



**OSSTF D26 Service Review Committee 2020/2021**  
**Revised Report, April 2021**  
**as edited by the District Executive**

**Committee Members:**

- Brandon Coleman
- Lisa Elminowski (chair)
- Scott Pepper
- Kris Ross (ex officio)
- Richard Scharf
- Erin Thibodeau
- Ralph Wightman

The Service Review Committee (SRC) was convened to review **Bylaw 4.4: Elections at the Annual General Meeting** and **Bylaw 22.5: Mileage and Expenses**. After meeting several times, the SRC has several recommendations to improve upon the services offered to the members of OSSTF D26.

**OVERALL:**

- The SRC found that Bylaw 4.4 was well-meaning in its intents and purposes, though vague in its terms and interpretations. The committee felt that each section could be improved upon with updated specifications, coordination, and tracking.
- Due to a lack of record-keeping to the support expenses claimed under Bylaw 22.5, the SRC finds it difficult to judge the appropriateness of the bylaw overall, and so it remains neutral on this issue.
- As it stands, the SRC has determined that the intention of Bylaw 22.5 should be to reimburse release officers for some of the added mileage that may be incurred by commuting to/from the district office rather than their usual worksite. This makes the lack of tracking or justification the serious concern that requires amendment if this bylaw is to remain. The SRC has made its recommendations with this framework in mind.
  - This framework applies to all release officers; therefore, the committee recommends that these amendments be considered by all bargaining units.
- All recommendations were made through an equity lens to make opportunities and positions in OSSTF D26 fair and accessible to anyone within its membership. This lens was also extended to consider environmental impact, added workloads, and responsible accountability to the collective.

**READING THE REPORT:**

- A dash (–) in the first column indicates that there is no existing point to amend, therefore it is the SRC's recommendation to add the sub-section as required.
- A dash (–) in the second column indicates that no change is recommended at this time.
- Any specific notes on the rationale behind the SRC's recommendations have been added in the footnotes.
- While the SRC has attempted to draft the language of each point as precisely as possible, it has not been reviewed by Provincial, nor anyone else with specific knowledge of constitutional language; therefore, some wording may need to be adjusted to meet technical requirements, but the intention behind the statement should remain the same.

**CONSIDERATIONS WHEN VOTING ON THE RECOMMENDATIONS:**

- Kris Ross has actively worked with the SRC to provide insight into the existing policies, their origins, their functions, and their implementation. Furthermore, her years of experience with the SRC helped guide this committee in its mandate and purview. She has remained impartial in her participation, framing information as neither good nor bad. She held no bias in her work as *ex officio*, and therefore the SRC feels it is fair for her to retain her vote as a member of District Executive in voting on these recommendations.
- Lisa Elminowski acted as Chair for this SRC and is the current District Equity & Diversity Officer, therefore the SRC would like to acknowledge that there might be a conflict of interest in her maintaining her vote at District Executive regarding these recommendations. The DE can discuss and decide upon this matter.
- Release officers have a vested interest in the amendments proposed for Bylaw 22.5, therefore the SRC recommends they recuse themselves from voting upon any of those amendments (and that the two sets of amendments be voted upon separately in order to include their votes regarding Bylaw 4.4).

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The SRC recommends the following amendments to **Bylaw 4.4: Elections at the Annual General Meeting**:

<b>Bylaw</b>	<b>Existing</b>	<b>Recommendation</b>
4.4.1	The District President shall, prior to March 31st in each year, invite nominations to all available District positions outlined in bylaw 4.1 and post nomination forms on the District website.	--
4.4.2	In order to be nominated for any position, the candidate must complete the District nomination form and submit it to the District Office.	
4.4.2.1	--	The nomination form shall include an introductory autobiography <sup>2</sup> to be distributed to membership with the announcement of candidacy by the Elections Officers via the OSSTF D26 website. <sup>3</sup>
4.4.3	Nominations for vacant positions must be received not later than 4:00 PM seven (7) working days prior to the date of the District Annual General Meeting.	Nominations for vacant positions must be received not later than 4:00 PM fourteen (14) working days prior to the date of the District Annual General Meeting.
4.4.4	It is the sole responsibility of the candidate to ensure that nomination materials are properly completed, received and filed with the Office prior to the closing of nominations	It is the sole responsibility of the nominee to ensure that nomination materials are properly completed, received, and filed with the Elections Officers <sup>4</sup> prior to the closing of nominations.
4.4.5	Distribution of campaign literature shall be the sole responsibility of the candidate, at their sole expense.	Distribution of campaign literature preceding the District Annual General Meeting shall be conducted via the Elections Officers to maintain equity of access and minimal environmental impact.

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<sup>2</sup> This form should provide a basic introduction of the individual without beginning active campaigning/self-promotion. (ie: adding what BU(s) they're a part of, experience relevant to the position, and why they are running.)

<sup>3</sup> This creates a central hub for elections information, with all materials posted in one location, accessible 24/7, and always at the same link. It also has the added advantage of drawing traffic to the District webpage.

<sup>4</sup> See recommendation 4.4.10.

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4.4.5.1	--	All literature shall be posted on the OSSTF D26 webpage for members to review. This can be done by the Elections Officers or a designated District 26 webmaster. <sup>6</sup>
4.4.5.2	--	An initial email shall be sent to all members announcing each nomination within one business day of being received, including a link to their introductory autobiography submitted with the nomination form as per 4.4.2.1, posted on the OSSTF D26 webpage.
4.4.5.3	--	Candidates may submit a mid-campaign update no later than sixteen (16) days before the District Annual General Meeting. This shall be posted on the OSSTF D26 webpage once nominations have closed (fourteen days before the District Annual General Meeting).
4.4.5.4	--	No other campaign materials shall be produced and/or distributed by candidates directly during the campaign period prior to the District Annual General Meeting.
4.4.5.5	--	Candidates may communicate directly with members electronically, but they are not permitted to use school board or OSSTF distribution lists to do so. Candidates may use the list of local branch stewards and OTBU/PSSP presidents (to be provided by the District Office upon request) to distribute campaign messages. No candidate shall have access to posting on official District 26 social media for campaign purposes.
4.4.5.6	--	A final mass communication may be submitted no later than four (4) days before the District Annual General Meeting to be posted on the OSSTF D26 webpage. An email will be sent by the

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<sup>6</sup> If it is the will of the District to increase traffic and centralize communications via the local website, and as there is not currently a portfolio that includes maintaining the District website as a designated responsibility, the committee recommends that this become a task to assign, perhaps to someone in CPAC.

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		Elections Officers to all members providing a link to the new messages from the nominees.
4.4.5.7	--	Unless it is in direct contravention to any of the OSSTF standards of professional behaviour, it shall not be the Election Officers' place to edit or censor the submitted campaign materials in any way.
4.4.6	Members running for election who are on full-time release shall not use regular office hours and resources to produce or distribute campaign materials, or to solicit members for support.	--
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.	--
4.4.8	Candidates shall not distribute literature to members, post campaign materials in OSSTF work sites, or solicit membership support in the period between the adjournment of the District Annual General Meeting and the announcement of the ballot results.	--
4.4.9	Election shall be by ranked ballot vote by secret ballot, by those eligible to vote and voting, in all work sites within one week of the District Annual General Meeting. (A.19)	--
4.4.10	A Chief Returning Officer, who is not a candidate for any District position, shall be appointed by the District	Two Elections Officers (a designated Chief and Deputy <sup>8</sup> ) shall implement and oversee the election process.

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<sup>8</sup> Having two officers helps share the workload, provides additional insight/perspective on decision-making, and uses rank as a tiebreaker, if necessary.

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	Executive prior to the District Annual General Meeting to oversee the election process.	
4.4.10.1	--	The role of Chief EO will be allocated to the District Office Manager. <sup>9</sup>
4.4.10.2	--	The role of Deputy EO will be solicited from the membership at the same time as the call for election nominations and selected by the District Executive. The candidate must not be running for any DE or BU position in the current election. <sup>10</sup>
4.4.10.3	--	The two Elections Officers may swap roles by mutual consent if their comfort levels and professional experience deem it appropriate.
4.4.11	In the event that only one name is put up for a position, the Chair of the District Annual General Meeting shall declare that nominee elected by acclamation at the District Annual General Meeting.	--
4.4.12	No nominations shall be accepted from the floor at the District Annual General Meeting.	--
4.4.13	In the event that no nominations are received for a position in accordance with Bylaw 4.4.3, the District Executive shall solicit nominations and appoint to the available position. This process shall begin after the results of all pending ballots, as described in bylaw 4.4.9, have been made public.	--
4.4.14	--	The display and distribution of campaign materials at the District Annual General Meeting shall be the sole responsibility and discretion of the candidate.

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<sup>9</sup> As this would be an addition to the responsibilities of the office admin, the appropriate increase in part-time % should be augmented accordingly.

<sup>10</sup> This role should be allowed to claim expenses in the same way that any district committee member would (such as mileage, meals, and childcare).

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4.4.14.1	--	<p><b>Option A:</b> The District Executive will provide a budget to each candidate from the District Executive funds; equitable as per proportional representation of the position; set by the District Executive annually at the time of the election announcement.</p> <p><b>Option B:</b> The District Executive will set a budget cap of the candidate's total spending on campaign expenses; equitable as per proportional representation of the position; set by District Executive annually at the time of the call for nominations.<sup>11</sup></p>
4.4.14.2 <sup>13</sup>	--	<p>The Elections Officers shall arrange for one table per candidate to display campaign materials at the District Annual General Meeting; any electronic equipment, peripherals, and power sources are the sole responsibility of the candidate.</p>

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<sup>11</sup> While Option A would provide the most equitable access for nominees to campaign, it is up to the District Executive whether they are willing and able to provide a budget line for this. If not, Option B is the SRC's next best recommendation.

<sup>13</sup> The SRC has paralleled the existing numbering for clarity in making direct comparison to the existing bylaws. Because of some significant changes to sections and subsections, however, the SRC recommends reordering the bylaw numbering into a more logical sequence if/when recommendations are being integrated. (For example, moving 4.4.10 re: Elections Officers to fit in after 4.4.1 as an initial set-up of the elections process.)

## OSSTF D26 Service Review Committee 2020/2021: Final Report

The SRC recommends the following amendments to **Bylaw 22.5: Mileage and Expenses**:

Bylaw	Existing	Recommendation
22.5	22.5 Notwithstanding 22.4, any member on fulltime release may appeal in writing to the District Executive for an annual travel expense allowance, not to exceed \$5625.00 if he/she feels it is appropriate. <sup>14</sup> (A.14)	22.5 Notwithstanding 22.4, any member on full-time release may appeal in writing to the District Executive for an annual travel expense allowance for their added commute to/from work, not to exceed \$5625.00, <sup>15</sup> if they deem it appropriate. <sup>16</sup>
22.5.1	--	The amount granted under 22.5 shall have a maximum cap of $(x - 2ny)(z)$ , where $x$ is the total mileage the applicant has travelled from home to office or office to home (that has not been claimed under any other budget line); $n$ is the number of school days; $y$ is the distance of the applicant's home from their home school; and $z$ is the current District 26 mileage rate. <sup>17</sup>
22.5.2	--	Should an applicant not provide the provided tracking spreadsheet with information sufficient to calculate their claim, or if the calculation gives a negative value, the cap shall be treated as a value of 0.

<sup>14</sup> While the original wording of bylaw 22.5 is very clear about claiming this remuneration *if appropriate*, the SRC understands that it has become standard practice within the District that the claim is requested, in full, by each release officer, and that the District approve it as claimed. The following recommendations ensure compensation on an *if appropriate* basis, as was intended in the original bylaw, providing a more fair and equitable practice than a flat-rate compensation without justification or accountability.

<sup>15</sup> The SRC has looked into the original calculations of this capped amount, and based on current costs for gas and vehicle maintenance, it finds that this amount is still well within reason. This number should be revisited once work patterns return to "normal" and a regular data set can be generated.

<sup>16</sup> A spreadsheet will need to be created to track kilometers travelled; this will satisfy CRA should the District be audited, and it will justify the added travel remuneration should the membership question its value (and tracking could end once the cap has been reached).

<sup>17</sup> Example: A member usually travels 3km from home to their worksite; taking a release position at the District office would increase their daily commute to 67km each way. Regular tracking of mileage *to/from* work is a manageable way to calculate the most accurate claim and account for the remuneration, just as is done with mileage claimed *during* the workday. To use two weeks of a four-day in-office workweek as an example:

$$\begin{aligned}
 x &= 1072\text{km} & n &= 8 \text{ days} & y &= 3\text{km} & z &= \$0.45 \\
 &= (x - 2ny)(z) \\
 &= (1072 - 2 \cdot 8 \cdot 3)0.45 \\
 &= \$460.80
 \end{aligned}$$