

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON
4:00 PM**

AGENDA

1. Call to Order
2. Welcome
3. OSSTF Pledge and Motto
4. Anti-Harassment Statement
5. Land Acknowledgement
6. Approval of Agenda [RES – PROC-2023-01]
7. Approval of Appendix A - Minutes of May 5, 2022, Occasional Teachers' Bargaining Unit AGM [RES – PROC-2023-02]
8. Business Arising from the Minutes of May 5, 2022, OTBU AGM
9. New Business
 - 9.1 OTBU Executive 2023-24
 - 9.2 Executive Position Nominations from the Floor
 - 9.2.1 Nominations for Education Services Representative for 2023-24
10. Constitutional Amendments and Other Resolutions
11. Report of Provincial Executive – Karen Littlewood
12. Reports of the Officers (Written Reports – Questions Only):
 - 12.1 President – *Page 10*
 - 12.2 Vice-President – *Page 11*
 - 12.3 Chief Negotiator/Grievance Officer – *Page 11*
 - 12.4 Health and Safety Officer – *Page 12 - 13*
 - 12.5 Treasurer Report and Presentation of Appendix B - 2023-24 OTBU Budget [RES-BUDGET-2023-01]
13. Adjournment

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

WORKING MINUTES

1. **CALL TO ORDER**

2. **WELCOME**

3. **OSSTF PLEDGE**

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**

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.

5. **LAND ACKNOWLEDGMENT**

OSSTF District 26 acknowledges and thanks the Haudenosaunee and Anishinabek people of this territory, and the other First Nations, Métis, and Inuit peoples residing on this land, for sharing your ways so that we may come together in a good way. Beyond a land acknowledgement, we encourage all non-Indigenous peoples on these lands to learn the treaties & their stories, to support the struggles of the peoples whose lands we are on, and to celebrate the achievements of the various First Nations, Métis, and Inuit peoples.

The Ontario Federation of Indigenous Friendship Centres (OFIFC) represents the collective interests of 29 Friendship Centres in cities and towns across the province. Friendship Centres are places for community members and Indigenous people living in urban spaces to gather, connect with one another and receive culturally based services. Friendship Centres improve the lives of urban Indigenous people by supporting self-determined activities which encourage equal access to, and participation in, Canadian society while respecting Indigenous cultural distinctiveness. To learn more about Friendship Centres and access their resources, visit <https://ofifc.org>.

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

6. **APPROVAL OF AGENDA** [RES – PROCEDURE 2023-01]

BIRT the agenda be adopted.

Moved by:
PROC-2023-01

Seconded by:

7. **APPROVAL OF APPENDIX A: MINUTES OF MAY 5, 2022, OCCASIONAL TEACHERS' BARGAINING UNIT AGM** [RES – PROCEDURE 2023-02]

BIRT the minutes of May 5, 2022 be approved.

Moved by:
PROC-2023-02

Seconded by:

8. **BUSINESS ARISING FROM THE MINUTES OF MAY 5, 2022, OTBU AGM**

9. **OTBU EXECUTIVE 2023-24**

9.1 OTBU Executive 2023-24

As per Bylaw 4.2 "The Term of Office for all positions shall be two years," the following members will continue in their position for the 2nd year of their two-year term.

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

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.

9.2.1 Nominations for Education Services Representative for 2023-24

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

10. CONSTITUTIONAL AMENDMENTS AND OTHER RESOLUTIONS

BIRT that CON-2023-01, Bylaw-2023-01, Bylaw-2023-02, Bylaw-2023-03, and Bylaw-2023-04, be considered en bloc.

Rationale: *They are all housekeeping motions.*

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

PROC-2023-03

BIRT that the motions contained in the bloc in PROC-2023-03 are approved.

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

PROC-2023-04

BIRT Article 6.1 be amended as follows:

- Article 6.1.2 be amended by the deletion of “/ Service Review Representative”
- Article 6.1.6 be amended by the substitution of “representative” by “Officer”
- Article 6.1.7 be amended by the substitution of “representative” by “Officer”
- Article 6.1.8 be amended by the substitution of “representative” by “Officer”

6.0 Article 6: Local Bargaining Unit Executive Organization (A.22)

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 **Officer** ~~representative~~
- 6.1.7 Educational Services **Officer** ~~representative~~
- 6.1.8 Health and Safety **Officer** ~~representative~~
- 6.1.9 Equity, Anti-Racism, and Anti-Oppression Officer

Rationale: *To make the OTBU Constitution consistent with the District Constitution.*

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

CON-2023-01

Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON

BIRT Bylaw 3.3 be amended by the deletion of “, with the District Treasurer,” to read:

Bylaw 3: Finances

- 3.3 The Treasurer shall present, ~~with the District Treasurer,~~ a Financial Statement to the Annual General Meeting of the Bargaining Unit.

Rationale: *In the event that the District Treasurer is a member of another bargaining unit, they will not likely attend the OTBU AGM.*

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

BYL-2023-01

BIRT Bylaw 20.1.2 be amended by the substitution of “Membership” for “Grievance”.

Bylaw 20: Membership Appeals Committee

- 20.1.2 No member shall hold more than one seat on the ~~Grievance~~ **Membership** Appeals Committee. In the event that two or more of the positions, named above, are held by one person, vacancies in the Membership Appeals Committee shall be declared. The Bargaining Unit Executive shall appoint members as needed.

Rationale: *To maintain consistency in the name of the committee.*

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

BYL-2023-02

BIRT Bylaw 21 be amended by the addition of a new sub-article “21. 6 Release requests for members of the Bargaining Unit should be sent to the school board by the Bargaining Unit President or their designate.”

Bylaw 21: Release Time

- 21.6 **Release requests for members of the Bargaining Unit should be sent to the school board by the Bargaining Unit President or their designate.**

Rationale: *To clearly identify who is responsible for submitting such requests.*

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

BYL-2023-03

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

BIRT Bylaw 22.2 be amended by the substitution of "23.1" for "22.1".

Bylaw 22: Mileage and Expenses

22.2 Notwithstanding Bylaw ~~22.1~~ ~~23.1~~, the Bargaining Unit shall reimburse for mileage at a rate established by the Bargaining Unit Executive.

Rationale: *Bylaw 23.1 mentioned in this bylaw does not relate to mileage expenses.*

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

BYL-2023-04

BIRT Bylaw 4.4.7 be amended by the addition of a new sub-article "4.4.7.3 If a candidate who has been duly nominated and accepted is unable to attend, their name may still stand. It is understood they will miss the opportunity to speak in person on their own behalf for the election. They may submit a statement to be read aloud."

Bylaw 4.4: Elections at the Annual General Meeting

4.4.7 All candidates nominated in accordance with the Bylaws and standing for election shall have the opportunity for a speech at the Annual General Meeting.

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.

4.4.7.3 If a candidate who has been duly nominated and accepted is unable to attend, their name may still stand. It is understood they will miss the opportunity to speak in person on their own behalf for the election. They may submit a statement to be read aloud.

Rationale: *There are a variety of circumstances that may preclude a duly nominated candidate from attending the Annual General Meeting, these may include but not be limited to, other employment responsibilities, conferences, and family situations. Members should not be precluded from running for positions by their individual circumstances.*

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

BYL-2023-05

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

BIRT Bylaw 19.1.1 be amended as follows:

- Sub-article 19.1.1.2 be amended by the substitution of "Contract Maintenance Officer of the Bargaining Unit" by "Grievance Officer of the Bargaining Unit."
- Sub-article 19.1.1.3 be amended by the substitution of "the Grievance Officer of the Bargaining Unit" by "the Secretary of the Bargaining Unit"

Bylaw 19: The Grievance Committee

19.1.1 The Grievance Committee shall consist of three members:

19.1.1.1 the President of the Bargaining Unit;

19.1.1.2 the Chief Negotiator/**Grievance Officer of the Bargaining Unit**; ~~Contract Maintenance Officer of the Bargaining Unit;~~

19.1.1.3 **the Secretary of the Bargaining Unit.** ~~the Grievance Officer of the Bargaining Unit.~~

Rationale: *The Chief Negotiator and Grievance Officer are now combined into one position on the Bargaining Unit Executive.*

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

BYL-2023-06

BIRT Bylaw 19.1.2 be amended by the deletion of "19.1.2.3 the Secretary of the Bargaining Unit" to read:

Bylaw 19: The Grievance Committee

19.1.2 No member shall hold more than one seat on the Grievance Committee. In the event that two or more of the positions named above are held by one person, vacancies in the Grievance Committee shall be declared. The following positions shall be considered, in order, until the remaining vacancies in the Grievance Committee are filled:

19.1.2.1 the Vice-President of the Bargaining Unit;

19.1.2.2 the Treasurer of the Bargaining Unit;

~~19.1.2.3 the Secretary of the Bargaining Unit.~~

Rationale: *If the amendment to 19.1.1 is carried then "the Secretary of the Bargaining Unit" should be removed from this bylaw.*

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

BYL-2023-07

Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON

BIRT Bylaw 21 be amended by the addition of a new sub-article "21.7 Each member of the Bargaining Unit Executive shall be granted one (1) release day (or equivalent honorarium) per Federation Year in recognition of the work they do for the Bargaining Unit."

Bylaw 21: Release Time

21.7 Each member of the Bargaining Unit Executive shall be granted one (1) release day (or equivalent honorarium) per Federation Year in recognition of the work they do for the Bargaining Unit."

Rationale: To make the OTBU Constitution consistent with the District Constitution.

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

BYL-2023-08

BIRT Bylaw 21.4 be amended by the addition of a new sub-article "21.4.1 Up to 10 union business release days may be used for District Business and funded by the District. The remaining days, as per the current Collective Agreement, are for Bargaining Unit Business."

Bylaw 21: Release Time

21.4 The Bargaining Unit funds to a maximum number of release days per school year, as per the current Collective Agreement, for OSSTF Bargaining Unit duties. (A.15)

21.4.1 Up to 10 union business release days may be used for District Business and funded by the District. The remaining days, as per the current Collective Agreement, are for Bargaining Unit Business.

Rationale: There have been challenges in the past for District Executive members to obtain release days to do the work of the district on behalf of all members. As release days belong to the bargaining units, it should be made clear that some days should be available to allow the district executive to do its work.

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

BYL-2023-09

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

NOTE: If CON-2023-01 is carried above, sub-articles 6.1.2, 6.1.6, 6.1.7 and 6.1.8 below will reflect the changes made by CON-2023-01 as well in the constitution.

BIRT Article 6.1 be amended by the addition of "6.1.10 Status of Women Officer".

6.0 Article 6: Local Bargaining Unit Executive Organization (A.22)

- 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 Equity, Anti-Racism, and Anti-Oppression Officer
 - 6.1.10 Status of Women Officer**

Rationale: Status of Women and Human Rights were combined under Equity and Diversity and with these portfolios being combined under EAAO, Status of Women is getting lost. The issues faced by women, though similar to those of other equity seeking groups, have a different focus. Our diverse membership would be better served by separating Status of Women from the EAAO Officer's portfolio.

Moved by: Susan Thorpe

Seconded by: Elaine Warner-Laxton

CON-2023-02

11. REPORT OF PROVINCIAL EXECUTIVE – KAREN LITTLEWOOD

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

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

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

This year seems to have flown by. Your executive has been busy with bargaining but alas has gotten virtually nowhere. The Board wants to strip our contract of clauses that we feel are important and that serve to ensure work for our members. Please look to see some emails about bargaining both at the Central (Toronto) and Local (Upper Canada) levels. This government is determined to strip public education of its internationally-recognized excellence. We may, as CUPE was, be forced to push the government to agree to wages and working conditions that reflect the work we do.

Hiring of LTO's and Permanent Teachers is another area of concern for me. I feel our Board and its principals have used the lack of Reg 274 to hire teachers with no concern for seniority or service. I have spoken to many other OT Presidents and have found some possible solutions to encourage our Board to honour long-serving members. More to come!

I encourage all of you to take advantage of PD funds, to get to know our collective agreement, and to get involved with our union. If we work together, we can improve our working conditions and get what we deserve.

Please feel free to contact me either by email (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 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

12.2 VICE-PRESIDENT'S REPORT – *SUSAN THORPE*

In my first year as your Vice-President, we have entered into our second round of collective bargaining under the Ford government and we continue to see funding cuts to public education. They are often followed months later by announcements of investments, which amount to far less than the cuts, so funding of the system continues to be eroded.

This year has been especially challenging with many unfilled occasional positions, both daily and long-term, resulting in many unqualified persons in classrooms in front of our students. As part of your Collective Bargaining Committee, I have helped to devise solutions and creative ideas to make it easier for you to accept occasional assignments and to improve your working conditions.

It has been a joy to see the number of applications to our PD fund. Please continue to make use of this crucial resource. The funds come to us as a result of past collective bargaining and are available to you for Conference/workshops, Job Shadowing/ In-Service, and Upgrade Courses. Many of our members put the maximum \$300 available towards Additional Qualification (AQ) and Additional Basic Qualification (ABQ) courses. If you haven't applied yet this year consider applying soon, before this year's money is used up.

Among my duties are to act as the Constitution Officer. In that vein, I took a close look at our bargaining unit constitution and bylaws and found a number of areas that were not clear or no longer reflect how the bargaining unit functions. The suggested changes are presented in the constitutional motions.

I have enjoyed the first year serving as your Vice-President and I am looking forward to the opportunity to learn and grow as I continue to serve you in this office next year.

12.3 CHIEF NEGOTIATOR/GRIEVANCE OFFICER – *LOUISE LANCTOT*

Collective Bargaining Report to the OTBU Annual General Meeting - May 4, 2023

The Bargaining Table Team of the OTBU is composed of Elaine Warner-Laxton as president, Susan Thorpe as secretary and Louise Lanctot as negotiator.

We have met five times in 2022-23 and have agreed on several minor articles. Negotiations continue at a slow pace. Since the Central negotiations are continuing, it is not anticipated that an agreement can be reached during this school year.

Respectfully submitted by Louise Lanctot

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

12.4 HEALTH AND SAFETY OFFICER – SUSAN THORPE

"Ontario's Occupational Health and Safety Act sets out the rights and duties for occupational health and safety of all parties in the workplace. The act provides for enforcement of the law in cases where compliance has not been voluntarily achieved. The requirements for violence and harassment in the workplace establish minimum standards and set out the rights and duties of all those who have a role in dealing with workplace violence and workplace harassment. One of the primary purposes of the Occupational Health and Safety Act is to facilitate a strong Internal Responsibility System (IRS) in the workplace. The IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers in the workplace who see a health and safety problem such as a hazard or contravention of the Act in the workplace have a duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations."

-MOL Website Workplace Violence (2017)

Dual reporting requirement: Both the school board's workplace violence reporting form and the Safe Schools Incident Reporting Forms (available on INSITE) must be completed if:

- the incident meets the definition of workplace violence (OHSA); and
- the alleged assailant is a student; and
- the student may also have engaged in a serious student incident.

A reminder that there is a debriefing chart to be used immediately (within 5-30 mins) after a violent incident occurs to help administrators to better assist employees in the aftermath of an incident. All incidents, including workplace violence, are to be reported using the Online Incident Reporting, accessible under Useful Links on the "My Site" page of INSITE.

Continue to do the exceptional work you do in a safe manner and report things when you see general hazards that pose a risk. OSSTF Health and Safety Site Reps are available to assist and their continued dedication and direction to members at each site is appreciated.

As previous year's reports have indicated, slips, trips and falls continue to be a contributing issue of lost time or injury to our membership and the staff of UCDSB. Please monitor your areas for all hazards (water, uneven rugs/floors, ice or un-cleared snow during the winter months) and report it to your supervisor as a Health & Safety issue that you want addressed. Just a reminder, for your own health and safety, be mindful in choosing appropriate footwear for the season and conditions as this could be a contributing factor as to why people slip, trip or fall.

We are continually providing our input to worker safety in partnership with the other affiliates through the Joint Health and Safety Committee. This year has seen an increase in violence reports to the union at some workplaces. We would encourage all members to report all incidents to the principal, including the completion of the online incident reporting forms (on Insite). If you encounter any resistance from admin, please contact OSSTF. Though COVID-19 is becoming less of a factor (the UCDSB COVID-19 guidelines were rescinded earlier this year), we would still encourage you to follow safety precautions and provincial screening if you or your colleagues become ill.

**Occasional Teachers' Bargaining Unit
ANNUAL GENERAL MEETING
Thursday, May 4, 2023
North Grenville Municipal Centre, Kemptville, ON**

You may have noticed a visit from the Ministry of Labour, Immigration, Training and Skills Development. Inspectors have been visiting education workplaces as part of the Compliance Initiative Focused on Workplace Violence.

Along with other affiliates, we continue to advocate for your health and safety at work through the various avenues available to us with the board.

Please, feel free to contact me, Elaine Warner-Laxton, or the District Office regarding Health and Safety matters.

12.5 [TREASURER'S REPORT AND PRESENTATION OF APPENDIX B – OTBU 2023-24 BUDGET \[RES-BUDGET-2023-01\] – LOUISE LANCTOT](#)

BIRT the budget for 2023-24 be endorsed.

Moved by: Louise Lanctot

Seconded by: Elaine Warner-Laxton

BUDG-2023-01

13. Adjournment