1. MEMBERSHIP

Veterinarians, who provide regular and sustained services to McGill University and affiliated Research Institutes animal care and use program are members who must be part of the veterinary committee because of their role (ex officio members). Consulting veterinarians providing only occasional services will not be de-facto members. The Chair should be a veterinarian and is appointed by the Animal Policy and Welfare Oversight Committee (APWOC) for terms of no less than two years and no more than four years, renewable only up to a maximum of eight consecutive years of service.

The composition includes:

a) Veterinarians representing each Institution part of the program (one of which is the Chair)

b) A representative of the McGill Animal Compliance Office (ACO)

c) Other person(s) as may be deemed necessary by the committee as the need arises

Roles of the members

a) Chair who is a veterinarian and is nominated by the APWOC

b) Co-Chair who is a veterinarian member of this committee (role can be shared on a rotation basis)

c) A Secretary or a Coordinator who supports the Veterinary Committee by coordinating meetings, following up on action items and ensuring that meeting minutes, agendas and Standard Operating Procedures (SOPs) are promptly produced, updated and distributed.

2. RESPONSIBILITY

The mandate of the committee is to promote consistent best veterinary practices and animal welfare across McGill University and affiliated Research Institutes, by establishing standards, policies and SOPs related to the animal care and use program. The Veterinary Committee works 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) Review terms of reference every 3 years.

b) Review SOPs every 3 years.
c) Represent each animal facility in the McGill animal care and use program.

d) Report to APWOC regularly via its Chair.

e) Serve as a resource for veterinary issues that include but are not limited to:
   
   i. Animal ethics and welfare oversight;
   
   ii. Preventive medicine and health surveillance programs, anesthesia, analgesia, surgery, pain assessment, post-procedural care, and euthanasia;
   
   iii. Animal husbandry and care;
   
   iv. Experimental procedures and research support;
   
   v. Mentoring, training and education;
   
   vi. Evaluation of vendors for animals, feed, and bedding;
   
   vii. Zoonosis and other illnesses associated with animal exposure.

3. REPORTING

The Veterinary Committee reports to the APWOC.

4. MEETINGS

The committee meets at least four times per year and as often as necessary to fulfill the Terms of Reference. Quorum includes one veterinarian representing each Institution. Comments should be sent in by non-attending committee members. Decisions are made by consensus.

SOPs, policies, and recommendations from the committee are presented to the APWOC for approval via the Chair.

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

Revised August 2021
Approved by APWOC Sept. 1, 2021