



NWT WILDLIFE CARE COMMITTEE TERMS OF REFERENCE

The Committee – The Government of the Northwest Territories’ (GNWT), Department of Environment and Natural Resources (ENR), Director of Wildlife and Fish shall establish a committee called the Northwest Territories Wildlife Care Committee (NWTWCC).

Goals and Objectives

- 1.1 To establish an approved animal care committee under guidelines provided by the Canadian Council on Animal Care (CCAC).
- 1.2 To ensure safe and humane handling of all live wildlife (as defined by the Northwest Territories (NWT) *Wildlife Act*) under the jurisdiction of ENR.

Membership

- 2.1 The NWTWCC shall consist of at least 9 members with representation from the following categories:
 - a) 3 ENR Wildlife Biologists/Specialists
 - b) 1 ENR Wildlife Technician
 - c) 1 ENR Renewable Resource Officer
 - d) 1 ENR Wildlife Veterinarian
 - e) 1 Technical Advisor not affiliated with ENR
 - f) 2 Biologists not affiliated with ENR
- 2.2 The Director of Wildlife and Fish will appoint committee members for terms of three years. Terms of members will be staggered to maintain a mix of new and existing members. Individual members may be renewed at the discretion of the Director of Wildlife and Fish.
- 2.3 The ENR Wildlife Veterinarian will be the appointed Chair of the Committee, unless otherwise indicated at the discretion of the Director of Wildlife and Fish.
- 2.4 The Chair of the committee will provide or arrange organizational and administrative support for operation of the NWTWCC.
- 2.5 Where necessary, the NWTWCC shall consult with and obtain input from any individual or group who can provide information and expert advice needed to make a decision.



Authority

- 3.1 The NWTWCC will act on behalf of ENR to ensure the safe and humane treatment of wildlife under the authority of the NWT *Wildlife Act* and Regulations.
- 3.2 The NWTWCC shall report to the Director of Wildlife and Fish as the issuing authority for wildlife research permits.
- 3.3 The NWTWCC has been delegated responsibility by the Director of Wildlife and Fish to review Applications to Handle Wildlife and provide (or not provide) approval, recommend changes, or provide guidance to individuals or research teams who handle wildlife within the NWT under license, permit or authorization from ENR.
- 3.4 Projects that have been approved by other government, university or institutional animal care committees must still be reviewed by the NWTWCC.
- 3.5 All ENR personnel and individuals from outside organizations applying for a permit or authorization to handle wildlife from ENR must submit an Application to Handle Wildlife.

Responsibility

The NWTWCC shall:

- 4.1 Endeavour that no research or management program that involves needing a permit or a license to handle wildlife and is listed in Schedule A is commenced without prior NWTWCC Approval of a written Application to Handle Wildlife. It is ultimately the responsibility of the applicant(s) to submit an Application to Handle Wildlife to the NWTWCC and recognize the requirement of an NWTWCC Approval prior to commencing project activities.
- 4.2 Require all projects involving the handling of wildlife to complete an Application to Handle Wildlife protocol form, and ensure that all the following information is presented (in addition to information required for a Wildlife Research Permit):
 - a) Principal investigator, organizational affiliation and address;
 - b) Project title, description and objective;
 - c) Categories of invasiveness and project type based on primary use;
 - d) Proposed start and completion date;
 - e) Species and numbers of animals to be used and justification thereof;
 - f) A summary of the animal handling protocol and post-procedure monitoring;
 - g) An indication of whether the project has been peer reviewed for scientific merit;
 - h) A description of animal capture, handling, sampling and marking procedures;



- i) Anesthetics, analgesics and other drugs to be administered, including dosages and measures taken to ensure meat from drugged animals does not enter the human food chain;
 - j) The method of euthanasia to be used if necessary, and how the carcass will be disposed of;
 - k) A list of any dangerous goods that may be used in the project; and
 - l) Any other information considered important or pertinent.
- 4.3 Review and assess all Applications to Handle Wildlife within a 14-day period following receipt of the application. Where necessary, the committee can request further supportive information from the investigator or meet with the investigator to assure that all members of the committee understand the procedures to be used on the animal(s).
- 4.4 Ensure that all proposed procedures comply with CCAC's Guidelines on: The Care and Use of Wildlife¹, CCAC's Guide to the Care and Use of Experimental Animals², CCAC's Ethics of Animal Investigation³, and NWTWCC Standard Operating Procedures⁴. If the proposed protocol is at variance with those guidelines, require justification for the variance on scientific grounds.
- 4.5 Committee members will forward their review and comments to the committee Chair, who will consider all NWTWCC comments and recommendations for each project for the compilation of an individual Protocol Review Form.
- 4.6 Recommend approval, approval on the condition of changes, or rejection of the animal handling protocol described in the Application to Handle Wildlife to the Director of Wildlife and Fish.
- 4.7 Consider appeals to NWTWCC recommendations on the request of the Director of Wildlife and Fish, who can ask the committee to reconsider an application in light of any new information provided by the applicant.
- 4.8 Once a project has been approved and is underway, the NWTWCC can provide recommendations to the Director of Wildlife and Fish on the following:
- a) Recommend that any objectionable procedure be stopped if it considers that unnecessary pain or distress is being experienced by the animal;
 - b) Recommend immediate termination of use of animals which deviates from the approved proposal, causing pain and distress to such animals;

¹ www.ccac.ca/english/gdlines/wildlife/Wildlife.pdf

² www.ccac.ca/english/gui_pol/guides/english/TOC_V2.HTM

³ www.ccac.ca/english/gui_pol/policies/ETHICS.HTM

⁴ www.nwtwildlife.com/Research%20Permits



- c) Review the circumstances of any animal fatalities or injuries during animal handling projects as reported by the investigator, and investigate further as required; and
 - d) Investigate third party reports of animal suffering during research or other animal handling projects.
- 4.9 Review completed wildlife handling report forms that must be submitted by successful applicants on completion of a project, or on an annual basis for continuing projects. Applications, protocol review and final reports will be posted on the NWTWCC website unless the applicant does not agree to posting. This information is to be posted only and will not be published.
- 4.10 In the case of continuing projects, review and approve any modifications to a previously approved protocol before the changes are implemented. For ongoing projects where there will be no significant changes to the animal handling protocol, the NWTWCC can recommend approval of the existing protocol. If any significant changes are planned, the NWTWCC will require the applicant submit a new application to handle wildlife for review.
- 4.11 Maintain records on each application to handle wildlife, and keep a copy of all documents associated with the application, review and recommendation process on file for at least five years.
- 4.12 Maintain confidentiality among and between the NWTWCC membership, NWTWCC Chairperson(s), and the Director of Wildlife and Fish concerning any applicants, applications, permitting decisions, reports, and permit outcomes dealt with as part of NWTWCC responsibilities.

Meetings

- 5.1 The NWTWCC shall meet at least once annually, and as often as necessary to fulfil their terms of reference (TOR) and be satisfied that all wildlife handling projects being done within ENR's jurisdiction are in compliance with the TOR.
- 5.2 Meetings may be conducted in person or by teleconference as deemed appropriate by the Chair.
- 5.3 A quorum for NWTWCC meetings or application review decisions will be four members including the Chair.
- 5.4 Committee members will advise the Chair if they will be unable to participate in a committee meeting or will be unable to participate in the review of applications for any period of time.
- 5.5 If a committee member is a project leader, team member or otherwise affiliated with an Application to Handle Wildlife that is being reviewed by the NWTWCC, the committee member will declare a conflict to the Chair and, if indicated, remove themselves from any deliberations and recommendations on that specific project.



- 5.6 Reviews of individual applications to handle wildlife will generally be conducted by fax or email, and will not require a committee meeting to review a proposal unless requested by a member of the committee.
- 5.7 Wherever possible, committee decisions will be made on a consensus basis. Where consensus is not possible, committee decisions will be made by majority vote with the Chair breaking any ties.

General

The NWTWCC shall:

- 6.1 Maintain an informal liaison with the CCAC secretariat and other animal care committees where applicable.
- 6.2 Regularly review its TOR to ensure they address changes and advances in standards of animal care and scientific techniques.
- 6.3 Evaluate existing policies, protocols, and procedures for wildlife handling and develop new ones where necessary to ensure appropriate care during all research and management procedures that includes:
 - a) Avoidance of unnecessary pain or distress;
 - b) Effective anesthesia and analgesia when appropriate; and
 - c) Due consideration to all aspects of animal welfare.
- 6.4 Serve as a point of contact for ENR personnel and external researchers on wildlife handling and welfare issues. Where possible, the NWTWCC will assist ENR personnel as requested in obtaining information or advice from appropriate sources on issues such as CCAC's guidelines and policies, relevant wildlife handling recommendations, and educational and training opportunities.
- 6.5 Be prepared to cope with criticism, which may develop from time to time.

Schedule A. NWT ENR Permits that are subject to review by the NWTWCC should they involve an animal handling component:

- i. Wildlife Research Permit
- ii. Wildlife Management Permit
- iii. General Wildlife Permit
- iv. License to Import Live Vertebrates
- v. Licence to Export Live Wildlife
- vi. Special Wildlife Export Permit
- vii. Wildlife Transport Permit
- viii. Game Farm Licence



- ix. Fur Farm Licence
- x. Domestic Animal Permit

WCC Member (Name and Signature)

Date Signed

WCC Chair (Name and Signature)

Date Signed

Director of Wildlife and Fish (Name and Signature)

Date Signed