
COLLEGE COMMITTEES

TERMS OF REFERENCE

ToRID & Cte Name: **TOR45: ANIMAL CARE COMMITTEE**

Issued by: Sr. Vice-President, Academic

Effective: 2026-02-02

1. PURPOSE

The purpose of the Animal Care Committee (ACC) is to ensure that animal-based research, teaching or testing is conducted ethically. In practice, the proposed animal-based methods should be appropriate for the work and meet institutional and Canadian Council on Animal Care (CCAC) guidance and standards.

Specifically, the mandate of the Committee is to promote practical and positive advocacy for the humane treatment of animals.

2. DEFINITIONS

None

3. MEMBERSHIP AND TERMS OF OFFICE**3.1. ACC Board Membership**

Members will include:

- Chair (see section 3.2.3 below)
- ACC Coordinator
- Veterinary Representative
- Flex Members (see section 3.2.2 below)
 - One community member (with no animal research practice)
 - One Humane Society technical representative
 - One faculty member (not involved in animal-based activities)
 - One program faculty member
 - One Veterinary Technician student.

3.2. ACC Membership Roles**3.2.1. *Duties***

The animal care committee is an essential part of every animal care and use program, and has a duty to:

- make informed, ethical decisions regarding the appropriateness of including animals in research, teaching, or testing projects;
 - work in a respectful and inclusive environment where all perspectives are encouraged to contribute to ethical decision-making;
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- oversee Fanshawe's animal care and use programs to ensure high standards of animal welfare; and
- act as a strong and visible advocate for the ethical and humane treatment of animals under its care.
- ACC Members do not participate in pedagogical merit review unless their expertise is required.

3.2.2. *Flex Members / Term of Service:*

ACC Flex Members should be appointed for terms of no less than two years and no more than four years, renewable only up to a maximum of eight consecutive years or if deemed necessary. There should be an orderly succession of ACC members to support knowledge transfer between members.

3.2.3. *Role of the Chair:*

The Chair position is appointed by the Sr. Vice-President Academic. To avoid potential conflicts of interest and other challenges, it must be ensured that the Chair:

- is not directly involved in the management of the institutional animal facilities;
- is not a clinical veterinarian for the institution;
- is not an animal health or veterinary personnel member charged with ensuring compliance with CCAC guidelines;
- is not involved in the preparation of a significant number of the protocols to be reviewed by the committee;
- has easy access to all the documents and information relevant to the program; and
- can easily contact and meet with researchers and instructors if needed.

3.3. ACC Responsibilities

The ACC is responsible directly to the senior administrator responsible for animal care and use (the Sr. Vice-President, Academic).

The Sr. Vice-President, Academic determines the selection process for ACC members.

As the spokesperson for the ACC, the Chair ensures that senior administration is kept informed of issues facing the ACC.

MEETINGS AND CONDUCT OF BUSINESS

3.4. Quorum

Quorum is 50% of Animal Care members with at least one member from the humane society present to form quorum.

3.5. Decision Making

When required, decisions will be made by the majority of the appointed members in attendance. In that case of a tie, the Chair casts the deciding vote.

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3.6. Meetings

The Committee must formerly meet twice a year. Notice of the meeting and necessary agenda or materials will be provided by the Animal Care Coordinator.

3.7. Site visits:

Site visits will be completed semi-annually. This includes the facility as well as other areas where personnel would be working with the animals.

3.8. Record Keeping

Minutes and site visit records will be maintained by the Animal Care Coordinator and shared with the facility in partnership.

4. REFERENCES

[The Animal Care Committee and the Role of Its Members: March 2021](#)

[Canadian Council on Animal Care](#)

5. ADDENDA

None

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