



LANGLEY ANIMAL PROTECTION SOCIETY

ANIMAL WELFARE COMMITTEE

TERMS OF REFERENCE

INTRODUCTION

Ensuring animal welfare is a human responsibility that includes consideration for all aspects of animal well-being, including proper housing, management, nutrition, disease prevention and treatment, responsible care, humane handling, and, when necessary, humane euthanasia. Protecting an animal's welfare means providing for its physical and mental needs.

Activities of the Animal Welfare Committee ("Committee") are guided by key animal welfare principles and are directed toward meeting the Langley Animal Protection Society ("LAPS") strategic goals and objectives for animal welfare as established by LAPS leadership.

1. PURPOSE/MANDATE

In meeting its charge, the committee seeks to:

- Proactively identify and prioritize animal welfare concerns and opportunities with LAPS
- Critically evaluate related information from individuals and groups internal and external to LAPS, and
- Use that information to determine which issues fall within the role and influence of the LAPS Animal Welfare Committee versus external veterinary medical professionals and what actions or activities may be appropriate responses to those animal welfare concerns and opportunities.

2. RESPONSIBILITIES

The Animal Welfare Committee will have responsibility to:

- i. Develop animal welfare principles and position statements for Board approval
- ii. Develop LAPS policies or guidelines on:
 - a. an acceptable animal environment
 - b. feeding guidelines for all animals seen or cared for at LAPS
 - c. processes relative to animal well-being, including monitoring and record-keeping, appropriate health care (including infectious disease, ticks, ringworm, parasites, etc.) and vaccinations
 - d. appropriate caregiving training for animal care employees
 - e. handling and restraint and, transport of all animals seen or treated at LAPS

- f. animal adoption
- g. end of life and euthanasia policies.

iii. Be available as a resource for concerns raised about animal welfare from LAPS staff.

3. FUNCTIONING

3.1 Creation

The Committee is a standing committee of the LAPS Board of Directors.

3.2 Membership

- The Committee Chair (must be a current Director)
- One other board member appointed by the Chair
- Up to five external members with a background in animal welfare
- The Executive Director or their animal care senior staff designate (ex officio, non-voting)

3.3 Terms

Members of the Committee will serve a two-year term with a limit of two terms total.

3.4 Conflict of Interest

Committee members are required to abide by the LAPS Conflict of Interest Policy and to complete the annual declaration of potential conflicts. Committee members are required to absent themselves from any decisions at the meeting in which they have a real or perceived conflict.

3.5 Confidentiality

All members of the Committee are required to abide by the LAPS Confidentiality Agreement and will maintain confidentiality regarding all business of the Committee, including but not limited to documentation and minutes.

3.6 Resolution in Writing

A resolution consented to in writing, whether by document, fax or any method of transmitting legibly recorded messages, by all the members of the Committee shall be as valid and effectual as if it had been passed at a meeting duly called and constituted.

3.7 Meetings

(i) Agenda and Preparation

Materials for the Committee meetings, including the agenda and presentations should be circulated in advance

(i) Frequency and Duration

Meetings are held not less than quarterly. Meetings may be held at the call of the Committee Chair or any two members of the Committee.

(ii) Quorum

A quorum shall be not less than 50% of the members of the Committee.

(iii) Attendance

Members are encouraged not to miss two consecutive meetings or are asked to re-examine their availability for Committee work.

4. FORMAL COMMUNICATIONS & ACCOUNTABILITY

4.1 Terms of Reference

The Board approved terms of reference for the Animal Welfare Committee should be made available to members of the Committee, Board and management.

4.2 Minutes

A minute secretary is responsible for recording the minutes of the meeting for review by the Committee Chair prior to approval by the full Committee. The minutes are provided for information at the subsequent meeting of the Board of Directors.

4.3 Reports to the Board of Directors for Information and/or Recommendation

The Committee is responsible for submitting any recommended animal welfare policies, guidelines or recommendations to the Board of Directors for approval.

4.4 Committee Effectiveness

The Committee will review its performance and Terms of Reference annually and report to the Board of Directors on this review. The report will include any resulting recommendations for changes to the Terms of Reference.

4.5 Committee Support

The Animal Welfare Committee will be supported by the Director of Animal welfare

Date of Board Approval: July 20,2021

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