



## ACADEMIC COUNCIL REPORT

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**SESSION:**

Public   
 Non-Public

**ACTION REQUESTED:**

Decision   
 Consultation   
 Information

**TO:** Academic Council

**DATE:** May 28, 2019

**FROM:** Vice-President Research, Innovation & International (VPRII)

**SUBJECT:** Ontario Tech Animal Care Committee (ACC) governance of standard operating procedures

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**ACADEMIC COUNCIL MANDATE:**

- Under the Policy Framework, consistent with the “Duty to Consult” under section 10(5) of the UOIT Act, Policy Owners must consult with Academic Council before presenting draft policy instruments to the approval authority for approval.
- We submit this report and drafts of the: 1) Policy on the Care and Use of Animals in Research and Teaching; 2) Animal Care Terms of Reference; 3) ACC Administrative Procedure Series 001: Review and Approval of Animal Use Protocols; and 4) ACC Administrative Procedure Series 002: Process for Reconsideration or Appeal of Decisions of the ACC to request your consideration of the draft before it is presented to the Board for approval.

**PURPOSE OF POLICY INSTRUMENT:**

1. **Policy on the Care and Use of Animals in Research and Teaching** - This policy sets out the standards, requirements and responsibilities that apply to activities involving animals for research, teaching and testing purposes at the University of Ontario Institute of Technology (UOIT).
2. **Animal Care Terms of Reference** set out the scope, operations and authority of the Animal Care Committee (ACC) which oversees all research, teaching and testing with animals. The ACC is established by the University and responsible for the coordination, ethical review and approval for all proposed uses of animals in research (including field studies), testing and teaching at the University. The ACC shall establish internal policies and procedures to ensure compliance with

legislation and the Canadian Council on Animal Care (CCAC) policies and guidelines. The operation of the ACC is governed by the following Terms of Reference.

3. **ACC Administrative Procedure Series 001: Review and Approval of Animal Use Protocols** - The purpose of these procedures are to describe the Animal Care Committee's (ACC) review and approval process for animal-based research conducted at the University of Ontario Institute of Technology (UOIT).
4. **ACC Administrative Procedure Series 002: Process for Reconsideration or Appeal of Decisions of the ACC** - The purpose of these Procedures is to describe the University of Ontario Institute of Technology (UOIT) reconsideration or appeal process for unfavourable decisions rendered by the Animal Care Committee (ACC) on animal-based research protocols. This procedure has been set out in accordance with the Canadian Council on Animal Care (CCAC) policy statement on Terms of References for Animal Care Committees.

**SUMMARY/RATIONALE OF KEY AMENDMENTS:**

The Policy on the Care and Use of Animals in Research was approved by the Board of Governors on January 2013. The policy was revised in response to the ACC's recent compliance audit by the CCAC on May 30, 2018.

In addition, the ACC's terms of reference and the ACC's administrative processes on Review and Approval of Animal Use Protocols & Process for Reconsideration or Appeal of Decisions of the ACC were revised in response to the recommendations proposed by the CCAC's audit report received on June 28, 2018. It is important to note that previous versions of the terms of reference and the administrative procedures were reviewed and approved internally with the ACC and did not undergo a formal review under the Ontario Tech policy framework.

**CONSULTATION:**

Date	Document Name	Description of stakeholder/community consultation	Comments received and response
February 14, 2018	Policy; Terms of Reference; ACC procedure 001; ACC procedure 002.	Reviewed at a convened ACC meeting of all committee members.	Policy required major revisions based on written comments provided by committee members.  Terms of Reference was approved pending minor editorial revisions.

			<p>ACC procedure 001 was approved pending minor revisions.</p> <p>ACC procedure 002 required major revisions based on written comments provided by committee members.</p>
May 23, 2018	Policy; Terms of Reference; ACC procedure 001; ACC procedure 002.	Reviewed at a convened ACC meeting of all committee members.	Revised documents re-reviewed by ACC members.
June 6, 2018	ACC procedure 001; ACC procedure 002.	Review by the Policy Advisory Council	<p>ACC procedure 001: Clarify the terms “major modification” and “minor modification” using existing definitions.</p> <p>ACC procedure 002:</p> <ul style="list-style-type: none"> <li>- Section 8.1 should be linked to 7.1 and use consistent language, it will be helpful to have an external body review to resolve disagreement and allow the ACC and PI to continue to work closely together.</li> <li>- Clarifications on what situations can be reconsidered, what is major or minor change would not be appealed</li> </ul>
February 6, 2019	Policy; Terms of Reference; ACC procedure 001; ACC procedure 002.	Reviewed at a convened ACC meeting of all committee members.	Revisions reviewed and approved by ACC. Revisions include CCAC comments from audit report.

**COMPLIANCE WITH POLICY/LEGISLATION:**

- Animals for Research Act (OMAFRA, Province of Ontario)
- Canadian Council on Animal Care (CCAC) - Good Animal Practice (GAP)
- Occupational Health and Safety Act (R.S.O. 1990) and regulations
- Health of Animals Act
- Containment Standards for Facilities Handling Aquatic Animal Pathogens
- National Aquatic Animal Health Program (co-delivered by DFO and CFIA)
- Canadian Association for Laboratory Animal Medicine (CALAM)
- Canadian Association for Laboratory Animal Science (CALAS)
- Canadian Veterinary Medical Association (CVMA)
- Tri-Agency (Memorandum of Understanding (MOU) on the Roles and Responsibilities in the Management of Federal Grants and Awards)
- Canadian Food Inspection Agency and Fish Pathogens (CFIA)
- Department of Fisheries and Oceans (DFO)
- Any other regulatory body that guides in the care and use of specific animals.

**NEXT STEPS:**

- Written comments via email.
- Documents to be reviewed in the future consultation schedule:
  - i. Online Consultation (April 26 – May 10th)
  - ii. Administrative Leadership Team (May 14)
  - iii. Research Board (June 5th)
  - iv. Academic Council (In person Consultation - May 28)
  - v. Audit and Finance (June 10)
  - vi. Board of Governors (June 26)

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**SUPPORTING REFERENCE MATERIALS:**

- UOIT Animal Care Committee:
  - Terms of Reference\*
  - Policy on the Care and Use of Animals in Research and Teaching\*
  - ACC Administrative Procedure Series 001: Review and Approval of Animal Use Protocols\*
  - ACC Administrative Procedure Series 002: Process for Reconsideration or Appeal of Decisions of the ACC