

**DURHAM COLLEGE OF APPLIED ARTS AND TECHNOLOGY
PUBLIC MEETING OF THE GOVERNANCE REVIEW COMMITTEE
AGENDA**

Date: May 26, 2021, 7:00 p.m.

Location: MS Teams

		Pages
1.	CALL TO ORDER	
2.	INTRODUCTION OF GUESTS	
3.	ADDITIONS/DELETIONS TO THE AGENDA	
4.	CONFLICT OF INTEREST DECLARATIONS	
5.	PRESENTATIONS	
6.	ACTIONS ARISING FROM PREVIOUS MINUTES/REGULAR RECURRING ITEMS	
7.	DECISION ITEMS	
7.1.	President's Compliance Report for 2020-2021 - D. Lovisa	3 - 7
	<u>Recommendation</u>	
	That the Governance Review Committee recommend to the Durham College Board of Governors:	
	That Report GOV-2021-03, confirming compliance with Board policy and all relevant legislation for 2020-2021, be received for information.	
8.	DISCUSSION ITEMS	
8.1.	Meeting Technology - M. Pringle (verbal)	
8.2.	Draft Framework for Board Orientation & On-Boarding - M. Pringle	8 - 8
9.	MOVE TO IN-CAMERA SESSION	
9.1.	Philosophy of Governance & Feedback on Board Policies - M. Pringle (Restricted Distribution)	
10.	RISE FROM IN-CAMERA SESSION & REPORT	
11.	MEETING CRITIQUE - J. Wilson	

12. ADJOURNMENT

Report Number: GOV-2021-03

To: Governance Review Committee

From: Don Lovisa, President

Date of Report: April 19, 2021

Date of Meeting: May 26, 2021

Subject: President's Compliance Report for 2020-2021

1. Purpose

The purpose of this report is to present the annual compliance report for 2020-2021.

2. Recommendation

That the Governance Review Committee recommend to the Durham College Board of Governors:

That Report GOV-2021-03, confirming compliance with Board policy and all relevant legislation for 2020-2021, be received for information.

3. Background

The College is in a unique time of its history given the challenges presented by the pandemic and the need to remain vigilant in all areas of compliance, oversight and effective leadership and management are essential.

Using a hybrid policy governance approach, the Durham College Board of Governors sets the strategic direction of the College and delegates authority for operational matters to the President. The Board is also responsible for monitoring compliance with its policies, and as such, a section on monitoring was added to each Board policy. These statements are consolidated in this report.

4. Discussion/Options

4.1 Outcomes Policy: Mission, Vision, and Values

I confirm the Audit and Finance Committee will receive the 2020-2021 audited financial statements at its meeting on May 31, 2021, and the Board will receive the 2020-2021 annual report demonstrating the College's commitment and achievements related to the vision statement, mission statement and strategic goals on June 9, 2021.

4.2 Outcomes Policy: Strategic Goals

I confirm the Board will receive the 2020-2021 annual report at its meeting on June 9, 2021, demonstrating the College's commitment and achievements related to the vision statement, mission statement, and strategic goals. The Board approved the 2020-2023 strategic plan at its meeting of February 12, 2020.

4.3 Governance Process Policy: Integrated Risk Management Framework

I confirm the Board received the Durham College Corporate Risk Register Update for Fall/Winter 2020 (Report FIN-2021-01) through the report of the Audit and Finance Committee on January 11, 2021. No high or extreme risks were identified.

4.4 Board-President Relationship Policy: Delegation to the President

This policy is monitored through executive limitations, which constrain the President to act within acceptable boundaries of prudence, ethics, and legality. I confirm compliance with the policy.

4.5 Executive Limitations Policy: General Executive Constraint

I confirm that I neither caused nor knowingly permitted any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

4.6 Executive Limitations Policy: Whistle Blowing

During the 2020-2021 Board year, one complaint was raised under the whistleblowing policy. Following an internal investigation, the complaint was unsubstantiated and no action was taken.

4.7 Executive Limitations Policy: Student, Employee, Client and Visitor Treatment

I confirm that I neither caused nor knowingly permitted any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

4.8 Executive Limitations Policy: Entrepreneurial Activities and Subsidiaries

I confirm that I neither caused nor knowingly permitted any practice, activity, decision, or organizational circumstance that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

4.9 Executive Limitations Policy: Financial Matters

I confirm compliance with this policy.

Additionally, this policy requires the Chief Financial Officer to annually provide a signed statement that the College is in compliance with relevant legislative requirements and compliance with the *Ontario Colleges of Applied Arts and Technology Act, 2002*, Ontario Regulation 34/03 and the Ministry Binding Policy Directives on banking and investment and proceeds from sale or encumbrance of College property. This signed statement is attached.

4.10 Executive Limitations Policy: Programs of Instruction

I confirm that all programs of instruction are developed and implemented consistent with provincial standards. Further, I confirm that the annual report on quality assurance and program review summary will be presented to the Board on June 9, 2021. Additionally, I confirm that the results of the key performance indicators will be presented to the Board on June 9, 2021.

4.11 Executive Limitations Policy: Program Advisory Committees

I confirm the Program Advisory Committee semi-annual reports were provided in compliance with Board policy. The first report was presented on October 14, 2020 (BOG-2020-73), and the second report was presented on February 10, 2021 (BOG-2021-09).

4.12 Legislated Health and Safety Requirements

I confirm that the College has submitted all required reports regarding health and safety to the Ministry of Health and Workplace Safety and Insurance Board.

4.13 Sexual Violence Policy

I confirm the College is in compliance with its sexual violence policy.

5. Financial/Human Resource Implications

There are no financial or human resources implications.

6. Implications for the Joint Campus Master Plan

There are no implications for the joint campus master plan.


7. Implications for Ontario Tech University

There are no implications for Ontario Tech University.

8. Relationship to the Strategic Plan/Business Plan

This report relates to the “Our Work” pillar of the strategic plan and the goal to be a leader in teaching and learning while responsibly managing resources, ensuring good governance and strategically investing in the future.

I, Don Lovisa, confirm that the above statements are accurate and complete.



Don Lovisa, president

May 21, 2021

Date

Appendix A – Compliance with Financial Matters

I hereby confirm Durham College is in compliance with relevant legislative requirements in force; and in compliance with Minister's Binding Policy Directive 2.0 Finance and Administration: Proceeds from Sale or Encumbrance of College Property.

Please note there continue to be on-going discussions between the Ministry of Colleges and Universities and Ontario colleges as Crown Agencies about the enforcement of Section 28 of *the Financial Administration Act*. Subject to the completion of these discussions, there is a possibility that the scope of Section 28 could be assessed to be broader than its present implementation. Upon such occurrence, Durham College shall immediately change its implementation to ensure full compliance with the requirements of Section 28 of the *Financial Administration Act*.

A handwritten signature in blue ink that reads "Barbara MacCheyne". The signature is written in a cursive, flowing style.

Barbara MacCheyne, Chief Financial Officer
May 31, 2021

**DRAFT FRAMEWORK FOR BOARD ORIENTATION & ON-BOARDING
(for the 2021-2022 Board Year)**

Formal Orientation (in-person preferred, will be 2 x sessions if virtual)

- Full-day orientation session (September 2021)
 - About Durham College and the postsecondary sector
 - The role of the Board and policy governance
 - College’s strategic documents
 - Understanding the Shared Services Model & Relationship with Ontario Tech University
 - Current and legacy issues
 - Portfolio overviews
 - Campus tour

2021-2022 Learn More Series

- Session: Understanding the College’s Finances (August 2021) – 60 minutes
 - **(supports monitoring of the financial matters executive limitations policy)**
- Session: Governance Refresher with Victoria Prince, BLG (September 2021) - 60 minutes
 - **(supports Governors in understanding their fiduciary duties and responsibilities, and supports the overall work of the Board)**
- Session: Understanding the College’s Integrated Risk Management Framework (October 2021) – 60 minutes
 - **(supports monitoring of the Integrated risk management policy)**
- Session: EDI Topic (November 2021) – 60 minutes
 - **(supports monitoring of the student, employee, client, visitor treatment executive limitations policy and the college values)**
 - **(Business plan objective)**
- Session: Indigenous Education Protocol & First Peoples Indigenous Centre (December 2021) – 60 minutes
 - **(supports monitoring of the student, employee, client, visitor treatment executive limitations policy and the college’s efforts to support the recommendations in the truth and reconciliation report)**
- Session: Primer on Program Advisory Committees (February 2022) – 60 minutes
 - **(supports monitoring of program advisory committees policy)**
- Session: Program Development, Approval & Quality Assurance – 60 minutes
 - **(supports the Board’s ability to provide oversight to program approvals)**

Other Orientation and Onboarding Activities

- Responding to Sexual Violence on Campus Training Module – completed online **(required for legislative compliance)**
- Mentorship Program (host a “Meet Your Mentor” event in August 2021)
 - **(supports implementation of Board policy: Board of Governors Orientation)**
- Promote Good Governance + Advanced Good Governance certificates – College Centre of Board Excellence
- Continue with Governor spotlights (for social aspect)
- Hail & Farewell (in-person or virtual, September 2021)