

# Roster of Panellists for Statutory Committees

## Effective January 1, 2019

### Legislative Authority:

Section 17(3) of the the *Ontario College of Teachers Act* (“OCTA”) provides for the establishment of a roster of panellists for statutory committees. It states:

*The Council may establish a roster of eligible panellists for a committee mentioned in paragraph 2, 3, 4 or 5 of subsection 15 (1), consisting of such persons as the Council considers qualified to serve as members of a panel of the committee.*

### The College's Bylaws state that:

**33.01** *Members of a roster of panelists described in Section 17 (3) of the Ontario College of Teachers Act shall be either current or former members of Council, a member of the College in good standing, or a person appointed under Section 17 (4) of the Ontario College of Teachers Act.*

**33.02** *The Registrar shall develop procedures for maintaining a list of members of the roster.*

### Registrar’s Procedures:

#### 1. Determining Demand for Panels

- i. At the start of the term of each Council, staff for each of the statutory committees requiring roster panellists will provide the Registrar with current data on caseload and the projected demand for committee panels for the next three years.
- ii. In addition to expected caseload, when determining roster requirements the Registrar shall consider the following factors: the necessity for French-speaking panellists, diversity and compliance with peer review requirements.
- iii. The Registrar will ensure that the number of roster panellists for any statutory committee is appropriate given the projected demand for the workload of the statutory committees to which roster panellists are to be appointed.

## **2. Invitation to Apply for Roster**

- i. The Registrar will notify former Council members, newly appointed Council members and members of the College with respect to the availability of roster spaces at the start of the term of each Council. The notification will be posted in *Professionally Speaking/Pour parler profession* and on the College's website.
- ii. The notification will invite applications for the roster, specifying the number of roster panellists required for each statutory committee and issuing a set application deadline for submissions.
- iii. The notification will request that applicants provide references from one or two individuals who can attest to leadership skills, collaborative disposition and other experiences relevant to adjudication.
- iv. Applicants will express their interest in serving on a roster to the Registrar in writing, using a web-based Roster Application Form on which they will indicate their specific roster preferences as well as their availability to serve.

## **3. Selection and Appointment of Roster Members**

- i. Based on the demand for roster panellists identified in paragraph 1 above, the Registrar will direct the Directors of each department responsible for the statutory committees to which roster panellists are to be appointed to review the applicants who have applied under paragraph 2 above, in the following order of priority:
  1. sitting Council members who are not currently members of the committee but who have served on the committee previously;
  2. former Council members who served a full term on the relevant committee;
  3. former Council members who served on the committee for a partial term;
  4. sitting Council members who have not served on the committee;
  5. former Council members who have not served on the committee;and
  6. Members of the Ontario College of Teachers (in good standing) who are not current or former members of Council.
- ii. Pursuant to the OCTA, section 17 (4), the Registrar shall add a person appointed by the government as a roster panellist to the appropriate statutory committees' list of rosters. Following consideration of the demand, applicants and order of priority, the Registrar will identify the appropriate roster members for each statutory committee and seek Council's approval of the proposed roster.

- iii. Following Council's approval of the proposed roster, the Registrar shall write to the successful applicants confirming:
  1. committee roster membership
  2. a three-year term of appointment to the end of the current Council
  3. the duties of roster members to abide by College legislation, regulations and bylaws
  4. disqualification criteria
  5. provision for leaves of absence and employer reimbursement as required.

#### **4. Orientation and Training for Roster Members**

- i. The Registrar shall provide appropriate and ongoing training and orientation for member(s) of a roster, specific to the statutory committee to which the roster member has been appointed, prior to a roster member's participation on a panel. (College bylaws section 33)
- ii. The Registrar shall provide appropriate re-training, as required, for members of a roster and committee members during their term.
- iii. The Registrar may, in writing, extend the term of appointment of a roster member, upon approval of Council, only if the member has attended appropriate and ongoing training specific to the statutory committee to which the roster member has been appointed.

#### **5. Panel Appointment**

- i. The appropriate committee chair selects the panel and names one panel member as its chair. The panel chair must be a committee member, not a roster member.
- ii. All current panel provisions continue to apply to panels drawn from a roster, namely a minimum requirement of three persons on a panel, including at least one elected member and one appointed member.
- iii. The committee chair shall take a number of factors into consideration when constituting a panel, recognizing that it is in the public interest to ensure the diversity of panels, including:
  - member availability
  - panel diversity
  - language capacity
  - the number of days individual committee members have served on panels to date
  - maintaining currency for roster member knowledge and experience

- scheduling newer committee or roster members to serve with more experienced members
  - whether the member has any outstanding written decisions.
- iv. The chair of each statutory committee must appoint panellists pursuant to the OCTA, regulations and bylaws.