
POLICY

All activities involving the use of live animals¹ that are conducted at or undertaken by members of the Aurora College (the “College”) community as part of their employment or studies with the College will be reviewed and approved by the Aurora College Animal Care Committee before the activity begins.

PRINCIPLES

1. Aurora College is committed to ensuring that high standards of care are applied and maintained for activities involving live animals to guard against cruelty and/or negligence of animals.
2. The responsibility for the ethical conduct in animal use always remains with the staff/student/affiliate, who should value and respect the well-being of animal subjects.
3. Experiential learning is a key part of Aurora College programs.
4. Wild animals are an integral part of traditional life in the North.

PROCEDURES

This policy applies to all research, teaching, and testing involving wild or captive animals that:

- Is conducted by Aurora College staff or students;
- Is undertaken under the auspices of or in affiliation with Aurora College; or
- Uses Aurora College’s equipment, facilities, or resources.

1.0 OVERVIEW

Research, teaching, and testing involving animals will be carried out in accordance with animal care standards and federal and territorial legislation, including but not limited to:

- The Canadian Council on Animal Care (CCAC) guidelines, policies and standards;
- The Canadian Association of Laboratory Animal Medicine (CALAM) Standards of Veterinary Care;
- The Alberta Veterinary Association (AVMA) professional codes and standards; and
- Northwest Territories Legislation: *Dog Act, Herd and Fencing Act, Veterinary Profession Act, Wildlife Act.*

The College will consider traditional practices and compliance with the requirements of other organizations on a project-by-project basis provided that these do not diminish the standards of care and conduct that would otherwise apply.

¹ For the purposes of this policy, animal means any living, non-human vertebrate and any living invertebrate of the class Cephalopoda, including free-living and reproducing larval forms.

Additional guidelines or standards may be considered on a project-by-project basis, if the Animal Care Committee (ACC) deems them to be relevant.

Note: The use of animals for educational purposes is markedly different in its objectives than the use of animals in research or testing. Animals used for educational purposes are not being used to discover, prove or develop new ideas or techniques, but rather to demonstrate principles which are already well-known or to learn manual skills and techniques. The repetitive use of animals in this manner should be based on sound ethical justification and proven educational objectives. As such, teaching protocols are subject to the Animal Care review considerations.

2.0 RESPONSIBILITIES

2.1 Responsibilities of the President (or designee)

The President (or designee):

- Establishes the Animal Care Committee (ACC), appoints its Chair and Vice Chair, approves its Terms of Reference, and enables its appropriate independence so that it can fulfill its mandate.

2.2 Responsibilities of Animal Users

Researchers/instructors who are using live animals for any purpose at Aurora College will:

- Read and understand the relevant standards and adhere to the procedures set out in law and in Aurora College policy;
- Obtain approval from the ACC for activities involving animals by submitting an Animal Care Protocol Review Form to the ACC, prior to starting these activities;
- Obtain approval from the ACC for changes in projects, procedures or protocols that have already received committee approval;
- Report any unanticipated problems or complications to the Chair of the ACC; and will
- Ensure that animal protocols are renewed each year.

Where applicable, all persons using live animals for any purpose at Aurora College will:

- Ensure that adequate secure space is provided for the animal(s);
- Ensure adequate care of the animal(s) in all stages of their lives, including the provision of appropriate food, water, shelter, and sanitary disposal of waste;
- Ensure veterinary assistance in case of sickness, injury and elective procedures;
- Ensure that experimental procedures involving live animals are not done unless necessary for educational purposes and no alternate methods of instruction/inquiry are possible;
- Ensure that pain and distress is minimized and avoided whenever possible;
- Ensure that anaesthesia and analgesia are properly and effectively administered;
- Ensure that, where necessary, animals will be disposed of in a humane manner;
- Be prepared to address concerns and criticisms of members of the College and community; and will
- Ensure that a contact person is always available to deal with emergencies.

2.3 Responsibilities of the Animal Care Committee

The Animal Care Committee:

- Is responsible to the President in all matters involving animal subjects;
- Ensures that no research or testing project or teaching program (including field studies) involving animals starts without prior ACC approval of a written animal use protocol;
- Ensures that no animals are held for eventual use in research, teaching or testing projects, without prior ACC approval of a written animal use protocol;
- Ensures research projects draw support from relevant literature and practices;
- Reviews and assesses all animal use protocols;
- Ensures appropriate care of animals in all stages of their lives and in all experimental situations;
- Establishes procedures, appropriate to current veterinary standards;
- Ensures that animal users update their protocols with any modifications they intend to make;
- Ensures that animal users report any unanticipated problems or complications, as well as the steps they have taken to address the problem(s); and
- Provides guidelines for the establishment and implementation of a system of animal care that complies with federal and territorial legislation and the standards of the Canada Council on Animal Care, the Canadian Association of Laboratory Animal Medicine, and the Alberta Veterinary Association.

2.4 Authority of the Animal Care Committee

The ACC has the authority, on behalf of the President of the College to:

- Develop or adopt standard operating procedures for common procedures and activities expected to be done by Aurora College staff and students;
- Review and approve research, testing and educational protocols involving animals;
- Stop any objectionable procedure, if it considers that unnecessary distress or pain is being experienced by an animal;
- Stop immediately any use of animals that deviates from the approved use, any non-approved procedure, or any procedure causing unforeseen pain or distress in animals; and
- Have an animal killed humanely if pain or distress caused to the animal cannot be alleviated.

3.0 USE OF WILD ANIMALS

For courses where wild animals are used, staff are responsible for getting all the required wildlife and fisheries permits.

Note: Any activity that involves wildlife handling and that requires a GNWT Environment and Natural Resources permit (primarily, but not limited to, Wildlife Research Permits) will require an NWT Wildlife Care Committee application and approval before a permit is issued.

The staff member will submit a teaching protocol, using the Animal Care Protocol Form to the ACC that:

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- Includes a copy of the permits, licences, and other relevant documents (e.g. NWT Wildlife Care Committee application and approval);
 - Explains the relevance of live sampling, kill sampling or harvesting to achieving the learning outcome;
 - Estimates, if possible, the total number and species of animals that will be live sampled, kill sampled or harvested;
 - Outlines the techniques and equipment that will be used to live sample, kill sample or harvest the animals;
 - Describes the plan for the disposition of meat and/or hides, if applicable; and
 - Explains the involvement of any traditional knowledge holder or elder.

4.0 SELF-DEFENCE AND PROTECTION OF PROPERTY

In the event of an emergency in the field where an animal is killed or wounded in order to maintain the safety of the staff, students and sanctioned participants in a College program, or to protect College property, the staff member in charge of the field camp at the time will file a report with the ACC within 10 days of returning from the field camp.

The report, which will be reviewed by the ACC Chair, should:

- Describe the emergency which led to the killing or wounding of the animal;
- State the preventive measures used to avoid this type of situation;
- Describe the plan for the disposition of meat and/or hides, if applicable; and
- Describe any traditional knowledge holder or elder involvement in the event.

The ACC will review the report and if necessary, make recommendations to improve preventive measures in the future.

Note: The person who kills or wounds an animal in the event of an emergency (as described above) must comply with territorial and federal legislation, **which includes reporting the incident to the GNWT Department of Environment and Natural Resources immediately.**

5.0 THE REVIEW PROCESS

5.1 Applying

Principal Investigators are required to apply for review of a project involving animals by submitting the Animal Care Protocol Review Form and any supporting documentation to the Chair of the Animal Care Committee at least 30 days before the scheduled start date of the project.

5.2 Review Procedures

1. The ACC will hold regular meetings to review and assess research, teaching and testing protocols that involve animals using relevant animal care guidelines.
2. The Committee can return a decision of:
 - *Approved* – Protocol is approved as written.

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- *Conditionally Approved* – Protocols are approved subject to conditions or changes. Animal use is not permitted until the conditions are met or changes made and approved.
 - *Not Approved* – Protocols that are not approved have serious ethical concerns and without major revisions cannot be undertaken.

3. Appropriate explanations of the decision will be included with the conclusion.

5.3 The Use of Other ACC Recommendations

The Aurora College ACC may choose to accept the reviews of other animal care committees that adhere to the standards of the Canada Council on Animal Care, the Canadian Association of Laboratory Animal Medicine, and the Alberta Veterinary Association.

5.4 Multi-Year Projects

- Approval will be given for only one year.
- If the Principal Investigator plans to continue the project for more than one year, he/she must submit an Animal Care Protocol Report and Renewal Form to the ACC Chair one month before the Approval Certificate expires.
- Renewals do not need to be reviewed by the full ACC, but may be approved by a partial committee consisting of a staff member, a veterinarian, and a community representative.
- Renewals for multi-year projects may be reviewed by a partial committee in two consecutive years only; for a third consecutive renewal a full review is required.
- If there are any major changes to a protocol, the ACC will require that a new protocol be submitted for review.

5.5 Monitoring

- The ACC will regularly perform unannounced visits to any animal care facilities where animals are used, in order to understand better the work being done and make any recommendations regarding the animal use facility to the President (or designee).
- For work with wild animals in field camps, the ACC will ask for images of animal management techniques to be submitted at the end of the approval period.
- The Principal Investigator will submit a summary report, using the Animal Care Protocol Report and Renewal Form, at the end of the activity/project.

5.6 Record Keeping and Reporting

- The Committee will maintain written documentation from all meetings and site visits.
- The committee will document all ACC discussions and decisions in the committee minutes and on attachments to the protocol forms.
- The ACC Chair will submit an annual activity report of the Committee's activities to the President and the Research Advisory Committee by the end of June each year.

6.0 COMPLIANCE

The ACC will try to resolve apparent instances of non-compliance. If the researcher is intentionally non-compliant or the non-compliance is serious or repeated, the ACC may suspend the research

and/or make an allegation of misconduct in research (see Aurora College policy I.03 *Integrity in Research and Scholarship*).

7.0 APPEALS

1. Aurora College will establish agreements with other Canadian colleges that have Tri-Council accredited animal care committees whereby Aurora College research proposals may receive a second review.
2. The Principal Investigator will notify the Vice President, Research in writing of his/her intent to appeal within 30 days of the original ACC decision to deny approval of the research proposal.
3. The Vice President, Research will send the application and all relevant documents to the Tri-Council accredited animal care committee at one of the colleges with which Aurora College has an agreement (see above) for review. Notes from the original review and a copy of the Aurora College Animal Care Committee's decision will be included.
4. The College and the Principal Investigator will respect the determination of the external appeal board.

8.0 LIABILITY

Teaching, research and other projects that adhere to Aurora College's policies and protocols for Animal Care and Use are covered under the insurance policy of the College. Failure to have the Committee's approval or to follow its post-approval procedures and regulations may result in personal liability to the instructor or researcher.

PROCEDURES, FORMS, AND RULES

The Vice President, Research (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

Forms are available on SharePoint and at <http://www.nwtresearch.com>.

RELATED POLICIES

- F.04 Conflict of Interest
- I.02 Research Administration
- I.03 Integrity in Research and Scholarship
- I.06 Intellectual Property
- I.07 Research Associate Program

RELATED AURORA COLLEGE BYLAWS

- Bylaw #1 Student Conduct
- Bylaws #3 Student Loss of Privileges, Penalties, Sanctions and Appeals

FACT SHEET**DATES:**

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| 2011-04-07 | New policy issued. Board of Governors Motion BG#16-2011. Implemented July 1, 2011. |
| 2011-06 | Implementation date rescinded by Board of Governors fax poll pending legal review and approval of policies I.03 and I.06. |
| 2011-04-07 | New format approved and implemented. Board of Governors Motion BG#14-2011. |
| 2013-06-11 | Implementation date recommended. Policy and Planning Committee Motion #PP09-2013 Board of Governors Motion #BG13-2013 Implemented July 1, 2013. |
| 2014-04-15 | Amended title of Bylaw #3 |
| 2014-12-15 | Released with finalized, pdf fillable forms. |
| 2018-06-08 | Policy revised. Approve by Public Administrator Ref.#Admin-27-2018. Implemented July 1, 2018 |
| 2021 | Next scheduled review |