



Humane Canada™ Accreditation Program Structure and Fees

Budgeting for Accreditation: applicant and participant costs

- **Application Fee:** A Humane Society or SPCA has done its research and has decided it wants to reap the rewards of accreditation for its board, staff, and the animals it serves. It would complete an application form, indicating the approximate date when it will be ready to submit its evidence for the Readiness Assessment review, and pay an application fee.
- **Readiness Assessment (RA) fee:** The organization pays the RA review fee when it is ready to submit its evidence for the RA review. The evidence will be assessed by two qualified reviewers, who will determine if the organization is ready to proceed with a site visit.
- **Accreditation Fee (site visit):** Once the organization has received a “granted” Readiness Assessment decision it starts preparing for its site visit. These involve having two qualified reviewers visit the organization to review first-hand how it is meeting the standards. One would be a peer reviewer who is a subject matter expert from another animal welfare organization; the other would be an accreditation expert. The reviewers received a daily honorarium which is included in the accreditation fee and is payable prior to the visit being booked. The accreditation fee, however, does not include reviewer expenses which are extra and based upon actual cost of travel, meals and accommodation. Expenses are payable after the site visit and before receiving the accreditation decision. After the site visit the reviewers will synthesize the results and forward a recommendation to grant or not to grant to the Humane Canada board of directors accreditation committee. Once the board makes the decision, the organization is informed of the results.

**NOTE: During COVID, all site visits will be remote and therefore applicants do not have to pay for cost of travel, meals and accommodation.
- **Annual Licence Fee:** The organization is expected to pay an annual accreditation licence fee to maintain its accredited status between site visits. This fee is based on its annual revenues and is

payable in the first quarter of each calendar year. The fee helps sustain the accreditation program and thus maintains the credibility of the organization's accredited status.

- **Maintaining Accreditation:** Accredited organizations will be required to submit annual confirmations and participate in a three year paper review to maintain Accreditation. If at the three year review point an organization is assessed as having a significant change in operations a site visit may be requested. Otherwise, site visits are required every 5 years.

We have determined that some discounts will be applied, as follows

- **Imagine Canada:** Organizations that are accredited by Imagine Canada may opt out of having the first six sections of the standards reviewed and accredited by Humane Canada™ during the site visit; they will be considered to have met these requirements and will receive a 30 percent discount on their annual accreditation license fee.
- **One organization with multiple sites:** Organizations with multiple sites will receive a discount on their Readiness Assessment and Accreditation Fees, particularly when the reviews and site visits can be combined. In the case of the Readiness Assessment, if the evidence is the same for all sites then, in most cases, only one submission will be required. If, however, the evidence is different for some of the standards then the price for the review will be adjusted to reflect the time required to do the review.

Accreditation decisions are site-based, so if an organization has multiple sites, site visits can be circuited together to reduce travel and other costs. In addition, when core standards are not under review or are under review in only one location the time at each site will be reduced which also reduces accommodation costs per visit. The amount of the reduction will be determined on a case-by-case basis.

Fee Schedule

Organization Size Fee based on annual revenues	Application Fee Paid when application is submitted	RA* Review Fee Paid on submission of RA evidence	Accreditation Fee Paid prior to scheduling site visit. (NOTE: There are no in-person site visits during COVID)	Annual License Fee Paid first quarter of each calendar year. Based upon .0005% of annual revenue
< \$500,000	\$50	\$800	\$800	\$250 min.
\$500,000 to \$2 million	\$100	\$1,000	\$1,000	\$1,000 max.
\$2 million to \$5 million	\$200	\$1,500	\$1,500	\$2,500 max.
\$5 million to \$10 million	\$300	\$1,750	\$1,750	\$5,000 max.
\$10 million to \$25 million	\$400	\$2,000	\$2,000	\$12,500 max.
> \$25 million	\$500	\$2,500	\$2,500	\$12,500 min.

*RA = Readiness Assessment