



VETERINARY COMMITTEE TERMS OF REFERENCE

1. MEMBERSHIP

The Veterinary Committee is composed of veterinarians who provide regular and sustained services to the McGill University Animal Care and Use Program. These individuals serve as ex officio members by virtue of their roles. The objective of the committee is to promote consistency and harmonization of best veterinary practices across McGill University.

Composition:

- a) Veterinarians representing each site within the program, including one designated as the Chair.
- b) Veterinarians from affiliated Research Institutes, who are invited to participate.
- c) Additional individuals, as may be deemed necessary by the committee.

Roles:

- a) Chair: The University Veterinarian and a member of the McGill Animal Policy and Welfare Oversight Committee (APWOC).
- b) Co-Chair: A veterinarian committee member, appointed on a rotating basis.
- c) Secretary/Coordinator: Provides support by organizing meetings, tracking action items, and ensuring timely documentation and distribution of agendas, minutes, and standard operating procedures (SOPs).

2. RESPONSIBILITIES

The committee's mandate is to promote consistent best veterinary practices and advance animal welfare across McGill University by establishing standards, policies, and SOPs. The Veterinary Committee works in collaboration with the Animal Compliance Office and APWOC Working Groups to ensure and promote compliance in animal welfare.

The committee's members' responsibilities cover, but are not limited to, the following areas:

- a) Reviewing the Committee's Terms of Reference at least once every three years.
- b) Reviewing SOPs at least every 3 years.
- c) Representing each site of the McGill University Animal Care and Use Program.
- d) Providing regular reports to APWOC via the Chair.

- e) Serving as a resource for veterinary matters, including:
 - i. The 3 Rs principles: Reduction, Replacement, Refinement.
 - ii. Canadian Council of Animal Care guidelines and policies, and other applicable federal and provincial regulations and guidelines.
 - iii. Preventive medicine and health surveillance programs, anesthesia, analgesia, surgery, pain assessment, post-procedural care, and euthanasia.
 - iv. Animal husbandry and routine care.
 - v. Experimental procedures and research support.
 - vi. Mentoring, training, and education.
 - vii. Vendor assessment for animals, feed, and bedding.
 - viii. Zoonotic risks and illnesses linked to animal contact.

3. REPORTING

The Veterinary Committee reports to the McGill Animal Policy and Welfare Oversight Committee (APWOC).

4. MEETINGS

The Committee shall meet at a minimum on a monthly basis, or more frequently as required to fulfill its mandate. A quorum is achieved when at least 50% of members are in attendance, including one veterinary representative from each McGill site. Input from non-attending members is expected through written comments.

Decisions are made by consensus.

All SOPs, policies, guidelines, and recommendations formulated by the committee are submitted to APWOC for formal approval through the Chair.

Minutes detailing discussions and decisions of the committee are recorded for each meeting.

5. REVIEW

These Terms of Reference will be reviewed five years after their approval. APWOC may make recommendations for modifications to these Terms of Reference.

*Revised June 27, 2025
Approved by APWOC, October 01, 2025*