



**OSSTF Toronto
District 12 General Meeting
Virtual Meeting
4:30 p.m.
October 21, 2021**

AGENDA

- | | | |
|---------|---|-------------------|
| 4:30 pm | 1. Call to Order | |
| | 2. Acknowledgement of Traditional Lands and Anti-harassment Statement | |
| | 3. Announcements | |
| | 4. Approval of Agenda | |
| | 5. Adoption of Procedures for Debate | <i>[p. 8-15]</i> |
| 5:00 pm | 6. Treasurer's Report: David Pickering | <i>[p. 16-22]</i> |
| | <ul style="list-style-type: none">● Presentation of District 12 Budget 2021/22● Questions on the Budget● Related Motion | |
| | 7. On Time Motions | <i>[p.23]</i> |
| | 8. New Business, Late Motions and Notices of Motion | |
| 5:30 pm | 9. Adjournment | |

OSSTF provides a subsidy for Childcare / Dependent Care - Please ask the District Treasurer at dpickering@osstftoronto.ca or a District Executive Officer for details.



OSSTF Toronto 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 Resolution and Complaint Process.

The *Anti-Harassment & Equity Declaration*, as found in the Provincial Policies and Procedures (1.8), shall be read at the beginning of every District Committee meeting.

Resolution and Complaints Process

An anti-harassment officer will be appointed for the General Meeting and the Annual General Meeting.

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 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 District office who will forward it to another anti-harassment officer as appointed by the President and/ or the Vice Presidents. The written complaint will be investigated fully with a view towards a resolution that is acceptable to all involved parties.

If the complainant is not satisfied with the result of the written complaint, the complaint will be forwarded 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.

At any point in the process, the Anti-Harassment officer (s) may seek the assistance of the designated secretariat member of Provincial OSSTF/ FEESO.

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 District 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.

(Revised May, 2021)

OSSTF Toronto Virtual District Meeting Reference Guide

Upon Entrance into the Virtual Meeting

Any Member in attendance at the District GM must sign in using their **first and last name and Bargaining Unit**. This can be accomplished either at sign-in, or by clicking the ‘change name’ option found in the top right corner of the video screen in which your name/image appears. If you require assistance, please use the chat function to direct-message a request to have your name changed to one of our staff: Nadia Vanker, Jessica Ramirez, Lindsay O’Donnell or Marion Reid. Include your first name, last name and Bargaining Unit in your message. If you request a name change from anyone else in the chat, they will not be able to help you, and will not respond.

Only those whose full name and Bargaining Unit are visible will be able to stay in the meeting.

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 **“Spotter”** 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)
FOR (✓)	<ul style="list-style-type: none"> • Mover initially speaking to the motion • Debating in favour of a motion <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>	Type “FOR” to SPOTTER
AGAINST (X)	<ul style="list-style-type: none"> • Debating against a motion <p style="text-align: center;"><i>Speaking time: 90 seconds</i></p>	Type “AGAINST” to SPOTTER
QUESTION (?)	<ul style="list-style-type: none"> • To ask a question to the mover <p style="text-align: center;"><i>Speaking time: 60 seconds</i></p>	Type “QUESTION” to SPOTTER
	<ul style="list-style-type: none"> • To move a Main motion • To reconsider a motion • Calling for the Vote / Calling the Question (i.e. end debate) 	TYPE “MOTION” to STEERING + complete the online form to submit your amendment: https://bit.ly/D12amendments
	<ul style="list-style-type: none"> • To make an amendment 	Type “AMENDMENT” to STEERING + complete the online form to submit your amendment: https://bit.ly/D12amendments
PAUSE (🔴)	<p>May be used by a Member / District Representative only when the Member:</p> <ul style="list-style-type: none"> • believes the established Rules of Order are being contravened. • is experiencing an issue which is impacting their ability to participate in the meeting and within the purview of the Chair to resolve. • is experiencing an issue which requires accommodation to physically participate in the meeting. <p style="text-align: right;"><small>(cont’d on next page)</small></p>	Type “PAUSE” to SPOTTER

	<ul style="list-style-type: none"> disagrees with the ruling of the Chair and wishes to Challenge to the Chair. has a question for the Chair about how to navigate the Rules of Order. <p><i>Speaking time: 60 seconds</i></p>	
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Sequence of Indicators

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

Subsequent rotation of debaters: BLUE (CON), YELLOW (QUESTION), WHITE (FOR).

- The order of where you are placed into the queue can be viewed at <https://bit.ly/D12sequence>.
- When recognized by the Chair, you will be able to un-mute your mic. At the end of your allotted time or when you have finished, your microphone will be muted.

Questions to Steering

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

Questions to District President and Treasurer / Provincial President Reports

- 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.
- Only the Spotter can acknowledge your request to ask your question. 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, your microphone will be muted.
- The order of where you are placed into the queue can be viewed at <https://bit.ly/D12sequence>.

Voting at the GM

All motions will be voted on through the OSSTF Voting Centre on the Provincial OSSTF website. In order to vote, members must have a registered account on the Provincial OSSTF Website

<https://www.osstf.on.ca/services/member-login/members-login.aspx>.

Follow the instructions to vote here: <https://bit.ly/OSSTFvoting>

The Chair will indicate when voting opens and closes.

A ballot will only appear once a motion is ready to be voted upon. When the ballot is announced by the chair that it is ready, refresh the webpage for the ballot to appear.

**If you have difficulty with the login process, or setting up an account contact
Membership-Database@osstf.ca or call 416-751-8300 / 1-800-267-7867 between 8:30 a.m. and 5 p.m.**

For an organized list of all the materials and links you will need for this meeting:

<https://linktr.ee/D12meetings>

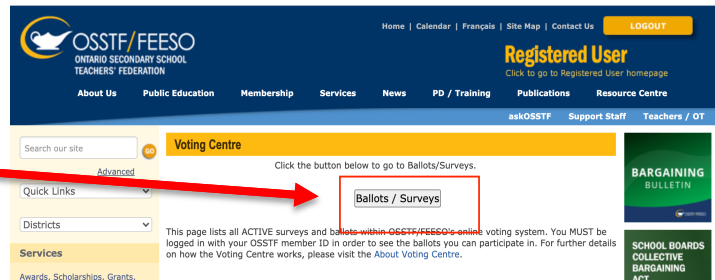
OSSTF TORONTO ONLINE VOTING INSTRUCTIONS

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, click on the “Voting Centre” badge located on the bottom right margin of the page.



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



STEP 4: In the **Current Ballots** section, click the link to the desired ballot and follow the instructions to cast your vote. **A ballot will only appear once a motion is ready to be voted upon.**

Troubleshooting Tips:

Need Member Profile or Voting Centre assistance?

Email: membership-database@osstf.ca or

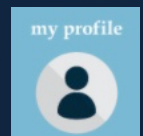
call 416-751-8300 / 1-800-267-7867 between 8:30 a.m. and 5 p.m.

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.

OSSTF District 12 Toronto

Rules of Order 2021-2022

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. 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

5. 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.
6. Timed items may be:
 - a. Unhashtagged timed items
 - b. Hashtagged (#) timed items
7. Unhashtagged timed items are 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.
8. Hashtagged timed items are 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

9. A motion may not contravene our established bylaws or constitution.

10. Unless otherwise stated, a Motion will require a mover and a seconder who are voting District Representatives and who are present at the meeting.
11. Unless otherwise stated a Motion may be debated.
12. A motion that has already been debated and defeated can not be brought forward again as it has already been decided by the body.

Decisions by Consensus

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

Main Motions

14. A Main Motion brings business before the District Representatives, and is used to direct action
15. 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

16. 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

17. 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.

18. Reconsider

- a. A motion to reconsider a previous decision can be made within the same meeting after the decision has been made.
 - i. It is non-debatable.
 - ii. The motion can be made only by a District 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.

19. 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.
 - 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.

20. 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

21. 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 District 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 District 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 District 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

22. 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 District 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. District 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 / District 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

23. Any Member in attendance may participate in debate.

24. The appropriate form must be used to submit motions. Motions must be submitted to Steering in writing prior to debate of the motion.

25. Only a District Representative can move, second, and vote on motions.

26. 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.

27. Upon being recognized by the Chair, a Member shall first state their name, Bargaining Unit (non-executive Members) or position (executive Members), and the indicator they are speaking on.
28. 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.
29. 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

30. Unless otherwise stated, a motion is considered carried by receipt of a simple majority.
31. 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. Constitutional amendments, as per Article 12.1.3
 - c. Late motions, except for those associated with Constitutional amendments
 - d. Calling for the Vote / Calling the Question
 - e. Motions to reconsider
32. A 9/10 majority vote is required for:
 - a. Late Constitutional amendments, as per Article 12.1.3
 - b. Amending a Late motion

Voting Procedure

33. After the Chair has called for the vote, District Representatives will cast their vote.
34. The Chair will announce if the motion is carried or defeated.
35. If the results are unclear, the Chair or a District 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.
36. If requested by a District 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.

Virtual Meetings

37. Virtual meetings may be called to replace in-person meetings at the discretion of the District Executive upon review of technologies available.
38. Registered District Representatives will receive an email that contains the meeting access link prior to the meeting.
39. The link for the meeting will be posted on the Bargaining Unit websites for any 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.
40. Only registered District Representatives can vote during the meeting.
41. Sign in for the virtual meeting will open at least twenty minutes before the meeting call to order, as listed in the agenda.
42. District Representatives may be asked by one of the meeting hosts to briefly turn on their camera for identification purposes.
43. Virtual District Reps must change their screen name to be <First Name, Last Name, Bargaining Unit>. 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.
44. Virtual Observers must change their screen name to be <OBS: First Name, Last Name, Bargaining Unit>. 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.
45. A microphone will only be un-muted when a speaker is recognized by the Chair.
46. In order to vote, registered District Representatives must have a registered account on the Provincial OSSTF website.
47. All motions to the District meeting, 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.
48. During a virtual District meeting, the Chair will indicate when voting opens, the length of time the ballot will be open, and when voting has closed.
49. The Steering Committee will explain the process for moving motions and participating in debate at the beginning of each virtual District meeting.

Authority for Procedures

50. This document shall be the sole authority for all District Meeting procedures.

51. At the first District meeting of the Federation year the Rules of Order will be presented by the Constitution 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.
52. If there is a need to address a procedure or issue not addressed in these Rules of Order and is not in contradiction of the District's Constitution and Bylaws, the Chair will make a ruling in consultation with the Steering Committee based on the information available to them.
 - a. If a District Representative does not agree with the ruling of the Chair, they can Challenge the Chair as per the Rules of Order. A Challenge to the Chair may not contradict the District Constitution and Bylaws.
 - b. The prevailing result will be added to the Rules of Order.
53. These Rules will be reviewed on a regular basis by the Constitution and Steering Committee.
54. The Constitution and Steering Committee may edit this document for grammar and clarity.

Professional Conduct

55. 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
56. 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 conduct 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

57. "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.
58. 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
59. "Policy motions" shall mean any stand or position taken by OSSTF Toronto in accordance with its Bylaws on matters beyond its internal legislative power.
60. "Bylaw motions" shall mean any stand or position taken by OSSTF Toronto that impacts the standing rules governing the membership of OSSTF Toronto on matters entirely within the control of OSSTF Toronto.
61. "Miscellaneous action motion" shall mean any stand or position taken by OSSTF Toronto that is within the internal legislative power of OSSTF Toronto.
62. "Late motions" shall mean any BYL, CON, MAC, or POL motion that is not considered an "On time motion".

OSSTF District 12
Comparative Income Statement

Unaudited!

	Budget 07/01/2020 to 06/30/2021	Actual 07/01/2020 to 06/30/2021	Change
REVENUE			
Provincial Office Funding			
2000 - Basic District Rebates	1,599,801.00	1,599,450.00	351.00
2010 - Prof. Develop. and Training	88,817.00	65,249.87	23,567.13
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	19,543.77	5,456.23
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
Total Provincial Office Funding	1,723,433.00	1,694,243.64	29,189.36
Member Levy			
District Political Action Levy	85,000.00	78,112.31	6,887.69
D12 Anti-Black Racism Levy	0.00	0.00	0.00
Total Member Levy	85,000.00	78,112.31	6,887.69
Other Revenue			
Interest Revenue	1,500.00	2,540.98	-1,040.98
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	58,500.00	0.00
Total Other Revenue	60,002.00	73,888.48	-13,886.48
TOTAL REVENUE	1,868,435.00	1,846,244.43	22,190.57
EXPENSE			
Bargaining Unit Funding			
OTBU Funding - Funding Master	193,322.20	193,262.20	60.00
OTBU Funding - Other	13,757.12	13,757.12	0.00
PSSP Funding - Funding Master (net)	173,709.03	173,316.47	392.56
PSSP Funding - Other	12,361.41	0.00	12,361.41
TTBU Funding - Funding Master	881,071.81	880,921.80	150.01
TTBU Funding - Other	62,698.47	50,738.02	11,960.45
Active Retired Members	0.00	12,847.50	-12,847.50
Allocation To BUs From Surplus	58,500.00	58,500.00	0.00
Total Bargaining Unit Funding	1,395,420.04	1,383,343.11	12,076.93
Executive			
Executive Time Release	160,000.00	160,000.00	0.00
Executive Liaison Expenses	2,000.00	1,169.41	830.59
Total Executive	162,000.00	161,169.41	830.59
Meetings			
District Executive	2,000.00	370.06	1,629.94
District General & Annual Meetings	16,500.00	7,741.69	8,758.31
Inter-District Meetings/Training	0.00	25.00	-25.00
AMPA	40,000.00	8,997.60	31,002.40
Total Meetings	58,500.00	17,134.35	41,365.65
Activities/Programmes			
Political Action	40,000.00	26,826.54	13,173.46
D12 Anti-Black Racism	0.00	0.00	0.00
Labour Council	26,500.00	26,300.00	200.00
Election Readiness/Mobilisation	1.00	36.00	-35.00
Affiliations/Coalitions	10,000.00	10,000.00	0.00
Grants and Donations	6,000.00	900.00	5,100.00
Community Forums/Member Outreach	6,000.00	0.00	6,000.00
AMPA Campaigns	5,000.00	3,320.93	1,679.07
Camille Natale Award	1.00	310.18	-309.18
Ex in Ed - Jim McQueen Award	8,500.00	4,245.20	4,254.80
Awards Event	4,000.00	0.00	4,000.00

OSSTF District 12
Comparative Income Statement

	Budget 07/01/2020 to 06/30/2021	Actual 07/01/2020 to 06/30/2021	Change
Pregnancy ,Parental, Adoption Leave	1,550.00	37.29	1,512.71
Total Activities/Programmes	107,552.00	71,976.14	35,575.86
Committees			
Constitution Committee	1,500.00	277.12	1,222.88
Communications PAC Committee	3,700.00	1,009.25	2,690.75
Finance Committee	1,600.00	1,114.95	485.05
PRIDE Committee	3,500.00	2,104.58	1,395.42
Occupational Health and Safety Cttee	1,600.00	91.69	1,508.31
Human Rights Committee	4,500.00	349.72	4,150.28
Status of Women Committee	3,000.00	1,191.80	1,808.20
Black, Indigenous ,Workers of Colour	2,500.00	878.90	1,621.10
Eco Committee	1,100.00	542.28	557.72
Total Committees	23,000.00	7,560.29	15,439.71
Office Expenses			
Staff Salaries	48,174.00	40,304.30	7,869.70
EI Expense	1,000.00	861.70	138.30
CPP Expense	2,000.00	2,021.98	-21.98
WSIB Expense	1,600.00	1,101.41	498.59
Pension Expense	4,000.00	3,454.07	545.93
Benefit Plan	6,000.00	4,571.99	1,428.01
Total Staff Benefits	14,600.00	12,011.15	2,588.85
Temporary Help	240.00	70.00	170.00
Bank Charges and Audit	500.00	496.68	3.32
Building Operations	25,900.00	25,900.00	0.00
Capital Equipment	1,250.00	1,356.01	-106.01
Supplies	4,625.00	2,928.62	1,696.38
Photocopying	1,125.00	172.80	952.20
Photocopier Leases	5,375.00	5,673.15	-298.15
Paper Purchases	600.00	263.49	336.51
Printing	125.00	170.63	-45.63
Telephone	6,000.00	4,424.62	1,575.38
Postage	1,250.00	2,412.28	-1,162.28
Taxi and Courier	125.00	24.83	100.17
Parking/Management	1,250.00	832.80	417.20
Insurance	625.00	392.90	232.10
Total General Office Expenses	22,350.00	18,652.13	3,697.87
Computer/Network Support/Licenses	4,800.00	2,069.61	2,730.39
Website/Fibre	2,300.00	2,929.88	-629.88
Contingency	14.96	12.00	2.96
Total Office Expenses	118,878.96	102,445.75	16,433.21
TOTAL EXPENSE	1,865,351.00	1,743,629.05	121,721.95
NET INCOME	3,084.00	102,615.38	-99,531.38

E.O.E.
AP

\$ 58,500. - (*)

≈ \$ 44,115.38 +

Ontario Secondary School Teachers' Federation
 2021/2022 - Basic Rebate Only
 OSSTF DRAFT FUNDING MASTER

District	Barg. Units	FTE	Basic Rebate per FTE	Unit Rebate per FTE over 100	Unit Rebate for FTE over 1,000	Effective Commun. Rebate	Rebate per Unit	Time Release Generators					District Rebate per FTE over 2,000	Distance and Commun. Costs	District Office Rebate	Total Funding Master
								Base Per FTE	Unit FTE 100 to 1,000	Unit FTE 1,000 to 2,000	Unit FTE over 2,000	Minimum Time Release Adjustment				
			\$71.63	\$35.37	\$16.51	\$11.79	\$1,650	\$128.72	\$51.49	\$19.31	\$12.87	\$64.36	\$11.79			
District 12: Toronto																
Teachers	1	4,816.7	345,036	166,830	62,999	0	1,650	12,872	46,340	19,308	36,257	402,595	56,064	30,000	85,000	
Occasionals	1	1,013.4	72,593	32,307	221	0	1,650	12,872	46,340	259	0	0	0			
PSSP	1	925.1	66,268	29,184	0	0	1,650	12,872	42,484	0	0	0	0			
Total District Allocation	3	6,755.2	483,897	228,321	63,220	0	4,950	38,617	135,165	19,567	36,257	402,595	56,064	30,000	85,000	\$1,583,653



Ontario Secondary School Teachers' Federation
 2021/2022
 District A/C 2010 Funding

2021/22 FTE	2021/22 Funding Master	2021/22 a/c 2010 Funding	2020/21 a/c 2010 Funding
6,755.2	\$1,583,653	\$81,127	\$88,817



A		B		C		D		E	
FUNDING MASTER GRID									
2021-2022									
		DISTRICT	TTBU	OTBU	PSSP				
1		6,755.20	4,816.70	1,080.3	925.1				
2		100%	71.30%	15.49%	13.70%				
3									
4									
5	FTE								
6	FTE %								
7									
8	BASIC REBATE		\$ 345,036.00	\$ 72,593.00	\$ 66,268.00				
9	UNIT REBATE FTE + 100		\$ 166,830.00	\$ 32,307.00	\$ 29,184.00				
10	UNIT REBATE FTE + 1000		\$ 62,999.00	\$ 221.00	\$ -				
11	EFFECTIVE COMMUNICATION		\$ -	\$ -	\$ -				
12	REBATE PER UNIT		\$ 1,650.00	\$ 1,650.00	\$ 1,650.00				
13	BASE / FTE		\$ 12,872.00	\$ 12,872.00	\$ 12,872.00				
14	UNIT FTE + 100 - 1000		\$ 46,340.00	\$ 46,340.00	\$ 42,484.00				
15	UNIT FTE + 1000 - 2000		\$ 19,308.00	\$ 259.00	\$ -				
16	UNIT FTE + 2000		\$ 36,257.00	\$ -	\$ -				
17	DISTRICT FTE + 500	\$ 402,595.00		\$ -	\$ -				
18	DISTRICT REBATE FTE + 2000	\$ 56,064.00		\$ -	\$ -				
19	MINIMUM TIME RELEASE ADJUST	\$ -		\$ -	\$ -				
20	DISTRICT OFFICE REBATE	\$ 85,000.00		\$ -	\$ -				
21	DISTANCE/COMMUNICATION	\$ 30,000.00		\$ -	\$ -				
22	TOTAL FUNDING MASTER \$1,599,801.00	\$ 573,659.00	\$ 691,292.00	\$ 166,242.00	\$ 152,458.00				
23									
24									
25	DISTRICT 2010 P D REBATE	\$ 81,127.00							
26	2045, 2050, 2052 & WSIB REBATES	\$ 23,310.00							
27	DISTRICT AMPA REBATE	\$ 62,000.00							
28	DISTRICT PAC LEVY	\$ 77,000.00							
29	ELECTION READINESS	\$ -							
30	TOTAL DISTRICT (approximate)	\$ 817,096.00							
31									

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Draft 4 District Budget 2021-22
October 4, 2021

	DISTRICT	TTBU	OTBU	PSSP
REVENUE				
Provincial Funding Master				
District •	\$ 1,583,653.00 ↓	\$ 855,574.64	\$ 180,006.92	\$ 164,322.48
TTBU				
OTBU				
PSSP				
District Political Action Levy •	\$ 77,000.00 ↓			
D12 Dismantling ABR Levy •	\$ 76,000.00 ↑			
Provincial Rebates:				
... AMPA ↓	\$ 62,000.00 ↑			
... Political Action 2050*	\$ 1,000.00			
... District Coalitions (Labour Council) 2052* •	\$ 15,000.00 ↓			
... Election Readiness*	\$ 1.00			
... Excellence In Education 2055	\$ 1.00			
... Member Accessibility 2090	\$ 1.00			
... Workplace Training (Reps. / New Memes) 2010 •	\$ 81,127.00 ↓	\$ 57,846.46	\$ 12,170.49	\$ 11,110.05
... New Member Workshops 2070	\$ 1.00			
... Union Training 2015	\$ 1.00			
... WSIB 2080	\$ 1,310.00			
... Other (2043,2045,2050)	\$ 6,000.00 ?			
Interest	\$ 2,500.00 ↑			
Active Retired Members	\$ 1.00			
Misc Income / Allocation from Accumulated Surplus *	\$ 77,000.00 ↑	\$ 54,903.76	\$ 11,551.37	\$ 10,544.87
Camille Natale Award	\$ 1.00			
Bargaining Unit levies	\$?	\$?	\$?	\$?
	\$	\$	\$	\$
TOTAL REVENUE	\$ 1,982,597.00	\$ 968,324.86	\$ 203,728.78	\$ 185,977.40
EXPENDITURES				
Meetings				
AMPA •	\$ 124,000.00 ↑			
Executive	\$ 2,000.00			
General	\$ 16,500.00			
Total Meetings	\$ 142,500.00			

Activities/Programmes			
Political Action *	\$	40,000.00	↑
D12 Dismantling ABR ●	\$	76,000.00	
Labour Council *	\$	26,500.00	
Election Readiness *	\$	1.00	
Affiliations/Coalitions *	\$	10,000.00	↓
Grants & Donations *	\$	5,000.00	
Community Forums/Member Outreach *	\$	6,000.00	
AMPA Campaigns	\$	1.00	
Camilie Natale Award	\$	1.00	
Excellence in Ed. - Jim McQueen Award	\$	8,500.00	
Awards Event*	\$	4,000.00	↓
PPAL Workshops	\$	1,000.00	
Total Programmes	\$	177,003.00	
COMMITTEES			
Constitution Committee	\$	1,500.00	
Communications Political Action Committee*	\$	3,700.00	
Finance Committee	\$	1,600.00	
Pride Committee	\$	3,500.00	
Occupational Health and Safety Committee	\$	600.00	↓
Human Rights Committee	\$	4,500.00	
PAC	\$	-	
Eco Committee	\$	1,100.00	
Status of Women Committee	\$	3,000.00	
Black & Indigenous & Workers Of Colour	\$	2,500.00	
Total Committees	\$	22,000.00	
Officers Salaries and Expenses			
Executive Officers Release (Note 1)	\$	161,600.00	↑
Executive Liaison Expenses	\$	2,000.00	
Total Officers Salary Expenses	\$	163,600.00	
Office Expenses			
Staff Salary	\$	48,174.00	
Staff Benefits	\$	15,185.00	
Temporary Help	\$	240.00	
Bank Charges and Audit	\$	500.00	
Building Operation costs	\$	25,900.00	
Office Expenses	\$	22,350.00	
Computer Support / Licenses	\$	4,000.00	
Website/Fibre	\$	3,100.00	
Total Office Expenses	\$	119,449.00	
Contingency	\$	13.96	

2010 PD / Allocation from Surplus to Bargaining Units	\$ 158,127.00				
TOTAL EXPENSES	\$ 782,692.96				

TOTAL DISTRICT REVENUE	\$ 1,982,597.00				
TOTAL DISTRICT EXPENSES	\$ 782,692.96				
Amount left to distribute by FTE	\$ 1,199,904.04				
		TTBU	OTBU	PSSP	District
		↓ 166.8	↓ 66.9	↓ 45.6	↓ 219.3
	FTE •	4,816.70	1,013.40	925.10	6,755.20
	Percent of Dist	0.7130	0.1500	0.1369	
Fiscal 2021-22 Distribution - After District Expenses					
Provincial Entitlement for PD Training	\$ 855,574.64	\$	\$ 180,006.92	\$	\$ 164,322.48
Allocation from Surplus to Bargaining Units	\$ 57,846.46	\$	\$ 12,170.49	\$	\$ 11,110.05
Total amount after District Expenses with PD amount	\$ 54,903.76	\$	\$ 11,551.37	\$	\$ 10,544.87
	\$ 968,324.86	\$	\$ 203,728.78	\$	\$ 185,977.40
Fiscal 2020-21 after District Expenses with PD amt	\$ 985,067.11	\$	\$ 216,140.55	\$	\$ 194,212.38
percentage of previous year's total	0.98		0.9426		0.9576

Note 1 - time release costs attributable to District Officers and Liaisons to Committees, as per the District and Provincial Constitutions (see Financial Handbook)

**ON TIME MOTIONS FOR
OSSTF TORONTO DISTRICT GENERAL MEETING
OCTOBER 21, 2021**

1. BIRT the Rules of Order as written be adopted for the Federation year 2021/22.
Rony Masri, OSSTF Toronto D12 Executive/
Nicole Gauthier, OSSTF Toronto D12 Executive

2. BIRT the OSSTF Toronto District 12 Budget 2021/22 be approved.
David Pickering, OSSTF Toronto D12 Executive/
Daniela Melo, OSSTF Toronto PSSP Treasurer



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
- 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: