



## **ANIMAL CARE COMMITTEE TERMS OF REFERENCE**

### **Preamble**

- 1.00 These Terms of Reference are subject to a review every three years, in keeping with CCAC requirements. The AVPR is responsible for conducting the review process and carrying out subsequent revisions.

The mandate of the university Animal Care Committee (ACC) is to determine the ethical acceptability of all research and teaching involving vertebrate or cephalopod animals that is conducted under the auspices of, or by, members of the university and to ensure proper implementation of the university's Research or Teaching Involving Animals Policy and its associated Procedures.

- 2.00 The animal care committee will seek to:
- make informed, ethical decisions with regard to the appropriateness of including animals in research or teaching;
  - work in a respectful and inclusive environment where all perspectives are encouraged to contribute to ethical decision-making;
  - oversee its institution's animal care and use program to ensure high standards of animal welfare;
  - act as a strong and visible advocate for the ethical and humane treatment of animals under its care;
  - provide ongoing ethical review of research and teaching that has been approved by the ACC;
  - ensure that AUP holders, those using animals in research or training, and animal care personnel are properly trained in all relevant procedures, guidelines, policy statements, legislation and institutional requirements;
  - ensure appropriate care and welfare of animals used in research and teaching at the university;
  - oversee a program of animal welfare assessments according to CCAC guidelines;
  - ensure that standard operating procedures are reviewed at least every three years;
  - ensure that security of facilities and animals are reviewed at least every three years, and that a crisis management plan is in place;
  - ensure ongoing liaison with the CCAC Secretariat, including the submission of animal use data form and other information as required.
- 3.00 The ACC will liaise with other regulatory and safety committees as needed, including Biosafety Committee (BSC), Diving Safety Committee (DSC), Hazardous Materials Committee (HMC) and Radiation Safety Committee (RSC).

### **Membership and Meetings**

- 4.00 All members of the ACC are appointed by the Associate Vice-President Research (AVPR). ACC members will normally be appointed for terms of two years, renewable up to a maximum of eight consecutive years of service, except ex officio members. ACC members will undergo a formal orientation session and will be provided further

opportunities for training through the Office of the Vice-President Research.

- 5.00 The membership of the committee may vary as determined by the needs of the university and includes:
- (a) The ACC Chair is a faculty member appointed by the Associate Vice-President Research. The Chair will not be directly involved in the management of animal facilities, nor a clinical veterinarian, nor a veterinarian charged with ensuring regulatory compliance.
  - (b) At a minimum, the ACC will consist of:
    - A veterinarian normally experienced in experimental animal care and use (ex officio).
    - At least two scientists and/or instructors, normally faculty or affiliated faculty, experienced in animal care and use, who may or may not be actively using animals during their term on the ACC. Representation of all the major animal-using divisions must be ensured.
    - At least one institutional member whose normal activities, past or present, do not depend on or involve animal use for research or teaching.
    - At least one person representing interests and concerns of the community, who has/had no affiliation with the institution, and who is not involved in animal use for research or teaching.
    - The representative from Occupational Health, Safety and Environment with responsibility for animal care services and facilities (ex officio).
    - At least one student member
    - At least one technical staff member representative from Animal Care Services actively involved in animal care and/or use (ex-officio).
    - The Animal Ethics Liaison (ex-officio).
- 6.00 The role of the ACC Chair may be carried out by Co-Chairs, or by a Chair and Vice-Chair, with the division of roles and responsibilities agreed in advance and described in writing.
- 7.00 A quorum will be at least five ACC members including the Chair, a community representative, a veterinarian and a researcher actively using animals.
- 8.00 The ACC Chair may at their discretion seek additional expertise on a case-by-case basis.
- 9.00 Meetings will be held monthly from September to June. Other meetings may be called by the ACC Chair as necessary.
- 10.00 At the discretion of the ACC Chair, with justification provided by the AUP applicant/holder, ad hoc subcommittees can be appointed by the Chair to conduct interim AUP reviews. Interim reviews are an exception and must be justified to the satisfaction of the ACC Chair.
- 10.01 Such subcommittees must include at least three ACC members including a veterinarian, a community representative, and a faculty member scientist.

- 10.02 Interim discussions and decisions must be documented, then discussed and considered for final approval at the next full ACC meeting.
- 11.00 Minutes of all ACC meetings shall be prepared and maintained and include all decisions, dissents, and the reasons for them. The deliberations of the ACC shall be treated as confidential.
- 12.00 All ACC members present at a meeting are included in the decision-making process. Following deliberation, the ACC makes a decision. This decision is normally reached by consensus. If consensus cannot be reached, the decision is made by a vote among the outcomes being considered, with the outcome obtaining the most votes constituting the ACC's decision and with the ACC Chair casting a vote in the event of a tie between outcomes. The possible outcomes are:
- 12.01 accepted;
  - 12.02 accepted with revisions;
  - 12.03 not accepted, with the possibility of resubmission; or
  - 12.04 not accepted, without the possibility of resubmission.
- 13.00 Documented site visits of all animal facilities, including all laboratories where animals are used and housed, and examination of the standard operating procedures and protocols used within the facilities, to ensure that institutional and CCAC policies and guidelines are being followed, will be conducted at least annually and shall normally be performed by subcommittees of the ACC.

#### **Authority**

- 14.00 The ACC may authorize the following actions to ensure that the established standards of care and treatment of animals involved in research and teaching are upheld:
- that any objectionable procedure if it considers that unnecessary distress or pain is being experienced by an animal is stopped;
  - that any use of animals that deviates from the approved use, involves a non-approved procedure, or includes procedures causing unforeseen pain or distress to animals is stopped;
  - the humane euthanizing of an animal if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.
- 14.01 In taking these actions, the ACC will seek the recommendation of a veterinarian, normally the Veterinary Director.
- 15.00 The ACC, the Veterinary Director, and other university veterinarians have authorized access to all areas where research or teaching animals are held or used.