Ontario College of Teachers
Ordre des enseignantes et des enseignants de l'Ontario

Setting the Standard for Great Teaching
Fixer la norme pour un enseignement de qualité

GC20191205-**127**
Item 6.1

Memo

Date: November 21, 2019

To: Members of Council

From: Nicole van Woudenberg, OCT
           Chair of Council

Subject: Report of the Executive Committee

Committee Meeting Dates

The committee met for a regular meeting on November 21, 2019.

Summary of Discussions

1.   Council Agenda Approval

The committee reviewed and approved the agenda for the December 5-6, 2019 meeting of Council, with a recommendation for preparation time of one day.

2.   Cyclical Policy Review

The committee reviewed a draft policy and supporting templates for the cyclical review of Council policies by Council and its committees. Documentation listing the various policies and a motion to recommend approval of the policy by Council is included with this report.

3.   Scholarship Sub-Committee

The report of the Scholarship Sub-Committee was received and recommendations for the recipients of all three College scholarships were approved. The scholarship winners and their guests have been invited to attend the December meeting of Council and the holiday reception that will immediately follow.

The sub-committee report included a recommendation to investigate options with respect to an additional scholarship award. The committee approved a motion to establish a subcommittee to review and explore the current criteria, structure and names of scholarship awards within the self-sustainable funds established and bring back recommendations to the Executive Committee.

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4.   Professional Development for Chair of Council

The committee received and approved a proposed summary of the institutional presence and personal professional development activities of the Chair of Council scheduled for 2020.

5.   Professional Advisories

Briefing notes supporting six possible topics for the College's next professional advisory that were shared and rated during summer focus group sessions were presented to the committee for consideration. A motion approving the development of an advisory on professional boundaries for release in 2021 was approved.

The committee also received the policy and framework for the development of professional advisories and requested that it be brought forward for review as part of the policy review cycle in February 2020.

6.   Referrals

Under its authority under Section 29(2) of the *Ontario College of Teachers Act*, the committee approved one referral from the Discipline Committee to the Fitness to Practise Committee.

7.   Meeting Schedule

At the August 2018 meeting, a schedule of proposed meeting dates to June 2021 was received and approved by the committee. A revised schedule that reflected new meeting dates from November 2020 to June 2021 was approved.

Motions Referred to Council

The Executive Committee recommends:

> **That Council approve the Council Policy and Framework for Cyclical Policy Reviews as outlined in Document GC20191205-127, Attachment 1.**
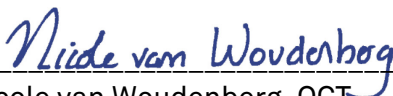
Duties/Mandate of the Executive Committee

The duties and mandate of the Executive Committee are as outlined in the Appendix to this report.

Future Meeting Date(s)

The committee confirmed December 6, 2019 for a Special Meeting to consider committee vacancies and February 20, 2020 as the date of the next regular meeting.

Committee Members

Diane Ballantyne, OCT
Irene Dembek, OCT
Susan E. Elliott-Johns, OCT
Tim Gernstein, OCT (Vice-Chair)
John Hamilton, OCT
Jacqueline Karsemeyer, OCT
Colleen Landers
Sara Nouini, OCT
Jonathan Rose
Nicole van Woudenberg, OCT (Chair)

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Nicole van Woudenberg, OCT

Executive Committee

Mandate
- To exercise any power or perform any duty of the Council as delegated by the Council, other than the power to make, amend or revoke a regulation or bylaw. (OCTA, s. 16)

Nature of the Executive Committee's work
- The Executive Committee:
    - may direct the Discipline or Fitness to Practise committees to hold hearings to determine allegations of member misconduct, incompetence or incapacity (OCTA, s.29)
    - may make interim orders directing the Registrar to suspend a member's certification if the committee is concerned that a member may expose a student to harm or injury (OCTA, s.29)
    - may make an order to direct the Registrar to issue a certificate to a member or to remove the suspension of a member's certificate (OCTA, s.34)
    - approves the Registrar's appointment of an investigator (OCTA, s.36)
    - may request that Council disqualify or suspend a member of Council for failing to disclose a conflict of interest (Reg. 72/97, s.6)
    - fills vacancies on committees (Reg. 72/97, s.16, Bylaws, s.7)
    - requests that the Public Interest Committee hold a meeting (Reg. 72/97, s.25.1)
    - may hold a hearing for complaints made against a Council member for reasons of conflict of interest or for contravention of the oath (Reg. 72/97, s.30)
    - may request a written reprimand, a suspension or disqualification from Council, or issue a report to the Minister of Education for referral to the Lieutenant Governor (Reg. 72/97, s.31)
    - approves the Council agenda as prepared by the Registrar (Bylaws, s.3.07)
    - names additional signing officers (Bylaws, s.9)
    - acts as the board of directors for the Ontario College of Teachers Foundation (Bylaws, s.37).

Council Policy and Framework
For Cyclical Policy Reviews

Policy #: (chronology to be created)	Location: (insert link)
Reviewed by: (Committee Name)	
Initial Approval Date: (DD-MM-YYYY)	Approved by Council: (Date last carried)
Review Cycle: (3 years)	Next Review Date: (MM-YYYY)
Version History: (MM-YYYY, MM-YYYY – ascending)	

Council Motion – September 2019:

> **That Council approve that all board-level policies of the College be systematically monitored and reviewed on a cyclical basis, or more frequently as needed.**

1. **Policy Statement**

   The Council Policies Review Cycle policy provides a standard framework to use to evaluate all Council policies. The use of the framework format as outlined in the attachment is mandatory.

2. **Purpose**

   To provide a:

   - consistent approach to evaluating Council or committee policies, and
   - consistent format for Council or committee policy evaluation.

3. **Procedure**

   a) When a new policy is approved by a committee or Council, it will complete the attached policy template (the "Policy Template") and create an evaluation instrument (a tool/questionnaire developed to help guide the review.)

   b) When an existing committee or Council policy is due for review, it will be pre-screened by staff using the pre-screen instrument and shared with the relevant committee chair. Subsequently, the relevant committee or Council will ensure the policy adheres to the Policy Template and complete the evaluation instrument.

   c) If a Council policy does not have a committee to review the policy, Council will assign it to an appropriate committee for review.

   d) Based on the completion of the evaluation instrument, the committee will recommend to Council that the policy be retired, retained in its current format or revised.

   e) The completed evaluation instrument will be forwarded to Council (through the Chair of the relevant committee's report) for review along with the revised policy or recommendation for retention, retirement or revision as applicable.

   f) As applicable, a draft version that clearly indicates the changes shall accompany the evaluation instrument.

g) For transparency and accountability, all policy documents shall include the textbox of information related to the review cycle situated immediately below the policy title.

h) All Council and committee policy reviews will be conducted using the same policy template.

i) All Council and committee members shall receive a list of all policies, the corresponding review cycle and the location of the policies when commencing their term.

j) When approved by Council, staff will post the (updated) policy in the designated location accessible to Council members (for example, on CouncilNet.)

4. Evaluation

This policy will be evaluated every three (3) years or earlier as required by Council.

Executive Committee
Council Policy Summary and Cyclical Review Schedule
October 2019

Council motion – March 2016:

> **That Council delegate to the Executive Committee the authority to review policies impacting Council members including professional development, laptop, travel and compensation beginning in May 2016, and make recommendations to Council.**

Council Motion – September 2019:

> **That Council approve that all board-level policies of the College be systematically monitored and reviewed on a cyclical basis, or more frequently as needed.**

Executive Committee Review of Council Policies – per Council Motion				
Council Policies	**Proposed Review Date**	**Financial Implications**	**Review Cycle**	**Last Review Date**
Council Member Attendance at Consultations or Focus Groups	February 2020	Yes	3-Year	2010
Harassment and Discrimination	February 2020	No	3-Year	2013
Compensation for Council Members, Roster Members, Members-at-Large and Institutional Nominees	May 2020	Yes	3-Year	2015
Council Member Employment with the College	May 2020	No	3-Year	2016
Council Spokespersons	September 2020	No	3-Year	2016
Travel	September 2020	Yes	3-Year	2016
Computers	September 2020	Yes	3-Year	2017
Professional Development	November 2020	Yes	3-Year	2018
Public Presentations	November 2020	No	3-Year	2018
Remote Location Participation at Council and Committee Meetings	February 2021	Yes	3-Year	2018
Executive Committee Review of Council Policies – Direct Responsibility				
Council Policies	**Proposed Review Date**	**Financial Implications**	**Review Cycle**	**Last Review Date**
Professional Advisory Policy and Framework	February 2020	No	3-Year	2013
Corporate Donation	May 2020	Yes	3 Year	2015

Council and Committees (other than Executive Committee) Policy Summary and Cyclical Review Schedule October 2019

Council Motion – September 2019:

> **That Council approve that all board-level policies of the College be systematically monitored and reviewed on a cyclical basis, or more frequently as needed.**

Council-Approved Policies				
Council Policies	**Last Review Date**	**Proposed Review Cycle**	**Financial Implications**	**Reviewed By**
Council				
Conduct in Debate	2000	3-Year	No	Council
College Voluntary Privacy Code	2005	As required	No	Council
Appointment of Members to an Ad Hoc Committee of Council	2008	3-Year	No	Council
Conflict of Interest/Bias	2015	3-Year	No	Council
Finance				
Investment Policies and Objectives	2003	3-Year	Maybe	Finance
Guiding Principles for the Purchase of Goods and Services	2007	3-Year	Yes	Finance
Cash Reserve	2018	3-Year	Maybe	Finance
Human Resources				
Compensation Policy (Salary Program and Salary Budget)	2014	3-Year	Yes	Human Resources
Diversity Policy – College Employees	2017	3 Year	Maybe	Human Resources
Registrar				
Panellists for Accreditation and Accreditation Appeal Committees	2006	3-Year	No	Registrar
Roster of Panellists for Statutory Committees	2019	3-Year	No	Registrar

Other Policies				
Policies	**Last Review Date**	**Proposed Review Cycle**	**Financial Implications**	**Reviewed and/or Approved**
Editorial Board				
Editorial	2006	3-Year	No	Editorial Board
Advertising	2012	3-Year	Maybe	Editorial Board

Council Policies in Legislation			
Council Policies	**Last Review Date**	**Proposed Review Cycle**	**Established By**
College Act			
Rules of Confidentiality	2000	N/A	College Act
Bylaws			
Code of Ethics	2001	N/A	Bylaws
Regulation			
College Employees' Nomination to Council	2015	N/A	Regulation

Council and Committees
October 2019

Council and Committee Protocols and/or Procedures				
	Last Review Date	**Proposed Review Cycle**	**Financial Implications**	**Reviewed By**
Council				
Media Protocol for Council Meetings	2008	3-Year	No	Council
Standard Procedures for Committees	2015	3-Year	No	Council
Standard Procedures of Council and the Executive Committee	2017	3-Year	No	Council
Discipline/FTP				
Rules of Procedure of the Discipline and Fitness to Practise Committees	2018	As required	No	Discipline/FTP
Executive				
Council Member – College Staff Communication Protocol	February 2021	3-Year	No	2018
Tool for Determining Council Member Preparation Time	May 2021	3-Year	Yes	2018
Committee Role Descriptions	May 2022	3-Year	No	2019
Human Resources				
Registrar Performance Evaluation and Framework	2019	3-Year	Yes	Human Resources
Registrar				
CouncilNet Posting	2016	3-Year	No	Registrar
Registration Appeals				
Rules of Procedure of the Registration Appeals Committee	2015	As required	No	Registration Appeals
Guidelines for Oral Presentations	2018	As required	No	Registration Appeals