



# Memo

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Date: February 24, 2020

To: Members of Council

From: Nicole van Woudenberg, OCT  
Chair of Council

Subject: Report of the Executive Committee

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## Committee Meeting Dates

The committee met for a special meeting on December 6, 2019 and a regular meeting on February 20, 2020.

## Summary of Discussions

### 1. Terminology on Policies and Procedures

As directed by Council at the December 2019 meeting, staff presented an outline that clarified the distinctions between policies, procedures, protocols and guidelines. The committee reviewed the document and recommended further amendments to provide further clarity. The updated document will be shared with Council for information.

### 2. Council Agenda Approval

The committee reviewed and approved the agenda for the March 5-6, 2020 meeting of Council, with a recommendation for preparation time of one day.

### 3. Cyclical Policy Review

The committee initiated their cyclical review of Council policies within their purview. At the February meeting, the following policies were reviewed:

- Protocol re Council Member Attendance at Consultations or Focus Groups Related to Council Initiatives
- Council Member Harassment and Discrimination Policy
- Professional Advisory Framework

Committee members requested revisions to each of the documents before conducting a further review at the next regular meeting. Once approved by the Executive Committee, the policies will come forward to Council for consideration.

#### **4. 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.

#### **5. Interim Suspension**

Under its authority under Subsection 29.2 and Section 36 of the *Ontario College of Teachers Act*, the committee directed the Registrar to suspend, on an interim basis, the Certificate of Qualification and Registration of a College member.

#### **6. Committee Vacancies**

At the December 2019 and February 2020 meetings, the committee made the following committee membership appointments:

- Mary Ellen Gucciardi (e) to the Accreditation Appeal Committee
- John Cammarata (a) to the Discipline/Fitness to Practise Committees
- Wanda Percival (a) to the Discipline/Fitness to Practise Committees
- Timothy Kwiatkowski (e) to the Editorial Board
- Mary Ellen Gucciardi (e) to the Finance Committee
- Gerry O'Reilly (e) to the Human Resources Committee
- Timothy Kwiatkowski (e) to the Human Resources Committee
- Jennifer Wyatt (e) to the Investigation Committee
- Richard Fillion (a) to the Registration Appeals Committee
- Colleen Landers (a) to the Standards of Practice and Education Committee
- Wanda Percival (a) to the Standards of Practice and Education Committee

Vacancies continue on the Discipline/Fitness to Practise, Investigation and Standards of Practice and Education Committees.

#### **7. 2021 Budget Presentation**

The committee received a presentation from the Director of Corporate and Council Services on two areas of the department's work with budget implications falling within the committee's mandate. The Director presented financial information related to the College scholarship program and professional advisories, and responded to questions. A transcript of the committee members' comments will be shared with the Finance Committee, as requested by the Chair of the Finance Committee.

The Director also confirmed that the committee's draft budget for 2021 would be coming forward for consideration at the next regular meeting.

## **8. Annual Report Text**

The committee received and approved draft text for the 2019 annual report, with a minor amendment to reorder the items referenced.

## **9. Scholarship Sub-Committee**

In response to an undertaking from the previous meeting, the committee selected three members to serve on a sub-committee. The focus of the sub-committee will be to review and explore the current criteria, structure and names of scholarship awards within the self-sustainable funds established and to bring back recommendations to the Executive Committee. Executive Committee members Diane Ballantyne, Colleen Landers and Sara Nouini were appointed to the sub-committee.

## **Motions Referred to Council**

No motions were referred to Council.

## **Duties/Mandate of the Executive Committee**

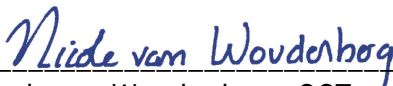
The duties and mandate of the Executive Committee are as outlined in the Appendix to this report.

## **Future Meeting Date(s)**

The committee confirmed May 21, 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).