

	<p align="center">BERKELEY'S PLACE PANTRY PROGRAM POLICY BP-001</p>	<p align="center">FINAL January 31, 2021</p>
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PURPOSE AND SCOPE

The purpose of this policy is to outline the basic requirements all rescue groups must adhere to when applying for assistance through Berkeley's Place's Pantry Program.

This policy applies to all rescue groups, sanctuaries and Community and Feral cat organizations.

DEFINITIONS

Rescue Related Organization – an eligible rescue an organization that rescues and provides shelter and care for animals that have been abused, injured, abandoned or are otherwise in need.

Sanctuary Related Organization – An animal sanctuary is a facility where animals are brought to live and to be protected for the rest of their lives. Unlike animal shelters, sanctuaries do not seek to place animals with individuals or groups, instead maintaining each animal until their natural death. However, they can offer rehoming services.

Community or Feral Cat Related Organization – an eligible community or feral cat related organization is committed to improving the lives of feral, abandoned and homeless cats.

POLICY

1. Berkeley's Place (the "Foundation") is committed to supporting the cause to end animal suffering through education, fundraising events and donations of much needed food and animal supplies.
2. The Foundation understands the many adversities that animal welfare groups face; therefore, our goal is to ease the burden created due to lack of resources, so that more funding can be put into critical medical care.
3. The Foundation is committed to assisting and facilitating the needs of as many rescue groups as the Foundation is able, without causing undue hardship to the Foundation or the currently supported animal welfare groups.
4. In order to be deemed an eligible recipient to receive donated supply support through Berkeley's Place's Pantry Program, the following criteria must be met:

Eligible rescues must ensure:

- a. They are a provincially registered non-profit organization under the Societies Act of Alberta or hold charity status with the Canada Revenue Agency;
- b. Whereby an organization does not operate within the Province of Alberta, the organization will be registered appropriately within the governance of their home province;
- c. No breeding of animals occurs;

- d. Veterinary care is provided upon intake and as appropriate while in care;
- e. All animals shall be housed in a clean, comfortable, safe, species-appropriate, stimulating and enriching environment;
- f. Spay or neuter of all animals (unless medically unsafe to do so, as advised/recommended by a licensed veterinarian) prior to adoption being finalized;
- g. Must demonstrate a respect for quality of life and provide the most humane death possible for animals who are suffering or otherwise not suitable for adoption;
- h. Has a sufficient number of qualified employees/volunteers to provide the appropriate level of care for the animals;
- i. Must have a comprehensive and effective adoption program;
- j. Must have a means to independently verify the number of pets available for adoption (e.g. adoption website), so that equitable distribution of food can be determined;
- k. Must demonstrate need (e.g. limited financial resources) and fiscal responsibility;
- l. Supplies are for rescue and fostering operations only. Rescues must not sell, transfer, trade or barter any donation or portion thereof in exchange for money or allow the items to enter commercial channels for the purpose of sale or profit;
- m. Supplies are not for the operation of, or start of, pet food banks;
- n. Must demonstrate a positive contribution to the community's animal welfare resources, including positive relationships with peers.

Eligible sanctuaries must ensure;

- a. They are a provincially registered non-profit organization under the Societies Act of Alberta or hold charity status with the Canada Revenue Agency;
- b. Whereby an organization does not operate within the Province of Alberta, the organization will be registered appropriately within the governance of their home province.
- c. No breeding of animals occurs;
- d. Must spay or neuter all animals residing in sanctuary (unless medically unsafe to do so, as advised/recommended by a licensed veterinarian);
- e. Veterinary care is provided as appropriate;
- f. All animals shall be housed in a clean, comfortable, safe, species-appropriate, stimulating and enriching environment;
- g. Must demonstrate a respect for quality of life and provide the most humane death possible for animals who are suffering;
- h. Has a sufficient number of qualified employees/volunteers to provide the appropriate level of care for the animals;
- i. Must have a comprehensive and effective continuing care program for animals who are deemed "unadoptable";
- j. Must agree to periodic site visits by the Foundation to verify the number and condition of pets in their care;
- k. Must demonstrate need (e.g., limited financial resources) and fiscal responsibility; and

- I. Must demonstrate a positive contribution to the community's animal welfare resources, including positive relationships with peers.

An eligible community or feral cat related organization shall meet the following criteria:

- a. They are a provincially registered non-profit organization under the Societies Act of Alberta or hold charity status with the Canada Revenue Agency;
- b. Whereby an organization does not operate within the Province of Alberta, the organization will be registered appropriately within the governance of their home province.
- c. Actively participates in a Trap-Neuter-Return "TNR" program as a long-term solution in controlling feral cat populations;
- d. Improve quality of life for community or feral cats;
- e. Educates the public about the plight of stray and feral cats and the need to spay/neuter pets; and
- f. Must demonstrate a positive contribution to the community's animal welfare resources, including positive relationships with peers.

Disaster Relief/Emergency Aid – Animal Welfare

5. The Foundation provides assistance in disaster and emergency situations. Each event will be evaluated by the Board of Directors. The Foundation will work closely with vendors, rescue organizations, shelters and bylaw agencies and will provide pet food and supplies, as available, in the following situations:
 - a. Local, regional and nationally-declared natural or man-made disasters (e.g. floods, fires, tornados, or other life endangering events);
 - b. Multiple animal rescues such as law enforcement actions; or
 - c. Individual emergency situations (family displaced due to fire/flood, etc.).
6. The Foundation is unable to support animal food bank operations with donated supplies. This action is unsustainable over the long term and will significantly impact the support provided to rescue, sanctuary and community or feral cat organizations already within the Foundation's network.
7. On a case-by-case basis, supports to First Nations Communities can be made available through Berkeley's Place's First Nations Co-operative and Collaborative Broad Spectrum Pet Education Program.
8. To maintain fairness and availability of resources to supported rescues and the Foundation, assistance from the Pantry Program will operate within a 100 kilometre radius of the City of Edmonton. Assistance outside of this area will be determined by the Board of Directors on a case-by-case basis.

9. Support to organizations not on the Berkeley's Place network, may be considered on a case-by-case basis by the Board of Directors in the event that a critical need arises or in the event of the Pantry Program having met the needs of our supported rescues and having an excess of pet food available.
10. Should an Organization's scope of work change from what was outlined in an application, submitted and approved, for support from the Berkeley's Place's Pantry Program, a new application form must be submitted, and adjudicated, for any additional programs or changes to the mandate, support, or operations.
11. Berkeley's Place reserves the right to deny any application notwithstanding the above criteria at the discretion of the Foundation for any reason deemed fit by a majority vote by the members of the Board of Directors.