sky Animal Rescue Society), will be recovered from the owner of the animal at the discretion of the Board of Directors.

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President

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Treasurer

This policy shall be reviewed annually.  
 Date Approved: May 10, 2022  
 Date of Last Review: March 20, 2024

## Policy 6 - Society Awards

### Purpose:

To recognize the contributions and efforts of volunteers in service to the Harvest Sky Animal Rescue Society and the animals in its custody.

### Rationale:

- The service and hard work of volunteers and others in service of the Harvest Sky Animal Rescue Society is to be recognized and commended.
- Awards serve as an avenue to formally recognize volunteers' contributions to the betterment of the Harvest Sky Animal Rescue Society.

### Policy Statement:

Awards of the Harvest Sky Animal Rescue Society shall be as follows:

1. Lifetime Achievement Award – “Lifetime Companion Award”
  - a. The Lifetime Companion Award shall be granted to volunteers who have made a lasting, significant impact on the Harvest Sky Animal Rescue Society through a prolonged period of service. To be eligible, the volunteer must have concluded their service or be concluding their service at the meeting in which the award will be presented. This award may be awarded independent of any Service Awards.
  - b. Nominations for the Lifetime Achievement Award can be made by any member of the Board of Directors and shall be decided by vote of the Board of Directors.
  - c. The Lifetime Companion Award shall consist of a commemorative plaque and a gift relevant to the recipient's service worth \$100.00.
2. Special Recognition Award – “Paw-sitive Impact Award”
  - a. Criteria for the Paw-sitive Impact Award shall be decided by the Board of Directors on a case-by-case basis and is available to be awarded to any individual, group, government agency, or business.
    - i. As a general guideline, the Paw-sitive Impact Award recipients will have made a significant, positive impact or contribution over a short timeframe, or in relation to a specific project or activity.
  - b. The Paw-sitive Impact Award shall consist of a commemorative plaque recognizing the recipient's contribution.
  - c. Nominations for the Paw-sitive Impact Award can be made by any Member of the Society and shall be forwarded to the Board of Directors in writing and include contact information for the nominator and nominee and reasoning for the nomination. Members cannot nominate themselves or a family member.

Awards will be presented to recipients at a time arranged with the recipient after the fulfillment of qualifications. All awards presented will also be recognized at the next Annual General Meeting and on the website and social media accounts.

Tracking of service shall be retroactive in application to currently active volunteers whose service predates the enactment of this policy.

Awards shall be granted at the discretion of the Board of Directors.

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President

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Treasurer

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024

## Policy 7 - Recognition of Donations

### Purpose:

To establish guidelines for the public recognition of donations from members of the public or organizations.

### Rationale:

- Harvest Sky Animal Rescue Society greatly values and appreciates all donations of any value, both monetary and in-kind.
- Harvest Sky Animal Rescue Society recognizes that significant donations merit public recognition.

### Policy Statement:

The Board of Directors reserves the right to decide whether a donation merits public recognition on a case-by-case basis.

When requested, a certificate of recognition of donation may be issued to the donor.

This policy does not hold bearing over recognition of donations under specific fundraising programs, the terms of which shall be decided by the Board of Directors.

This policy does not hold bearing over any Official Donation Receipts or other tax records. Any certificates issued or recognition published shall not be used in the place of an Official Donation Receipt issued for income tax purposes.

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President

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Treasurer

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024



## Policy 8 - Conflict of Interest in Processing Applications

### Purpose:

To prevent the conflict of interest between Harvest Sky Animal Rescue Society Board members, volunteers, and/or other representatives during the processing of applications submitted by themselves, family members, or close friends. Applications include but are not limited to Membership, Adoption, and Volunteer applications.

### Rationale:

- Harvest Sky Animal Rescue Society Board members, volunteers, and/or other representatives are often involved in the processing of applications.
- Representatives, family members, or close friends of Harvest Sky Animal Rescue Society representatives are entitled to submit applications as any member of the public would.
- Their own, a family member's, or close friend's application being processed by a Harvest Sky Animal Rescue Society representative could lead to the representative being unable to be objective in making a decision.

### Policy Statement:

If the representative themselves, a family member, or close friend of a Harvest Sky Animal Rescue Society representative submits an application for processing, the representative must recuse themselves from the decision-making process. The representative will be permitted to consult on the matter and offer insight, but the final decision will be given to another representative(s).

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President

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Treasurer

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024

## Policy 9 - Health of Animals for Intake or Surrender

### Purpose:

To foster the safe and healthy intake and integration of animals into Harvest Sky Animal Rescue Society's facility.

### Rationale:

- Animals may be surrendered to Harvest Sky Animal Rescue Society with or without proof of current vaccinations.
- Communicable diseases could have a serious negative effect on animals in the custody of Harvest Sky Animal Rescue Society.
- Some vaccinations in pregnant female animals have been shown to have a negative effect on the pregnancy.
- Protecting the health of animals already in the Harvest Sky Animal Rescue Society facility is paramount.

### Policy Statement:

All animals surrendered or admitted to Harvest Sky Animal Rescue Society (HSAR) must be quarantined separate from other animals until the health and vaccination status of the animal can be determined via veterinary assessment and/or owner-provided documentation.

All unvaccinated animals surrendered to HSAR must be scheduled for vaccination within 7 days of custody transferring to HSAR. Animals whose vaccination status cannot be verified will be regarded as unvaccinated.

Stray animals will have no medical procedures performed, except for a general health assessment (when warranted) by a veterinarian, until such time as the owner can be contacted or the animal is deemed "abandoned" as per Policy 11. If the animal's life is in danger, medical procedures will be performed regardless of contact with the owner. Recouperation of any medical costs incurred by Harvest Sky Animal Rescue Society from the confirmed owner will be at the discretion of the Board of Directors.

Prior to vaccination of a female of breeding age, they will undergo a veterinarian assessment to determine pregnancy. Exceptions or delays to vaccination will only be made in the case of pregnant females on the advice of a veterinarian.

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President

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Treasurer

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024

## Policy 10 - Euthanizing Animals

### Purpose:

To establish guidelines for the euthanasia of animals in the custody of Harvest Sky Animal Rescue Society.

### Rationale:

- Harvest Sky Animal Rescue Society is proud to be a “no-kill” rescue promoting the health, wellbeing, and dignity of animals.
- Harvest Sky Animal Rescue Society recognizes there are circumstances in which euthanasia is the most humane course of action.

### Policy Statement:

No animal in the custody of Harvest Sky Animal Rescue Society shall be euthanized except for the following limited circumstances:

- a) Veterinary assessment has determined the animal is suffering physical discomfort or disease for which there are no treatment options or prospect of recovery, thereby impairing the animal’s quality of life; or
- b) At least two veterinarians determine the animal to be dangerously aggressive with rehabilitation improbable. If the animal is determined to be a danger to volunteers and the public by this method, the Board of Directors may, upon their recommendation, allow euthanasia.
  - a. This option will only be considered as a last resort. The Board of Directors will attempt to place the animal with another rescue who specializes in rehabilitation of “dangerous” animals prior to considering euthanasia.

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President

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Treasurer

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024

## Policy 11 - Sterilization of Animals Prior to Fostering or Adoption

### Purpose:

To prevent the undesired reproduction of animals during fostering or after they leave the custody of Harvest Sky Animal Rescue Society.

### Rationale:

- Harvest Sky Animal Rescue Society encourages pet owners to sterilize the pets in their care to prevent unwanted reproduction.
- Harvest Sky Animal Rescue Society desires to assist in reducing the undesired pet population through sterilizing animals in its care.
- Pregnant females are commonly surrendered to rescue organizations.
- Research has shown that neutering of male large-breed canines before one year of age can have negative long-term effects on the animal's health.
- Previously, unsterilized animals have been adopted by a client under the condition they be sterilized as soon as possible. In these cases, the animal(s) in question was never sterilized as required or the client refused to cooperate in having the animal sterilized or the animal was found to be pregnant during the spay appointment.
- Previously, foster homes have been non-compliant in returning fostered animals for veterinary care, vaccination, or sterilization or the animal was pregnant upon return.

### Policy Statement:

Harvest Sky Animal Rescue Society and/or its representatives **WILL NOT**, under any circumstance, authorize the fostering or final adoption of any animal prior to all veterinary treatment requirements, as determined by the Society and its veterinarian, being met including but not limited to sterilization, vaccination, medications, and medically necessary testing.

Exceptions to this policy will only be made:

- If it is recommended by a veterinarian that neutering of a male large-breed dog be postponed until they are one year of age or older. In this case, an adopter must provide proof an appointment has been made with a veterinarian of their choice to have the animal neutered at a later date.
- When the species of the animal in question cannot be sterilized (e.g. birds or lizards)
- When a female is verified to be pregnant through veterinary examination. A pregnant female will be sterilized at the earliest safe opportunity after giving birth, or if her life is placed in danger by the pregnancy, or if the fetuses have been verified as deceased by a veterinarian.
- When an animal's life may be placed in danger from the procedure as advised by a veterinarian. In these cases, special considerations will be applied to potential adopters to prevent future breeding.

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President

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Treasurer

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024

## Policy 12 - Abandoned Animals

### Purpose:

To establish guidelines in the case of animals whose owner cannot be determined or contacted.

### Rationale:

- Roaming animals with no easily identifiable owner are often brought to Harvest Sky Animal Rescue Society by members of the public or law enforcement.
- Harvest Sky Animal Rescue Society supports and works towards the goal of reuniting lost pets and their owners.
- Harvest Sky Animal Rescue Society recognizes that animals should not wait an indefinite amount of time for their owner to be located or come forward.

### Policy Statement:

Any animal surrendered to the custody of Harvest Sky Animal Rescue Society shall be deemed “abandoned” after a period of not more than 10 days without contact from the owner. When an animal is deemed abandoned, permanent ownership of the animal will automatically transfer to Harvest Sky Animal Rescue Society; at which point the animal may undergo preparation for and be advertised for adoption.

During the 10-day period, all reasonable efforts will be made to identify and contact the owner of the surrendered animal. Reasonable efforts may include but are not limited to identifying tattoos or microchips, hanging posters, social media postings, newspaper advertisements, and word-of-mouth.

If the owner is identified and seeks to reclaim the animal, proof of ownership shall be required before the animal is released to their custody. Proof may include but is not limited to a recent photo of the animal, veterinary records, or microchip/tattoo records.

If the owner of the animal comes forward after the animal is deemed abandoned, the Board of Directors may determine if they must undergo the adoption process to acquire custody of the animal. If so, the Board may also alter the adoption fee of the animal to reflect any medical costs incurred by the animal at their discretion.

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President

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Treasurer

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024

## Policy 13 - Handling of Animals in the Custody of Law Enforcement

### Purpose:

To establish guidelines for the provision of pound services to law enforcement agencies such as but not limited to the Town of Hanna Bylaw Enforcement and the Royal Canadian Mounted Police (RCMP).

### Rationale:

- Harvest Sky Animal Rescue Society highly values partnership with law enforcement agencies in caring for companion animals in our community.
- Harvest Sky Animal Rescue Society recognizes that its volunteers need to be protected from harassment, violence, or litigation when dealing with animals that may have been seized from owners by law enforcement agencies.
- Harvest Sky Animal Rescue Society is proud to provide space to assist with the Town of Hanna's Animal Control activities.
- Harvest Sky Animal Rescue Society holds no legal authority to investigate cases or seize animals from private property.

### Policy Statement:

All animals being housed by Harvest Sky Animal Rescue Society shall remain in the custody of the law enforcement agency until such time as ownership is lawfully transferred to Harvest Sky Animal Rescue Society or the animal is returned to its lawful owner.

Direct access to the Harvest Sky Animal Rescue facility will remain limited to volunteers only. To gain access to space made available for law enforcement, a law enforcement agency's representative is required to make arrangements with the appropriate Harvest Sky Animal Rescue volunteer. This requirement is in place to ensure the health and safety of all animals and volunteers potentially impacted as well as ensure all legal requirements are met.

Harvest Sky Animal Rescue Society possesses no legal authority to investigate cases and as such, any calls from the public for such an investigation will be directed to the proper legal authority. Also, as Harvest Sky Animal Rescue Society holds no legal authority to enter private property, any animals being seized by law enforcement must be delivered to the Harvest Sky Animal Rescue Society facility and must never be transported there by a Harvest Sky Animal Rescue Society representative with no exceptions.

Regarding an animal housed with Harvest Sky Animal Rescue Society for a law enforcement agency; any communication with the owner, including but not limited to reclaiming the animal, must be with the law enforcement agency. No direct communication between the owner and Harvest Sky Animal Rescue Society will be permitted. When an owner reclaims an animal seized by law enforcement from Harvest Sky Animal Rescue Society's facility, a representative of said law enforcement agency must be present to transfer custody.

Any costs incurred by an animal being housed with Harvest Sky Animal Rescue Society on behalf of a law enforcement agency shall be collectable from said law enforcement agency.

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President

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Treasurer

Date Approved: March 20, 2022

Date of Last Review: May , 2024

## Policy 14 - Repeated Surrenders from An Individual

### Purpose:

To set guidelines to address animal owners who repeatedly surrender animals from their care.

### Rationale:

- One of the central goals of the Harvest Sky Animal Rescue Society is to reduce the number of unwanted pets through encouraging sterilization.
- Occasionally, owners surrender multiple litters of unwanted animals without being willing to address the core cause of unsterilized adults on site. This can cause undue strain on the Rescue's resources and impact the ability to care for other animals.
- The Harvest Sky Animal Rescue Society holds no authority to force sterilization of animals not in its ownership.

### Policy Statement:

Owners surrendering a litter, in whole or in part, of animals without the accompanying parent(s) will be encouraged to have the parent(s) sterilized to prevent future unwanted animals. Encouragement strategies will be determined on a case-by-case basis by the Board.

In the event an owner surrenders multiple times while showing no intent to address the core causes of the overpopulation as determined by the Board, intake services may be withdrawn from that owner. Intake services may resume for the owner at the discretion of the Board.

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President

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Treasurer

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024

## Policy 15 - Trapping Feral Animals in Adverse Weather

### Purpose:

To protect the health and wellbeing of feral and/or roaming animals targeted for capture during times of adverse weather conditions.

### Rationale:

- Harvest Sky Animal Rescue Society supports a program to trap and sterilize feral and/or roaming animals in an effort to control the at-large population.
- Cold or hot temperatures in conjunction with the restricted space of a live-capture trap could drastically hasten the onset of hypothermia or hyperthermia in a trapped animal.
- Harvest Sky Animal Rescue Society values animal health and wellbeing as one of its highest priorities.

### Policy Statement:

To protect the health and wellbeing of at-large animals targeted for trapping, Harvest Sky Animal Rescue Society will not for any purpose itself utilize or issue for rental a live-capture animal trap when the temperature is or is forecast to be at or below 0° Celsius or above 23° Celsius.

A live-capture trap will also not be utilized or issued for any purpose when the temperature is above 0° Celsius but the wind-chill factor will cause it to mimic a lower temperature.

Exceptions to this policy may be made in certain limited circumstances under consideration of at least two volunteers.

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President

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Treasurer

Date Approved: May 10, 2022

Date of Last Review: February 14, 2024



## Policy 16 - Claiming a Stray Animal

### Purpose:

To aid in preventing the repeated surrender of an animal which has escaped its owner’s control and to provide for the recovery of costs incurred to the Society by the animal’s care.

### Rationale:

- Harvest Sky Animal Rescue Society proudly operates a pet/owner reuniting program.
- Harvest Sky Animal Rescue Society has encountered animals that are chronically surrendered as what is thought to be a “stray” found by the public.
- Animals housed with the Harvest Sky Animal Rescue Society, even for a short period, incur costs to the Society (e.g. kitty litter, food, water).
- On occasion, the public may bring a sick or injured animal to the Harvest Sky Animal Rescue Society that has an owner. In these cases, the animal will receive necessary veterinary care, regardless of owner consent.

### Policy Statement:

To claim an animal from the Harvest Sky Animal Rescue Society, owners must provide proof of ownership.

When the Harvest Sky Animal Rescue Society receives a stray animal that is sick or injured, veterinary care will be provided as necessary regardless of owner consent. All veterinary costs will be recoverable from the owner once identified, in addition to any other fees required.

Occurrences, as cited below, shall be counted within the previous 12-month period. When claiming an animal from the Harvest Sky Animal Rescue Society, the following fees shall be charged to the owner:

Occurrence	Fee
First occurrence	<ul style="list-style-type: none"> <li>• \$0.00/animal fee + veterinary expenses.</li> </ul>
Second occurrence	<ul style="list-style-type: none"> <li>• \$0.00/animal fee + veterinary expenses.</li> <li>• The owner will also receive a copy of this policy.</li> </ul>
Third and subsequent occurrences	<ul style="list-style-type: none"> <li>• \$20.00/animal fee + veterinary expenses.</li> <li>• Plus, a boarding fee as described in Policy 4 (with a minimum of a half-day charged).</li> </ul>

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President

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Treasurer

Date Approved: December 13, 2022  
 Date of Last Review: February 14, 2024

## Policy 17 - Use of Content by External Organizations

### Purpose:

To provide guidelines for the sharing and use of Harvest Sky Animal Rescue logos, images, videos, and intellectual property (herein known as “content”) with/by external organizations.

### Rationale:

- External organizations may request use of HSAR content for promotion, advertising, or display through their channels.
- The Harvest Sky Animal Rescue supports the concept of cross-promotion with other organizations and views it as a valuable partnership.
- The Harvest Sky Animal Rescue has a responsibility to ensure its brand is maintained in a positive and constructive manner.
- The Harvest Sky Animal Rescue has a responsibility to strive to ensure its brand is not used by an external organization in a misleading or misrepresentative way.

### Policy Statement:

Logos may be used by external organizations for promotional, advertising, or display purposes provided no revenue is being generated due to the logo use and the external organization’s values and goals align with those of the Harvest Sky Animal Rescue. All photos, videos, and promotional materials generated by the Harvest Sky Animal Rescue may only be used by external organizations with permission from the Board of Directors. When used with the goal of revenue earning or fundraising, logos may also be used by external organizations only with permission from the Board of Directors.

All content will remain under sole ownership of the Harvest Sky Animal Rescue.

This policy will not supersede any applicable legislation or regulations.

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President

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Treasurer

Date Approved: December 14, 2023

Date of Last Review: February 14, 2024

## Policy 18 - Purchasing Policy

### Purpose:

To provide guidelines for the purchasing and procurement of goods and services by Harvest Sky Animal Rescue and outline the principles for preference to local suppliers.

### Rationale:

- While the HSAR greatly values all in-kind donations, there are occasions when supplies or services must be purchased to guarantee their availability.
- The HSAR has a responsibility to be as financially prudent as possible to ensure the sustainability of the organization.
- The HSAR supports the concept of “buy local” and supporting local businesses and suppliers to contribute to the sustainability of our community.

### Policy Statement:

For the purposes of this policy, a “local business” shall be defined as any business or supplier within the Town of Hanna or within a 75 kilometre radius of the Town of Hanna.

The HSAR will purchase all supplies and services from a local business if the purchase price is within +5% of pricing available from businesses not classified as “local”.

Preference in purchasing will be given to local businesses located within the Town of Hanna over other businesses defined as “local” whenever possible.

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President

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Treasurer

Date Approved: March 20, 2024

Date of Last Review: March 20, 2024

## Policy 19 - Animal Surrender By Party Other Than The Lawful Owner

### Purpose:

To provide guidelines for the surrender of an animal by an individual that is not its lawful owner.

### Rationale:

- Pet owners may encounter life circumstances that render them unable to surrender an animal to the HSAR themselves (e.g., sudden hospitalization, incarceration). In these cases, they may request a family member or friend to surrender the animal for them.
- The HSAR has a responsibility to ensure all pet surrenders are completed in a legally permissible way.
- Certain services, such as veterinary care, require permission from the lawful owner before proceeding.

### Policy Statement:

The HSAR shall not temporarily hold animals under a “boarding-type” agreement for a lawful owner experiencing life circumstances such as but not limited to sudden hospitalization or incarceration.

The HSAR shall not accept the surrender of an animal from any individual other than the lawful owner except in the following circumstances:

- The surrendering party has provided written and signed consent from the lawful owner; or
- If the lawful owner has died, an executor or administrator of an estate may complete the surrender process. In the period between the death and the identification of the executor or administrator, law enforcement may request an animal be housed at the HSAR temporarily, at which time *Policy 12 - Handling of Animals in the Custody of Law Enforcement* comes into force.

If it is determined an animal was unlawfully surrendered, the HSAR will make a reasonable effort to contact the lawful owner, or their executor or administrator, or an immediate family member. If after 10 calendar days, one of those listed cannot be contacted, ownership of the animal shall revert to the HSAR. The HSAR shall not facilitate any veterinary care for the animal except emergency care during the 10-day period.

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President

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Treasurer

Date Approved: March 20, 2024

Date of Last Review: March 20, 2024