

# National Farmed Animal Health and Welfare Council

## TERMS OF REFERENCE

Updated: 01/13/2011  
09/09/2013

# National Farmed Animal Health and Welfare Council

## Terms of Reference

### 1.0 Purpose and Mandate:

- › To establish a more harmonized and integrated approach to the management of the broad animal health and welfare program continuum and system in Canada.
- › To provide scientific, strategic and policy advice and recommendations on animal health and welfare matters to the Federal/Provincial/Territorial Regulatory Assistant Deputy Ministers (FPT Reg. ADMs), Canadian Food Inspection Agency (CFIA), provinces/territories, industry and non-government stakeholders (NGS).
- › Accountable to FPT Reg. ADMs, industry and non-government stakeholders.

### 2.0 The Council:

#### 2.1 Membership

- › The Council is jointly operated by three “partners”:
  - › Industry and non-government stakeholders (such as National Farm Animal Care Council (NFACC), Canadian Animal Health Institute (CAHI), academia and/or the Canadian Veterinary Medical Association (CVMA);
  - › Provincial/territorial governments; and
  - › Federal government.
- › Will be composed of 14 members:
  - › Seven (7) members from industry and non-government stakeholders (such as NFACC, CAHI, academia and/or the CVMA);
  - › Three (3) members from the provincial/territorial governments;
  - › Three (3) members from the federal government; and
  - › One (1) member from the Provincial Medical Officers of Health.
- › If the Council believes it is warranted, the membership of the Council may be expanded upon the approval of the FPT Reg. ADMs.
- › All members will demonstrate a genuine commitment to enhance Canada’s animal health and welfare system and disease status.
- › If not one of the existing three (3) members from the federal government, Canada’s Chief Veterinary Officer (CVO) will be an *ex officio* member of the council.
- › Council members should reflect a diversity of **their own** relevant expertise and perspective<sup>1</sup>.
- › The partners may appoint a person to the Council only if satisfied that the person has substantial experience or expertise in one or more of the following categories:
  - Animal health or public health science

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<sup>1</sup> The diverse expertise should extend to include market access, international standards and trade, animal welfare, agrifood business, and similar areas

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- Veterinary science
  - Biological science
  - Biotechnology
  - Community advocacy
  - Public communication
  - Production livestock or another animal industry
  - Agricultural science
  - Environment/ecological science
  - Animal health and welfare policy
  - Animal health and welfare program activities
  - International standard setting bodies, trends and drivers
  - Knowledge of the NFAHWS
- › Led by two elected co-chairs who will be elected annually from within the Council membership - one from industry and one from government.
  - › In the absence of an appointed chairperson at any meeting of the Council, the members present shall appoint one of their numbers to co-preside at that meeting.
  - › The Council may make changes to the terms of reference, membership or procedures.
  - › The Council may co-opt persons with relevant experience to provide additional expertise. Co-opted members of the council do not have voting rights or final say.

#### **2.2 Limitations**

- › As an advisory body, the Council has no decision-making authority nor will it be responsible for the implementation of its advice.
- › .

#### **2.3 Nomination and Selection of Members**

- › Each partner will determine its own process for appointing members to the Council. The process employed by industry and non-government stakeholders will be transparent and inclusive.

#### **2.4 Replacement Member**

- › In the event of a member being obliged or electing to retire or resign during the Council's term, , a temporary replacement may be nominated and appointed or the vacant position may be filled in the next round of replacements.
- › In the event of a member electing to retire or resign during the Council's term, they shall do so in writing addressed the Council.

#### **2.5 Absentee Member**

- › Where a member fails to attend two (2) consecutive Council meetings, the

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Council may remove the member and a replacement appointed.

### **2.6 Alternates**

- › The Council members may send an alternate to sit as an observer with the approval of the co-chairs.

### **2.7 Reappointment of the Council**

- › Not less than four (4) months prior to the expiry of the term appointment of the specific Council members every two (2) years, and subject to the review process (see 9.0), the Council shall call for nominations for the next term of appointment.

### **3.0 Terms of Appointment:**

- › the Council's member terms of appointment shall be four (4) years in duration.
- › The appointments will be offsetting by two (2) years, thereby allowing half of the members to remain on the Council at any one time.
- › Notwithstanding the four (4) year appointment, four (4) of the **initial** industry members and three of the government members will be appointed for five (5) years. The balance will be appointed for a three (3) year term.
- › Each partner will determine its own process for deciding which of its **initial** members will serve three (3) years and which of its members will serve five (5) years.
- › The appointments after the initial term will be for four (4) years.
- › An outgoing member may be re-nominated.

### **4.0 Roles and Responsibilities:**

- › To provide leadership in the planning and implementation of the NFAHWS.
- › To give non-partisan and visionary advice to the FPT governments and industry sectors on animal health and welfare legislation, policy, strategies, programs and system issues to improve Canada's animal health and welfare system and disease status.
- › To promote commitment to and to advise on cost and responsibility sharing.
- › To advance a broader approach to animal health and welfare education and awareness programs.
- › To contribute to animal health and welfare planning and priority setting activities.
- › To enhance communication effectiveness and information sharing.
- › To build consistent relationships between governments and industry, taking existing collaborative arrangements into account.
- › To render advice on and prioritize animal health and welfare research needs.
- › To provide considered advice on any animal health and welfare matters referred by stakeholders.
- › To consider, and where appropriate render advice on, submissions from

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animal health and welfare organizations or agencies, industry or individuals concerning animal health and welfare issues.

- › To assist and/or advise the provinces and federal government in reviewing its legislation, regulations, program activities and new initiatives that affects animal health and welfare.
- › To support stakeholders to work toward achieving the strategic outcomes described in the National Farmed Animal Health and Welfare Strategy.
- › To provide advice on the respective roles of various parties, with the objective of improving efficiency of delivery, taking advantage of synergies and avoiding unnecessary duplication of effort.
- › To consult with appropriate expert groups in order to facilitate optimal input from a full complement of stakeholders.

All advice rendered must have taken into consideration other relevant matters such as good practice, national and international standards and trends, practicalities, public and industry opinion, scientific knowledge and the economic/environmental/public health implications for those concerned.

#### **5.0 Responsibility of Council Members:**

- › Primary function of members is to offer sound advice based on collective experience and knowledge, and not to represent any particular stakeholder group. (Notwithstanding, knowledge of the business of a particular stakeholder may be sought from Council members to assist in its deliberations).
- › To encourage a free-flowing exchange of opinions, discussions within meetings of the Council are considered to be “in camera” sessions unless specified to be otherwise. Members of the Council shall be required to sign a confidentiality agreement so that specific comments are not attributed to any particular Council member in another forum. However, it is recognized that the work of the Council will be advanced through an extensive consultation process with all of its stakeholders. Therefore members are encouraged to undertake consultations with others once the Council has endorsed the messaging. Therefore, all communications coming from the Council shall be considered public information unless otherwise stated.
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- › Where a member has any direct or indirect interest in any matter of business before the Council, which may be construed as personal, financial or other gain, the interest shall be declare to the co-chairpersons.
- › Where a member so declares, the Council may a) refuse the member the right to speak to the business; b) refuse the right to vote on the business; and c) require the member to withdraw from a meeting for the period of discussion and resolution of that business.

#### **6.0 Business Operations:**

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### **6.1 Scheduling of Meetings**

- › Formal general meetings shall be conducted at a time and venue to be determined and advised by the Council.
- › Not less than four (4) meetings are to be held each calendar year.
- › the Council may elect to conduct special meetings, if circumstances or the nature of the business is urgent or warrants it.

### **6.2 Preparation for Meetings**

- › The co-chairpersons shall cause the draft agenda, setting out the standing business for the general or special meeting, to be circulated not less than 14 days prior to.

### **6.3 Meeting Procedures**

- › Meetings shall be conducted in accordance with accepted procedures and in accordance with rules of the chairperson(s).
- › No meeting shall commence or be allowed to continue unless a quorum is present.
- › A quorum of the Council will be constituted by the attendance of one of the co-chairpersons, one of each of the three partners (federal, provincial and industry) and a minimum of 50% plus one of the Council.
- › Questions or advice arising at a Council meeting shall normally be determined by agreement or consensus.
- › With the approval of the chairperson(s), member(s), or any other person(s) entitled to attend a Council meeting may participate in the meeting by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other, and a person participating in such a meeting by those means is deemed to be present at the meeting.

### **6.4 Documenting Meetings**

- › Meeting minutes shall be circulated by the co-chairpersons as soon as possible after each meeting, specifying each business item discussed, summarizing the essential items of discussion and recording the meeting recommendations or advice resolved.
- › The minutes will be approved by the Council members via electronic form.

### **6.5 Correspondence**

- › Correspondence from and to the Council between meetings shall be circulated to all members as and when received.
- › Correspondence conveying the Council's advice to the FPT Reg. ADMs or industry and academia will be completed as soon as possible after each meeting during which the advice was resolved.

### **6.6 Business Planning**

- › The Council shall establish a planning framework for its business,

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incorporating strategic and operational plans.

- › The Council shall coordinate its activities to promote, support and monitor the Strategic Outcomes described in the National Farmed Animal Health and Welfare Strategy.

#### **6.7 Working Groups**

- › Council may convene working groups or sub-committees for the purpose of investigating specific issues to assist it in carrying out its functions.

#### **6.8 Corporation**

- › The Council shall be incorporated for the purposes of autonomy and the corporate bylaws shall govern the operations and governance of the Corporation.

#### **7.0 Resourcing/Financial Arrangements:**

- › Costs associated with establishing and operating the Council and the secretariat will be shared equally between industry, provincial/territorial and federal governments.
- › Non-government Council members will be paid an honorarium (covering travel time, preparation work, meetings and conference calls) with all travel and accommodation expenses being paid for by the Council according to the federal government treasury board guidelines.
- › FPT government employee Council members' salaries will be borne by their home departments/governments (an honorarium will not be paid to them) and their travel and accommodation expenses will be paid for by the Council according to the federal government treasury board guidelines.

#### **8.0 Reporting Requirements:**

The Council will:

- › Report to the stakeholders;
- › Provide an annual report in writing to the stakeholders six (6) months following the reporting period
- › .

The annual report will contain, but not be limited to the following:

- › Chairpersons' overview;
- › List of Council members and record of attendance;
- › List of issues/activities considered and discussed, and milestones achieved;
- › Progress toward NFAHWS Strategic Outcomes achieved during the reporting period;
- › Summary of any Stakeholder input received;
- › Year-end financial statement.

Once the report has been reviewed and accepted by Council, the reports will then

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become a public document and will be subject to distribution on request, or posted on a specified website.

**9.0 Duration and Entry into Effect:**

This Terms of Reference will come into effect on the date of the final signature and will remain in effect for three (3) years from that date, unless terminated, changed and/or extended by mutual agreement in writing by both signatory parties.

Duration of the Council and any continuation thereof shall be contingent upon the availability of funds appropriated by all parties.

Signed in duplicate (French and English) on the 6<sup>th</sup> of September, 2013.

For the NFAHW Council:

Original Signed by:



Co-Chair



Co-Chair