

## APPENDIX A: OTBU AGM 2022 Minutes

**Occasional Teachers' Bargaining Unit  
ANNUAL GENERAL MEETING  
Thursday, May 5, 2022  
Heritage Hall, Kemptville Campus  
4:45 PM**

### MINUTES

1. Call to Order
2. Welcome
3. OSSTF Pledge and Motto
4. Anti-Harassment Statement
5. Land Acknowledgement
6. Approval of Agenda [RES – PROC-2022-01]
7. Approval of Appendix A - Minutes of May 4, 2021, Occasional Teachers' Bargaining Unit AGM [RES – PROC-2022-02]
8. Business Arising from the Minutes of May 4, 2021, OTBU AGM
9. New Business

#### OTBU Executive 2022-23- Presentation of Acclaimed Positions

- 9.2 Executive Position Nominations from the Floor
- 9.3 Candidates for Contested Positions and Speeches
- 9.4 Election of Vice-President

10. Constitutional Amendments and Other Resolutions
11. Report of Provincial Executive – Hassam Hulays
12. Reports of the Officers (Written Reports – Questions Only):
  - 12.1 President – *Page 8*
  - 12.2 Chief Negotiator – *Page 9*

**#5:45 PM** 12.3 Treasurer Report and Presentation of Appendix B - 2022-23 OTBU Budget [RES-BUDGET 2022-01]

13. Door Prize Draw

**#6:00 PM** 14. Adjournment

**Occasional Teachers' Bargaining Unit  
ANNUAL GENERAL MEETING  
Thursday, May 5, 2022  
Heritage Hall, Kemptville Campus**

## **MINUTES**

**1. CALL TO ORDER at 4:46 pm by Elaine Warner-Laxton**

Present:

Elaine Warner-Laxton (President)  
Thomas Hopkins  
Susan Thorpe  
Ralph Wrightman  
Louise Lanctot  
Ralph Wrightman  
Nancy McIntosh  
Chris Canning  
Joe Laxton  
Hayssam Hulays (Provincial)

Regrets: Heather Purdy, Heather Somerville, Jenifer Fox

**2. WELCOME by Elaine Warner-Laxton**

**3. OSSTF PLEDGE by Elaine Warner-Laxton**

I solemnly dedicate myself to promote and advance the cause of education.

I will strive to achieve and maintain the highest degree of professional competence and will always uphold the honour, dignity and ethical standards of my profession.

I pledge my loyalty and support to the Ontario Secondary School Teachers' Federation and will comply with the Constitution, By-laws, Policies and established practices which govern its members.

**OSSTF MOTTO**

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

**4. ANTI-HARASSMENT STATEMENT by Joe Laxton**

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 well-being, and union solidarity. Such actions 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.

OSSTF/FEESO is committed to strengthening member solidarity and 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 District 26 Anti-Harassment Complaints and Resolution Policy and Procedure.

The designated Anti-Harassment Officer for OSSTF, District 26, 2022-2023 is Tanya Crosbie, cell phone 613-802-9818.

**Occasional Teachers' Bargaining Unit  
ANNUAL GENERAL MEETING  
Thursday, May 5, 2022  
Heritage Hall, Kemptville Campus**

**5. LAND ACKNOWLEDGMENT by Thomas Hopkins**

The Ontario Secondary School Teachers' Federation acknowledges and thanks the Haudenosaunee and Anishinabek people of this territory and other Indigenous Peoples residing on this land and sharing their ways so that we may come together in a good way. Beyond a land acknowledgement, we encourage all non-Indigenous peoples on these lands learn the treaties & stories and support the struggles of the Peoples whose lands we are on.

For example, spirituality is a central part of the lives of the Haudenosaunee people but parallel to this is a respect for other religions. Unlike many religions which promote the recruitment of new followers, the Haudenosaunee have never tried to force their beliefs on anyone and allow for their own people to follow their own beliefs without criticism. The Great Law of Peace itself was built into its freedom of religion which is respected by all its followers.

**6. APPROVAL OF AGENDA [RES – PROCEDURE 2022-01]**

**BIRT** the agenda be adopted as amended.

Amend the order, start with #11 due to Provincial Officer to attend other meeting

Moved by: Elaine Warner-Laxton      Seconded by: Thomas Hopkins

**PROC-2022-01**

**CARRIED**

**7. APPROVAL OF APPENDIX A: MINUTES OF MAY 4, 2021, OCCASIONAL TEACHERS' BARGAINING UNIT AGM [RES – PROCEDURE 2022-02]**

**BIRT** the minutes of May 4, 2021, be approved.

Moved by: Nancy McIntosh      Seconded by: Thomas Hopkins

**PROC-2022-02**

**CARRIED**

**8. BUSINESS ARISING FROM THE MINUTES OF MAY 4, 2021, OCCASIONAL TEACHERS' BARGAINING UNIT AGM**

**Occasional Teachers' Bargaining Unit**  
**ANNUAL GENERAL MEETING**  
**Thursday, May 5, 2022**  
**Heritage Hall, Kemptville Campus**

**9. OTBU EXECUTIVE 2022-23**

**9.1 Presentation of Acclaimed Positions**

*BY-LAW 4.4.11 In the event that only one name is put up for a position, the Chair of the Bargaining Unit Annual General Meeting shall declare that nominee elected by acclamation at the Bargaining Unit Annual General Meeting.*

<b>Occasional Teachers' Bargaining Unit</b>	
President	Elaine Warner-Laxton
Vice President	<b><i>Contested</i></b>
Secretary	Thomas Hopkins
Treasurer	Louise Lanctot
Chief Negotiator	Louise Lanctot
Grievance Officer	Louise Lanctot
Health & Safety Representative	Susan Thorpe
Education Services Representative	<b><i>Vacant</i></b>
Communications & Political Action Representative	Ralph Wightman
Equity & Diversity Representative	<b><i>Vacant</i></b>

**9.2 Executive Position Nominations from the Floor**

*4.4.3 Notwithstanding Article 4.4.2, in the event that no nominations are received for a position, any Member of the Bargaining Unit may be nominated "from the floor" at the Bargaining Unit Annual General Assembly supported by two other Members as the mover and seconder of the motion to nominate.*

**NONE**

**9.3 Candidates for Contested Positions and Speeches**

*4.4.7 All candidates nominated in accordance with the Bylaws and standing for election shall have the opportunity for a brief speech at the Annual General Meeting, if multiple candidates exist for a position*

*4.4.7.1 When multiple candidates exist for one position, the order of speeches shall be determined by lot*

*4.4.7.2 Speeches shall not exceed five (5) minutes in duration*

**Speeches for the Vice-President Position were given by Thomas Hopkins and Susan Thorpe.**

**9.4 Election of Vice-President**

*4.4.9 Election shall be by majority vote by secret ballot, by those present, eligible to vote and voting, at the Bargaining Unit Annual General Meeting.*

*4.4.10 A Chief Returning Officer, who is not a candidate for any Bargaining Unit position, shall be appointed by the Bargaining Unit Executive prior to the Annual General Meeting to oversee the election process.*

Occasional Teachers' Bargaining Unit  
ANNUAL GENERAL MEETING  
Thursday, May 5, 2022  
Heritage Hall, Kemptville Campus

**A secret balloted vote was held. Elaine Warner-Laxton with Joe Laxton counted the votes and Louise Lanctot and Chris Canning verified the count.**

Vice-President Candidate	Thomas Hopkins Susan Thorpe <b>ELECTED</b>
--------------------------	---

10. **CONSTITUTIONAL AMENDMENTS AND OTHER RESOLUTIONS**

**BIRT** Article 6.1.9 be amended by the substitution of "The Equity, Anti-Racism, and Anti-Oppression Officer" for "Committee for Equity and Diversity representative".

6.0 Article 6: Local Bargaining Unit Executive Organization (A.17)

6.1 There shall be an Executive of the Bargaining Unit (hereby referred to as the "Executive" composed of:

- 6.1.1 The President,
- 6.1.2 The Vice-President / Services Review Representative,
- 6.1.3 The Secretary
- 6.1.4 The Treasurer
- 6.1.5 The Chief Negotiator/Grievance Officer
- 6.1.6 Communications/Political Action representative
- 6.1.7 Educational Services representative
- 6.1.8 Health and Safety representative
- 6.1.9 ~~Committee for Equity and Diversity representative~~

**Equity, Anti-Racism, and Anti-Oppression Officer**

**Rationale:** OSSTF Provincial, following a motion at AMPA, has mandated that each District and each Bargaining Unit have an Equity, Anti-Racism, and Anti-Oppression Officer. This officer will attend meetings of the EARAO (formerly CfED) Committee and act as a resource for the BU.

Moved by: Elaine Warner-Laxton

Seconded by: Susan Thorpe

**CON-2022-01**

**CARRIED**

Occasional Teachers' Bargaining Unit  
ANNUAL GENERAL MEETING  
Thursday, May 5, 2022  
Heritage Hall, Kemptville Campus

**NOTE: This motion is out of order of CON-2022-01 is not carried.**

**BIRT** the constitution be amended by the addition of a new bylaw to read:

**Bylaw X: Duties of the Equity, Anti-Racism, and Anti-Oppression Officer**

**X.1 The Equity, Anti-Racism, and Anti-Oppression Officer shall:**

- X.1.1 act as a resource person in the bargaining unit, which may include reviewing local OSSTF/FEESO policies, bylaws, events, communications, and processes from an equity perspective to advance equity and remove barriers to participation at the local level;**
- X.1.2 assist Members to navigate and access OSSTF/FEESO spaces;**
- X.1.3 co-ordinate and participate in training on equity and related matters;**
- X.1.4 actively seek member engagement of First Nations, Métis, Inuit, Black, racialized, and/or other equity-seeking members;**
- X.1.5 liaise with Bargaining Units' EARAO Officers to collaborate and share resources**
- X.1.6 Sit on the Committee for Equity & Diversity and/or Equity, Anti-Racism, and Anti-Oppression Committee meeting;**
- X.1.7 support and amplify members of First Nations, Métis, Inuit, and equity-seeking groups within the bargaining unit.**

***Rationale:** Bylaws 6-10 reflect the roles and responsibilities of each of the Bargaining Unit Executive positions, therefore the EARAO Officer role should be detailed in the same way. The suggestions provided were drawn from the suggestions provided in Provincial D/BU#201-2021-2022 for this role, and they reflect what are reasonable and relevant expectations for D26 specifically.*

Moved by: Louise Lanctot

Seconded by: Elaine Warner-Laxton

**BYL-2022-01**

**CARRIED**

**BIRT** Bylaw 22.1 be amended by the substitution of "District 26 Policy and Procedures Manual Expense guidelines" for "Provincial OSSTF Expense Guidelines".

**Bylaw 22: Mileage and Expenses**

- 22.1 The Bargaining Unit shall reimburse members for expenses incurred in carrying out their Bargaining Unit responsibilities in accordance with the ~~Provincial OSSTF Expense Guidelines~~ District 26 Policy and Procedures Manual Expense Guidelines from the Bargaining Unit Budget.**

***Rationale:** This new D26 Manual contains District-specific expense guidelines which D26 District and the other BU's will be following in the coming year.*

Moved by: Elaine Warner-Laxton

Seconded by: Louise Lanctot

**BYL-2022-02**

**CARRIED**

Occasional Teachers' Bargaining Unit  
ANNUAL GENERAL MEETING  
Thursday, May 5, 2022  
Heritage Hall, Kemptville Campus

**BIRT** Article 10.1 be amended by the substitution of "Provincial OSSTF Constitution" for "OSSTF Handbook".

Article 10: Rules of Order

- 10.1 The rules of order which govern the Bargaining Unit shall be the Rules of Order contained in the current edition of the **Provincial OSSTF Handbook Constitution**.

**Rationale:** Language to align with the appropriate document.

Moved by: Elaine Warner-Laxton

Seconded by: Thomas Hopkins

**CON-2022-02**

**CARRIED**

**BIRT** the constitution be amended by the addition of a new bylaw to read:

**Bylaw XX: Actions on Truth & Reconciliation**

- XX.1 All Occasional Teachers' Bargaining Unit meetings and events will begin with a Land Acknowledgment, as per the format designed by the Committee for Equity & Diversity and adopted by District Executive.**
- XX.2 Space will be consciously made for members of First Nation, Inuit, and Métis communities who wish to have a voice in the bargaining unit.**
- XX.3 Wherever possible, indigenous ways of knowing and processing will be integrated with the procedures of the Provincial OSSTF Constitution.**

**Rationale:** Like the Anti-Harassment and Anti-Bullying Policies, this deserves to be written into bargaining unit bylaws to ensure its inclusion in the bargaining unit lens. The first subpoint codifies what is unofficially already in place. The second subpoint sets the stage for the updates in equity practices that are forming within OSSTF procedures ("Creating space" could include specifically seeking FNMI perspectives, for example.) The third subpoint acknowledges that there are procedures in place that may be oppressive, and until a new framework is devised and set in place, the bargaining unit can make accommodations towards more inclusive practices (a talking circle instead of a formal grievance, for example).

Moved by: Susan Thorpe

Seconded by: Ralph Wightman

**BYL-2022-03**

**CARRIED**

**Occasional Teachers' Bargaining Unit  
ANNUAL GENERAL MEETING  
Thursday, May 5, 2022  
Heritage Hall, Kemptville Campus**

**BIRT** the OTBU approve the application to Provincial OSSTF Election 2022 funding in the amount of \$700.40 (base amount \$500 plus \$3 per FTE of 66.8) to contribute to an All MPP Candidates Meeting/Trivia Night as well as cover the cost of giveaway items for members who volunteer for a candidate and/or vote in an advance poll.

***Rationale:** As a way of get members involved in the upcoming elections and provide a chance for members to meet candidates from their riding, CPAC has organized a trivia event that includes Ed Workers from all Education Unions within the 4 Eastern Ontario ridings found in UCDSB, as well as plans for encouraging members to vote/volunteer. The funding is coming directly from Provincial OSSTF, however a motion from the bargaining unit is required to be able to access it.*

Moved by: Louise Lanctot

Seconded by: Susan Thorpe

**MAC-2022-01**

**CARRIED**

**11. REPORT OF PROVINCIAL EXECUTIVE – HAYSSAM HULAYS**

Elections:

**Working on Central bargaining but putting pressure on the Conservatives about what they will do to help teachers in the province.**

**Canvassing initiatives for the areas across the province**

**Provincial executive touring and endorsing candidate throughout the province**

**Surveys by provincial for the next round of bargaining**

**Survey is ongoing until the end of June when it closes**

**12. REPORTS OF THE OFFICERS** (Written Reports – Questions Only):



**Occasional Teachers' Bargaining Unit  
ANNUAL GENERAL MEETING  
Thursday, May 5, 2022  
Heritage Hall, Kemptville Campus**

**12.1 PRESIDENT'S REPORT - ELAINE WARNER-LAXTON**

It has certainly been another interesting year!! COVID continued to run rampant, and its existence caused lots of work for those willing to brave the classroom. We began the year with quadesters, but we shifted to semester in February. For many, the hour-long classes were much easier than the long quad class!

The disappearance of Reg 274 continues to be an issue. The lack of seniority in considering whom to hire for LTO's and the Board's insistence that LTO's need not be on the Roster are issues that we need to address in bargaining next year. A clear, transparent process and a helpful debriefing are necessary if OT's are going to be successful. I am hoping that this will be a bargaining issue, either at the Central table or at the local table.

I, like many of you, am hoping for a little more normal year next year. When these extraordinary times fade away, I, and the rest of your Executive, will look to address the many shortcomings of current practices and fight for a collective agreement that helps OT's in their daily or long-term assignments.

Please feel free to contact me either by email ([elaine.warner-laxton@d26.osstf.ca](mailto:elaine.warner-laxton@d26.osstf.ca)) or by phone (613 532 2264). I am open to hearing all of your concerns, questions, and suggestions, and I will always treat your comments confidentially.

Respectfully submitted,

Elaine Warner-Laxton

**Occasional Teachers' Bargaining Unit  
ANNUAL GENERAL MEETING  
Thursday, May 5, 2022  
Heritage Hall, Kemptville Campus**

**12.2 CHIEF NEGOTIATOR/CONTRACT MAINTENANCE/GRIEVANCE OFFICER – LOUISE LANCTOT**

1. We have one grievance at step two that involves an inaccurate pay of a teacher on leave as a result of an unfounded allegation.
2. We have begun negotiations for the next Collective Agreement. Your priorities survey should reach you in the next few weeks. It is your chance to let us know what you want.

**#5:45 PM 12.3 TREASURER'S REPORT AND PRESENTATION OF APPENDIX B – OTBU 2022-23 BUDGET  
[RES-BUDGET-2022-01] – LOUISE LANCTOT**

1. The OTBU finished last year with a small surplus that was returned to the District.
2. The OTBU Executive recommends acceptance of the proposed OTBU and District budgets for 2022-2023.

**BIRT the budget for 2022-23 be endorsed.**

Moved by: Louise Lanctot

Seconded by: Elaine Warner-Laxton

**BUDGET-2022-01**

**CARRIED**

**13. Door Prize Draw – 5 PRIZES OF GAS CARDS GIVEN OUT!**

**14. Adjournment at 6 pm**