



Annual Report 1999

together we're shaping the future





- 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.

Council	2
Chair's Report	3
Registrar's Report	4
Committee Reports	6
Financial Statements for the Year Ended December 31, 1999	14
Statistics	18





Liz Barkley



Sandi Bell



Jackie Breithaupt



Bill Bryce



Sterling Campbell



Larry Capstick



Doug Carter



Paul Charron



Ernie Checkeris



Wayne Cornack



John Cruickshank



Patrick Daly



Margaret Dempsey



Solette Gelberg



Jean Hanson



Donna Marie Kennedy



Marilyn Laframboise



Diane Leblovic



Kathleen McFadyen



George Merrett



Karen Mitchell



Larry Mongeon



Harry Mulvale



Allen Pearson



Ron Rambarran



Cecilia Reynolds



William Rogers



John Slade



David Somer



Frances Thorne



Clarice West-Hobbs



Margaret Wilson

BY DONNA MARIE KENNEDY



The College of Teachers had a very eventful 1999. While the government's announcement of its proposal for a program of teacher testing was the focus of much of the public discussion about teaching in Ontario, the profession

itself took a number of very important steps in our continuing development of a structure of self-government that encourages and recognizes teachers' continuing commitment to a high level of professionalism.

One of these significant developments was the final approval of the *Standards of Practice for the Teaching Profession*. These were approved in principle in 1998 and became the subject of widespread study, discussion and debate among teachers and the public all across Ontario. This very useful feedback helped the College make the *Standards of Practice for the Teaching Profession* even more relevant to our members and more reflective of the aims and aspirations of our profession.

The College Council gave approval in principle to the *Ethical Standards for the Teaching Profession*, which – like the standards of practice – were developed through extensive research and a wide-ranging consultation. The College's Standards of Practice and Education Committee has also approved a draft framework for professional learning. It, too, will be further developed and shaped by the insights and comments of members of the College and the public.

These standards have become key components of the pre-service teacher education programs at faculties of education which are preparing the next generation of teachers for the challenges of

education in the 21st century. Work by teacher candidates at universities all across the province has reflected understanding and commitment to the standards and led to some insightful contributions to the College's refinement of the standards.

The College's initiatives have placed Ontario at the forefront of the world-wide movement to develop standards-based systems to provide and promote quality assurance within the profession.

The College launched an intensive research program on quality assurance within teaching and other professions early in 1999 after Premier Mike Harris announced the government's proposal for a teacher testing program. When the government referred this issue to the College later in the year for consultation and recommendations, we had assembled an impressive body of research that we were able to share with education stakeholders and interested members of the College and the public.

While College members showed great interest in the testing issue throughout 1999, they also continued to be deeply interested and involved in a number of aspects of the ongoing work of teaching's regulatory body. A wide range of educators – classroom teachers, administrators and academics – have been involved in and supported the continuing accreditation reviews of pre-service teacher education programs at Ontario universities.

The faculties of education are now required, as part of these reviews, to demonstrate how the standards of practice have been integrated into their programs and it was gratifying to see how quickly the standards have begun to play the central role the College had envisioned for them. Three more faculties received their initial accreditation in 1999 – York, Windsor and both the French and English-language programs at the University of Ottawa.

The College also continued to play a leading role in advocating for a comprehensive response to the

shortage of qualified teachers. We have kept this issue on the public agenda through articles in the College magazine *Professionally Speaking/Pour parler profession* and other media and encouraged the government to follow up on the recommendations of the Minister's Task Force on Teacher Recruitment and Renewal, which was established after the College raised public awareness of the issue in 1998.

Faculties of education responded well to the growing demand for new teachers and the sharp jump in applicants interested in a teaching career as universities across the province accepted 17.6 per cent more teacher candidates in 1999 than the year before. The Ministry of Education partially supported this growth through new university operating funds for 500 pre-service places.

In 1999, the College also developed a proposal that would provide clear standards of English or French language competence for foreign-trained applicants for Ontario teaching certificates and simplify the certification process for teachers trained outside the province. Although we have not yet received Cabinet approval for the regulation needed to implement this simplified application process in 1999, we look forward to being able to offer a more straightforward entry to the Ontario profession next year.

Another important achievement for the College Council was the establishment of an effective process for the selection and appointment of the College's first Deputy Registrar, Joe Atkinson. His contribution to the College's work has given Council members great confidence in our appointment process.

Throughout 1999, Council members have continued to work creatively and co-operatively to respond to emerging issues and to build a strong self-governing body for the teaching profession of the 21st century. I want to take this opportunity to thank Council members and College staff for their outstanding professionalism and dedication.

BY MARGARET WILSON



Over the last 12 months, I have had the good fortune to work with an effective Council and a highly dedicated group of staff. In looking back on 1999, I would like to highlight a number of the issues faced by your College and the actions taken by your

Council and staff to address these issues.

A decade of falling interest in teaching careers in Ontario came to an end in 1999, and College membership rose from 172,507 in 1998 to 174,470. Applications to the province's 11 faculties of education for September 1999 increased 41 per cent over the previous year.

In an attempt to offset a substantial number of retirements, the College mailed a letter in February to 11,000 recently retired teachers encouraging them to work as occasional teachers even if just for a few hours a week.

The College also participated in several career fairs held across the province. A new brochure, *Thinking About Becoming a Teacher*, was produced by the College in an effort to stimulate interest among students choosing courses in high school and university and among adults considering a career change.

The College also played a very active role in the Minister's Task Force on Teacher Recruitment and Renewal. The mandate of the task force was to outline the scope of issues pertaining to teacher shortages, provide the framework for the development of an action plan and respond with specific short and long-term strategies to meet

teacher supply and demand requirements. Unfortunately, aside from increased funding for 500 additional spaces in the province's faculties of education, the majority of the recommendations submitted by the committee to the Minister of Education were not addressed.

A questionnaire designed to gauge the types of professional learning activity that members feel are applicable to classroom practice was mailed to 800 members in February. The survey will assist the College to determine what forms of professional learning are helpful and identify the professional learning needs of members. The data will support the formulation of the Professional Learning Framework.

In March, the College distributed copies of the *Standards of Practice for the Teaching Profession* to each member. We invited members of the profession and the public to comment on the standards during a validation period prior to the document being adopted by Council in December. The teaching profession can now articulate, for the first time in Ontario, what the profession is about and what it means to be a qualified teacher. These are standards of practice for the whole profession, including teachers, principals, consultants, superintendents and directors of education.

Veteran educator and community leader, Joe Atkinson, who first joined the College in 1997 as the Co-ordinator of Professional Affairs, was appointed as the College's first Deputy Registrar in May. Prior to joining the College, Joe was the Director of Professional Development Services at the Ontario Public School Teachers' Federation. On a personal note, I have appreciated Joe's assistance and support as the work of the College expands.

The term of Council members elected in 1997 was due to expire on May 1, 2000. The College

Council asked the government to approve a regulation to extend the term of the current Council by six months to October 31, 2000 because the College had yet to receive word on its new election regulation, which was filed with the Minister in December 1998. The government's heavy legislative agenda and the provincial election prevented Cabinet approval of the new election regulation in 1999.

A second regulation on language proficiency was also adopted by Council in May of 1999. The new regulation, when approved by the Minister, will require new applicants who did not complete their studies in English or French to pass a test to demonstrate their proficiency in one of the province's two official languages of instruction before being certified. The new provisions will provide foreign applicants with clear guidelines about the level of fluency required to teach in Ontario and replace a patchwork system of assessment at the board level.

In May, Council sent a request to the Minister asking her to transfer to the College authority to grant Letters of Permission, which allow school boards under certain circumstances to hire unqualified teachers. The requested change would have allowed the College Registrar to establish terms and conditions for issuing Letters of Permission and cancel a letter, if need be. To date, the request has been denied. Information on which teachers are working under a Letter of Permission has also been denied to the College because of the *Freedom of Information and Protection of Privacy Act*.

In May, the Accreditation Committee awarded three-year accreditation to four teacher education programs at three Ontario universities. Committee panels reviewed the University of Ottawa consecutive pre-service program, the programme de formation

initiale à l'enseignement de l'Université d'Ottawa, and the consecutive and concurrent programs at the University of Windsor and York University. Each program was required to demonstrate that it met all regulatory requirements in such areas as methods and foundations courses, divisional studies and in the details of its practicum. As well, the programs had to show that they reflected the *Standards of Practice for the Teaching Profession*. Summaries of the accreditation reports and the complete recommendations to faculties of education were published in the College's official publication, *Professionally Speaking/pour parler profession*.

Minister of Education Janet Ecker visited the College twice in 1999. In August, the new Minister toured the College and was briefed on a number of critical issues facing the profession. In November, the Minister addressed a full session of Council.

In the fall, the College launched an alternative dispute resolution program providing new alternatives to the College's formal complaint process. The voluntary program will give more control and flexibility to complainants and members of the College in resolving specific types of disputes while ensuring that the concerns are resolved in the public interest.

The Council had five statutory, three standing and three special committees working actively throughout the 1999 calendar year. Council met five times, while the College's committees met 47 times. The College employed 118 permanent and 15 temporary staff organized into four departments made up of units that are assigned specific responsibilities.

We continue to improve our level of communication with both members and the general public. In November our library introduced a fully interactive catalogue. Members can now browse the

on-line catalogue from their schools and homes through the College web site. The new facility is similar to remote-access catalogues available through larger public libraries and universities and will increase province-wide access to our services. The Additional Qualifications calendar was posted to the College's web site for the first time making it easier for College members to access information on the provincial AQ course offerings.

On October 5th, UNESCO's World Teacher Day, the College launched a redesigned web site. Additional icons and graphics make the site easier to navigate and more attractive. Since its launch in 1997, the site has had more than 200,000 hits, making it a valuable communication link to the membership and general public.

As the year drew to a close, the College was actively involved in the redesign of the College's membership card and Certificate of Qualification. A handbook for new members is also being prepared to capture important Blue Pages information that has previously been communicated to existing members over the past two years.

The financial highlights of 1999 included an excess of revenue over expenses and a surplus of \$1,816,000 created entirely by higher-than-planned revenue. In spite of factor 85 retirements beginning in June 1998, the 1999 membership grew by 1,963 over 1998. Other revenues such as advertising and interest were also strong in 1999.

Expenses were consistent with the budget, but higher than 1998 by a full \$2,000,000. The three main reasons for the increased expenditures were higher staff levels to support the needs of increased membership, higher applicant activity levels and a growing number of discipline hearings. We also began a project to convert member qualification records now on microfiche to a digital image.

Though we currently enjoy a strong financial base as a result of the first three years of operation, the future of the College, as it rounds out its mandate, appears to be one of static revenues and increased expenses. The Finance Committee and Council decided to set aside \$2,000,000 of the accumulated excess revenue to help keep the annual membership fee at \$90 for an extended period of time.

There were five changes to Council membership in 1999. In the Northern Ontario Secondary category, Sterling Campbell replaced Michel Gravelle. Public members Allen Pearson, Ernie Checkeris, Larry Mongeon and Patrick Daly replaced Stan Shapson, Anthony Saldanha, Nicholas Myrhorod and Jim Sherlock.

During the past year, I have also had the opportunity to travel across the province and meet extensively with members of the profession and the public. I have learned first-hand how highly regarded teachers are in their schools and their communities. We should all be proud of the quality of teaching that the students of this province receive from Ontario's teachers.

This will be my last report to you as Registrar. I have appreciated the challenge of establishing our professional body on a sound footing. I am personally grateful for the support of our excellent and loyal staff and a Council, which was, to a person, willing to share in the often-challenging work of building an organization from the ground up. I am sure that the College of Teachers will continue to serve both the public and the teaching profession as we move forward in the new century. I thank those who appointed me and the Council to whom I report for the opportunity to serve.



THE EXECUTIVE COMMITTEE

Donna Marie Kennedy (Chair)	John Cruickshank (Vice-Chair)
Sandi Bell	Doug Carter
Michel Gravelle (until August 1999)	(since November 1999)
Kathleen McFadyen	Paul Charron
Harry Mulvale	Marilyn Laframboise
Clarice West-Hobbs	George Merrett
	Cecilia Reynolds

This statutory committee is comprised of the Chair and Vice-Chair of Council, the chairs of all statutory and standing committees and two appointed members of Council.

The committee reviews reports and motions from other committees and makes recommendations to Council on matters brought forward by those committees. In accordance with the *Ontario College of Teachers Act*, the Executive Committee is also actively involved in a wide array of ongoing College issues.

Committee Activities

The Executive Committee met nine times in 1999 and originated several policies and guidelines concerning the operation and conduct of members of Council and committees of Council, including:

- clarification of the role of the Standards of Practice and Education Committee, most notably

- that the committee continue to assume a lead role in the development of ethical standards
- recommendation of language for amending Regulation 72/97 to permit Council to establish a roster of persons, who are not members of the Fitness to Practise and/or Discipline Committees to be appointed to panels of these committees
- approval of procedures for in-camera sessions when dealing with the appointment of special investigators or reporting on the results of investigations and interim suspensions.
- a proposal for guidelines for the professional development and training for Council members
- approval of a process for filling committee vacancies and appointing committee chairs.

As it did in 1998, the issue of workload for Council members emerged in 1999. Accordingly, the Executive Committee appointed a work group to study the composition of committees of Council and issue recommendations. Also, in view of the heavy workload of both the Fitness to Practise and Discipline Committees, it recommended changes to facilitate the addition of members to each of these committees.

Several appointments were made in 1999 to fill vacancies created by resignations or completion of appointed members' terms. In November, nine

members of Council were appointed to an Ad Hoc Committee of the Executive Committee to report on the issues raised in a letter from the Minister of Education to the Chair of Council regarding teacher testing and re-certification.

The committee also dealt with a referral from Council to study and report on the transfer of authority of Letters of Permission from the Ministry of Education to the Ontario College of Teachers. After reviewing a number of options, the Executive Committee adopted wording for legislative and regulatory changes to enable the transfer of authority.

Through its Human Resources Advisory Subcommittee, the Executive Committee led the process for the recruitment of the College's first Deputy Registrar and subsequently recommended the appointment of Joe Atkinson to the position on April 29, 1999.

On June 7, 1999 the Executive Committee ratified a collective agreement with unionized employees at the College. The Executive Committee also resolved to approve the extension of the collective agreement changes to non-unionized staff in several areas.

Like Council, the Executive Committee may direct the Fitness to Practise and Discipline Committees to hold hearings to determine allegations made with regard to the conduct, incompetence or incapacity of a member. It may also appoint special investigators under section 36 of the *Ontario College of Teachers Act* or approve a request for an interim order to suspend a member under Section 29 of the Act. Two such interim orders were approved in 1999.

THE ACCREDITATION COMMITTEE

Cecilia Reynolds (Chair)	Larry Capstick (Vice-Chair)
Wayne Cornack	Donna Marie Kennedy
Larry Mongeon (from May 1999)	Ron Rambarran
Stan Shapson (until May 1999)	John Slade
David Somer	Frances Thorne

The Accreditation Committee reviews and accredits pre-service and in-service teacher education programs.

Committee Activities

Pre-service Teacher Education

In 1999, accreditation reviews of pre-service programs continued in phase two of a three-year pilot program. In early spring of 1999, accreditation panels conducted reviews at the University of Windsor, the University of Ottawa, the Université d'Ottawa and York University. Panels were comprised of three members of Council, a member of the College at large and a member nominated by the faculty under review. Orientation and training sessions were held for all panel members.

The Accreditation Committee reviewed the panels' reports and recommendations in May 1999 and directed the Registrar to inform each of the faculties of education of the initial accreditation awards given to their respective pre-service programs. The awards and executive summaries of the reports became part of the public record and were published in the September 1999 edition of *Professionally Speaking/Pour parler profession*, the official publication of the College.

The process for the accreditation of pre-service teacher education programs was revised in response to participant feedback and an external evaluation. In September, the Accreditation Committee approved the third edition of the *Initial Accreditation Handbook*, and the companion documents, for use in the third and final round of the initial

accreditation reviews of pre-service teacher education programs. The third edition of the *Initial Accreditation Handbook* is congruent with the *Standards of Practice for the Teaching Profession*. Companion documents for the pre-service accreditation process included A Guide for Panel Members, a Staff Procedural Manual and A Guide for Participants. Sites under review in the third phase include Brock University, Lakehead University, The Ontario Institute for Studies in Education of the University of Toronto and the University of Western Ontario.

Panel Members

University of Ottawa

Vito Del Re	College member at large
Allen Pearson	University nominee
Cecilia Reynolds	Council member
David Somer	Council member
Frances Thorne	Council member

Université d'Ottawa

Paule Boisvert	College member at large
Paul Charron	Council member
Roger Claux	University nominee
Michel Gravelle	Council member
Marilyn Laframboise	Council member

University of Windsor

Larry Capstick	Council member
Donna Marie Kennedy	Council member
Ronald Reddam	University nominee
John Slade	Council member
Janet Wilkinson	College member at large

York University

Wayne Cornack	Council member
Ann Manicom	University nominee
Simone Oliver	College member at large
Ron Rambarran	Council member
Frances Thorne	Council member

In-service Teacher Education

In 1999, the In-service Program Review Subcommittee presented its final report, which included guidelines for the accreditation of professional learning programs. On the basis of this report, the Accreditation Committee formed an Additional Qualification work group and a Principal's Qualification Program work group to look at the development of an accreditation review process for Regulation 184/97 programs. The cumulative efforts of these two groups resulted in the publication of a draft guideline for the accreditation of in-service programs as defined in Regulation 184/97.

All Honour Specialist courses, Additional Basic Qualification courses and Principal's Qualification Program, Parts I and II, offered in the province were reviewed in 1999. Further feedback on Additional Qualification courses was solicited through *Professionally Speaking/Pour parler profession*.

In addition to its work in the fields of pre-service teacher education and in-service teacher education, the Accreditation Committee held a joint meeting with the Standards of Practice and Education Committee to discuss common initiatives. The Accreditation Committee also approved a draft accreditation regulation for consideration by Council and introduced a call for proposals process to be implemented when seeking external evaluators for the accreditation process.

THE STANDARDS OF PRACTICE AND EDUCATION COMMITTEE

Clarice West-Hobbs (Chair)	Liz Barkley (Vice-Chair)
Sandi Bell	Diane Leblovic
Ernie Checkeris (from May 1999)	Harry Mulvale
Margaret Dempsey	William Rogers
Jean Hanson	Anthony Saldanha (until May 1999)

The Standards of Practice and Education Committee advises Council on the development of pre-service and in-service standards of practice, ethical standards, and a professional learning framework to support the standards of practice.

Committee Activities

The committee met four times in 1999 and also held a joint meeting with the Accreditation Committee in November. The work of the committee continued to be supported through consultation with members of the College and representatives of the Ontario public.

The *Standards of Practice for the Teaching Profession*, previously approved in principle by Council, was distributed for validation. The committee initiated a variety of validation activities to obtain feedback from educators and the public with respect to the standards of practice statements and the key elements. The data acquired from the validation activities provided the committee with information used to refine the standards of practice. In November 1999, the Council approved the *Standards of Practice for the Teaching Profession*.

The development of the *Ethical Standards for the Teaching Profession* continued to be supported

through feedback from College members and the public. In 1999, the ethical standards moved through the early phases of limited developmental feedback. The committee made revisions to the preliminary draft which was approved in principle by Council in November 1999. The *Ethical Standards for the Teaching Profession* validation process will continue until May 2000.

The Ongoing Professional Learning and the Professional Learning Framework Subcommittees held two joint meetings in order to further their work on the development of the Professional Learning Framework. The committee decided in April 1999 to distribute the document *Consultation: Professional Learning Framework* for developmental feedback. The consultation time frame was extended by the committee to December 1999. Analysis of the consultation data is ongoing.

The subcommittee structure supporting the work of the Standards of Practice and Education Committee continued throughout 1999. The initial work of the Ongoing Professional Learning Subcommittee, the Pre-Service Subcommittee and the Professional Learning Framework Subcommittee was completed by December 1999. Members of the subcommittees were thanked for their contributions to the initiatives of the committee.

The committee, in conjunction with the Institute for Social Research at York University, conducted a professional learning survey that was mailed to 870 French and English-speaking classroom teachers. The questions in the survey were designed to gather data relating to the formal learning, informal learning and resources available to support the professional learning of College members. The

results of the survey were published in the December 1999 issue of *Professionally Speaking/Pour parler profession* and will prove helpful in the decision-making process related to the Professional Learning Framework and in-service programs offered for members' professional growth.

In November 1999, an Additional Qualification survey of 1,230 members of the College was carried out. This survey was designed to gather data regarding the Principal's Qualification Program, Additional Basic Qualification programs and the Honour Specialist courses offered in the first six months of 1999. The survey was designed to provide information that would assist the College in making decisions that will ensure that these programs are of high quality.

The committee continued previously begun work on the revision of the Principal's Qualification Program guidelines. Consultation for this document is scheduled to continue in 2000.

The contribution made by members of the College and the public to the work of the Standards of Practice and Education Committee is appreciated. The process of validating the *Standards of Practice for the Teaching Profession* and the *Ethical Standards for the Teaching Profession* and conducting the consultative process for the Professional Learning Framework have served as a catalyst for rich discussion and debate about the teaching profession.

THE INVESTIGATION COMMITTEE

Harry Mulvale (Chair) John Cruickshank (Vice-Chair)
 Jackie Breithaupt Doug Carter
 William Bryce Michel Gravelle (until August 1999)
 William Rogers

The Investigation Committee has the mandate to receive and investigate complaints against members of the College about professional misconduct, incompetence or incapacity. The committee must refuse to investigate if it holds the opinion that the complaint is outside its jurisdiction or is 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 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 it considers appropriate that is consistent with the governing legislation.

Committee Activities

Panels of the committee met 11 times and considered 97 complaints. Almost 32 per cent of the complaints were referred to the Discipline Committee or the Fitness to Practise Committee. The committee held three business meetings, considering such matters as legal opinions, procedures, motions proposed to Council and training for committee members.

The committee has developed a dispute resolution program to provide complainants and members with alternatives to the formal hearing

process. The implementation of the program is focusing on the use of neutral mediation of complaints. The committee is responsible for approving all proposed mediated resolutions to ensure the public's interest.

Statistics Regarding Complaints

Total intake files for 1999	196
Total intake files that became investigation files in 1999	130
Percentage of intake files that became investigation files in 1999	66.3

Origin of Complaints in 1999	Number	Percentage
Registrar's complaints including school board notification	36	27.7
Members of College	12	9.2
Members of public	63.1	
Parents	72	
Students	5	
Other	5	
Total	130	100.0

Nature of Complaints ¹	Percentage Received in 1999
Professional Misconduct	92.0
Abuse – Emotional	12.8
Abuse – Physical	4.3
Abuse – Psychological	1.0
Abuse – Sexual	13.8
Abuse – Verbal	7.2
Act/Omission (dishonourable, disgraceful, unprofessional)	10.6
Conduct unbecoming	11.9
Contravention of law – suitability to hold certificate	1.0
Failing to comply with <i>Child & Family Services Act</i>	1.9

¹ A complaint may contain more than one allegation.

Failing to comply with <i>Education Act</i>	3.4
Failing to comply with <i>Ontario College of Teachers Act</i>	0.5
Failing to keep required records	1.9
Failing to supervise adequately a person under one's professional supervision	4.3
False information/documents about qualifications	0.5
Inappropriate divulging of student information	6.7
Non-maintenance of standards of the profession	5.8
Practising while in conflict of interest	1.0
Signing or issuing false/misleading documents	3.4

Incompetence

Disregard for welfare of student	1.9
Lack of judgment	2.4
Lack of knowledge	1.4
Lack of skill	1.4

Incapacity

Mental condition	0.9
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Total **100.0**

Total Investigation Files Disposed of in 1999² **97**

Disposition of Complaints	Number	Percentage
Outside jurisdiction/frivolous, vexatious or abuse of process under clause 26(2) (a) or (b)	29	29.9
Referred to Discipline Committee under clause 26(5) (a)	27	27.8
Referred to Fitness to Practise Committee under clause 26(5) (a)	4	4.1
Not referred under clause 26(5) (b)	31	32.0
Cautioned under subsection 26(5) (c)	3	3.1
Resolved through dispute resolution under subsection 26(5) (d)	3	3.1
Total	97	100.0

² Of the 97 complaints disposed of, four were originally filed in 1997, 60 were originally filed in 1998 and 33 were filed in 1999.

THE DISCIPLINE COMMITTEE

George Merrett (Chair)	Kathleen McFadyen (Vice-Chair)
Liz Barkley	Sterling Campbell
Larry Capstick	Paul Charron
Ernie Checkeris (from May 1999)	Wayne Cornack
Solette Gelberg	Jean Hanson
Donna Marie Kennedy	Marilyn Laframboise
Diane Leblovic	Karen Mitchell

The Discipline Committee rules on any allegation of incompetence or professional misconduct on the part of a College member as defined in Regulation 437/97 made under the *Ontario College of Teachers Act*. 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 that is 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; which 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 members of the committee participated in a two-day training session on decision making and writing reasons for the decisions, and a one-day workshop on dealing with secondary trauma. The committee also spent a half-day reviewing and discussing issues around conducting a hearing and appropriate methods of dealing with procedural and other difficulties.

Panels of the Discipline Committee held 26 hearings involving a total of 52 days.

Summary of the Dispositions

Revocation	12
Suspension	4
Withdrawn*	1
Not Guilty	3
Condition	1
Resignation and undertaking**	3
Hearings continuing into 2000	3

* Charges withdrawn after the certificate was revoked by the Fitness to Practise Committee

** Permitted to resign with signed undertaking never to teach again

THE FITNESS TO PRACTISE COMMITTEE

Marilyn Laframboise (Chair)	Margaret Dempsey
Diane Leblovic	George Merrett
Frances Thorne	

The Fitness to Practise 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 Executive Committee or the Council.

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

Committee members participated in a two-day training session on reaching decisions and writing reasons, and a one-day workshop on dealing with secondary trauma. The committee arranged for a presentation on incapacity and fitness issues with representatives of the College of Physicians and Surgeons of Ontario.

Panels of the Fitness to Practise Committee held three hearings involving six days. In two cases the College and the member developed an agreed statement of facts and, in one of those cases, an agreed disposition. The agreed disposition was not accepted by the committee and that decision is being appealed. In the third case, the member did not attend and did not make any representations.

THE REGISTRATION APPEALS COMMITTEE

Doug Carter (Chair) Jackie Breithaupt (Vice-Chair)
 Sterling Campbell (from Sept. 1999) Allen Pearson (from May 1999)
 Ron Rambarran (from Sept. 1999) Michel Gravelle (until July 1999)
 Michel Gravelle (until August 1999) George Merrett (until Sept. 1999)

The Registration Appeals Committee is a statutory committee established to allow 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 of receipt of those applications. Accordingly, the committee met nine times in 1999.

In 1999, the committee received 69 applications from individuals who had been denied membership based on the evaluation of their academic and teacher education credentials and reviewed 48 of these cases during the year. After reviewing the documents provided by the College and applicants, the members upheld the Registrar's decision in 41 cases and modified it in three cases. On receipt of additional documentation from applicants, the committee overturned the Registrar's decision in four cases. Of the remaining 21 cases, 10 are scheduled to be heard in January 2000 and 10 in February 2000. One case was determined not to be an appeal and the applicant's fee was subsequently refunded. The committee also reviewed nine appeals carried over from 1998 and the Registrar's decision was upheld in all nine.

Committee members reviewed and refined the guidelines for processing applications and made revisions to the Request for Review by Registration Appeals Committee application form.

Reasons for Denying Membership

Reasons	Number of Cases
The undergraduate degree is not acceptable to the College under Regulation 184/97.	2
The program presented does not represent a full year of pedagogical course work dealing exclusively with teacher education.	38
The teacher education program was completed by distance education.	6
The teacher education program does not contain course work that corresponds to two consecutive divisions of the Ontario curriculum.	6
Neither the degree nor the teacher education program is acceptable to the College under Regulation 184/97.	1

THE FINANCE COMMITTEE

Paul Charron (Chair until December 1999)
 Solette Gelberg (Vice-Chair and Chair from December 1999)
 Ron Rambarran (Vice-Chair from December 1999)
 John Cruickshank
 Patrick Daly (from May 1999)
 Anthony Saldanha (until May 1999)

The Finance Committee reviews and reports to the Council on all matters concerning the financial affairs and position of the College. It determines the guidelines and principles used in setting budgets, oversees budget preparation and recommends the annual budget to Council, and tracks the budget approved by Council to ensure compliance and appropriate reporting. The committee also reviews the interim financial reports and audited financial statements.

The committee reviews and makes recommendations about proposed annual membership and other fees. It also reviews investment performance to ensure maximum performance within the Council's approved Guidelines for Investments.

As well, the Finance Committee functions as the College's audit committee. It makes recommendations to Council with respect to the appointment of the auditor and works with the auditor to establish the annual audit plan.

Committee Activities

The committee met seven times in 1999. At each regular meeting, the latest monthly financial reports and investment reports were reviewed. After reviewing the College's 1998 audited financial statements with the auditors, the committee recommended the Council accept the statement. It considered guidelines for the 1999 budget process, which were accepted by Council at its May meeting. The committees reviewed and recommended the 2000 budget and Council approved it in November.

The committee also worked on long-term financial planning. In November 1999, the committee reported to Council on the College's financial results for its first three years and presented projections until 2003.

Other issues addressed during 1999 included the College's initiatives to deal with Y2K issues, the establishment of a Reserve for Fee Stabilization and a review of office and meeting facilities requirements. This last undertaking led to a recommendation to acquire adjoining space at 121 Bloor Street East while it was available.



THE ELECTION COMMITTEE

Doug Carter (Chair)	George Merrett (Vice-Chair)
Patrick Daly (since May 1999)	Jean Hanson
Nicholas Myrhorod (until May 1999)	John Slade

This special committee, comprised of three elected and two appointed Council members, recommends regulations and bylaws to govern Council elections and oversees the election process in an election year.

Committee Activities

In December 1998, the Council approved and forwarded to the Minister of Education a new election regulation to govern the Council elections in 2000 and beyond. While awaiting government approval of a new election regulation, the committee met on one occasion. The committee reviewed voting procedures and drew up an election schedule.

THE EDITORIAL BOARD

Marilyn Laframboise (Chair)	Liz Barkley
Wayne Cornack	Diane Leblovic
Karen Mitchell	

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

The College magazine continues to be the leading source of information for members of the profession and Ontario's education stakeholders on the key issue of teacher supply and demand. Articles on this topic in the magazine continue to generate interest in other media. The magazine's exclusive advance story on Health Canada's survey of smoking, drug use and other risk factors among students, lead significant national coverage.

THE QUALITY ASSURANCE COMMITTEE

Karen Mitchell (Chair)	Larry Capstick (Vice-Chair)
Jackie Breithaupt (from May 1999)	Bill Bryce (from May 1999)
Doug Carter	Wayne Cornack (until May 1999)
Jim Sherlock (until May 1999)	

The Quality Assurance Committee is a special committee of Council with the mandate to assess the College's performance relative to the 11 objects in the *Ontario College of Teachers Act*. The committee is made up of three elected and two appointed members of Council.

During the year, nine objects were reviewed, which completed the first assessment of the College's progress toward fulfilling all 11 objects. Reviews focused on analysis of the information provided in reports submitted by senior staff in the units and departments concerned. In some cases, such as Object 10, "To communicate with the public on behalf of the members of the College," reports were received from a range of areas within the College. Senior staff attended meetings to answer questions and provide further comment. The Registrar attended two of these meetings. Members of Council were invited to offer comment for consideration by the committee, as were members of other committees through their chairs.

The committee revisited each of the objects at its December meeting and senior staff were provided with an opportunity to present additional information or updates on previously submitted material. Following this, work began on preparation of the draft report.

March 10, 2000

Auditors' Report

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, 1999 and the statements of operations and members' equity, and cash flows 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 Canadian 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, 1999 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

PricewaterhouseCoopers LLP

Chartered Accountants

Financial Reporting Responsibilities

The accompanying financial statements have been prepared by College officials, who are responsible for their integrity and objectivity. To fulfill this responsibility, the College maintains policies, procedures and systems of internal control to ensure that its reporting practices and accounting and administrative procedures are appropriate.

The policies and procedures are designed to provide reasonable assurance that the College's financial information is relevant and reliable. These financial statements have been prepared in conformity with accounting principles generally accepted in Canada and, where appropriate, reflect estimates based on the College's judgment.

The financial statements have been examined by the Finance Committee, which meets regularly with the auditors and College officials to review their activities and to report to Council. The auditors have direct and full access to the Finance Committee and meet with the committee both with and without College officials present. The Council, through its Finance Committee, oversees management's financial reporting responsibilities and is responsible for reviewing and approving the financial statements.

Pricewaterhouse Coopers LLP, the independent auditors appointed by Council, have examined the financial statements of the College in accordance with generally accepted auditing standards and have expressed their opinion on the financial statements. Their report follows.

Balance Sheet

As at December 31, 1999

(in thousands of dollars)

	1999	1998
	\$	\$
Assets		
Current assets		
Cash and short-term investments	7,025	4,531
Accounts receivable	205	308
	7,230	4,839
Deferred election costs (note 2)	48	193
Deferred membership registration costs (note 2)	443	591
Capital assets (notes 2 and 3)	4,921	5,178
	12,642	10,801
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	1,541	1,221
Capital lease obligations (note 4)	43	140
Deferred lease inducement (notes 2 and 5)	2,559	2,757
	4,143	4,118
Members' Equity (note 6)		
Reserve for working capital (note 6)	5,800	5,800
Reserve for fee stabilization (note 6)	2,000	-
Unappropriated balance	699	883
	8,499	6,683
	12,642	10,801

On behalf of Council

 Chair

 Registrar
Statement of Operations

For the year ended December 31, 1999

(in thousands of dollars)

	1999	1998
	\$	\$
Revenue		
Annual membership fees	15,777	15,603
Other fees	1,193	1,059
Advertising	341	201
Interest and other	565	435
	17,876	17,298
Expenses		
Employee compensation	8,016	7,319
Council and committees	177	174
General services to members	1,517	1,208
Professional Affairs	315	244
Investigations and Hearings	1,106	485
Operating support	4,003	3,761
Asset amortization	926	865
	16,060	14,056
Excess of revenue over expenses for the year	1,816	3,242

Statement of Members' Equity

For the year ended December 31, 1999

(in thousands of dollars)

			1999	1998	
	Reserve for working capital \$ (note 6)	Reserve for fee stabilization \$ (note 6)	Unappropriated \$	Total \$	Total \$
Balance –					
Beginning of year	5,800	–	883	6,683	3,441
Excess of revenue over expenses for the year	–	–	1,816	1,816	3,242
Appropriation	–	2,000	(2,000)	–	–
Balance – End of year	5,800	2,000	699	8,499	6,683

Statement of Cash Flow

For the year ended December 31, 1999

(in thousands of dollars)

	1999 \$	1998 \$
Cash provided by (used in)		
Operating activities		
Excess of revenue over expenses for the year	1,816	3,242
Add: Non-cash items reflected in operations		
Amortization of capital assets	633	577
Amortization of deferred membership registration costs	148	151
Amortization of deferred election costs	145	137
Amortization of deferred lease inducement	(198)	(198)
Changes in non-cash working capital items		
Accounts receivable	103	(198)
Accounts payable and accrued liabilities	354	(318)
	3,001	3,393
Investing activities		
Leasehold improvements	(74)	(218)
Office furnishings and equipment	(302)	(127)
	(376)	(345)
Financing activities		
Repayment of capital lease liability	(131)	(99)
Increase in cash and short-term investments during the year	2,494	2,949
Cash and short-term investments – Beginning of year	4,531	1,582
Cash and short-term investments – End of year	7,025	4,531

NOTES TO FINANCIAL STATEMENTS

December 31, 1999

(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 Canadian generally accepted accounting principles. The more significant aspects are:

a) *Deferred election costs*

Council elections are normally held every three years. The cost of conducting these elections is deferred and amortized over the 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 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

	1999		1998	
	Cost	Accumulated amortization	Net	Net
	\$	\$	\$	\$
Furniture	1,647	463	1,184	1,255
Office equipment	297	81	216	223
Computer equipment	632	417	215	213
Leasehold improvements	4,048	742	3,306	3,487
	6,624	1,703	4,921	5,178

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, 1999, the College had capital lease obligations amounting to \$140,000 at implicit rates of interest ranging from 6.7% to 8.0%. The future minimum annual payments are as follows:

	\$
Year ending December 31, 2000	97
2001	43
	<u>140</u>

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	
2000	1,110
2001	1,110
2002	1,110
2003	1,110
2004-2012	11,207
	15,647

In accordance with guidance provided by the Canadian Institute of Chartered Accountants, the College reports an average rental cost for premises over the term of the lease agreement and amortizes the benefit of the lease inducements over the same period, which commenced 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	
2000	245
2001	117
2002	27
	389

6. Members' equity and reserve accounts

The Council of the College has established two reserves of members' equity balances.

The first is a reserve for working capital, established in 1997 and 1998, in recognition of the need to provide working capital for continuing operations. The balance in the reserve for working capital as at December 31, 1999 is \$5,800,000.

In 1999, the Council established a reserve for fee stabilization to help moderate the potential for fee increases in future years. The balance in the reserve for fee stabilization as at December 31, 1999 is \$2,000,000.

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. Although the change in date has occurred, it is not possible to conclude that all aspects of the Year 2000 issue that may affect the College, including those related to suppliers, stakeholders or other third parties, have been fully resolved.

8. Comparative amounts

Certain comparative amounts have been reclassified from those previously presented to conform with the presentation of the 1999 financial statements.

MEMBERSHIP IN THE COLLEGE**(Includes members in good standing only)**

Gender and Language		Membership	Per cent of total
Female	English	112,841	64.5
Female	French	8,095	04.6
% of total membership			69.2
Male	English	50,516	28.9
Male	French	2,906	01.6
% of total membership			30.5
Unreported	English	111	0.06
Unreported	French	1	<.01
Total		174,470	

GEOGRAPHIC DISTRIBUTION**By College election zones**

North	15,475	
South East	29,989	
Central	67,882	
South West	58,193	
Total	171,539	98.3
Currently out-of-province	2,285	
Currently out-of-country	646	
Out-of-province/out-of-country total	2,931	01.6
Total membership	174,470	

AGE DISTRIBUTION OF THE COLLEGE MEMBERSHIP 1999

Age Range	Male	%	Female	%	Unreported
20-30	5,262	3.0	18,091	10.4	91
31-40	12,248	7.0	29,107	16.7	14
41-50	14,765	8.5	35,909	20.6	7
51-60	19,309	11.0	34,612	19.8	0
60+	1,838	1.0	3,217	1.8	0
Total	53,422	30.5	120,936	69.3	112

REGISTRATION SUMMARY – 1999**Out-of-province and out-of-country evaluations**

Applicants educated in Canada	1,162
Applicants educated out-of-country	1,488
Total out-of-province/out-of-country evaluations	2,650
Ontario new graduates processed ¹	7,158
Total applications reviewed	9,808
Letter of Eligibility to Interim Certificate of Qualification conversions	1,429
Interim Certificate extensions	203
Interim Certificate to Certificate of Qualification conversions	1,410
Temporary Letters of Approval ²	555
Appeals	68
Reassessments	66
Additional Qualifications processed	18,828
Additional Qualification equivalents granted	489
Total number of files processed	32,856

¹ Includes some 1998 teacher education graduates as well as 1999 graduates.

² Total applications for a T.L.A. received by the College in 1999. Applications may be for the 1999/2000 or the 2000/2001 school year.

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