REPORT OF THE OPERATIONS/AGENDA COMMITTEE

Senate Membership – Huron University College

Senate Membership – School of Graduate and Postdoctoral Studies – At-Large Representative

Nominating Committee Membership

Change in Terms of Reference of the University Committee on Animal Care

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FOR APPROVAL

Senate Membership

1a. **Senate Membership – Huron University College**

Recommended: That the seat held by Nelson Heapy, faculty representative on Senate for Huron University College, be declared vacant effective October 1, 2012 as a result of his resignation and that Arja Vainio-Mattila be elected to complete his term until June 30, 2014.

1b. **Senate Membership – School of Graduate and Postdoctoral Studies – At-Large representative**

Recommended: That the seat held by Andrew Nelson, faculty representative on Senate for the School of Graduate and Postdoctoral Studies – At-Large, be declared vacant effective January 1, 2013 as a result of his resignation and that Kim Clark (Anthropology) be elected to complete his term until June 30, 2013.

2. **Nominating Committee Membership**

Composition: Seven members of Senate, elected by Senate, at least one of whom shall be a graduate student. Not more than two members from a single academic unit. The School of Graduate and Postdoctoral Studies is not considered an academic unit in this context. [Ex Officio members include the Chair of the Student Caucus on Governance.]

There will be **three alternates** who are members of Senate, one of whom is a student, to attend meetings when regular members are unable to attend.

Members Required: One **alternate** to replace Andrew Nelson for January – June 2013 while he is on leave.

Nominees: *Katrina Moser* (Social Science)

3. **Change in Terms of Reference of the University Council of Animal Care**

Recommended: That Senate approve revisions to the Terms of Reference and Composition of the University Council on Animal Care (UCAC) as set out in **Appendix 1**.

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UNIVERSITY COUNCIL ON ANIMAL CARE (UCAC)

Terms of Reference:

1) **Purpose -** The University Council on Animal Care's (UCAC) purpose is to oversee and advise on all matters pertaining to the procurement, maintenance and use of animals as defined by the Canadian Council on Animal Care (CCAC), hereafter referred to as "animals," for research, testing and teaching associated with the University and its affiliated bodies.

   a) As necessary, the UCAC shall deliver its mandate through the following sub-committees/ department:
      i) Animal Use Subcommittee (AUS);
      ii) Animal Care Governance Steering Committee (ACGSC);
      iii) Department of Animal Care & Veterinary Services (ACVS);
      iv) As developed by UCAC.

2) **Responsibilities -** With the assistance of its ACGSC, AUS and ACVS, the UCAC has overall responsibility to:

   a) Ensure that all animals are procured, cared for and used in a manner that protects the reputation of the University and its affiliates in accordance with all Federal, Provincial, and University policy statutory requirements, regulations and guidelines, including:
      i) The Canadian Council on Animal Care (CCAC) - *Ethics of Animal Experimentation*; the *Guide to the Care and Use of Experimental Animals*, Volumes 1 and 2; the principles of the 3 R's *Reduce, Refine, and Replace*, [http://www.ccac.ca];
      ii) Tri-Council's *Memorandum of Understanding* [http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/MOURoles-ProtocolRoles/index_eng.asp];
      iii) Other Federal Agencies whose policies apply to the use of animals and/or materials used in research involving animals, including but not limited to:
         (1) Canadian Food Inspection Agency;
         (2) Health Canada;
         (3) Public Health Agency of Canada;
         (4) Environment Canada;
         (5) Transport Canada.
      iv) The Canadian Association of Laboratory Medicine's *Standards of Animal Care;*
      v) The *Animals for Research Act* (Ontario) [http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90a22_e.htm];
      vi) University Policies - Policy and Procedures for the Use of Animals in Research, Testing and Teaching document [MAPP 7.12]; Standardized Training in Animal Care and Use [MAPP 7.10]; ACGSC's Terms of Reference; AUS's Terms of Reference; AUS-approved Standard Operating Procedures (SOPs).

   b) Ensure that the University's and its affiliates' animal facilities and personnel provide appropriate care and supervision of all animals before, during and after the course of experimental procedures and/or teaching exercises in accordance with the aforementioned regulatory policy statutory requirements, regulations, and guidelines.

   c) Work with the University community to ensure that all animal users and care givers are informed of and comply with institutional animal care and use policies.

d) Address any individual or organizational submissions or complaints relating to the operation of the Animal Use Subcommittee (AUS), the Department of Animal Care and Veterinary Services (ACVS), and/or the care and use of animals within its jurisdiction.

e) Use its CCAC-mandated authority directly or via the AUS to:
   i) Stop any procedure it considers objectionable on the basis that unnecessary distress or pain is being experienced by an animal;
   ii) Stop immediately any use of animals which deviates from the approved use, any non approved procedure, or any procedure causing unforeseen pain or distress to animals; and
   iii) Have an animal euthanized humanely if pain or distress caused to the animal is not part of the approved protocol and cannot be alleviated.

f) Hear and decide appeals from decisions of AUS via the Animal Care Governance Steering Committee (ACGSC), ~~hear appeals from decisions of AUS~~ in accordance with appeal mechanisms established in the Policy and Procedures for the Use of Animals in Research, Testing and Teaching [MAPP 7.12], ~~and render final decisions on behalf of the UCAC~~.

g) Advise on future requirements for animal facilities and foster the orderly development of such facilities.
   i) Review all developmental plans for additions, expansions, consolidations and renovations of animal facilities and determine that adequate professional advice has been sought with respect to their design and equipage.

h) Advise the President & Vice-Chancellor, who shall bring to Senate via the University Research Board those matters requiring Senate's attention.

i) Report on its activities to Senate through the University Research Board at least annually.

j) Ensure that enquiries from the public and the news media regarding the procurement, care and use of animals at this University and affiliated institutions are directed to a Communications Response Team of the UCAC, chaired by the Vice-President (Research ~~& International Relations~~).

3) Composition & Terms of Office

a) Four faculty members elected by Senate, two of whom have and two of whom do not have experience in animal-based research, and none of whom are members of the AUS.

b) Two individuals external to the University Community, appointed by the President & Vice-Chancellor.

c) One student, appointed by the President & Vice-Chancellor.

d) Ex officio Members:
   i) President & Vice-Chancellor
   ii) Provost & Vice-President (Academic)
   iii) Vice-President (Resources & Operations)
   iv) Vice-President (Research ~~& International Relations~~)
   v) Vice-Provost (Graduate & Postdoctoral Studies)
   vi) Deans of all faculties and affiliated university colleges in which laboratory animals are used or maintained
   vii) Scientific Director, Lawson Health Research Institute
   viii) Director, Robarts Research Institute
   ix) Director, Animal Care and Veterinary Services
   x) Chair, AUS
   xi) An ACVS Veterinarian appointed by the ACVS Director
   xii) Secretary of Senate (non-voting)

e) With the exception of the Director ACVS, other ACVS veterinarians, and the AUS Chair, no member of UCAC may at the same time be a member of the AUS.

f) The term of elected or appointed members of faculty, staff or the general community shall be two years, once renewable. The term of elected or appointed students shall be one year, renewable a maximum of four times.

g) The Vice-President (Research ~~& International Relations~~) shall serve as Chair.

h) The Council shall select a Vice-Chair from the voting members of Council for a two-year term, once renewable.