



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

Memo

Date: September 3, 2019
To: Members of Council
From: Michael Salvatori, OCT
Chief Executive Officer and Registrar
Subject: **Executive Committee Report**

The Executive Committee's report to Council for the May 30-31, 2019 meeting contained a motion for consideration that recommended updates to the role descriptions for committee chairs, members and support staff. The business of the Council meeting did not allow sufficient time for the report to be presented.

The report of the Executive Committee for the May 2019 Council meeting and its supporting attachment are therefore included on the agenda for this meeting as Document 86, Attachments 1 and 2.

Michael Salvatori, OCT



Memo

Date: May 9, 2019
To: Members of Council
From: Nicole van Woudenberg, OCT
Chair of Council
Subject: Report of the Executive Committee

Committee Meeting Dates

The committee held a special meeting via teleconference on April 5, 2019 and met for a regular meeting on May 9, 2019.

Summary of Discussions

At the April special meeting, the committee continued its review of the committee role descriptions and directed that they be brought forward to the next regular meeting.

In May, the committee considered suggestions for further revisions to the committee role descriptions and approved an updated version for Council's review. Other topics discussed included the following:

1. Council Agenda Approval

The committee reviewed and approved the agenda for the May 30-31, 2019 meeting of Council, with a maximum of one and one-half days of preparation time recommended. The agenda for the May 30, 2019 Annual Meeting of Members was also received for information.

The committee noted that the May meeting would be the first use of a consent agenda by Council. The Deputy Registrar confirmed that it would be a pilot, and that feedback from members would be solicited after the meeting. The Chair of Council explained the process by which Council members could request the removal of an item from the consent agenda if they wished to ask a question or make a comment. She also reminded members that a summary of "Frequently Asked Questions" about the use of a consent agenda was included with the February 28-March 1 meeting package and remained available on eScribe.

2. Scholarship Sub-Committee

Committee members were invited to put their names forward to participate on the 2019-2020 Scholarship Sub-Committee. Members were asked to submit indications of interest to

the Chair by May 30, 2019. The Chair confirmed that once selected, sub-committee members would receive training on the use of an online document management system to review applications received for the three College scholarships. The sub-committee will make a recommendation for Council's approval and presentation of the awards at the December 2019 meeting.

3. Executive Committee 2020 Budget

The committee received and approved the draft budget for 2020, reflecting one full day and seven half-day meetings.

4. Professional Development for Chair of Council

The committee received an updated summary of the institutional presence and personal professional development activities of the Chair of Council. Costs associated with parliamentary training and certification for the Chair were approved.

5. Policy Review

Committee members received a summary of Council and employment policies that included the dates when each policy was last reviewed. Staff were directed to develop a draft framework for a cyclical review of Council-specific policies for the committee's consideration at a future meeting. The framework will include a summary of the policies, focus questions and target dates for review.

Motions Referred to Council

That Council approve the revised committee role descriptions as outlined in document GC20190530-58.

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 has tentatively scheduled July 12, 2019 at 9 a.m. for a special meeting via teleconference and confirmed September 16, 2019 as the date of the next regular meeting.

Committee Members

Irene Dembek, OCT

Susan E. Elliott-Johns, OCT

Tim Gernstein, OCT (Vice-Chair)

John Hamilton, OCT

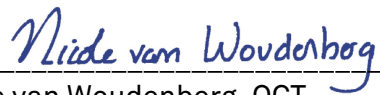
Jacqueline Karsemeyer, OCT

Colleen Landers

Michelle Miner Seal

Sara Nouini, OCT

Nicole van Woudenberg, OCT (Chair)



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).

Position Descriptions

Committee Chair

Meetings:

- Welcomes meeting participants and introduces new members and staff.
- Schedules future meetings in collaboration with committee members and support staff.
- Approves draft meeting agendas, proposed preparation time, minutes and meeting materials in collaboration as appropriate prior to distribution.
- Seeks committee approval of the meeting agenda.
- Seeks committee approval of the proposed preparation time.
- Asks for the declaration of any conflicts of interest.
- Seeks committee approval of the minutes of the previous meeting.
- Signs the minutes once the committee has approved them.
- Attends the Annual Meeting of Members and reports out on behalf of the committee when required.
- **Resolves Addresses** any inter-personal issues that may arise between meetings
- **Ensures** that committee members participate in a respectful environment where all contributions are heard and valued.
- Confirms committee member requests **to participate in a meeting by conference call for remote location participation.**
- Encourages collaboration as appropriate between the Chair and Vice-Chair.

Reports:

- Approves draft committee reports for Council prior to distribution.
- Reports to Council and responds to questions.
- Seeks committee approval of the annual report submission.
- Seeks committee approval of the annual budget.
- Brings approved committee motions forward to Council.

Motions:

- Ensures committee motions are properly worded and recorded accurately in the meeting minutes.
- Facilitates decision-making by confirming what is being voted on and conducting the necessary vote.

Debate:

- Follows the agenda, **leads facilitates** discussion, **and** recognizes speakers
- Keeps the debate focused and on track, and ensures that the objectives of the meeting are achieved.
- Ensures full participation in a safe and respectful environment where all views and perspectives are heard and valued
- Can enter debate.

Training:

- Approves draft training session agendas prior to distribution.
- Proactively identifies professional development needs for discussion with committee members, the Chair of Council or staff.

Panels (as applicable):

- Chair requests committee members' availability to serve on panels in a transparent manner.
- Ensures that panel members have received the required training prior to serving on a panel.
- ~~Appoints Council members to panels of statutory and regulatory committees based on staff generated reports on availability, equitable workload, language requirements and training.~~
- Selects and appoints committee and roster members to panels, and collaborates with staff on panel arrangements.
- Ensures equitable workload, language requirements and training, in collaboration with staff.
- Appoints panel chairs.

General

- Welcomes new committee members after appointment has been made by the Executive Committee.

Committee Member

Meetings:

- Receives and reviews materials in advance of meeting date.
- Prepares questions and considers upcoming business.
- Arrives promptly for start of meeting and ~~ready to participate~~ is prepared to participate.
- Willing to listen to others, learn and be open to new ideas and proposals.
- Contributes to discussion and debates with colleagues in a respectful manner.
- Makes decisions and brings forward ideas in the public interest.
- Supports committee decisions once made outside of meeting environment.
- When necessary, seeks clarification from committee chair regarding agenda items prior to and during meeting.

Panels (as applicable):

- Collaborates with committee chair to identify availability to serve on a panel.
- Allocates sufficient time to ensure panel completion.

Training:

- Participates in orientation and training provided to committee members relevant to specific committee needs.
- Proactively identifies professional development needs for discussion with committee chair ~~and Chair of Council.~~

Commitment and Effectiveness:

- Directs relevant questions or concerns to the Committee Chair rather than College staff.
- Maintains focus on governance responsibilities over operational discussions of College business.
- Reflects on how discussions and decisions made support the mandate of the committee in relation to College strategic initiatives.
- Identifies possible conflict of interest situations before they arise to discuss with committee chair.
- Ensures availability for meeting and panel dates to best of ability. Advises [the chair](#) [and](#) committee support staff in advance when a conflict arises.

Staff Support to Committees

Administrative:

- Receives confirmations related to meeting attendance.
- Distributes and collects attendance sheets for member signature.
- Ensures that a meeting room is reserved and that catering, audio visual and ~~teleconference~~ [remote location participation](#) equipment are ordered and operational as appropriate.
- Provides details required to facilitate [remote location](#) participation ~~by teleconference~~ when necessary.
- Provides complete hard copy and electronic meeting packages to Policy and Research for archiving.
- [Communicates with members on specific operational issues and other items as requested by committee chair.](#)
- [Ensures future committee meeting dates do not conflict with other previously scheduled meetings of which a committee member is also a member and that dates do not conflict with blackout meeting dates posted on CouncilNet.](#)

Minutes:

- Electronically records the proceedings of each meeting.
- Takes minutes of each meeting and ensures that they accurately reflect the proceedings and decision points.
- Makes amendments to the minutes if amendments are required.

Meeting Agenda:

- Develops a draft meeting agenda based on committee work plans, [committee chair requests](#), decisions taken at prior meetings, and unique items that emerge between meetings.
- Estimates the amount of preparation time required based on the ~~heft of meeting agenda~~ [workload](#) and related reading material.
- Seeks the committee chair's approval of the [draft](#) agenda, [including proposed preparation time](#).

- Ensures that the agenda package is made available electronically on [CouncilNet eScribe](#) or in hard copy distributed via courier, at least ten days prior to the scheduled meeting date.
- Acts as the meeting administrator when eScribe is used.

Training:

- ~~Develops a draft committee training program and discusses any training requirements with individual committee members.~~
- [Develops a draft committee training program in collaboration with the chair.](#)
- [Discusses with the chair any training requirements from, or for, individual committee members.](#)

Committee Advice:

- Provides advice with respect to the committee's mandate, College legislation, regulations, bylaws and Council policy.
- Receives questions of clarification regarding conflict of interest, including Council guidelines, the oath of office and any potential declarations.
- Proposes dates for future meetings, taking into consideration other committee meetings that may overlap attendance, hotel blackout dates and staff availability.
- Prepares a draft budget for the annual costs of the committee [and discusses with the committee chair.](#)
- Prepares a written summary of the committee's work for annual reports.
- Develops draft reports, briefing notes, options papers and motions for the committee's consideration.
- Consults with legal counsel on behalf of the committee or panel as appropriate.
- Follows-up on decisions of the committee as required.
- Identifies emerging issues within the mandate of the committee.
- Acts as a resource with respect to the rules of procedure and Roberts Rules of Order.

Panels:

- Identifies committee member availability to serve on a panel.
- Co-ordinates all arrangements associated with the panel including room bookings, audio visual requirements, catering, court reporting, attendance of independent legal counsel, security, witnesses, and College and defense Council liaison.
- [Collaborates with committee chair on panel arrangements after chair selects and appoints committee and roster members to panels.](#)
- [Ensures equitable workload, language requirements and training, in collaboration with committee chair.](#)
- [Uploads documents and notifies panel members when available, as applicable.](#)
- [Facilitates and supports remote location participation as appropriate.](#)