

O n t a r i o C o l l e g e o f T e a c h e r s

t o g e t h e r w e ' r e s h a p i n g t h e f u t u r e



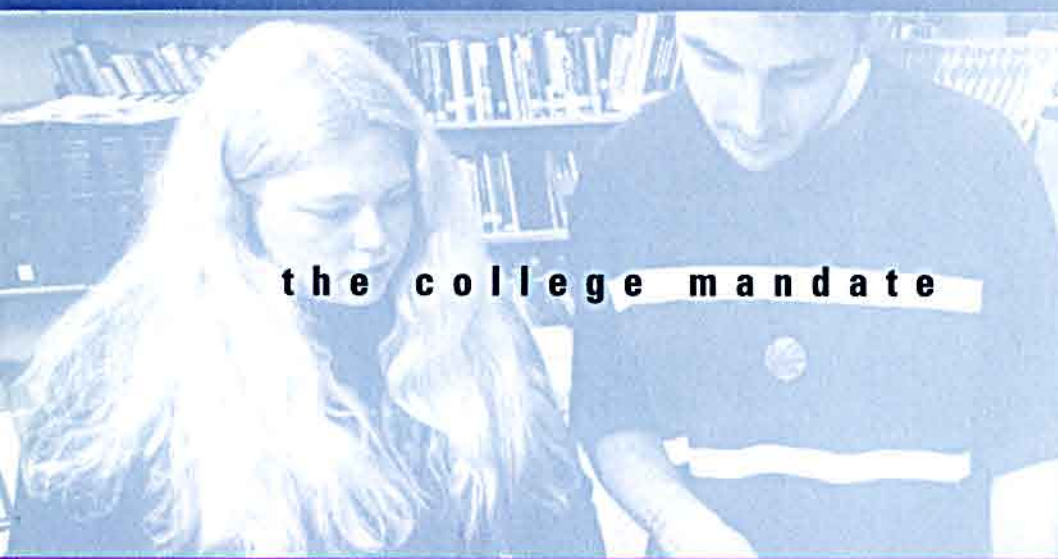
Annual Report

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the college mandate

- To regulate the profession of teaching and to govern its members.
- To develop, establish and maintain qualifications for membership in the College.
- To accredit professional teacher education programs offered by post-secondary educational institutions.
- To accredit ongoing education programs for teachers offered by post-secondary educational institutions and other bodies.
- To issue, renew, amend, suspend, cancel, revoke and reinstate certificates of qualification and registration.
- To provide for the ongoing education of members of the College.
- To establish and enforce professional standards and ethical standards applicable to members of the College.
- To receive and investigate complaints against members of the College and to deal with discipline and fitness to practise issues.
- To develop, provide and accredit educational programs leading to certificates of qualification additional to the certificate required for membership, including but not limited to certificates of qualification as a supervisory officer, and to issue, renew, amend, suspend, cancel, revoke and reinstate such additional certificates.
- To communicate with the public on behalf of the members of the College.
- To perform such additional functions as are prescribed by the regulations.

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Council Members



Liz Barkley



Sandi Bell



Jackie Breithaupt



Bill Bryce



Larry Capstick



Doug Carter



Paul Charron



Wayne Cornack



John Cruickshank



Lynn Daigneault
Served until September 1998



Margaret Dempsey



Solette Gelberg



Michel Gravelle



Jean Hanson



Frances Hill
Served until July 1998



Donna Marie Kennedy



Marilyn Laframboise



Diane Leblovic



Alfred Lorenzi
Served until April 1998



Kathleen McFadyen



George Merrett



Karen Mitchell



Harry Mulvale



Nicholas Myrhorod



Ron Rambarran



Cecilia Reynolds



William Rogers



Anthony Saldanha



Stan Shapson



Jim Sherlock



John Slade



David Somer



Frances Thorne



Clarice West-Hobbs

By Donna Marie Kennedy



In 1998, the College of Teachers began to see the results of the groundwork laid by Council and staff in our first year.

The College took a major step forward as teachers' self-governing body with the approval in principle of the *Standards of Practice for the Teaching Profession*. This document, developed together by teachers and members of the public, gives us a very useful tool to articulate what it means to be a teacher. It reflects a thorough

understanding of what makes the profession unique, challenging and rewarding.

The standards of practice were based on national and international research and almost two years of wide-ranging consultation with members of the College, the public and a broad range of community and interest groups. Some of the research was conducted through a feedback form on the College's web site.

The College contacted hundreds of educational organizations, employers and universities, and received responses from all over the world, including Scotland, Norway, South Africa, Switzerland, New Zealand and the United States. We identified the common themes, developed the standards around these themes and adapted them to Ontario's education system. The themes include a commitment to student learning, professional knowledge, teaching practice, leadership and community, and ongoing professional learning.

The development of the standards of practice is an important milestone for teachers in Ontario. It is a logical, positive step that builds on our profession's achievement of self-regulating status and underlines our public accountability by explaining the complexities of our work. *The Standards of Practice for the Teaching Profession* is more than a simple definition of what we do – it is a reminder to all teachers of the ideals and values that drew us into the profession.

Members across the province also responded positively to the College's first accreditation reviews of education faculties at Ontario universities. For the first time, teacher-training programs are reviewed by teachers according to criteria developed through consultation with practising teachers. Three faculties received initial accreditation in 1998 – Queen's, Laurentian and Nipissing.

It is particularly important for us to be able to influence the education of new colleagues through the accreditation process at this time. Over the next 10 years, there will be a massive wave of new hiring to replace the almost half of Ontario's qualified teachers who will be retiring by 2008. While educational leaders were well aware of the coming wave of retirements, the College's registry provided a unique data base and the ability to accurately predict where shortages of qualified teachers will occur.

The College's groundbreaking study on teacher supply and demand was published in *Professionally Speaking/Pour parler profession* at the end of 1998. The study drew public attention to the looming shortage of qualified teachers. Happily, the first result of the media attention was a sudden flurry of applications to faculties of education, particularly in the areas the College identified as critical.

As a result of the College's study, the Minister's Task Force on Teacher Recruitment and Renewal was established. Officials from the Ministry of Education and Training, the College, the Ontario Teachers' Federation, directors of education, the faculties and principals' groups are studying ways to attract new teachers and encourage current teachers to stay in the profession. Significantly, one of the task force's working groups was asked to examine how to increase the stature of the profession.

In 1998, the College also recognized the contributions of retired teachers, implemented a criminal record check for all new applicants and held the first public disciplinary hearings of teachers by their professional body. These hearings are an important part of our commitment to accountability to parents, students and our professional colleagues.

Members of the College's Council have continued to work together with a common purpose. I want to commend Council members once again for their efforts and their dedication to both the profession of teaching and the public interest.

By Margaret Wilson



This annual report reflects increased activity in many areas in 1998. This is partly because the College did not officially begin operations until May in 1997 and this was our first full year of operation. However, I am pleased to report that 1998 was also a year of many significant developments in major initiatives we began when the College was founded.

Throughout the year, the College continued to work with employers to ensure that only

registered and qualified teachers were placed in charge of Ontario's classrooms.

In January, directors of education from new school boards were briefed on College initiatives and the role of boards in teacher certification, discipline and professional learning.

In February, the College undertook a massive verification of teachers' credentials by matching school board payments for teachers against the College registry. The exercise identified about 2,200 individuals who were either not registered, held expired interim certificates, were suspended for non-payment of fees in 1997, had a Letter of Eligibility but no interim certificate, or were 1997 graduates of Ontario faculties of education who had not completed the application process.

A special team of College staff worked with school boards and the affected individuals to clear up the registration problems. At the end of the audit, 108 individuals were either transferred to non-teaching duties or terminated by their employers. Fraud investigators from two police forces were called in to follow up on documents submitted by two teachers after College staff discovered the documents were forged.

The College's first disciplinary hearings were held in April. The sessions marked the first time that teachers' disciplinary hearings were held in public. The written decisions and the facts of these and future cases will appear in future issues of *Professionally Speaking/Pour parler profession*.

The teaching profession broke new ground in teacher education in the spring when accreditation teams from the College arrived at three faculties of education to implement the newly-developed initial accreditation process. Each university in the pilot round – Laurentian, Nipissing and Queen's – provided the College with information on program history and development, the philosophy and conceptual framework of the programs, administrative information about teacher candidates, faculty and resources, admission criteria, curriculum and graduation requirements.

Public accountability is an important part of the College's mandate. On May 30, the College's first ever annual meeting was held at our facilities in Toronto. The meeting provided an opportunity for committee chairs to report on their activities in 1997 and for members of the profession and the general public to ask questions.

At its meeting in September, Council approved a policy requiring applicants for registration to seek a criminal record check from their local police service. The policy also requires that new applicants make a declaration about any past offences that might affect their suitability for teaching, as well as resignations to avoid discipline in other jurisdictions. The new policy will apply to about 7,000 applicants annually.

The new criminal record screening policy will ensure that applicants for membership are worthy of the trust placed in them by students, parents and their professional colleagues.

Also in September, Council voted to recognize the contribution of retired teachers to our schools and our communities. Members who inform the College of their decision to retire and withdraw from teaching will receive a Certificate of Recognition.

In December, the College released a study showing that the profession must prepare for a massive turnover in the province's teaching population. For the first time ever, data in the College registry allowed researchers to predict not only how many teachers will retire, but what they are qualified to teach and where in the province they live. The data revealed that 41,000 teachers will retire in just five years, more than 78,000 over the next 10 years, and shortages will hit almost every subject area and every part of the province.

Several improvements to our Membership Services Department in 1998 will reduce long waiting times on the phone and delays in processing member-related requests. The department's three units provide services in English and French that range from answering requests for information to processing and evaluating applications for registration and updating members' files and certificates.

In Membership Records, new applications from Ontario graduates and Additional Qualification acknowledgment letters are now being processed within a two-week time frame. In Client Services, over 70 per cent of inbound calls are being answered within the first three minutes, and in Evaluation Services, staff are evaluating credentials of out-of-province and out-of-country applicants within 10 working days of receiving all the required documents.

College revenues grew in 1998 by nearly \$2 million, which was \$1.5 million more than planned in the budget. Our membership soared to more than 172,000, almost 10,000 more than the budget plan. Other fees, magazine advertising revenues and interest earned also increased substantially over 1997.

Our expenses grew by about \$3.5 million, but were lower than the budget plan by \$1,675,000. Our expenditure on investigations and hearings was much lighter than expected. Costs for investigations and hearings will grow gradually over our first few years. The other main contributions to the saving against the budget came in employee compensation and in cost reductions in printing and mailing.

Increased expense levels in 1998 over 1997 are mainly due to this being the first full 12-month period of regular operations for the College. In 1997, the College had a startup period of almost five months with a small staff before full operations were underway.

Although the 1998 operating budget was approved as a balanced budget, the higher-than-expected membership numbers, combined with effective cost-cutting, resulted in an excess of revenue over expenses of \$3,242,000. The Council decided to set aside a further \$3.3 million in the reserve for working capital.

The College requires a significant members' equity. As an independent regulatory body, the College can only look to its members for financial resources. The members' equity is necessary to help finance the capital assets of the College. At the end of 1998, the College was self-financing about \$3 million worth of assets, at considerable savings to members.

The members' equity will also allow the College to deal with financial exigencies without resorting to urgent fee changes or surcharges. We are pleased that we have been able to get the College started, put it on a solid financial footing and maintain the annual membership fee at \$90.

There were three changes on Council in 1998. Frances Hill, an independent school representative from Pickering College, was replaced by Ron Rambarran, the vice-principal of Columbia International College in Hamilton. Lyn Daigneault, a superintendent with the former North York Board of Education, was replaced by Bill Bryce, a superintendent with the Thames Valley District School Board, and Alfred Lorenzi, a public member from St. Catharines, was replaced by Jim Sherlock, a public member from Burlington.

I am proud of what our Council and employees have accomplished in this our first full year of operation.

Self-regulation is a privilege and is granted on condition that the profession understands that the primary purpose of self-regulation is to maintain standards and improve the education of our members in the public interest. I believe that we have taken major steps in 1998 towards achieving these objectives.

The Executive Committee

Donna Marie Kennedy (Chair)
 Sandi Bell
 Michel Gravelle
 Kathleen McFadyen
 Harry Mulvale
 Clarice West-Hobbs

John Cruickshank (Vice-Chair)
 Paul Charron
 Marilyn Laframboise
 George Merrett
 Cecilia Reynolds

This statutory committee manages and directs the affairs of the College between Council meetings. It ensures that Council functions efficiently and effectively by reviewing committee materials and making policy recommendations to Council.

Committee Activities

The committee developed several guidelines and procedures, including:

- teleconference and travel guidelines for Council members
- procedures to facilitate Council's business
- the process for the recruitment of a deputy registrar
- policies for payment of expert witnesses
- definitions for statute, regulation, bylaw, policy and procedure
- the College's salary administration program
- a program to recognize members who have retired from the profession.

The committee developed, for Council approval, a procedure for investigating complaints against Council members who are members of the College. On referral from Council, it also reviewed the practice of publishing on the web site the names of members scheduled to appear before the Discipline Committee.

At the request of Council, the committee established a task force to develop a policy for criminal records screening. It also proposed amendments to the bylaws of the College concerning the criminal records screening policy.

The committee studied the need for more francophone representation on panels and proposed various remedies including the appointment of francophone Council members by the minister and amendments to the Act, regulations and bylaws.

The committee made several appointments in 1998, including:

- French-speaking Council members to accreditation panels
- members of Council to the Nomination Committee and the Quality Assurance Committee
- additional members to the Human Resources Advisory Subcommittee
- special investigators under section 36 of the *Ontario College of Teachers Act*
- members to various committees to fill vacancies created by the resignation of Council members.

The Discipline Committee

George Merrett (Chair)
 Larry Capstick
 Wayne Cornack
 Jean Hanson
 Marilyn Laframboise
 Karen Mitchell

Kathleen McFadyen (Vice-Chair)
 Paul Charron
 Solette Gelberg
 Donna Marie Kennedy
 Diane Leblovic

The Discipline Committee rules on any allegation of incompetence or professional misconduct on the part of a College member. Professional misconduct is defined in the regulation. Complaints are referred to the committee by the Investigation Committee, the Council or the Executive Committee. Decisions are based on evidence placed before the committee in a hearing. Hearings are normally open to the public.

Where the committee finds a member guilty of professional misconduct or incompetence, it may do one or more of the following:

- direct the Registrar to revoke a certificate
- direct the Registrar to suspend a certificate for up to two years
- direct the Registrar to impose conditions or limitations on a certificate
- impose a suspended penalty which may be waived if certain conditions are met in a specified time
- require that the member be reprimanded or counselled by the committee or its delegate; this penalty may be temporarily or indefinitely recorded on the register
- impose a fine of up to \$5,000
- publish its order, in detail or in summary, with or without the member's name, in the College's official publication
- fix costs to be paid by the member of the College.

Committee Activities

The Discipline Committee met twice to review procedural matters and issues arising from hearings. The committee reviewed the publication before and after hearings of information on the identity of a member and the allegations facing that member. The committee recommended to Council that the current practice continue.

Committee members considered the influence that the criminal conviction of a College member may have on a discipline hearing. They also made recommendations about the committee's ability to offer a francophone panel and a francophone hearing to a member.

Panels of the Discipline Committee held a total of 16 hearings or partial hearings. Eleven members had their certificates revoked, and three had their hearings adjourned into 1999. One case was adjourned twice.

The Investigation Committee

Harry Mulvale (Chair)	John Cruickshank (Vice-Chair)
Jackie Breithaupt	Doug Carter
Bill Bryce	Michel Gravelle
William Rogers	

The Investigation Committee receives and investigates complaints against members of the College about professional misconduct, incompetence or incapacity. The complaints must not be frivolous, vexatious or an abuse of process. The committee helps the College fulfill its duty to serve and protect the public interest.

Members of the public, members of the College, the Minister of Education and Training and the Registrar of the College may make complaints. A formal complaint must be in writing and filed with the Registrar.

When the investigation is completed, members of the committee, sitting in panels of at least three, can:

- dismiss a complaint
- refer a matter to the Discipline Committee or the Fitness to Practise Committee
- caution or admonish a member
- take any action that is consistent with the governing legislation.

Committee Activities

Panels of the committee met eight times and considered 77 complaints. Almost 40 per cent of the complaints were referred to the Discipline Committee or the Fitness to Practise Committee.

The full committee met four times to consider legal opinions, procedures, motions proposed to Council and training for committee members.

The committee is developing an alternative dispute resolution program to provide complainants and members with alternatives to the formal hearing process.

Statistics Regarding Complaints

In 1998, the Investigation Committee received a total of 102 complaints, made by 117 complainants and containing 110 different allegations. In addition, the Investigation Committee disposed of 77 complaints, 47 of which were originally filed in 1997.

The following tables contain more detailed information about the complaints.

Origin of Complaints ¹	Number	Percentage
Parents	62	53.0
Registrar	30	25.6
Members of College	20	17.1
Students	3	2.6
Members of public	2	1.7
Total	117	100

Nature of Complaints ²	Number	Percentage
Conduct unbecoming a member	31	28.2
Failure to perform duties as a teacher or principal	19	17.2
Assault (sexual and physical ³)	17	15.5
Other unlawful conduct ⁴	8	7.2
Verbal abuse	7	6.4
Inadequate supervision of member	6	5.5
Discrimination	6	5.5
Breach of employment contract	5	4.5
Incapacity	2	1.8
Other	9	8.2
Total	110 ⁵	100

Disposition of Complaints	Number	Percentage
Referrals to Discipline Committee	29	37.7
Dismissed	24	31.2
Files closed ⁶	11	14.3
Complaints withdrawn	7	9.0
Referrals to Fitness to Practise Committee	4	5.2
No referral, but member cautioned	2	2.6
Total	77	100

¹ There may be more than one complainant for each complaint.

² A complaint may contain more than one allegation.

³ These statistics include criminal charges and convictions.

⁴ See note 3 above.

⁵ This does not include 10 cases received in November 1998 in which allegations had not yet been confirmed.

⁶ No action taken under subsection 26(5) of the Act.

The Fitness to Practise Committee

Marilyn Laframboise (Chair) Nicholas Myrhorod (Vice-Chair)
Margaret Dempsey Jean Hanson
Frances Thorne



This committee rules on any allegation of incapacity on the part of a College member. Cases may be referred to the committee by the Investigation Committee, the Council or the Executive Committee.

When a complaint is referred, the committee holds a hearing to determine whether physical or mental conditions or disorders exist that make a member unfit to carry out professional responsibilities. Hearings are not normally open to the public.

If the committee finds a member to be incapacitated, it may:

- direct the Registrar to revoke a certificate
- direct the Registrar to suspend a certificate for up to two years
- direct the Registrar to impose conditions or limitations on a certificate
- impose a suspended penalty, which may be waived if certain terms and conditions are met in a specified time.



Committee Activities

The committee met four times to prepare for or review hearings. The committee continued to draft rules of procedure for conducting hearings and it continued training in decision writing. The committee also developed and approved templates for decision writing.

The committee conducted four hearings into allegations of incapacity against members. In three cases, the members and the prosecution developed agreed statements of facts and agreed dispositions. The committee accepted the dispositions. In the fourth case, the member made only a written submission.

The Registration Appeals Committee

Michel Gravelle (Chair) Nicholas Myrhorod (Vice-Chair)
Jackie Breithaupt Doug Carter
George Merrett

This statutory committee allows applicants who have been denied registration in the Ontario College of Teachers or who have had restrictions placed upon their teaching certificate to appeal those decisions.

Committee Activities

The committee scheduled meetings based on the number of applications for review and the date those applications were received. The committee met five times in 1998.

The committee received 18 applications from teachers who had been denied membership based on the evaluation of their academic and teacher education credentials. After reviewing documents provided by the College and by the applicants, the members decided to uphold the Registrar's decision in nine cases. One case was withdrawn and the fee refunded. Two cases are on hold pending receipt of information requested by the College. Six cases, received after the last meeting, were on the agenda for a February 25, 1999 meeting.

In addition to the discussion of applications submitted for review, committee members reviewed and refined the guidelines for processing applications.

The Executive Committee referred the issue of denial of membership based on a criminal record to the Registration Appeals Committee. Members agreed that the committee should handle appeal of these decisions with staff input from the Investigations and Hearings Department. The committee drafted guidelines for processing these cases.



The Accreditation Committee

Cecilia Reynolds (Chair)	Larry Capstick (Vice-Chair)
Wayne Cornack	Lynn Daigneault
Frances Hill	Donna Marie Kennedy
Ron Rambarran	Stan Shapson
John Slade	David Somer
Frances Thorne	

The Accreditation Committee develops and implements processes to approve pre-service and in-service teacher education programs and providers.

Committee Activities

Pre-service Teacher Education

Two subcommittees, the Pre-service Program Review Subcommittee and the Accreditation Process Development Subcommittee, developed the *Initial Accreditation Handbook* for use in the initial accreditation pilot phase of the Accreditation Committee. Each subcommittee was made up of members of the Accreditation Committee, representatives nominated by the Ontario Association of Deans of Education and members of the College at large. The subcommittees worked closely with subcommittees of the Standards of Practice and Education Committee who were developing the *Standards of Practice for the Teaching Profession*.

For phase one of the project, accreditation panels were formed to conduct the initial accreditation reviews at each of three faculties of education: Queen's University, Nipissing University and Laurentian University (French language). Members of Council, a member of the College at large and a member nominated by the faculty under review made up the panels. Training sessions were conducted in both English and French for all panelists. Accreditation reviews took place in early spring. The Accreditation Committee reviewed the panel reports and recommendations in June and directed the Registrar to inform the faculties of the accreditation awards. The awards were published in the September edition of *Professionally Speaking/Pour parler profession*.

Immediately after the visit by each panel, participants, panelists and an external evaluator reviewed the accreditation process. The Pre-service Program Review Subcommittee and the Accreditation Process Development Subcommittee held a final joint meeting to review all the evaluations and make recommendations for changes to the handbook. In October, the Accreditation Committee approved the second edition of the handbook for use in the second phase of the pilot project. Four faculties agreed to be sites in phase two: University of Windsor, University of Ottawa (English language program), University of Ottawa (French language program) and York University.

Panel Members

Nipissing University

Donna Marie Kennedy	Council member
Cecilia Reynolds	Council member
Frances Thorne	Council member
Avis Glaze	Associate Director, York Region District School Board
Ron Leeking	Principal, Keith Wightman Public School, Peterborough

Laurentian University

Paul Charron	Council member
Michel Gravelle	Council member
Marilyn Laframboise	Council member
Lorraine Dionne-Laurin	University designated member
Jean Grisé	Principal, École secondaire Sainte-Marie, New Liskeard

Queen's University

Larry Capstick	Council member
Frances Thorne	Council member
Martha Dutrizac	Principal, London District Catholic School Board
Callista Markotich	Supervisory Officer, Algonquin and Lakeshore Catholic District School Board

In-Service Teacher Education

The In-service Program Review Subcommittee continued its work in 1998. The subcommittee developed an initial draft of *Guidelines for the Registration of Professional Learning Providers* and *Guidelines for the Accreditation of Professional Learning Programs*. This first draft will be revised with the input from a series of focused consultations. The Accreditation Committee also formed the Principal's Qualification Program Work Group and the Additional Qualification Work Group to collect data and present recommendations to the Accreditation Committee in 1999.

The Standards of Practice and Education Committee

Clarice West-Hobbs (Chair)
Sandi Bell
Jean Hanson
Diane Leblovic
William Rogers

Liz Barkley (Vice-Chair)
Margaret Dempsey
Frances Hill
Harry Mulvale
Anthony Saldanha

The Standards of Practice and Education Committee advises Council on the development of pre-service and in-service standards of practice and the development of a professional learning framework to support standards of practice and promote continuing competence among members of the College.

Committee Activities

The committee met five times in 1998. The work of the committee continued to be supported through contributions by participants in subcommittees, 21 focus groups, 26 developmental feedback sessions, numerous personal and telephone interviews, hundreds of written responses and through ongoing feedback on the web site. These participants included both members of the College and a significant representation from the Ontario public.

Based on the input of these participants and research on other standards statements, the committee prepared a draft version of the *Standards of Practice for the Teaching Profession* in July. More than 800 members of the College and the public provided feedback on this preliminary draft. In October, the committee made revisions to the preliminary draft, and Council approved this first draft in principle in December. The Council also approved a validation process to begin in January 1999 and continue until May. Revisions to the document will be based on information gathered during this process.

The committee continued its work on the design of a professional learning framework to provide an integrated and consistent approach to standards-based professional learning for both pre-service and in-service learning. A preliminary draft will be field tested during 1999. A survey of 800 members of the College will be carried out early in 1999 to refine the framework.

The committee initiated work on developing a statement of ethical standards. A preliminary draft, based on extensive research on existing provincial, national and international examples of ethical statements, was prepared for committee consideration in February 1999. The committee will seek feedback from members of the College and the public in 1999.

Throughout 1999, staff members in the Standards of Practice and Education Unit will continue to work with faculties of education and other providers of in-service programs to ensure that the *Standards of Practice for the Teaching Profession* provides the foundation for accredited professional learning.

The committee appreciates the time many members of the College and the public have given to the development of the standards of practice and the professional learning framework. The process of development has served as a catalyst for rich discussion and debate about the teaching profession.

The Election Committee

Doug Carter (Chair)
Jean Hanson
John Slade

George Merrett (Vice-Chair)
Nicholas Myrhorod

This special committee recommends regulations and bylaws to govern Council elections and oversees the election process in an election year.

Committee Activities

As a new regulation is required to govern the Council elections in 2000, the committee met five times to review the regional, panel and system distribution of the 17 elected positions to Council, nomination requirements and voter eligibility. A new election regulation was recommended to and approved by Council in December and forwarded to the Minister of Education and Training for approval.

The Editorial Board

Marilyn Laframboise (Chair)
Wayne Cornack
Karen Mitchell

Liz Barkley
Diane Leblovic

The editorial board oversees the publication of the College's quarterly magazine *Professionally Speaking/Pour parler profession*. The magazine is distributed to all members as a benefit of membership. The board considers submissions for future issues and develops editorial and advertising policies.

The board's policy of encouraging submissions from College members, particularly from francophone members, increased contributions from educators across Ontario. The December cover story on the looming teacher shortage led to a sharp increase in applications to Ontario faculties of education.

The Quality Assurance Committee

Karen Mitchell (Chair)
Doug Carter
Jim Sherlock

Larry Capstick (Vice-Chair)
Wayne Cornack

The Quality Assurance Committee is a special committee of Council formed in August 1998 to assess how well the College performs relative to the 11 objects in the *Ontario College of Teachers Act*. The committee, made up of three elected and two appointed members of Council, reports annually to Council.

The committee implemented a plan of review and developed criteria for assessment in an analysis of two objects during meetings in November and December.

The Finance Committee

Paul Charron (Chair)
John Cruickshank
Ron Rambarran (after July 1998)

Solette Gelberg (Vice-Chair)
Frances Hill (to July 1998)
Anthony Saldanha

The Finance Committee advises Council about the College's financial affairs and acts as an audit committee. Council has the ultimate responsibility for the financial affairs of the College.

The committee makes recommendations about the College's long term financial and operating plans. It determines the principles and guidelines used in setting the annual budgets, oversees budget preparation, and examines interim financial reports to ensure budget compliance and appropriate reporting.

The committee reviews and makes recommendations about proposed annual membership and other fees. It also oversees the development of spending policies, investment guidelines and the management of major risks.

Committee Activities

The committee met six times in 1998. The latest monthly financial reports were reviewed at each meeting. The committee reviewed the audited 1997 financial statements and recommended Council approval. It considered guidelines for the 1999 budget process and recommended the guidelines at the May meeting of Council. The 1999 budget was reviewed and recommended by the committee in late July. Council approved the final budget in September.

The committee met with the auditors in April to review the 1997 audit of the financial statements, in June to set an audit plan for 1998 and in December to consider the interim results of the 1998 audit work.

The committee gave final approval to an investment policy and reviewed and recommended a policy that the membership fee for all members be the same. It also received a progress report on the College's initiatives to deal with the Year 2000 bug.



Auditors' Report

March 5, 1999

To the Members of the Ontario College of Teachers

We have audited the balance sheet of the **Ontario College of Teachers** as at December 31, 1998 and the statements of operations and members' equity, and changes in financial position for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the College as at December 31, 1998 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles.



Chartered Accountants

Balance Sheet

As at December 31, 1998

(in thousands of dollars)

	1998	1997
	\$	\$
Assets		
Current assets		
Cash and short-term investments	4,531	1,582
Accounts receivable	308	110
	4,839	1,692
Deferred election costs (note 2)	193	330
Deferred membership registration costs (note 2)	591	742
Capital assets (notes 2 and 3)	5,178	5,248
	10,801	8,012

Liabilities

Current liabilities		
Accounts payable and accrued liabilities	1,221	1,486
Capital lease obligations (note 4)	140	130
Deferred lease inducement (notes 2 and 5)	2,757	2,955
	4,118	4,571

Members' Equity

Reserve for working capital (note 6)	5,800	2,500
Unappropriated balance	883	941
	6,683	3,441
	10,801	8,012

Approved by the Council



Chair



Registrar

Statement of Operations and Members' Equity

For the year ended December 31, 1998

(in thousands of dollars)

	1998	1997
	\$	\$
Revenue		
Annual membership fees	15,603	14,771
Other fees	1,059	396
Interest and other revenue	636	178
	17,298	15,345
Expenses		
Employee compensation	7,319	5,328
Council and committees	174	148
General services to members	1,208	1,221
Professional affairs	244	96
Investigations and hearings	485	131
Operating support	3,744	2,816
Financing	17	68
Asset amortization	865	743
	14,056	10,551
Excess of revenue over expenses for the year	3,242	4,794
Members' equity (deficit) – Beginning of year	3,441	(1,353)
Members' equity – End of year (note 6)	6,683	3,441

Statement of Changes in Financial Position

For the year ended December 31, 1998

(in thousands of dollars)

	1998	1997
	\$	\$
Cash provided by (used in)		
Operating activities		
Excess of revenue over expenses for the year	3,242	4,794
Add non-cash items reflected in operations	667	728
Net change in non-cash working capital items	(463)	(233)
	3,446	5,289
Investing activities		
Deferred membership registration	–	(67)
Deferred election costs	–	(72)
Leasehold improvements	(218)	(2,753)
Office furnishings and equipment	(112)	(1,192)
Leased capital equipment	(177)	(260)
	(507)	(4,344)
Financing activities		
Province of Ontario loan	–	(1,701)
Leasehold improvement allowance	–	1,793
Capital equipment leases	10	130
	10	222
Net increase in cash during the year	2,949	1,167
Cash position – Beginning of year	1,582	415
Cash position – End of year	4,531	1,582

Cash position includes cash and short-term investments.

Notes to Financial Statements

December 31, 1998

(tabular amounts are in thousands of dollars)

1. Ontario College of Teachers' mandate

The Ontario College of Teachers (the College) was established by an act of the Ontario Legislature, which was proclaimed on July 5, 1996.

The College is an independent, self-regulating professional body with authority to license and regulate the practice of teaching in Ontario.

The affairs of the College are managed and administered by a Council comprised of 31 members, of whom 17 are members elected by the membership.

2. Summary of significant accounting policies

The financial statements of the College have been prepared in accordance with generally accepted accounting principles. The more significant aspects are:

a) Deferred election costs

Council elections are held every three years. The cost of conducting these elections is deferred and amortized over the three-year term of the elected members.

b) Deferred membership registration costs

To establish an initial registry of members, the College launched a campaign to acquire names and addresses of Ontario teachers and validated eligibility against the Ministry of Education and Training records. This initial cost is being amortized over six years commencing in 1997.

c) Capital assets

Capital assets are recorded at historical cost and are amortized on a straight-line basis over their estimated useful lives, as follows:

Computer equipment	33 1/3% per annum
Furniture and equipment	10% per annum
Leasehold improvements	Over the remaining term of the lease

d) Deferred lease inducement

As described in note 5, the College is amortizing the lease inducement over the term of the lease.

e) Not for profit

As a not-for-profit professional membership organization, the College is not liable for income taxes.

3. Capital assets

	1998		1997	
	Cost	Accumulated amortization	Net	Net
	\$	\$	\$	\$
Furniture	1,558	303	1,255	1,326
Equipment	275	52	223	222
Leased computer equipment	441	228	213	180
Leasehold improvements	3,974	487	3,487	3,520
	6,248	1,070	5,178	5,248

The capital assets acquired by the College relate to office and meeting space at 121 Bloor Street East, Toronto.

4. Capital lease obligations

The College has acquired computer hardware and other office equipment through leasing arrangements. At December 31, 1998, the College had capital lease obligations amounting to \$270,000 at implicit rates of interest ranging from 6.7% to 8.0%. The future minimum annual payments are as follows:

	\$
Year ending December 31, 1999	130
Subsequent years	
2000	97
2001	43
	140
	270

5. Commitments

a) Premises lease commitment

In September 1996, the College entered into a long term lease agreement, which expires November 30, 2012. The lease is for office space at 121 Bloor Street East, Toronto. In addition to a rent free period until November 30, 1997 (valued at \$615,300), the College obtained an allowance for leasehold improvements of \$2,356,891, which is repayable out of rental payments.

The estimated annual rental payments, including a provision for operating costs under the lease agreement, are as follows:

	\$
Year ending December 31	
1999	1,062
2000	1,062
2001	1,062
2002	1,062
2003-2012	11,843
	<hr/>
	16,091

In accordance with guidance provided by the Canadian Institute of Chartered Accountants, the College will be reporting an average rental cost for premises over the term of the lease agreement and will be amortizing the benefit of the lease inducements over the same period commencing in 1997.

b) Other operating lease commitments

The College has entered into various operating lease commitments for computer hardware and other office equipment.

The estimated annual payments for these operating lease commitments are as follows:

	\$
Year ending December 31	
1999	330
2000	201
2001	83
2002	27
2003	—
	<hr/>
	641

6. Reserve for working capital

The Council of the College established a reserve for working capital in 1997 in recognition of the need to provide working capital for continuing operations. In 1998, the Council approved an addition of \$3,300,000 from unappropriated Members' Equity to the opening balance of \$2,500,000. The closing balance in the reserve for working capital is \$5,800,000.

7. Uncertainty due to the Year 2000 issue

The Year 2000 issue arises because many computerized systems use two digits rather than four to identify a year. Date-sensitive systems may recognize the year 2000 as 1900 or some other date, resulting in errors when information using Year 2000 dates is processed. In addition, similar problems may arise in some systems which use certain dates in 1999 to represent something other than a date. The effects of the Year 2000 issue may be experienced before, on, or after January 1, 2000, and if not addressed, the impact on operations and financial reporting may range from minor errors to significant systems failure which could affect an entity's ability to conduct normal business operations.

Since the College was established in 1996, it has been able to develop all of its core systems with Year 2000 issues in mind. Nonetheless, the College has established a project team to review and document its readiness with respect to all operations including reviews and testing of computer hardware, purchased software, building facilities and office equipment, vendor services and data exchanges with stakeholders.

Management is of the opinion that the work underway will help to reduce the risks that the College may face. However, it is not possible to be certain that all aspects of the Year 2000 issue affecting the College, including those related to the efforts of suppliers, stakeholders, or other third parties, will be fully resolved.

8. Comparative amounts

Certain comparative amounts have been reclassified from those previously presented to conform with the presentation of the 1998 financial statements.

Membership in the College

(Includes members in good standing only)

Gender and Language		Membership	Per cent of total
Female	English	110,234	63.9
Female	French	8,019	4.6
Male	English	51,215	29.7
Male	French	2,882	1.7
Unreported	English	150	0.09
Unreported	French	7	<0.01
Total		172,507	

Geographic Distribution

By Ontario College of Teachers election zones

North	15,620	
South East	30,091	
Central	66,806	
South West	57,648	
Ontario total	170,165	98.7
Currently out-of-province	2,015	
Currently out-of-country	327	
Total	2,342	1.3
Total membership	172,507	

Age Distribution of the College Membership

Age Range	Male	Per cent	Female	Per cent	Unreported
20-30	4,901	2.8	16,736	9.8	107
31-40	11,760	6.8	27,884	16.1	24
41-50	15,826	9.1	37,952	22.0	19
51-60	19,937	11.5	32,849	19.0	6
>60	1,673	1.0	2,831	1.6	1
Total	54,097	31.3	118,253	68.5	157

Registration Summary

Out-of-province and out-of-country evaluations

Applicants educated in Canada	769
Applicants educated out-of-country	1,331
Total	2,100

These evaluations include:

Letters of Eligibility	1,171
Interim Certificates of Qualification	721
Rejected applications	208
New Ontario graduates ¹	6,533
Total applications reviewed	8,633

Letter of Eligibility to Interim Certificate

of Qualification conversions	1,333
Interim Certificate extensions	138
Interim Certificate to Certificate of	
Qualification conversions	1,002
Temporary Letters of Approval	327

Appeals	18
Reassessments	81

Additional Qualifications processed	18,057
Additional Qualifications equivalents granted	492
Total number of files processed	30,081

¹ Includes some 1997 teacher education graduates as well as 1998 graduates.

Sources of this data are the Ontario College of Teachers Membership Register, the Financial Records of the College, and the Evaluation Services files.