

**OSSTF Toronto  
TTBU Council  
Virtual Meeting  
4:45 p.m.  
FEBRUARY 18, 2021**

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*Members are reminded that any announcements for Council must be given to the Chair, along with details as to where supporting material can be found, prior to the commencement of the meeting. The Chair will then make the announcement and where the material is located. Members are also reminded that the TTBU allows the distribution of any material without the consent of the Executive or Chair of Council.*

**AGENDA**

- |          |   |                      |
|----------|---|----------------------|
| 4:45 pm  | 1. Call to Order  |                      |
|          | 2. Acknowledgement of Traditional Lands and Anti-harassment Statement |                      |
|          | 3. Announcements  |                      |
|          | 4. Approval of Agenda   |                      |
|          | 5. Approval of Minutes of: January 21, 2021                           | <i>[pages 4-14]</i>  |
|          | 6. On Time Motion   | <i>[pages 26-34]</i> |
|          | 7. Executive Reports  |                      |
|          | 8. Questions to Executive/Items of Concern                            |                      |
|          | 9. Provincial Executive Report  | <i>[pages 45-51]</i> |
|          | 10. Questions to Provincial Executive Report                          |                      |
|          | 11. New Business, Late Motions and Notices of Motion                  |                      |
| #7:00 pm | 12. Adjournment   |                      |

*OSSTF provides a subsidy for Dependent Care. Please ask an Executive Officer for details.*

<b>The information in this package should be reported to members at your next OSSTF Branch Meeting.</b>
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## **OSSTF Toronto Teachers' Bargaining Unit Anti-Harassment Policy and Procedure**

*Let us not take thought for our separate interests, but let us help one another.*

A member of OSSTF/FEESO has the right to a workplace and union environment free from harassment and bullying.

Harassment and discrimination are not joking matters. They have a destructive effect on the workplace environment, individual wellbeing, and union solidarity. Such actions are not only destructive, they can be illegal.

Inadvertent, hidden and systemic harassment and discrimination must be identified and addressed. The roots of systemic harassment and discrimination include but are not limited to racism, sexism, and homophobia and transphobia. OSSTF/ FEESO does not condone harassment or discrimination on the basis of age, national or ethnic origin, colour, religion, sex, gender identity, sexual orientation, race, socio-economic status or mental or physical disability.

Harassment and discrimination can take many forms and may be verbal, physical or psychological. They can involve a wide range of actions including comments, gestures or looks, pictures, messages, touching, or more aggressive actions. These acts may be indirect or overt; they may be isolated or repeated.

Acts of harassment and discrimination are always degrading, unwelcome and coercive. They are always unacceptable.

As members of OSSTF/FEESO, our goal must be to protect human rights, to promote mutual respect and trust, and to foster inclusion.

We cannot condone or tolerate intimidating, demeaning, hostile and aggressive behaviour against another member. We cannot condone these behaviours when we witness them.

As OSSTF/FEESO members, we must speak out against this conduct and stand together to protect human rights. We must take action.

OSSTF/FEESO is committed to strengthening member solidarity, and in addition to representing members' interests in the workplace, takes seriously its own responsibility to ensure that members are treated with respect and dignity at all provincially sponsored OSSTF/FEESO events and meetings.

Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately in accordance with OSSTF/FEESO Bylaws and the OSSTF Toronto Teachers' Bargaining Unit Resolution and Complaint Process.

## **Resolution and Complaints Process**

An anti-harassment officer will be appointed for Council Meetings, the Annual General Meeting and the Branch President's Workshop. Members who believe they have been the target of harassment or discrimination at these events are encouraged to take immediate action to ensure this behaviour is stopped.

As a first step, members should make it clear to the perpetrator that the behaviour is offensive, and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party.

If the behaviour recurs or persists, or if members do not feel safe in approaching the perpetrator directly, they should speak with the designated officer(s) and ask for that person to act. The designated anti-harassment officers shall be appointed by the President from the group of current Health and Safety Inspectors (as appointed in accordance with by-law 4.1.2.7) and will also form the complaints and resolutions committee.

The designated anti-harassment officer(s) will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. During this process, the designated anti-harassment officer(s) may remove the respondent temporarily from the meeting if circumstances warrant.

The investigation shall be handled confidentially; however, all complaints will be reported by the designated anti-harassment officer(s) to the President and/ or the Vice Presidents.

If the complaint cannot be resolved informally, the complainant will be asked to put the complaint and all relevant information in writing.

If the complainant chooses to provide such a written complaint, it will be submitted to the designated staff person in the Bargaining Unit office who will forward it to the complaints and resolutions committee for action. It shall be the responsibility of the complaints and resolutions committee to determine if the behaviour falls under the definition of harassment, and decide on appropriate remedial action. While conducting the investigation, the committee will be informed by an understanding of the systemic roots of discrimination and harassment as expressed in the OSSTF/FEESO Equity Statement.

The parties involved will receive a written report stating the findings and any action taken.

Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/ exclusion from the meeting or event. If a decision is made to remove or exclude that member, and where this member is representing the bargaining unit, a confidential letter outlining the reasons for this decision will be sent to the president of the appropriate body. The Bargaining Unit Office shall keep a confidential file of all records and reports related to the investigation of written complaints for a period of five years.

None of the above restricts a member's right to file a complaint with the Ontario Human Rights Commission or make a complaint to police.

**OSSTF Toronto  
TTBU Council Meeting  
January 21, 2021**

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1. Meeting called to order at 4:45 p.m. Michael Barltrop, TTBU Constitution and Steering, in the Chair.
2. The Acknowledgement of Traditional Lands and Anti-harassment Statement were read by the Chair.
3. Announcements were made by the Chair.
5. BIRT the minutes from the December 10, 2020 Council meeting be approved. CARRIED

4. BIRT the agenda be approved. CARRIED

*Red Card: Request that percentage for votes be known after the Voting Centre closes. Chair will provide.*

6. Report on the Proposed Rules of Order was provided by Danica Izzard, Executive Officer.
7. Committee-of-the Whole and Related Motion:

BIRT TTBU Council move into Committee-of-the-Whole for a period not to exceed 30 minutes to discuss the proposed Rules of Order Report.

CARRIED

In Favour: 73 / 96.1%  
Opposed: 3 / 3.9%

- Comments and concerns were recorded during Committee-of-the-Whole.

Chair: Rise from Committee-of-the-Whole as the allotted time expiry was reached at 5:43 p.m.

8. Related Motion to the Proposed Rules of Order

BIRT the TTBU Council Rules of Order for the 2020/21 Federation year be amended by deletion and substitution to read:

# OSSTF TTBU Council

## Rules of Order

### Procedures

1. The Chair shall begin the meeting at the time scheduled for Call to Order.
2. The meeting will continue until Adjournment.
3. Each person shall be recognized by, and address, the Chair in the order determined by these rules. They must first be recognized by the Chair using the appropriate indicator they wish to speak on.

### Agenda

4. The tentative Agenda shall be set by the TTBU Executive upon recommendation of the Constitution and Steering Committee in accordance with these rules and procedures.
5. Order of Agenda
  - a. On time motions will be sequenced prior to executive reports.
6. Order of Motions
  - a. On time motions will be sequenced before late motions.
  - b. On time motions will be sequenced in the following order:
    - i. Equity Motions (see definitions).
    - ii. Additional on time motions will be sequenced in the order they are received before the on-time deadline.
  - c. Late motions will be sequenced on the Agenda as an item that does not come prior to On time motions.

### Timed Items

7. Agenda items may be timed or untimed.
  - a. Timed items shall be marked with a time on the Agenda.
  - b. Timed items shall not interrupt a motion or election in progress.
8. Timed items may be:
  - a. Unhashtagged timed items
  - b. Hashtagged (#) timed items
9. Unhashtagged timed items may be marked with a time on the Agenda
  - a. The Chair will note when a timed item time has been reached at the exact time.
  - b. The timed item will be sequenced next.
  - c. Timed items will not interrupt current speakers, though the speaker may choose to yield to the timed item.
  - d. The speaker will be asked by the Chair if they wish to yield to the timed item.
10. Hashtagged timed items may be marked with a hashtag (#) and a time on the Agenda
  - a. The Chair will note that a hashtagged time has been reached at the exact time
  - b. The hashtagged timed item will immediately proceed

- c. The hashtagged timed item will interrupt the current speaker

## **Motions**

11. A motion may not contravene our established bylaws or constitution.
12. Unless otherwise stated a Motion will require a mover and a seconder who are voting Council Representatives and who are present at the meeting.
13. Unless otherwise stated a Motion may be debated.

## Decisions by Consensus

14. Decisions can be made by consensus (i.e. not requiring a vote) if, when the Chair asks, there is no objection from Council Representatives.
  - a. Motion language may be changed through universal consensus
  - b. Motions may be passed through universal consensus

## Main Motions

15. A Main Motion brings business before council, and is used to direct action
16. A new Main Motion can not be moved until the Main Motion currently being debated has been withdrawn or voted on.

## Motions that can affect a Main Motion

17. Motions can be made to affect the current motion on the floor.
  - a. Postponement to a later date
    - i. Moves to postpone the motion on the floor to a specific future date.
  - b. Referral to another entity
    - i. Moves to refer the motion to a standing Committee, the Executive, or one of the other entities in the Bargaining Unit for further study.
  - c. Move to Informal Discussion or Committee of the Whole
    - i. A member may move, "that we discuss [topic] informally for [time]".
    - ii. This motion should be voted on almost immediately.
    - iii. After discussing the topic, if no motion is forthcoming, the meeting should proceed to the next item on the Agenda.
  - d. Move into Executive Session
    - i. All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Session.
    - ii. A motion to rise and report from Executive Session shall be moved at the end of the Session.
    - iii. Executive Session will be ended through a majority vote to Rise and Report from Executive Session

## Other Kinds of Motions

18. Amendment to the motion on the floor
  - a. An amendment may delete, substitute, or add words that will modify the original motion but must not negate it or change the intent.

- i. If the amendment passes, the Chair should read the new amended motion which is on the floor to be debated and voted on.
- ii. If the amendment fails, the previous motion again becomes the motion on the floor. Further amendments are allowed, one at a time.
- iii. An amendment to an amendment may not be amended.

#### 19. Reconsider

- a. A motion to reconsider a previous decision can be made immediately after the decision has been made. It should be voted on with little or no discussion.
- b. If the motion to reconsider is passed, then a member moves the previous motion and it is again debated and voted on.
  - i. The new decision replaces the previous one.

#### 20. Deal with a report

- a. Not all reports need to have an attached motion.
- b. A motion to deal with a report can be either adopted, endorsed, or received.
  - i. Adopting has the effect of approving every word in the report. An adopted motion may be endorsed or received.
  - ii. Endorsing has the effect of approving the general directions of the report without adopting the recommendations.
  - iii. Receiving indicates only that the report has been read.

#### 21. Notice of Motion

- a. A notice of motion can be made to members in writing during a meeting regarding a motion to be presented at a future meeting.
- b. A notice of motion may be made to members verbally during a meeting regarding a motion to be presented at a future meeting.
- c. This motion does not require a seconder

#### 22. Procedural Motions

- a. BLOCing motions - "En bloc" shall be used to request that interdependent motions be considered together.
  - i. Motions can be combined and approved as one BLOC
  - ii. When motions have been moved en-bloc, a single Council Representative may request for the removal of one or more motions from the bloc. Any motion removed from the bloc shall be dealt with immediately after the en bloc resolutions have been dealt with.
- b. Calling for the Vote / Calling the Question
  - i. A Council Representative that believes the debate is exhausted and wishes the meeting to proceed directly to a vote may "Call for the vote" or "Call the question".
  - ii. The Chair will immediately move to a vote to see if Council wishes to end debate immediately and move to the vote on the motion, otherwise the prior debate will continue.
  - iii. There will be no debate on this motion.
- c. Moving to suspend the rules
- d. Amending an adopted Agenda
- e. Changing the sequencing of Motions
- f. Splitting a motion

- i. A motion may be split if there are distinct questions that can be moved, debated, and voted on separately.

## Debate

### Indicators

23. There shall be 4 indicators used during debate:

- a. **FOR (✓)** (90 second speaking limit): Debating in favour of the motion.
- b. **AGAINST (X)** (90 second speaking limit): Debating against the motion.
- c. **QUESTION (?)** (60 second speaking limit): A question indicator may be used for:
  - i. Moving a Main Motion
  - ii. Moving a motion that can affect a motion being debated
  - iii. Moving other kinds of motions
  - iv. Moving a procedural motion
    - i. Procedural motions may be moved at any time after the Council Representative has been recognized by the Chair.
  - v. Questions to the Chair or to the mover through the Chair about a motion
    - i. Answers to the questions are not timed.
    - ii. TTBU Members may only ask one question each time they are recognized by the Chair on the QUESTION indicator, and one follow up (10 second speaking limit) to clarify
- d. **PAUSE (●)** (60 second speaking limit): Used only when absolutely necessary to pause meeting business, upon recognition by the Chair. It may not be used during a vote. It may be used by a Member / Council Representative only when the Member:
  - i. believes the established Rules of Order are being contravened.
  - ii. is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.
  - iii. is experiencing an issue which requires accommodation to physically participate in the meeting.
  - iv. disagrees with the ruling of the Chair and wishes to Challenge to the Chair.
  - v. has a question for the Chair about how to navigate the Rules of Order

### Rules for Debate

24. Any Member in attendance may participate in debate.
25. The appropriate form must be used to submit motions. Motions must be submitted to Steering in writing prior to debate of the motion.
26. Only a Council Representative can move, second, and vote on motions.
27. Once a Member has identified the indicator they wish to speak on they will be placed into sequence by Steering. Changing indicators changes the sequencing of speakers.
28. Upon being recognized by the Chair, a member shall first state their name, Branch (non-executive members) or position (executive members), and the indicator they are speaking on.



29. The mover of the motion shall be heard first on a FOR indicator, followed by the first AGAINST speaker. Subsequent debaters shall rotate in the order of QUESTION, FOR, AGAINST speakers. Before voting on the motion, the mover will have an opportunity to close debate on a FOR indicator.
30. Excluding the mover, no member shall debate (FOR / AGAINST) more than once on any single motion.
  - a. An amended motion is considered to be a new motion.

## **Voting**

### Carrying a Motion

31. Unless otherwise stated, a motion is considered carried by receipt of a simple majority.
32. A 2/3 majority vote is required for:
  - a. All procedural motions which
    - i. suspend the Rules of Order,
    - ii. amend an adopted Agenda,
    - iii. change the sequencing of motions
  - b. Late motions
33. A 9/10 majority vote is required for:
  - a. Amending a Late motion

### Voting Procedure

34. After the Chair has called for the vote, Council Representatives will cast their vote.
35. The Chair will announce if the motion is carried or defeated.
36. If the results are unclear, the Chair or a Council Representative (on a PAUSE indicator) may:
  - a. Call for a vote by rising, or a counted vote.
  - b. At the conclusion of this procedure, the Chair will announce if the motion is carried or defeated.
37. If requested by a Council Representative (on a PAUSE indicator) the percentages and/or vote count will be provided for a particular vote, or the rest of the votes at the meeting.

## **Registration**

38. Council Representatives must be registered to vote at Council by the established deadline.
39. Branch Presidents must complete the Branch Executive Form once elections are complete in the school and submit it to the OSSTF Toronto TBU office by the established deadline.
40. Council representatives may be asked to show ID at registration.
41. Alternates for the Branch may be designated by the Branch President.
  - a. The Branch President must email the name of the Council Representative who cannot attend and the name of the alternate to **steering@osstftoronto.ca** no later than noon

on the day of the council meeting. Alternates will need to show ID at registration.

42. When required, voting cards will be distributed by the Executive Liaison to Constitution and Steering or designate, and office staff members, before the Council meeting. Once the meeting begins, the office staff will continue to distribute the voting cards.
43. TTBU Council voting cards are non-transferable and only valid on the day they are issued.

### **Elections**

44. During elections, the office staff distribute the ballots, collect the ballots, and count the ballots; except for elections under the purview of the Elections Commission, and elections during a Virtual Meeting.
45. The Provincial Executive Assistant, or designate, will Chair the TTBU Council meeting for the portion of the meeting when Provincial Council elections, and AMPA elections occur.
46. The Chair steps down if they are running in any election being held at Council; the Chair is filled by the Provincial Executive Assistant or designate.

### **Virtual Meetings**

47. Virtual meetings may be called to replace in-person meetings at the discretion of the TTBU Executive upon review of technologies available.
48. Registered Council Representatives will receive an email that contains the meeting access link prior to the meeting.
49. The link for the meeting will be posted on the OSSTF Toronto website for any TBU member that wishes to attend as an observer. Observers may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
50. Only registered Council Representatives can vote during the meeting.
51. Sign in for the virtual meeting will open at least twenty minutes before the meeting call to order, as listed in the agenda.
52. Council representatives may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
53. Virtual Council Reps must change their screen name to be <First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.
54. Virtual Observers must change their screen name to be <OBS: First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.
55. A microphone will only be un-muted when a speaker is recognized by the Chair.

56. In order to vote, registered TTBU Council Representatives must have a registered account on the Provincial OSSTF website.
57. All motions to Council, not carried through Universal Consensus, will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website, when available.
  - a. Support for difficulty with the login process or for setting up an account can be accessed by contacting **Membership-Database@osstf.ca** during regular business hours.
58. During a virtual Council meeting, the Chair will indicate when voting opens, the length of time the ballot will be open, and when voting has closed.
59. The Steering Committee will explain the process for moving motions and participating in debate at the beginning of each virtual Council meeting.

### **Authority for Procedures**

60. This document shall be the sole authority for all Council Meeting procedures.
61. At the first Council meeting of the Federation year the Rules of Order will be presented by the Constitution and Steering Committee accompanied by a motion to endorse the Rules of Order for that Federation year; unless subsequent amendments are proposed, the Rules of Order shall stand.
62. If there is a need to address a procedure or issue not addressed in these Rules of Order, the Chair will make a ruling in consultation with the Steering Committee based on the information available to them.
  - a. If a Council Representative does not agree with the ruling of the Chair, they can Challenge the Chair as per the Rules of Order.
  - b. The prevailing result will be added to the Rules of Order.
63. Amendments to these Rules of Order must be provided using the correct form. And, a Notice of Motion must be given no less than one meeting prior to the Amendment to the Rule of Order being debated.
  - a. If carried, the amended Rules of Order will not come into effect until the adjournment of the meeting at which they were passed.
64. These Rules will be reviewed on a regular basis by the Constitution and Steering Committee.
65. The Constitution and Steering Committee may edit this document for grammar and clarity.

### **Professional Behaviour**

66. Members and guests shall exercise decorum in the meeting. Participants shall wait until they are recognized before speaking. Inappropriate behaviour shall be dealt with in the following order:
  - a. The Chair will remind the member, and the house, of the rules and standards for the meeting.
  - b. If the behaviour continues, the Chair will NAME the offender (“I have reminded \_\_\_\_\_ about the appropriate behaviour in the House; please be respectful. If this behaviour continues, you will be removed from this meeting.”) Objectionable or

disorderly words used by the offender shall be recorded and may be entered in the Minutes.

- i. The case may be sufficiently resolved by an apology or a withdrawal of objectionable statements by the offender, if not;
  - ii. The Chair may choose to prevent the member from participating in further debate.
- c. If the behaviour continues, The Chair will ask the member to leave the meeting. (“Your behaviour is interfering with the business of the House, I must direct you to leave the meeting.”)
- i. If the member refuses to leave the meeting, they will be removed.

## Definitions

67. “Equity Motion” shall mean a motion concerned with issues that primarily impact groups defined by the Protected Grounds under the [Ontario Human Rights code](#).
68. Motions will be classified as the following
- a. BYL - Bylaw motions
  - b. CON - Constitution motions
  - c. MAC - Miscellaneous Action Motions
  - d. POL - Policy motions
  - e. PROC - Procedural motions
69. “Policy motions” shall mean any stand or position taken by OSSTF Toronto TBU in accordance with its Bylaws on matters beyond its internal legislative power.
70. “Bylaw motions” shall mean any stand or position taken by OSSTF Toronto TTBU that impacts the standing rules governing the membership of OSSTF Toronto TBU on matters entirely within the control of OSSTF Toronto TBU.
71. “Miscellaneous action motion” shall mean any stand or position taken by OSSTF Toronto TBU that is within the internal legislative power of OSSTF Toronto TBU.
72. “On time motions” shall mean motions that were submitted to the Administrative Assistant, with responsibilities for Council ([mleblanc@osstftoronto.ca](mailto:mleblanc@osstftoronto.ca)) eight days prior to any given Council, by 4:30pm.
73. “Late motions” shall mean any BYL, CON, MAC, or POL motion that is not considered an “On time motion”.

CARRIED AS AMENDED

In Favour: 65 / 83.3%  
Opposed: 13/ 16.7%

## Amendment #1

BIRT the motion be amended to add "Adult Day School teachers as an equity seeking group."

CARRIED

In Favour: 46 / 61.3%  
Opposed: 29 / 38.7%

*Red Card - Request for the voting numbers on the amendment, not just voting percentages. Chair provides.*

### **Amendment #2**

After "66. Members and guests shall exercise decorum", the following be added ""judged with an Equity lens"

*Red Card - Request that speakers identify themselves.*

CARRIED

In Favour: 43 / 58.9 %

Opposed: 30 / 41.1%

### **Amendment #3**

BIRT that section 23 of the proposed rules of order be amended to include "D. vi. has a point of personal privilege"

DEFEATED

Opposed: 50 / 65.8%

In Favour: 26 / 34.2%

*Red Cards - Several regarding Point of Personal Privilege on s. 23.*

*Red Card - Query to abstention button. Chair: We no longer have a third button for abstention as we do not collect those numbers.*

### **Amendment #4**

BIRT section 23. d. be amended to remove "and in the purview of the chair to resolve"

DEFEATED

Opposed: 45 / 57.7%

In Favour: 33 / 42.3%

9. On Time Motions: none.

10. Executive Reports:

*Leslie Wolfe*

- Welcoming remarks.
- Provided a Local Bargaining Update. Earlier this week, we received notice that the Ministry of Labour appointed a Conciliator to assist us in achieving a settlement with the TDSB. The TTBU and TDSB Bargaining Teams are looking at mutually agreeable dates to meet with the Conciliator and resume negotiations.
- Reported on Adult Day School and Health and Safety issues.

- Reported on a recent TDSB Heads of Unions Meeting. We spoke against the Board's inclusion of Virtual School as a permanent structure for staffing next year. Virtual School should only be offered if the emergency that caused its creation still exists.
- Reported on a Secondary Consultation Committee ("SCC") meeting held on Monday, January 18, 2021.
- Advised that Sick Kids Hospital has provided an opinion to the recent update regarding school reopenings.
- The OSSTF Toronto District 12 TTBU, OTBU and PSSP Bargaining Units will be holding a Special Meeting on Monday, January 25, from 4:30- 6:00 PM specifically for Teachers, Occasional Teachers and Student Support Personnel who have been recalled to work with high needs special education students during the current lockdown. If you have members in your Branch recalled to work on site, check in with them and remind them that the union is here to address questions and concerns.
- Acknowledged and congratulated Health and Safety Inspector Ron Gouweloos who is retiring this month and thanked him for all of his years of service to OSSTF members.

15. Adjournment: 7:09 p.m.

## TTBU Council Meeting: Quick Reference Guide

### How to Communicate to the Steering Committee Using the Indicators?

- Open the chat feature located at the bottom of your screen
- Above the text box you will see a chevron. Click the chevron.
- Select either “Spotter” or “Steering” from the drop-down list, and using the table below select the action you wish to take:

Indicator	Purpose of Indicator	HOW? (using Zoom chat feature)
<b>FOR</b> (✓)	<ul style="list-style-type: none"> <li>• Mover initially speaking to the motion</li> <li>• Debating in favour of a motion</li> </ul> <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>	Type “FOR” to SPOTTER
<b>AGAINST (X)</b>	<ul style="list-style-type: none"> <li>• Debating against a motion</li> </ul> <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>	Type “AGAINST” to SPOTTER
<b>QUESTION</b> (?)	<ul style="list-style-type: none"> <li>• To ask a question to the mover</li> </ul> <p style="text-align: center;"><i>Speaking time: 60 seconds</i></p>	Type “QUESTION” to SPOTTER
	<ul style="list-style-type: none"> <li>• To move a Main motion</li> <li>• To reconsider a motion</li> <li>• Calling for the Vote / Calling the Question (i.e. end debate)</li> </ul>	TYPE “MOTION” to STEERING + complete the online form to submit your amendment: <a href="http://bit.ly/TTBUamendments">http://bit.ly/TTBUamendments</a>
	<ul style="list-style-type: none"> <li>• To make an amendment</li> </ul>	Type “AMENDMENT” to STEERING + complete the online form to submit your amendment: <a href="http://bit.ly/TTBUamendments">http://bit.ly/TTBUamendments</a>
<b>PAUSE (●)</b>	<p>May be used by a Member / Council Representative only when the Member:</p> <ul style="list-style-type: none"> <li>• believes the established Rules of Order are being contravened.</li> <li>• is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.</li> <li>• is experiencing an issue which requires accommodation to physically participate in the meeting.</li> <li>• disagrees with the ruling of the Chair and wishes to Challenge to the Chair.</li> <li>• has a question for the Chair about how to navigate the Rules of Order.</li> </ul>	Type “PAUSE” to SPOTTER

### Sequence of Indicators

The mover of the motion shall be heard first on a FOR indicator.

Subsequent rotation of debaters: AGAINST, QUESTION, FOR.

- The order of where you are placed into the queue can be viewed at <http://bit.ly/TTBUsequence>.

### Questions to Steering

- Open the chat feature as noted above.
- Select “Steering” from the drop-down chat list for questions to Steering

### Questions to Executive Report/Items of Concern

- Open the chat feature as noted above.
- **Select “Spotter”** from the drop-down list and type **“QUESTION”**. This will indicate to the Spotter that you wish to ask a question or discuss a Branch Concern.
- Only the Spotter is able to acknowledge your request to ask your question/share your concern. If you send it to someone else, you will not be placed in the queue.
- The Spotter will add you to the queue. The Chair will recognize speakers in the order in which the request to speak is received.
- When you are recognized by the Chair, you will be able to un-mute your mic. At the end of 60 seconds or when you have finished your question/concern, your microphone will be muted.
- The order of where you are placed into the queue can be viewed at <http://bit.ly/TTBUsequence>.

**For an organized list of all the materials and links you will need for this meeting:**  
<https://linktr.ee/TTBUCouncil>.



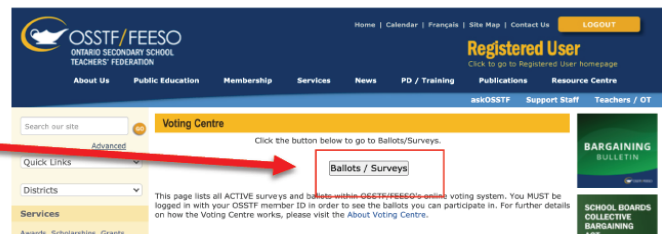
# OSSTF TORONTO ONLINE VOTING INSTRUCTIONS

**STEP 1:** Login to the **Registered Users** section of the Provincial OSSTF website with your **OSSTF Member ID**: <https://www.osstf.on.ca/services/member-login/members-login.aspx>

**STEP 2:** Once you log in, you'll notice on the bottom right margin of the page is the "Voting Centre" badge.



**STEP 3:** Now click on **Ballots / Survey** at the top of the page.



**STEP 4:** In the box titled page **Current Ballots**, click the appropriate link to the desired ballot and follow the instructions to cast your vote. Ballots will not appear until motions are ready to be voted upon.

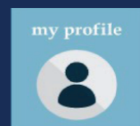
## Troubleshooting Tips:

### **A** Not Seeing the Voting Centre badge?

Please disable any Ad-Blockers in your browser. This can prevent the Voting Centre badge from displaying in some browsers. If this fails, try switching to a Private / Incognito / InPrivate browsing session.

### **B** Not Seeing an active ballot? You must login with your member ID

To add your membership ID to your account profile, click the **My Profile** badge, select the **Edit My Profile** button and provide the missing details in the available fields. Click the **Update My Profile** button to commit the changes.



### **C** Verify your details

Verify your membership status (seen in My Profile) and affiliation / group affiliation matches the intended audience of the ballot as indicated on the Voting Centre Landing page.

### **D** Ballots are time sensitive AND targeted

- You will only see ballots where your OSSTF member ID is identified as a valid participant.
- Once the ballot expiration time has passed, you will not be able to cast a vote.
- If you login prior to the ballot start time, the ballot will be visible but inactive until the scheduled start time.

Need Member Profile or Voting Centre assistance?

Email: [membership-database@osstf.ca](mailto:membership-database@osstf.ca) or

call 416-751-8300 / 1-800-267-7867 between 8:30 a.m. and 5 p.m.

# OSSTF TTBU Council

## Rules of Order

### Procedures

1. The Chair shall begin the meeting at the time scheduled for Call to Order.
2. The meeting will continue until Adjournment.
3. Each person shall be recognized by, and address, the Chair in the order determined by these rules. They must first be recognized by the Chair using the appropriate indicator they wish to speak on.

### Agenda

4. The tentative Agenda shall be set by the TTBU Executive upon recommendation of the Constitution and Steering Committee in accordance with these rules and procedures.
5. Order of Agenda
  - a. On time motions will be sequenced prior to executive reports.
6. Order of Motions
  - a. On time motions will be sequenced before late motions.
  - b. On time motions will be sequenced in the following order:
    - i. Equity Motions (see definitions).
    - ii. Additional on time motions will be sequenced in the order they are received before the on-time deadline.
  - c. Late motions will be sequenced on the Agenda as an item that does not come prior to On time motions.

### Timed Items

7. Agenda items may be timed or untimed.
  - a. Timed items shall be marked with a time on the Agenda.
  - b. Timed items shall not interrupt a motion or election in progress.
8. Timed items may be:
  - a. Unhashtagged timed items
  - b. Hashtagged (#) timed items
9. Unhashtagged timed items may be marked with a time on the Agenda
  - a. The Chair will note when a timed item time has been reached at the exact time.
  - b. The timed item will be sequenced next.
  - c. Timed items will not interrupt current speakers, though the speaker may choose to yield to the timed item.
  - d. The speaker will be asked by the Chair if they wish to yield to the timed item.
10. Hashtagged timed items may be marked with a hashtag (#) and a time on the Agenda
  - a. The Chair will note that a hashtagged time has been reached at the exact time
  - b. The hashtagged timed item will immediately proceed
  - c. The hashtagged timed item will interrupt the current speaker.

## **Motions**

11. A motion may not contravene our established bylaws or constitution.
12. Unless otherwise stated a Motion will require a mover and a seconder who are voting Council Representatives and who are present at the meeting.
13. Unless otherwise stated a Motion may be debated.

## Decisions by Consensus

14. Decisions can be made by consensus (i.e. not requiring a vote) if, when the Chair asks, there is no objection from Council Representatives.
  - a. Motion language may be changed through universal consensus
  - b. Motions may be passed through universal consensus

## Main Motions

15. A Main Motion brings business before council, and is used to direct action
16. A new Main Motion can not be moved until the Main Motion currently being debated has been withdrawn or voted on.

## Motions that can affect a Main Motion

17. Motions can be made to affect the current motion on the floor.
  - a. Postponement to a later date
    - i. Moves to postpone the motion on the floor to a specific future date.
  - b. Referral to another entity
    - i. Moves to refer the motion to a standing Committee, the Executive, or one of the other entities in the Bargaining Unit for further study.
  - c. Move to Informal Discussion or Committee of the Whole
    - i. A member may move, "that we discuss [topic] informally for [time]".
    - ii. This motion should be voted on almost immediately.
    - iii. After discussing the topic, if no motion is forthcoming, the meeting should proceed to the next item on the Agenda.
  - d. Move into Executive Session
    - i. All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Session.
    - ii. A motion to rise and report from Executive Session shall be moved at the end of the Session.
    - iii. Executive Session will be ended through a majority vote to Rise and Report from Executive Session

## Other Kinds of Motions

18. Amendment to the motion on the floor
  - a. An amendment may delete, substitute, or add words that will modify the original motion but must not negate it or change the intent.
    - i. If the amendment passes, the Chair should read the new amended motion which is on the floor to be debated and voted on.

- ii. If the amendment fails, the previous motion again becomes the motion on the floor. Further amendments are allowed, one at a time.
- iii. An amendment to an amendment may not be amended.

#### 19. Reconsider

- a. A motion to reconsider a previous decision can be made immediately after the decision has been made. It should be voted on with little or no discussion.
- b. If the motion to reconsider is passed, then a member moves the previous motion and it is again debated and voted on.
  - i. The new decision replaces the previous one.

#### 20. Deal with a report

- a. Not all reports need to have an attached motion.
- b. A motion to deal with a report can be either adopted, endorsed, or received.
  - i. Adopting has the effect of approving every word in the report. An adopted motion may be endorsed or received.
  - ii. Endorsing has the effect of approving the general directions of the report without adopting the recommendations.
  - iii. Receiving indicates only that the report has been read.

#### 21. Notice of Motion

- a. A notice of motion can be made to members in writing during a meeting regarding a motion to be presented at a future meeting.
- b. A notice of motion may be made to members verbally during a meeting regarding a motion to be presented at a future meeting.
- c. This motion does not require a seconder

#### 22. Procedural Motions

- a. BLOCing motions - "En bloc" shall be used to request that interdependent motions be considered together.
  - i. Motions can be combined and approved as one BLOC
  - ii. When motions have been moved en-bloc, a single Council Representative may request for the removal of one or more motions from the bloc. Any motion removed from the bloc shall be dealt with immediately after the en bloc resolutions have been dealt with.
- b. Calling for the Vote / Calling the Question
  - i. A Council Representative that believes the debate is exhausted and wishes the meeting to proceed directly to a vote may "Call for the vote" or "Call the question".
  - ii. The Chair will immediately move to a vote to see if Council wishes to end debate immediately and move to the vote on the motion, otherwise the prior debate will continue.
  - iii. There will be no debate on this motion.
- c. Moving to suspend the rules
- d. Amending an adopted Agenda
- e. Changing the sequencing of Motions
- f. Splitting a motion
  - i. A motion may be split if there are distinct questions that can be moved, debated, and voted on separately.

## Debate

### Indicators

23. There shall be 4 indicators used during debate:
- a. **FOR (✓)** (90 second speaking limit): Debating in favour of the motion.
  - b. **AGAINST (X)** (90 second speaking limit): Debating against the motion.
  - c. **QUESTION (?)** (60 second speaking limit): A question indicator may be used for:
    - i. Moving a Main Motion
    - ii. Moving a motion that can affect a motion being debated
    - iii. Moving other kinds of motions
    - iv. Moving a procedural motion
      - i. Procedural motions may be moved at any time after the Council Representative has been recognized by the Chair.
    - v. Questions to the Chair or to the mover through the Chair about a motion
      - i. Answers to the questions are not timed.
      - ii. TTBU Members may only ask one question each time they are recognized by the Chair on the QUESTION indicator, and one follow up (10 second speaking limit) to clarify
  - d. **PAUSE (●)** (60 second speaking limit): Used only when absolutely necessary to pause meeting business, upon recognition by the Chair. It may not be used during a vote. It may be used by a Member / Council Representative only when the Member:
    - i. believes the established Rules of Order are being contravened.
    - ii. is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.
    - iii. is experiencing an issue which requires accommodation to physically participate in the meeting.
    - iv. disagrees with the ruling of the Chair and wishes to Challenge to the Chair.
    - v. has a question for the Chair about how to navigate the Rules of Order.

### Rules for Debate

24. Any Member in attendance may participate in debate.
25. The appropriate form must be used to submit motions. Motions must be submitted to Steering in writing prior to debate of the motion.
26. Only a Council Representative can move, second, and vote on motions.
27. Once a Member has identified the indicator they wish to speak on they will be placed into sequence by Steering. Changing indicators changes the sequencing of speakers.
28. Upon being recognized by the Chair, a member shall first state their name, Branch (non-executive members) or position (executive members), and the indicator they are speaking on.
29. The mover of the motion shall be heard first on a FOR indicator, followed by the first AGAINST speaker. Subsequent debaters shall rotate in the order of QUESTION, FOR, AGAINST speakers. Before voting on the motion, the mover will have an opportunity to

close debate on a FOR indicator.

30. Excluding the mover, no member shall debate (FOR / AGAINST) more than once on any single motion.
  - a. An amended motion is considered to be a new motion.

## **Voting**

### Carrying a Motion

31. Unless otherwise stated, a motion is considered carried by receipt of a simple majority.
32. A 2/3 majority vote is required for:
  - a. All procedural motions which
    - i. suspend the Rules of Order,
    - ii. amend an adopted Agenda,
    - iii. change the sequencing of motions
  - b. Late motions
33. A 9/10 majority vote is required for:
  - a. Amending a Late motion

### Voting Procedure

34. After the Chair has called for the vote, Council Representatives will cast their vote.
35. The Chair will announce if the motion is carried or defeated.
36. If the results are unclear, the Chair or a Council Representative (on a PAUSE indicator) may:
  - a. Call for a vote by rising, or a counted vote.
  - b. At the conclusion of this procedure, the Chair will announce if the motion is carried or defeated.
37. If requested by a Council Representative (on a PAUSE indicator) the percentages and/or vote count will be provided for a particular vote, or the rest of the votes at the meeting.

## **Registration**

38. Council Representatives must be registered to vote at Council by the established deadline.
39. Branch Presidents must complete the Branch Executive Form once elections are complete in the school and submit it to the OSSTF Toronto TBU office by the established deadline.
40. Council representatives may be asked to show ID at registration.
41. Alternates for the Branch may be designated by the Branch President.
  - a. The Branch President must email the name of the Council Representative who cannot attend and the name of the alternate to **steering@osstftoronto.ca** no

later than noon on the day of the council meeting. Alternates will need to show ID at registration.

42. When required, voting cards will be distributed by the Executive Liaison to Constitution and Steering or designate, and office staff members, before the Council meeting. Once the meeting begins, the office staff will continue to distribute the voting cards.
43. TTBU Council voting cards are non-transferable and only valid on the day they are issued.

### **Elections**

44. During elections, the office staff distribute the ballots, collect the ballots, and count the ballots; except for elections under the purview of the Elections Commission, and elections during a Virtual Meeting.
45. The Provincial Executive Assistant, or designate, will Chair the TTBU Council meeting for the portion of the meeting when Provincial Council elections, and AMPA elections occur.
46. The Chair steps down if they are running in any election being held at Council; the Chair is filled by the Provincial Executive Assistant or designate.

### **Virtual Meetings**

47. Virtual meetings may be called to replace in-person meetings at the discretion of the TTBU Executive upon review of technologies available.
48. Registered Council Representatives will receive an email that contains the meeting access link prior to the meeting.
49. The link for the meeting will be posted on the OSSTF Toronto website for any TBU member that wishes to attend as an observer. Observers may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
50. Only registered Council Representatives can vote during the meeting.
51. Sign in for the virtual meeting will open at least twenty minutes before the meeting call to order, as listed in the agenda.
52. Council representatives may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
53. Virtual Council Reps must change their screen name to be <First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.
54. Virtual Observers must change their screen name to be <OBS: First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.

55. A microphone will only be un-muted when a speaker is recognized by the Chair.
56. In order to vote, registered TTBU Council Representatives must have a registered account on the Provincial OSSTF website.
57. All motions to Council, not carried through Universal Consensus, will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website, when available.
  - a. Support for difficulty with the login process or for setting up an account can be accessed by contacting **Membership-Database@osstf.ca** during regular business hours.
58. During a virtual Council meeting, the Chair will indicate when voting opens, the length of time the ballot will be open, and when voting has closed.
59. The Steering Committee will explain the process for moving motions and participating in debate at the beginning of each virtual Council meeting.

### **Authority for Procedures**

60. This document shall be the sole authority for all Council Meeting procedures.
61. At the first Council meeting of the Federation year the Rules of Order will be presented by the Constitution and Steering Committee accompanied by a motion to endorse the Rules of Order for that Federation year; unless subsequent amendments are proposed, the Rules of Order shall stand.
62. If there is a need to address a procedure or issue not addressed in these Rules of Order, the Chair will make a ruling in consultation with the Steering Committee based on the information available to them.
  - a. If a Council Representative does not agree with the ruling of the Chair, they can Challenge the Chair as per the Rules of Order.
  - b. The prevailing result will be added to the Rules of Order.
63. Amendments to these Rules of Order must be provided using the correct form. And, a Notice of Motion must be given no less than one meeting prior to the Amendment to the Rule of Order being debated.
  - a. If carried, the amended Rules of Order will not come into effect until the adjournment of the meeting at which they were passed.
64. These Rules will be reviewed on a regular basis by the Constitution and Steering Committee.
65. The Constitution and Steering Committee may edit this document for grammar and clarity.

### **Professional Behaviour**

66. Members and guests shall exercise decorum in the meeting judged with an equity lens. Participants shall wait until they are recognized before speaking. Inappropriate behaviour shall be dealt with in the following order:
  - a. The Chair will remind the member, and the house, of the rules and standards for the meeting.



- b. If the behaviour continues, the Chair will NAME the offender (“I have reminded \_\_\_\_\_ about the appropriate behaviour in the House; please be respectful. If this behaviour continues, you will be removed from this meeting.”) Objectionable or disorderly words used by the offender shall be recorded and may be entered in the Minutes.
  - i. The case may be sufficiently resolved by an apology or a withdrawal of objectionable statements by the offender, if not;
  - ii. The Chair may choose to prevent the member from participating in further debate.
- c. If the behaviour continues, The Chair will ask the member to leave the meeting. (“Your behaviour is interfering with the business of the House, I must direct you to leave the meeting.”)
  - i. If the member refuses to leave the meeting, they will be removed.

## Definitions

67. “Equity Motion” shall mean a motion concerned with issues that primarily impact groups defined by the Protected Grounds under the [Ontario Human Rights code](#), and Adult Day School Teachers as an equity seeking group.
68. Motions will be classified as the following
  - a. BYL - Bylaw motions
  - b. CON - Constitution motions
  - c. MAC - Miscellaneous Action Motions
  - d. POL - Policy motions
  - e. PROC - Procedural motions
69. “Policy motions” shall mean any stand or position taken by OSSTF Toronto TBU in accordance with its Bylaws on matters beyond its internal legislative power.
70. “Bylaw motions” shall mean any stand or position taken by OSSTF Toronto TTBUE that impacts the standing rules governing the membership of OSSTF Toronto TBU on matters entirely within the control of OSSTF Toronto TBU.
71. “Miscellaneous action motion” shall mean any stand or position taken by OSSTF Toronto TBU that is within the internal legislative power of OSSTF Toronto TBU.
72. “On time motions” shall mean motions that were submitted to the Administrative Assistant, with responsibilities for Council ([mleblanc@osstftoronto.ca](mailto:mleblanc@osstftoronto.ca)) eight days prior to any given Council, by 4:30pm.
73. “Late motions” shall mean any BYL, CON, MAC, or POL motion that is not considered an “On time motion”.

ADOPTED AS AMENDED January 2021

**ON TIME MOTIONS  
FEBRUARY 18, 2021  
TTBU COUNCIL**

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1. BIRT the TTBU Council Rules of Order for the 2020/21 Federation year be amended by deletion and substitution to read:

**OSSTF TTBU Council  
Rules of Order**

**Procedures**

1. The Chair shall begin the meeting at the time scheduled for Call to Order.
2. The meeting will continue until Adjournment.
3. Each person shall be recognized by, and address, the Chair in the order determined by these rules. They must first be recognized by the Chair using the appropriate indicator they wish to speak on.

**Agenda**

4. The tentative Agenda shall be set by the TTBU Executive upon recommendation of the Constitution and Steering Committee in accordance with these rules and procedures.
5. Order of Agenda
  - a. On time motions will be sequenced prior to executive reports.
6. Order of Motions
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  - b. On time motions will be sequenced in the following order:
    - i. Equity Motions (see definitions).
    - ii. Additional on time motions will be sequenced in the order they are received before the on-time deadline.
  - c. Late motions will be sequenced on the Agenda as an item that does not come prior to On time motions.

**Timed Items**

7. Agenda items may be timed or untimed.
  - a. Timed items shall be marked with a time on the Agenda.
  - b. Timed items shall not interrupt a motion or election in progress.
8. Timed items may be:
  - a. Unhashtagged timed items
  - b. Hashtagged (#) timed items
9. Unhashtagged timed items may be marked with a time on the Agenda

- a. The Chair will note when a timed item time has been reached at the exact time.
  - b. The timed item will be sequenced next.
  - c. Timed items will not interrupt current speakers, though the speaker may choose to yield to the timed item.
  - d. The speaker will be asked by the Chair if they wish to yield to the timed item.
10. Hashtagged timed items may be marked with a hashtag (#) and a time on the Agenda
- a. The Chair will note that a hashtagged time has been reached at the exact time
  - b. The hashtagged timed item will immediately proceed
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## **Motions**

11. A motion may not contravene our established bylaws or constitution.
12. Unless otherwise stated a Motion will require a mover and a seconder who are voting Council Representatives and who are present at the meeting.
13. Unless otherwise stated a Motion may be debated.

## Decisions by Consensus

14. Decisions can be made by consensus (i.e. not requiring a vote) if, when the Chair asks, there is no objection from Council Representatives.
- a. Motion language may be changed through universal consensus
  - b. Motions may be passed through universal consensus

## Main Motions

15. A Main Motion brings business before council, and is used to direct action
16. A new Main Motion can not be moved until the Main Motion currently being debated has been withdrawn or voted on.

## Motions that can affect a Main Motion

17. Motions can be made to affect the current motion on the floor.
- a. Postponement to a later date
    - i. Moves to postpone the motion on the floor to a specific future date.
  - b. Referral to another entity
    - i. Moves to refer the motion to a standing Committee, the Executive, or one of the other entities in the Bargaining Unit for further study.
  - c. Move to Informal Discussion or Committee of the Whole
    - i. A member may move, "that we discuss [topic] informally for [time]".
    - ii. This motion should be voted on almost immediately.
    - iii. After discussing the topic, if no motion is forthcoming, the meeting should proceed to the next item on the Agenda.
  - d. Move into Executive Session
    - i. All matters discussed in Executive Session shall remain absolutely confidential to those members present during the Session.

- ii. A motion to rise and report from Executive Session shall be moved at the end of the Session.
- iii. Executive Session will be ended through a majority vote to Rise and Report from Executive Session

### Other Kinds of Motions

#### 18. Amendment to the motion on the floor

- a. An amendment may delete, substitute, or add words that will modify the original motion but must not negate it or change the intent.
  - i. If the amendment passes, the Chair should read the new amended motion which is on the floor to be debated and voted on.
  - ii. If the amendment fails, the previous motion again becomes the motion on the floor. Further amendments are allowed, one at a time.
  - iii. An amendment to an amendment may not be amended.

#### 19. Reconsider

- a. A motion to reconsider a previous decision can be made within the same meeting after the decision has been made. It is non-debatable. The motion can be made only by a Council Representative who voted on the prevailing side in the original vote.
- b. If the motion to reconsider is passed, then a member moves the previous motion and it is again debated and voted on.
  - i. The new decision replaces the previous one.

#### 20. Deal with a report

- a. Not all reports need to have an attached motion.
- b. A motion to deal with a report can be either adopted, endorsed, or received.
  - i. Adopting has the effect of approving every word in the report. An adopted motion may be endorsed or received.
  - ii. Endorsing has the effect of approving the general directions of the report without adopting the recommendations.
  - iii. Receiving indicates only that the report has been read.

#### 21. Notice of Motion

- a. A notice of motion can be made to members in writing during a meeting regarding a motion to be presented at a future meeting.
- b. A notice of motion may be made to members verbally during a meeting regarding a motion to be presented at a future meeting.
- c. This motion does not require a seconder

#### 22. Procedural Motions

- a. BLOCing motions - "En bloc" shall be used to request that interdependent motions be considered together.
  - i. Motions can be combined and approved as one BLOC
  - ii. When motions have been moved en-bloc, a single Council Representative may request for the removal of one or more motions from the bloc. Any motion removed from the bloc shall be dealt with immediately after the en bloc resolutions have been dealt with.
- b. Calling for the Vote / Calling the Question

- i. A Council Representative that believes the debate is exhausted and wishes the meeting to proceed directly to a vote may “Call for the vote” or “Call the question”.
- ii. The Chair will immediately move to a vote to see if Council wishes to end debate immediately and move to the vote on the motion, otherwise the prior debate will continue.
- iii. There will be no debate on this motion.
- c. Moving to suspend the rules
- d. Amending an adopted Agenda
- e. Changing the sequencing of Motions
- f. Splitting a motion
  - i. A motion may be split if there are distinct questions that can be moved, debated, and voted on separately.

## **Debate**

### Indicators

23. There shall be 4 indicators used during debate:

- a. **FOR (✓)** (90 second speaking limit): Debating in favour of the motion.
- b. **AGAINST (X)** (90 second speaking limit): Debating against the motion.
- c. **QUESTION (?)** (60 second speaking limit): A question indicator may be used for:
  - i. Moving a Main Motion
  - ii. Moving a motion that can affect a motion being debated
  - iii. Moving other kinds of motions
  - iv. Moving a procedural motion
    - i. Procedural motions may be moved at any time after the Council Representative has been recognized by the Chair.
  - v. Questions to the Chair or to the mover through the Chair about a motion
    - i. Answers to the questions are not timed.
    - ii. TTBU Members may only ask one question each time they are recognized by the Chair on the QUESTION indicator, and one follow up (10 second speaking limit) to clarify
- d. **PAUSE (●)** (60 second speaking limit): Used only when absolutely necessary to pause meeting business, upon recognition by the Chair. It may not be used during a vote. It may be used by a Member / Council Representative only when the Member:
  - i. believes the established Rules of Order are being contravened.
  - ii. is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve.
  - iii. is experiencing an issue which requires accommodation to physically participate in the meeting.
  - iv. disagrees with the ruling of the Chair and wishes to Challenge to the Chair.
  - v. has a question for the Chair about how to navigate the Rules of Order.

### Rules for Debate

24. Any Member in attendance may participate in debate.

25. The appropriate form must be used to submit motions. Motions must be submitted to Steering in writing prior to debate of the motion.
26. Only a Council Representative can move, second, and vote on motions.
27. Once a Member has identified the indicator they wish to speak on they will be placed into sequence by Steering. Changing indicators changes the sequencing of speakers.
28. Upon being recognized by the Chair, a member shall first state their name, Branch (non-executive members) or position (executive members), and the indicator they are speaking on.
29. The mover of the motion shall be heard first on a FOR indicator, followed by the first AGAINST speaker. Subsequent debaters shall rotate in the order of QUESTION, FOR, AGAINST speakers. Before voting on the motion, the mover will have an opportunity to close debate on a FOR indicator.
30. Excluding the mover, no member shall debate (FOR / AGAINST) more than once on any single motion.
  - a. An amended motion is considered to be a new motion.

## **Voting**

### Carrying a Motion

31. Unless otherwise stated, a motion is considered carried by receipt of a simple majority.
32. A 2/3 majority vote is required for:
  - a. All procedural motions which
    - i. suspend the Rules of Order,
    - ii. amend an adopted Agenda,
    - iii. change the sequencing of motions
  - b. Late motions
33. A 9/10 majority vote is required for:
  - a. Amending a Late motion

### Voting Procedure

34. After the Chair has called for the vote, Council Representatives will cast their vote.
35. The Chair will announce if the motion is carried or defeated.
36. If the results are unclear, the Chair or a Council Representative (on a PAUSE indicator) may:
  - a. Call for a vote by rising, or a counted vote.
  - b. At the conclusion of this procedure, the Chair will announce if the motion is carried or defeated.
37. If requested by a Council Representative (on a PAUSE indicator) the percentages and/or vote count will be provided for a particular vote, or the rest of the votes at the meeting.

## Registration

38. Council Representatives must be registered to vote at Council by the established deadline.
39. Branch Presidents must complete the Branch Executive Form once elections are complete in the school and submit it to the OSSTF Toronto TBU office by the established deadline.
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42. When required, voting cards will be distributed by the Executive Liaison to Constitution and Steering or designate, and office staff members, before the Council meeting. Once the meeting begins, the office staff will continue to distribute the voting cards.
43. TTBU Council voting cards are non-transferable and only valid on the day they are issued.

## Elections

44. During elections, the office staff distribute the ballots, collect the ballots, and count the ballots; except for elections under the purview of the Elections Commission, and elections during a Virtual Meeting.
45. The Provincial Executive Assistant, or designate, will Chair the TTBU Council meeting for the portion of the meeting when Provincial Council elections, and AMPA elections occur.
46. The Chair steps down if they are running in any election being held at Council; the Chair is filled by the Provincial Executive Assistant or designate.

## Virtual Meetings

47. Virtual meetings may be called to replace in-person meetings at the discretion of the TTBU Executive upon review of technologies available.
48. Registered Council Representatives will receive an email that contains the meeting access link prior to the meeting.
49. The link for the meeting will be posted on the OSSTF Toronto website for any TBU member that wishes to attend as an observer. Observers may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.

50. Only registered Council Representatives can vote during the meeting.
51. Sign in for the virtual meeting will open at least twenty minutes before the meeting call to order, as listed in the agenda.
52. Council representatives may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
53. Virtual Council Reps must change their screen name to be <First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.
54. Virtual Observers must change their screen name to be <OBS: First Name, Last Name, Branch>. Failure to do so, after two requests, will result in removal from the meeting. Attendees are encouraged to do so before logging onto the meeting.
55. A microphone will only be un-muted when a speaker is recognized by the Chair.
56. In order to vote, registered TTBU Council Representatives must have a registered account on the Provincial OSSTF website.
57. All motions to Council, not carried through Universal Consensus, will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website, when available.
  - a. Support for difficulty with the login process or for setting up an account can be accessed by contacting **Membership-Database@osstf.ca** during regular business hours.
58. During a virtual Council meeting, the Chair will indicate when voting opens, the length of time the ballot will be open, and when voting has closed.
59. The Steering Committee will explain the process for moving motions and participating in debate at the beginning of each virtual Council meeting.

### **Authority for Procedures**

60. This document shall be the sole authority for all Council Meeting procedures.
61. At the first Council meeting of the Federation year the Rules of Order will be presented by the Constitution and Steering Committee accompanied by a motion to endorse the Rules of Order for that Federation year; unless subsequent amendments are proposed, the Rules of Order shall stand.
  - a. Any changes made to the Rules of Order by the Constitution and Steering Committee will be explained before the motion to endorse.
62. If there is a need to address a procedure or issue not addressed in these Rules of Order, the Chair will make a ruling in consultation with the Steering Committee based on the information available to them.
  - a. If a Council Representative does not agree with the ruling of the Chair, they can Challenge the Chair as per the Rules of Order.
  - b. The prevailing result will be added to the Rules of Order.



63. Amendments to these Rules of Order must be provided using the correct form. And, a Notice of Motion must be given no less than one meeting prior to the Amendment to the Rule of Order being debated.
  - a. If carried, the amended Rules of Order will not come into effect until the adjournment of the meeting at which they were passed.
64. These Rules will be reviewed on a regular basis by the Constitution and Steering Committee.
65. The Constitution and Steering Committee may edit this document for grammar and clarity.

### **Professional Conduct**

66. Members and guests shall exercise professional conduct in the meeting judged with an equity lens. Participants shall wait until they are recognized before speaking.
  - a. Professional conduct is characterized by courtesy and good faith, and not engaging in public criticism of the member's colleagues.
  - b. Members will not engage in any conduct that undermines the dignity or self-esteem of an individual, or which creates an intimidating, hostile or offensive environment.
67. Unprofessional conduct shall be dealt with in the following order:
  - a. The Chair will remind the member, and the house, of the rules and standards for the meeting.
  - b. If the conduct continues, the Chair will NAME the offender (“I have reminded \_\_\_\_\_ about the appropriate behaviour in the House; please be respectful. If this conduct continues, you will be removed from this meeting.”) Objectionable or disorderly words used by the offender shall be recorded and may be entered in the Minutes.
    - i. The case may be sufficiently resolved by an apology or a withdrawal of objectionable statements by the offender, if not;
    - ii. The Chair may choose to prevent the member from participating in further debate.
  - c. If the conduct continues, The Chair will ask the member to leave the meeting. (“Your conduct is interfering with the business of the House, I must direct you to leave the meeting.”)
    - i. If the member refuses to leave the meeting, they will be removed.

### **Definitions**

68. “Equity Motion” shall mean a motion concerned with issues that primarily impact groups defined by the Protected Grounds under the Ontario Human Rights code, and Adult Day School Teachers as an equity seeking group.
69. Motions will be classified as the following
  - a. BYL - Bylaw motions
  - b. CON - Constitution motions
  - c. MAC - Miscellaneous Action Motions
  - d. POL - Policy motions

e. PROC - Procedural motions

70. "Policy motions" shall mean any stand or position taken by OSSTF Toronto TBU in accordance with its Bylaws on matters beyond its internal legislative power.
71. "Bylaw motions" shall mean any stand or position taken by OSSTF Toronto TTBV that impacts the standing rules governing the membership of OSSTF Toronto TBU on matters entirely within the control of OSSTF Toronto TBU.
72. "Miscellaneous action motion" shall mean any stand or position taken by OSSTF Toronto TBU that is within the internal legislative power of OSSTF Toronto TBU.
73. "On time motions" shall mean motions that were submitted to the Administrative Assistant, with responsibilities for Council (**mleblanc@osstftoronto.ca**) eight days prior to any given Council, by 4:30pm.
74. "Late motions" shall mean any BYL, CON, MAC, or POL motion that is not considered an "On time motion".

Moved by: R. Masri, Executive / Seconded by: D. Izzard, Executive



# OSSTF Toronto

## BIWOC Award Criteria for 2020-2021

Nominations are open to any OSSTF Member who has:

- Advocated for issues of concern to Black, Indigenous, and Workers of Colour and/or Students of Colour resulting in the advancement of OSSTF Toronto and/or public education.
- Incorporated antiracism and decolonization into our union and/or education system to better address the concerns of Black, Indigenous, and Workers of Colour and Students of Colour over the long-term.

The selection of the successful applicant will be based on:

- the scope of the antiracism/ decolonization work
- the length of time involved in that activity
- the impact on the life of fellow members, the students or community

**The deadline for nominations is: April 12, 2021**



# OSSTF Toronto

## Black, Indigenous, and Workers of Colour Awards (BIWOC)—Nomination Form

Submit completed nomination form to *Danica Izzard* at [dizzard@osstftoronto.ca](mailto:dizzard@osstftoronto.ca)

**The deadline for nominations is: April 12, 2021**

Nominee’s Name: \_\_\_\_\_

Nominee’s School/Site: \_\_\_\_\_

Nominee’s Bargaining Unit: \_\_\_\_\_

Nominator’s Name: \_\_\_\_\_

Nominator’s School/Worksite: \_\_\_\_\_

Nominator’s email: \_\_\_\_\_

Nominations are open to any OSSTF Toronto Member who, in any or all of the following, has:

- advocated for issues of concern to Black, Indigenous, and Workers and/or Students of Colour resulting in the advancement of OSSTF Toronto and/ or public education.
- incorporated antiracism and decolonization practices into our union and/or education system to better address the concerns of Black, Indigenous, and Workers and/or students of Colour over the long-term.

The selection of the successful applicant will be based on:

- the scope of the antiracism/ decolonization work
- the length of time involved in that activity
- the impact on the life of fellow members, students or community

Possible ways the successful nominee can **demonstrate their commitment to equitable practices** include:

- Working collaboratively with students and other members to advance the teaching and learning environment in their schools and school communities for Black, Indigenous and Students of colour.
- Demonstrating enthusiasm and passion for incorporating antiracism and decolonization in their practice

**Please provide a brief explanation as to why you feel the member you have nominated meets the criteria above:**

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**OSSTF District 12 STBU  
Comparative Income Statement**

	Budget 07/01/2020 to 06/30/2021	Actual 07/01/2020 to 02/16/2021	Change
<b>REVENUE</b>			
<b>District Funding</b>			
District Rebates - Funding Master	881,071.81	274,721.07	606,350.74
P.D. & Training	62,698.47	0.00	62,698.47
District WSIB Funding	5,239.00	0.00	5,239.00
Other District Funding	41,296.83	41,296.83	0.00
<b>Total District Funding</b>	<b>990,306.11</b>	<b>316,017.90</b>	<b>674,288.21</b>
<b>Member Levy</b>			
TTBU Levy - Executive Time Release	448,000.00	255,076.39	192,923.61
<b>Total Member Levy</b>	<b>448,000.00</b>	<b>255,076.39</b>	<b>192,923.61</b>
<b>Other Revenue</b>			
Investment Revenue	16,000.00	6,680.73	9,319.27
OTIP Rebate	25,000.00	30,000.00	-5,000.00
Miscellaneous Revenue	0.00	5,308.81	-5,308.81
<b>Total Other Revenue</b>	<b>41,000.00</b>	<b>41,989.54</b>	<b>-989.54</b>
<b>TOTAL REVENUE</b>	<b>1,479,306.11</b>	<b>613,083.83</b>	<b>866,222.28</b>
<b>EXPENSE</b>			
<b>Executive</b>			
Executive Time Release	687,000.00	343,500.00	343,500.00
Health and Safety Time Release	500.00	0.00	500.00
ExecExpenses/Member Meetings	16,500.00	786.76	15,713.24
Executive Action	12,000.00	0.00	12,000.00
Executive Mileage and Taxi	14,500.00	231.49	14,268.51
<b>Total Executive</b>	<b>730,500.00</b>	<b>344,518.25</b>	<b>385,981.75</b>
<b>Meetings</b>			
TTBU Executive	12,000.00	1,928.25	10,071.75
TTBU Council Meetings/Travel	29,000.00	1,989.28	27,010.72
TTBU Annual General Meeting	35,080.00	9,691.01	25,388.99
Branch Meetings (Rebates)	23,000.00	20,489.13	2,510.87
<b>Total Meetings</b>	<b>99,080.00</b>	<b>34,097.67</b>	<b>64,982.33</b>
<b>Activities/Programmes</b>			
Grants and Donations	3,500.00	800.00	2,700.00
Community Forums/ Member Outreach	500.00	0.00	500.00
Elections Commission and Expenses	500.00	0.00	500.00
Branch Presidents Workshops	63,000.00	0.00	63,000.00
Executive Workshop	2,000.00	792.04	1,207.96
New Teacher Events and Workshops	6,000.00	0.00	6,000.00
Professional Development	8,400.00	135.60	8,264.40
Retirees Reception	7,000.00	0.00	7,000.00
Tributes	1,500.00	0.00	1,500.00
Time Release -Activities/Programmes	1,000.00	15.82	984.18
Special Projects/Member Engagement	500.00	0.00	500.00
<b>Total Activities/Programmes</b>	<b>93,900.00</b>	<b>1,743.46</b>	<b>92,156.54</b>
<b>Member Protection</b>			
Grievances	31,000.00	5,260.44	25,739.56
Legal Retainer	17,000.00	16,950.00	50.00
Negotiations	5,000.00	490.29	4,509.71
Secondary Consultation(Common Conc)	1,000.00	0.00	1,000.00
Staffing(Data/Blue Bk/Training Wkp)	14,000.00	512.73	13,487.27
<b>Total Member Protection</b>	<b>68,000.00</b>	<b>23,213.46</b>	<b>44,786.54</b>
<b>Committees</b>			
Constitution Committee	3,900.00	84.54	3,815.46
TTBU Budget Committee	1,700.00	211.65	1,488.35
Collective Bargaining Committee	1,500.00	151.25	1,348.75
Retirement Workshops	3,000.00	0.00	3,000.00
Professional Development Committee	1,300.00	32.94	1,267.06
Ad Hoc Committees	2,000.00	0.00	2,000.00

OSSTF District 12 STBU  
Comparative Income Statement

	Budget 07/01/2020 to 06/30/2021	Actual 07/01/2020 to 02/16/2021	Change
<b>Total Committees</b>	<u>13,400.00</u>	<u>480.38</u>	12,919.62
<b>Office Expenses</b>			
Staff Salaries	192,695.98	111,606.50	81,089.48
EI Expense	4,000.00	2,149.22	1,850.78
CPP Expense	8,000.00	4,747.99	3,252.01
WSIB Expense	6,400.00	2,185.65	4,214.35
Pension Expense	16,000.00	7,895.32	8,104.68
Benefit Plan	24,000.00	8,991.51	15,008.49
Total Staff Benefits	<u>58,400.00</u>	<u>25,969.69</u>	32,430.31
Temporary Help	960.00	0.00	960.00
Bank Charges and Audit	500.00	0.00	500.00
Building Operations	103,600.00	62,513.61	41,086.39
Capital Equipment	5,000.00	361.14	4,638.86
Supplies	18,500.00	4,595.04	13,904.96
Photocopying	4,500.00	300.54	4,199.46
Photocopier Leases	21,500.00	10,688.45	10,811.55
Paper Purchases	2,400.00	1,260.06	1,139.94
Printing	500.00	682.52	-182.52
Telephone	24,000.00	9,673.51	14,326.49
Postage	5,000.00	6,156.86	-1,156.86
Taxi and Courier	500.00	0.00	500.00
Parking/Management	5,000.00	3,320.00	1,680.00
Insurance	2,500.00	0.00	2,500.00
Total General Office Expenses	<u>89,400.00</u>	<u>37,038.12</u>	52,361.88
Computer/Network Support/Licenses	17,200.00	3,368.29	13,831.71
Website/Fibre	9,200.00	7,506.75	1,693.25
Contingency	130.13	0.00	130.13
<b>Total Office Expenses</b>	<u>472,086.11</u>	<u>248,002.96</u>	224,083.15
<b>TOTAL EXPENSE</b>	<u>1,476,966.11</u>	<u>652,056.18</u>	824,909.93
<b>NET INCOME</b>	<u>2,340.00</u>	<u>-38,972.35</u>	41,312.35

ESOE  


OSSTF District 12  
Comparative Income Statement

	Budget 07/01/2020 to 06/30/2021	Actual 07/01/2020 to 02/16/2021	Change
<b>REVENUE</b>			
<b>Provincial Office Funding</b>			
2000 - Basic District Rebates	1,599,801.00	703,912.00	895,889.00
2010 - Prof. Develop. and Training	88,817.00	0.00	88,817.00
2015 - Union Training	1.00	0.00	1.00
2045-Events to Engage	6,000.00	0.00	6,000.00
2050 - PAC Special Distr. Programs	2,500.00	10,000.00	-7,500.00
2052 - District Coalitions	25,000.00	0.00	25,000.00
2055 - Dist Excellence in Education	1.00	0.00	1.00
2080 - District WSIB Funding	1,310.00	0.00	1,310.00
2090 - Member Accessibility Funding	1.00	0.00	1.00
Election Readiness / Mobilisation	1.00	0.00	1.00
Other Provincial Office Funding	1.00	0.00	1.00
<b>Total Provincial Office Funding</b>	<b>1,723,433.00</b>	<b>713,912.00</b>	<b>1,009,521.00</b>
<b>Member Levy</b>			
District Political Action Levy	85,000.00	32,768.00	52,232.00
<b>Total Member Levy</b>	<b>85,000.00</b>	<b>32,768.00</b>	<b>52,232.00</b>
<b>Other Revenue</b>			
Interest Revenue	1,500.00	0.00	1,500.00
Active Retired Members	1.00	12,847.50	-12,846.50
Camille Natale Award Income	1.00	0.00	1.00
Miscellaneous Revenue	58,500.00	0.00	58,500.00
<b>Total Other Revenue</b>	<b>60,002.00</b>	<b>12,847.50</b>	<b>47,154.50</b>
<b>TOTAL REVENUE</b>	<b>1,868,435.00</b>	<b>759,527.50</b>	<b>1,108,907.50</b>
<b>EXPENSE</b>			
<b>Bargaining Unit Funding</b>			
OTBU Funding - Funding Master	193,322.20	96,651.10	96,671.10
OTBU Funding - Other	13,757.12	0.00	13,757.12
PSSP Funding - Funding Master (net)	173,709.03	86,854.47	86,854.56
PSSP Funding - Other	12,361.41	0.00	12,361.41
TTBU Funding - Funding Master	881,071.81	362,828.25	518,243.56
TTBU Funding - Other	62,698.47	0.00	62,698.47
Active Retired Members	0.00	12,847.50	-12,847.50
Allocation To BUs From Surplus	58,500.00	58,500.00	0.00
<b>Total Bargaining Unit Funding</b>	<b>1,395,420.04</b>	<b>617,681.32</b>	<b>777,738.72</b>
<b>Executive</b>			
Executive Time Release	160,000.00	80,000.00	80,000.00
Executive Liaison Expenses	2,000.00	0.00	2,000.00
<b>Total Executive</b>	<b>162,000.00</b>	<b>80,000.00</b>	<b>82,000.00</b>
<b>Meetings</b>			
District Executive	2,000.00	31.36	1,968.64
District General & Annual Meetings	16,500.00	8,697.30	7,802.70
Inter-District Meetings/Training	0.00	0.00	0.00
AMPA	40,000.00	0.00	40,000.00
<b>Total Meetings</b>	<b>58,500.00</b>	<b>8,728.66</b>	<b>49,771.34</b>
<b>Activities/Programmes</b>			
Political Action	40,000.00	11,485.99	28,514.01
Labour Council	26,500.00	26,000.00	500.00
Election Readiness/Mobilisation	1.00	0.00	1.00
Affiliations/Coalitions	10,000.00	10,000.00	0.00
Grants and Donations	6,000.00	600.00	5,400.00
Community Forums/Member Outreach	6,000.00	0.00	6,000.00
AMPA Campaigns	5,000.00	1,100.56	3,899.44
Camille Natale Award	1.00	310.18	-309.18
Ex in Ed - Jim McQueen Award	8,500.00	245.20	8,254.80
Awards Event	4,000.00	0.00	4,000.00
Pregnancy ,Parental, Adoption Leave	1,550.00	0.00	1,550.00
<b>Total Activities/Programmes</b>	<b>107,552.00</b>	<b>49,741.93</b>	<b>57,810.07</b>

Printed On: 02/15/2021



OSSTF District 12  
Comparative Income Statement

	Budget 07/01/2020 to 06/30/2021	Actual 07/01/2020 to 02/16/2021	Change
<b>Committees</b>			
Constitution Committee	1,500.00	134.59	1,365.41
Communications PAC Committee	3,700.00	0.00	3,700.00
Finance Committee	1,600.00	416.07	1,183.93
Gay/Straight Alliance Committee	3,500.00	23.13	3,476.87
Occupational Health and Safety Ctte	1,600.00	16.69	1,583.31
Human Rights Committee	4,500.00	349.72	4,150.28
Status of Women Committee	3,000.00	0.00	3,000.00
Black,Indigenous ,Workers of Colour	2,500.00	0.00	2,500.00
Eco Committee	1,100.00	19.98	1,080.02
<b>Total Committees</b>	<b>23,000.00</b>	<b>960.18</b>	<b>22,039.82</b>
<b>Office Expenses</b>			
Staff Salaries	48,174.00	23,487.22	24,686.78
EI Expense	1,000.00	493.54	506.46
CPP Expense	2,000.00	1,161.53	838.47
WSIB Expense	1,600.00	546.42	1,053.58
Pension Expense	4,000.00	1,969.80	2,030.20
Benefit Plan	6,000.00	2,770.85	3,229.15
<b>Total Staff Benefits</b>	<b>14,600.00</b>	<b>6,942.14</b>	<b>7,657.86</b>
Temporary Help	240.00	0.00	240.00
Bank Charges and Audit	500.00	0.00	500.00
Building Operations	25,900.00	25,900.00	0.00
Capital Equipment	1,250.00	90.28	1,159.72
Supplies	4,625.00	1,145.31	3,479.69
Photocopying	1,125.00	126.66	998.34
Photocopier Leases	5,375.00	2,672.11	2,702.89
Paper Purchases	600.00	263.49	336.51
Printing	125.00	170.63	-45.63
Telephone	6,000.00	2,519.61	3,480.39
Postage	1,250.00	1,752.18	-502.18
Taxi and Courier	125.00	0.00	125.00
Parking/Management	1,250.00	830.00	420.00
Insurance	625.00	0.00	625.00
<b>Total General Office Expenses</b>	<b>22,350.00</b>	<b>9,570.27</b>	<b>12,779.73</b>
Computer/Network Support/Licenses	4,800.00	757.33	4,042.67
Website/Fibre	2,300.00	1,876.85	423.15
Contingency	14.96	0.00	14.96
<b>Total Office Expenses</b>	<b>118,878.96</b>	<b>68,533.81</b>	<b>50,345.15</b>
<b>TOTAL EXPENSE</b>	<b>1,865,351.00</b>	<b>825,645.90</b>	<b>1,039,705.10</b>
<b>NET INCOME</b>	<b>3,084.00</b>	<b>-66,118.40</b>	<b>69,202.40</b>

EOE:  
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***ADVERTISEMENT - PLEASE POST***

**The OSSTF Toronto Teachers' Bargaining Unit is seeking applications for:**

**TTBU  
Budget Committee**

**According to the OSSTF Toronto Teachers' Bargaining Unit Constitution, Bylaws, and Policies, this committee shall include the Treasurer, three Members appointed by the Executive, and up to three additional Members elected by Council at the April Council meeting. The membership of the committee shall remain intact from the time of the appointment and elections of its members to the April Council meeting of the following year (Bylaw 3 - Standing Committees - 3.1.3 Budget Committee). TTBU Council meets on Thursday, **April 22nd, 2021.****

**Any member interested in serving on this committee should inform Michelle LeBlanc at the District Office by email ([mleblanc@osstftoronto.ca](mailto:mleblanc@osstftoronto.ca)) before 4:30 p.m. on Thursday, **April 8th, 2021.****

**Toronto Teachers' Bargaining Unit  
Ontario Secondary School Teachers' Federation, Toronto**

1482 Bathurst St, Suite 300, Toronto, Ontario, M 5P 3H1  
TEL: (416) 393-8900 FAX: (416) 393-8912  
[www.osstftoronto.ca](http://www.osstftoronto.ca)

***Protecting and Enhancing Public Education***



# OSSTF TORONTO



## OSSTF PENSION RETIREMENT PLANNING WORKSHOPS TEACHERS' PENSION PLAN MEMBERS 2021

**Registration:** TTBU members - "Events" calendar on our website - [osstftoronto.ca](http://osstftoronto.ca)

### WORKSHOP # 1

DATE: Wednesday, February 17  
TIME: 5:00 PM - 6:15 PM  
PLACE: <https://register.gotowebinar.com/register/6397592380912897296>

### WORKSHOP # 2

DATE: Thursday, April 8  
TIME: 4:30 PM - 5:45 PM  
PLACE: <https://register.gotowebinar.com/register/8171514754352962832>

### WORKSHOP # 3

DATE: Tuesday, May 4  
TIME: 7:00 PM - 8:15 PM  
PLACE: <https://register.gotowebinar.com/register/455277390862795789>

### WORKSHOP # 4

DATE: Thursday, May 27  
TIME: 5:00 PM - 6:15 PM  
PLACE: <https://register.gotowebinar.com/register/5929522584387547408>

**\*\* You may also wish to register for an OTIP/Educator's Financial "Benefits & Financial Planning Retirement Seminar" at [www.otip.com/events](http://www.otip.com/events) \*\***

*Sign up for OTIP's free retirement webinar!*

OTIP's popular retirement workshop "Walk into retirement with a plan" is now available as a webinar! Please share with your members who are planning for their retirement.

Members will learn about retirement planning from the comfort and safety of their own homes. OTIP's experts will discuss how to smoothly transition their current health, dental and travel coverage into retirement as well as the flexible plan options available to them.

Members can view the schedule and sign up for a free webinar today at [www.otip.com/retirement\\_webinar](http://www.otip.com/retirement_webinar)

## Provincial Executive Liaison Report

To: District 12 TTBU Council

From: Harvey Bischof, President  
Earl Burt, Treasurer

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### 1. **Black History Month – Video Message by the Honourable Jean Augustine**

OSSTF/FEESO approved the creation of a short video message by the Honourable Jean Augustine for Black History Month. This video message is posted on the OSSTF/FEESO website and will be used on OSSTF/FEESO's social media platforms during February 2021.

In 1993, Jean Augustine made history as the first Black woman to be elected to Canada's House of Commons. She served with distinction winning four consecutive elections. In December 1995, the House of Commons officially recognized February as Black History Month in Canada following a motion introduced by the Honourable Jean Augustine. The motion was carried unanimously by the House of Commons.

### 2. **Bill 229 – Protect, Support and Recover from COVID-19 (Budget Measures Act)**

Former PC Finance Minister Rod Phillips tabled his 2020 COVID-19 delayed Budget bill featuring many promises of economic support for Ontarians. Unfortunately, the bill does not promise much for Ontario's education system. The budget projects that K-12 education spending will grow by \$100 million in 2021 and another \$200 million in 2022. K-12 Education spending is as follows:

- 2020-2021 – \$31.0 Billion
- 2021-2022 – \$31.1 Billion
- 2022-2023 – \$31.3 Billion

This year's Budget is \$500 Million less than the previous Liberal government had projected in their last budget in 2018.

The only other financial item K-12 education-related was a continuation of payments to parents to help support education of \$200 or \$250 for a child with special needs. Overall cost is projected at \$380 million.

The Budget also introduced measures for teachers and ECE's regarding matters of discipline and dismissal. The bill indicates that teachers and ECE's convicted of sexual abuse and/or child pornography will face a lifetime ban. The government wants this provision to apply retroactively. As well, discipline measures will be introduced for racist comments and behaviours.

For Post-Secondary Education (PSE), funding is as follows:

- 2019-20 \$10.5 billion
- 2020-21 \$10.7 billion
- 2021-22 \$10.9 billion
- 2022-23 \$11.2 billion

In addition, some other highlights include:

- \$466M over 3 years in capital grants for PSE

- \$100M investment for 2020-21 in Employment Ontario for skills training programs for workers
- \$59.5M in funding over 3 years for micro-credentials
- \$19.5M in mental health funding for PSE students (but only \$3.25 million is new)
- A new Skilled Trade Strategy

In OSSTF/FEESO's post-budget discussion with OCUFA, concerns continue that the government is eroding university funding and refuses to change course on performance-based funding and the \$3 billion it puts at risk. As well, the Budget would squander \$60 million on ineffective lower-level credentials at college level, which are a solution in search of a problem.

The bill received royal assent December 8, 2020.

### 3. **Plan for Lobbying the Government to Institute Pandemic Pay for Education Workers**

When the severity of the COVID-19 pandemic was recognized in Ontario, the government announced a \$4 per hour pay increase for many frontline workers, including personal support workers (PSWs). This additional funding for workers lasted for approximately four months, between April 24, 2020, and August 13, 2020. The government introduced temporary pandemic pay to provide additional support and relief to frontline workers, to encourage staff to continue working, to attract prospective employees and to help maintain safe staffing levels and the operation of critical frontline services.

In October 2020, the provincial government further announced that 147,000 eligible personal support workers would receive a \$3 an hour raise lasting until about March 2021. Currently, 50,000 PSW's are eligible for the pay increase in long-term care facilities, 38,000 in in-home and community care, as well as 34,000 in children, community and social services. The pay increase is temporary, but Ford promised to make it permanent before it expires in March.

The work of a PSW has many similarities to the work of our education worker members who are currently in schools assisting and supporting some of the most vulnerable students in the same way that PSWs are assisting and supporting their clients.

With the lack of consultation with OSSTF/FEESO and no desire to work collaboratively to keep workers and students safe during the COVID-19 pandemic, OSSTF/FEESO has decided to write an open letter, from President Harvey Bischof, directly to the Premier of Ontario, Doug Ford.

When appropriate, OSSTF/FEESO will do the following:

- The letter will be sent to Ministers of Labour, Health, Education and Finance.
- The letter will be sent to all MPPs at the Ontario Legislature.
- The letter will be shared with the Ontario Public School Boards Association (OPSBA), the Council of Trustees Association (CTA), our education affiliates through OTF and the Ontario Federation of Labour (OFL).
- The letter may be made public at an appropriate time after sending it to the Premier and MPPs at the legislature.

### 4. **Education Platform Consultations**

Friday, January 29, OSSTF/FEESO hosted its kick-off to the Education Platform Consultations for the 2022 provincial, municipal and trustee elections. Over 100 bargaining unit members attended. As well, each OSSTF/FEESO committee and advisory work group

(Environmental, FNMI, New Member, Equity, BPPOC) was invited to send one representative. Also in attendance were the full provincial Communications / Political Action Committee, OSSTF/FEESO's 8 elections organizers, provincial office staff and the provincial executive.

Conference participants heard from President, Harvey Bischof on the importance of including all our members in the development of our education platform. As well, Bischof spoke of the earlier release of our education platform than in the past years to help to build support with our members, the public and political parties.

Communications / Political Action (CPA) Department Director, Gary Fenn summarized the plan including details on the timelines. An online fillable form has been created on the OSSTF/FEESO website for all members to participate by logging into the Registered Users section. This webpage will go live after February Provincial Council. As well, all Districts and BU's are encouraged to share this information with members in order to gather member input. Provincial office will promote the all member consultations on social media and through other communications.

We have started with four broad themes to initiate the consultations:

- Equity and anti-oppression in publicly-funded education
- Learning conditions for students
- Health and Safety
- Supports and Services for students

Member(s) are encouraged to propose other broad themes for consideration.

The deadline for submissions will be April 9th. The CPA Department will collate and review the submissions. The full education platform will be released at Provincial Council on June 4, 2021.

#### **5. Action Plan to Support Equity and Anti-Oppression**

At the February 5<sup>th</sup> meeting of Provincial Council, Councillors received an updated version of our Equity Action Plan. There has been ongoing consultation and dedicated staff working on OSSTF/FEESO's framework which is being submitted to AMPA for endorsement.

We have created a new, full-time position for an Equity, Diversity and Inclusion Coordinator at Provincial Office and have assigned four secretariat members to equity work including our Equity Officer.

Over the years, OSSTF/FEESO has taken many worthwhile steps to promote equity, inclusion, and anti-oppression within the union. These steps, however, need to be augmented by having a comprehensive framework that is largely shared and accepted. This action plan is a framework of guiding principles and actions that will assist the Federation to identify where change is needed (our goals) and how to implement those changes (our strategy).

#### **6. Letters to Management Regarding OHSA Responsibilities**

Some OSSTF/FEESO members are reluctant to exercise their rights under the Occupational Health and Safety Act (OHSA) to report health and safety concerns to their supervisor or initiate a work refusal due to fear of reprisal by their supervisor/administrator.

Letters have been sent by OSSTF/FEESO to the various principal associations,

superintendent associations, and director associations. These letters remind supervisors of their shared responsibility to ensure that education settings are safe for all staff and students. No worker should fear reprisal for exercising their rights under the OHSA. A template letter was also provided for university bargaining unit presidents to utilize if they find this an issue for their members.

#### **7. Summer Leadership Conference Model**

An internal work group was established in the fall of 2019 to look at the current Summer Leadership Conference model.

Items identified that need to be addressed include:

- Rising costs
- Inequitable access (districts with large reserves are better able to send additional members, easier for GTA members to send extras)
- Finding an appropriate venue and securing it 5 years in advance
- Providing programming that meets the varied needs of attendees with a range of levels of experience

The group consisted of the two (2) Vice Presidents, Paul Caccamo and Karen Littlewood; four (4) Directors, Gary Fenn, Bob Fisher, Kerri Ferguson, Cathy Renfrew; as well as other Provincial Office Staff, including Jason Westmaas, Peter Bates and Randy Banderob, supported by Anne Marie Sutton.

COVID-19 interrupted the planning for a period of time but the group reconvened this fall. New challenges included the need for an online delivery model as well as the recognition of the increasing workload for local leaders.

At this time, the best course of action appears to be to switch to a model of intensive, expert level, focused training for local presidents, delivered virtually but still in August. It would be a shorter overall period of time but with the intention of providing a much higher level of support and training. New Presidents' Training would also continue but most likely apart from the Leadership training in order to provide some relief from screens.

The change for this year does not mean that other courses and training previously offered by the traditional Leadership Conference would cease to exist. There are other existing venues for such delivery. The Provincial Executive passed a motion in January to have the General Secretary assign staff to investigate options for this intensive leadership model for summer 2021, along with exploring how to offer webinars or other types of training on the member protected area of the website, accessible based on the position held. There could also be remote training offered on a large scale, even after the pandemic has passed. The four Directors have been assigned to investigate the options and will work with the Vice Presidents to develop the recommendations.

#### **8. Bill 172 - Education Statute Law Amendment Act (Fetal Alcohol Spectrum Disorder) Background**

Liberal MPP Kathleen Wynne (Don Valley West) had originally proposed this bill on February 18, 2020, in the middle of OSSTF/FEESO's strike. As an opposition MPP's private member's bill, Wynne's bill was not expected to get much attention beyond its initial introduction. But it seems Premier Doug Ford's recent praise of Wynne's tenure as Premier, particularly in recognition of her announcement that she will not stand for re-election in 2022, may have given an impetus to have her bill further reviewed. Wynne's bill would require boards of education to develop policies and guidelines with respect to Fetal Alcohol Spectrum Disorder (FASD). As well, teachers' colleges and early childhood



education programs would be required to provide training for FASD.

### **Legislative Process**

Wynne's bill passed 2nd Reading on November 3, with all-party support, and was referred to the Standing Committee on Social Policy. While government MPPs have indicated support for this bill, the standing committee's roster is fairly full at present and it is unlikely that the bill will be called for committee hearing any time soon. As well, it's timeline to return to the legislative agenda for further debate, and possible passage, is uncertain. Nonetheless, the bill's progress should be monitored, as it may be called for a committee hearing at any time.

## **9. OSSTF/FEESO Research Partnerships Related to COVID-19 in the 2019-2020 and 2020-2021 Federation Years**

In the 2019-2020 and 2020-2021 federation years, OSSTF/FEESO has endorsed and assisted in distributing ten external research projects (including two that will be distributed in February 2021). Of those, six studies focus directly on COVID-19, investigating impacts on professional lives including transition to working remotely, mental health and psychosocial wellbeing, work-life balance and the factors related to transmission and risk of transmission for education workers and teachers. Four of those surveys were open to all members and two targeted teachers and occasional teachers only. In addition, two studies incorporated the impacts of COVID-19 into existing research. These include a study on gender and work absence/return to work and a study on the differences in professional identity between occasional and permanent teachers. The remaining two studies were unrelated to COVID-19.

We only have partial data available to us on participation rates, but most studies had between 1,000 and 1,400 OSSTF/FEESO participants. Not surprisingly, numbers are higher when all members are able to participate.

Results from two studies, both by the Canadian Teachers' Federation have been finalized and made public. These studies raise concerns about equity in relation to emergency remote learning, student mental health, and the considerable strain experienced by teachers and education workers.

### OSSTF/FEESO Research Partnerships Related to COVID-19

#### ***Studies Focusing on COVID-19:***

- York University (Sarah Bennett). Safe transition to remote teaching.
- University of Guelph (Basem Gohar). Psychosocial health and wellness during COVID-19.
- Canadian Teachers' Federation. Canadian Teachers Responding to Coronavirus (COVID-19).
- Canadian Teachers' Federation. Mental Health Pulse Survey.
- Sinai Health Centre (Brenda Coleman). Study of the epidemiology of COVID-19 In education workers.
- Carleton University (Linda Duxbury). Work-Life Balance during COVID-19.

#### ***Studies incorporating COVID-19 into existing research design:***

- Multi-University Collaborative Study. Health Professional Workers – gender, absence from work and return to work.
- McMaster University (Andrew Wilkin). Work, Life and Employment Status.

### ***OSSTF/FEESO Research Partnerships Related to COVID-19 Currently Open or Soon***

**to be Open:**

- Carleton University (Linda Duxbury). Work-Life Balance during COVID-19. Survey open January 6, 2021 - February 17, 2021.
- Multi-University Collaborative Study. Health Professional Workers – gender, absence from work and return to work. Survey open November 20, 2020 – March 31, 2021.
- Sinai Health Centre (Brenda Coleman). Study of the epidemiology of COVID-19 In education workers. Survey open February 15, 2021 – March 31, 2021 (approximately).
- McMaster University (Andrew Wilkin). Work, Life and Employment Status. Survey open February 1, 2021 – April 1, 2021.

**10. Coalition and Donations**

The Provincial Executive approved donations to the following organizations:

- Campaign 2000
- Climate Action Network
- Operation Xmas Cheer
- Shelter Safe
- Black Education Fund

**11. Ontario Federation of Labour Women's Committee Report**

The Ontario Federation of Labour (OFL) Women's Committee met virtually on January 14, 2021. Affiliates from across Ontario were present. They included members from USW, Machinists, Society, OCBCC, PSAC, OECTA, ETFO, Equal Pay Coalition, IBEW, SEIU, SEIU Healthcare, COPE, Jill Andrews (NDP) and CUPE.

OSSTF/FEESO staff asked the committee, with the indulgence of the Chairpersons, if the committee could begin sharing their 'feminist moment' at the beginning of the committee meetings. The committee members shared reading recommendations, their feelings about world events and life events that caused them to reflect on their feminism.

Patty Coates, President of the OFL gave an update on actions the OFL is working on. A reminder was given that the OFL lease is up within a year and they will be looking for new office space. The provincial emergency order was discussed and questions surrounding why it took such a long time to put it in place were asked. It was reported that many 'non-essential workers' who worked from home during the first wave of the pandemic are now being told by some employers that they are 'essential' and must report to work. Media is taking notice of the paid sick leave issue and the OFL President is being asked to participate in a number of press opportunities. The OFL is continuing with their anti-oppression reviews with a consultant.

The December 6 Day of Remembrance and Action virtual vigil was well attended. Participants found the event very moving.

International Women's Day planning has begun. The challenge is to create events virtually. The March 8 Project pins and posters are available for purchase and information was sent out to affiliates to distribute to members. This is the 11th anniversary of the project and the theme is "Sheroes Persist".

Jill Andrews from the NDP gave a report highlighting:

- Many constituents are trying to stay afloat at this time;
- Grief and grieving is being experienced in all walks of life;

- Motion 89, an NDP petition was introduced in December of 2019 and the Ford government has yet to adopt it. This motion calls for a gender-equity strategy to be used to review all bills before they become law to assess the impact they have on marginalized persons lives. Women, those living in poverty and BIPOC persons are most affected by laws that do not consider gender and equity.

## 12. Black Persons and Persons of Colour Advisory Work Group

Applications for up to ten vacancies on the new Black Persons and Persons of Colour Advisory Work Group were solicited through D/BU memo #076 2020-21 as well as advertisements in *Update* and on OSSTF/FEESO social media accounts, beginning November 18, 2020. The deadline for the submission for applications was 4:00 p.m. on Friday, December 11, 2020.

The Provincial Executive approved the appointment of the following members to the Black Persons and Persons of Colour Advisory Work Group:

- Jason Boston – TBU D12, 2-year term
- Solange Scott – PSSP D12, 3-year term
- Faiza Gafaneh – ECE D25, 3-year term
- Shushmita Gupta – OTBU D21, 1-year term
- Milton Hart – TBU D16, 3-year term
- Arwinder Kaur – Unité 58 D32, 2-year term
- Veronica Montague – PSSP D12, 1-year term
- Bina Shah – TBU D25, 1-year term
- Irene Taylor – ESS D9, 3-year term
- Stan Yep – TBU D19, 2-year term

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Fédération des enseignantes-enseignants TEL 1.800.267.7867  
des écoles secondaires de l'Ontario FAX 416.751.3394  
49 Mobile Drive, Toronto, Ontario M4A 1H5 www.osstf.on.ca



OSSTF TORONTO

Teachers' Bargaining Unit  
1482 Bathurst St., Suite 300  
Toronto, Ontario  
M5P 3H1

Childcare / Dependant Care Submission

- Childcare or dependant care expenses to allow members to attend authorized OSSTF Toronto actual/virtual activities will be reimbursed at \$15 per hour, OR at the Living Wage established for the community in which the member resides (whichever is higher).
- For reimbursement at the Living Wage, the member **must** provide documentation identifying that a Living Wage has been calculated for the community and provide proof of payment at that rate. Communities with a living wage are listed at [www.ontariolivingwage.ca/living\\_wage\\_by\\_region](http://www.ontariolivingwage.ca/living_wage_by_region)
- The maximum reimbursement for a day will be 10 hours, regardless of the number of dependants.
- If overnight care is needed, up to \$50 will be provided for overnight care.
- Reimbursements will include immediate family members, excluding parents and guardians, as eligible caregivers.
- Receipts from the childcare or dependant care provider must be provided.
- If there are exceptional circumstances, contact the TTBU or District Activity Liaison in advance for consideration of special approval.

OSSTF Toronto Activity: \_\_\_\_\_

TTBU or District Activity Liaison: \_\_\_\_\_

Cheque Payable to: (print legibly) \_\_\_\_\_

Mailing Address: (print legibly) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Documentation of Living Wage Attached:

Original Receipt Attached:

Copy of Original Receipt & Submission kept:

Originals Sent to Address Below:

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Teachers' Bargaining Unit  
Ontario Secondary School Teachers' Federation, Toronto

1482 Bathurst St, Suite 300, Toronto, Ontario, M5P 3H1  
TEL: (416) 393-8900 FAX: (416) 393-8912  
[www.osstftoronto.ca](http://www.osstftoronto.ca)

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