

Bylaws & Policies of the Ontario Teachers' Federation

We the Teachers of Ontario



August 2015

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Bylaws of the Ontario Teachers' Federation

BYLAW 1 GENERAL

Name

- 1.1 "The Ontario Teachers' Federation", "OTF" and the "Federation" as used in the *Teaching Profession Act*, its Regulations and the bylaws and policies shall be taken to mean the Ontario Teachers' Federation.

Office and Headquarters

- 1.2 The office of the Federation shall be in Toronto. The Executive shall lease or otherwise secure such office space as may be required to carry on the business of the Federation.

Federation Year

- 1.3 The Federation year commences with the installation of the Executive of the Ontario Teachers' Federation at the annual meeting of the Board of Governors.

Federation Financial Year

- 1.4 The Federation financial year shall commence on July 1 of each year.

Acts and Regulations

- 1.5 Nothing in the bylaws of the Ontario Teachers' Federation shall contravene the *Teaching Profession Act* or its Regulations.

Canadian Teachers' Federation

- 1.6 OTF shall be represented at the Canadian Teachers' Federation by the president of OTF, or in the absence of the president, by the next highest ranking elected officer.

Authorities

- 1.7 The Parliamentary Authorities for the Ontario Teachers' Federation, in order of priority and precedence, shall be *Robert's Rules of Order Newly Revised (Latest Edition)*, and *Sturgis' Standard Code of Parliamentary Procedure (Latest Edition)*.

BYLAW 2 MEMBERSHIP

- 2.1 A statutory member, as defined in the *Teaching Profession Act*, of the Ontario Teachers' Federation shall be a member of an affiliated body.
- 2.2 The affiliate membership of teachers and occasional teachers shall be as determined by the *Education Act* or the *Provincial Schools Negotiations Act*.
- 2.3 The affiliates of the Ontario Teachers' Federation are the:
- (a) Association des enseignantes et des enseignants franco-ontariens;
 - (b) Elementary Teachers' Federation of Ontario;
 - (c) Ontario English Catholic Teachers' Association; and
 - (d) Ontario Secondary School Teachers' Federation.

BYLAW 3 FEES

- 3.1 Each affiliate shall pay the Federation for each statutory member an annual membership fee as approved by the Board of Governors.
- 3.2 The fee shall be calculated on a full-time equivalent basis.
- 3.3 Each affiliate shall forward the annual membership fee to OTF in accordance with a schedule and in the manner approved by the OTF Executive.
- 3.4 If an affiliate is in default of any payment of fees pursuant to the fee schedule and that default has not been corrected within 30 days of the date of the default, the claim for non-payment of fees shall be referred to mediation/arbitration subject to the following conditions:
- (a) The mediator/arbitrator shall be chosen by OTF from a list of mediators pre-approved

- by both the OTF Executive and the affiliates.
- (b) The mediator/arbitrator shall have the power to order payment of outstanding fees and interest (simple or compound).
- (c) The decision of the mediator/arbitrator shall be final and binding upon the parties.

BYLAW 4 DUTIES OF OTF

- 4.1 It is the duty of OTF to:
 - 4.1.1 co-ordinate and complement the work of the affiliates in the field of teacher education;
 - 4.1.2 speak on behalf of Ontario teachers on matters of concern to the profession where such statement is not in conflict with the views of any affiliate;
 - 4.1.3 represent the teaching profession in all legislation affecting education;
 - 4.1.4 provide services to OTF members in their choice of one of the two official languages of Canada;
 - 4.1.5 participate in the Canadian Teachers' Federation as the affiliate member;
 - 4.1.6 monitor and evaluate curriculum and professional development policies of the Government of Ontario and other educational agencies;
 - 4.1.7 monitor and conduct research to collect information on current trends and innovations in curriculum theory and planning, and professional development opportunities;
 - 4.1.8 represent the teaching profession in all matters relating to teachers' pensions;
 - 4.1.9 keep the members informed in all matters affecting teachers' pensions;
 - 4.1.10 hold regular meetings with the OTF-appointed Directors and senior staff of the Ontario Teachers' Pension Plan;
 - 4.1.11 collect the OTF fees of teachers in the province through its affiliates;
 - 4.1.12 foster and maintain, in co-operation with the affiliates, CTF, Education International and other appropriate agencies, relationships with teachers and teachers' organizations throughout the world, and to provide support and assistance under the direction of the OTF Board of Governors;

- 4.1.13 represent the interests of the teaching profession in matters relating to the Ontario College of Teachers; and
- 4.1.14 hold regular meetings with the elected councillors of the Ontario College of Teachers.

BYLAW 5 BOARD OF GOVERNORS

Membership

- 5.1 The Board of Governors shall consist of members of the Ontario Teachers' Federation as prescribed under the *Teaching Profession Act* 5(1).
- 5.2 Notwithstanding the requirement of bylaw 5.1, where an individual who is not a teacher holds an office referred to in section 5(1)1 of the *Teaching Profession Act*, that person shall be a member of the Board of Governors.
- 5.3 A Governor of OTF who is not a member of OTF but is a Governor under section 5(1)1 of the *Teaching Profession Act* and under bylaw 5.2 shall not vote on any matter dealing with the Ontario Teachers' Pension Plan.
- 5.4 A Governor who is not a member of OTF may be replaced for a vote on pension issues at the Board of Governors by a person who is a member, as follows:
 - 5.4.1 An affiliate may make a substitution for a member of the Board of Governors on occasions when a Governor must be absent from the meeting or portions of the meeting. Such substitution shall be a former member of the Board of Governors or an executive member of an affiliate or member-elect of the Board of Governors.

Duties of the Board of Governors

- 5.5 It is the duty of the Board of Governors of the Ontario Teachers' Federation to:
 - 5.5.1 appoint an auditor or auditors at the spring meeting of the Board of Governors;
 - 5.5.2 receive the report of the auditor or auditors at the annual meeting of the Board of Governors;
 - 5.5.3 approve the budget and fee at the spring meeting of the Board of Governors;
 - 5.5.4 approve changes to the Expense Guidelines of the Ontario Teachers' Federation as recommended by the Executive;

- 5.5.5 approve expenditures from and allocations to the general fund, reserve fund or working capital in accordance with bylaw 8;
- 5.5.6 review the principle of the Reserve Fund every five years;
- 5.5.7 approve recommendations for amendments to the *Teaching Profession Act* and its Regulations;
- 5.5.8 approve amendments to the bylaws and policies of the Ontario Teachers' Federation;
- 5.5.9 approve the agenda and minutes of meetings of the Board of Governors;
- 5.5.10 regularly discuss issues affecting the Ontario Teachers' Pension Plan;
- 5.5.11 ratify the appointment of Directors to the Board of the Ontario Teachers' Pension Plan;
- 5.5.12 recommend to the Executive, ratification of changes to the Ontario Teachers' Pension Plan;
- 5.5.13 ratify the appointment of the secretary-treasurer;
- 5.5.14 establish committees and work groups and their terms of reference;
- 5.5.15 award the Ontario Teachers' Federation Fellowships annually at the spring meeting of the Board, in accordance with bylaw 11.

Voting at the Board of Governors' Meetings

- 5.6 A double majority is a majority of Governors and a majority of Governors representing a majority of members.
- 5.7 For the purpose of determining a majority of Governors representing a majority of members, the following formula shall apply:
 - (a) The number of members for each affiliate rounded to the nearest 1,000 based on fees received by June 30 of the previous Federation fiscal year subject to fees continuing to be paid in accordance with membership numbers.
 - (b) The secretary-treasurer, at the winter meeting of the Board of Governors, shall assign the votes for 1/10th of the number of members from an affiliate to each Governor representing that affiliate.
 - (c) The votes assigned in (b) shall be used to determine the majority of members in all votes requiring a double majority.
- 5.8 On fee and final budget resolutions, and bylaw amendments where proper notice has been given, a double majority vote is required.

Meetings of the Board of Governors

- 5.9 Meetings of the Board of Governors shall be open to all members of the Ontario Teachers' Federation and elected representatives and staff of the affiliates.
- 5.10 The annual meeting of the Board of Governors shall be held in each year in August at a time and place that is determined by the president.
- 5.11 Subject to bylaw 5.14 there shall be a winter meeting of the Board of Governors in January of each year and a spring meeting of the Board of Governors in April each year at a time and place that are determined by the Executive.
- 5.12 The Board of Governors shall meet at such other dates and times as the Executive may by resolution determine, such meetings may include electronic meetings or meetings by conference call.
- 5.13 A member of the Board of Governors shall be allowed a leave of absence to carry out the business of the Federation.
- 5.14 Upon the recommendation of the Executive and with the approval of at least 32 members of the Board of Governors, the Board of Governors may, by resolution, waive the holding of one of the meetings under bylaw 5.11.
- 5.15 A quorum at a meeting of the Board of Governors shall be 32 members thereof.
- 5.16 At each meeting of the Board of Governors, a steering and resolutions committee shall be struck to:
 - (a) receive motions arising out of committee reports from the Executive, from affiliates, and from individual Governors, for presentation at each regular meeting of the Board of Governors; and
 - (b) ensure that each motion is worded in proper and precise form and adheres to the original intent of the motion.

Annual Meeting of the Board of Governors

- 5.17 The order of procedure at the annual meeting of the Board of Governors shall be as follows:
 1. Call to order.
 2. Appointment of committees.
 3. Reading and confirming the minutes of the next preceding meeting.
 4. Business arising from the minutes.

5. Reading of correspondence and action thereon.
 6. Reports of officers.
 7. Reception of delegations.
 8. Reports from affiliated bodies.
 9. Reports of committees and work groups.
 10. General business.
 11. Elections.
 12. Installation of officers.
 13. Adjournment.
- 5.18 The Board of Governors may amend the order of procedure at the annual meeting.
- 5.19 At the meeting of the Executive immediately before the annual meeting of the Board of Governors, the Executive shall appoint a nominating committee and include thereon a representative of each of the affiliated bodies.
- 5.20 The nominating committee shall meet on the first day of the annual meeting of the Board of Governors to prepare nominations for the Executive for the next year in accordance with the *Teaching Profession Act*.
- 5.21 The nominating committee shall present the report of its nominations to the Board of Governors.

BYLAW 6 EXECUTIVE

Membership

- 6.1 The OTF Executive shall consist of members of the Ontario Teachers' Federation who are named as members of the Executive under section 6(1)1 and 6(1)2 of the *Teaching Profession Act*.
- 6.2 Notwithstanding the requirement of section 1 of this bylaw, where an individual who is not a teacher holds an office referred to in section 6(1)2 of the *Teaching Profession Act*, that person shall be a member of the OTF Executive.
- 6.3 An Executive member who is not a member of OTF but is a member of the Executive under section 6(1) 2 of the *Teaching Profession Act* shall not vote or represent the members on any matter dealing with the Ontario Teachers' Pension Plan.
- 6.4 The vote on a pension issue of an Executive member who is excluded from voting under bylaw 6.3 may be re-assigned to another member of the OTF Executive from the same affiliate.

Duties of the Executive

- 6.5 It is the duty of the Executive to:
- 6.5.1 carry on the business of the Board of Governors between meetings of the Board, subject to subsequent ratification by the Board of Governors;
 - 6.5.2 be responsible for the day-to-day business of the Federation;
 - 6.5.3 engage a solicitor or solicitors as and when deemed necessary;
 - 6.5.4 take legal action to enforce collection of membership fees, if and when necessary;
 - 6.5.5 meet and communicate with the Minister of Education or other officials of the Ministry of Education as necessary;
 - 6.5.6 when necessary, take the committee member or members who can best present the information required when submitting reports or recommendations to the Minister of Education, or other officials of the Ministry of Education;
 - 6.5.7 arrange with a school board for leave of absence for OTF members on Federation business and shall pay to such members the expenses incurred;
 - 6.5.8 in its role as the representative of the members of the pension plan under the *Teaching Profession Act* (TPA) hold or offer to hold a meeting each year for the purpose of consultation with organizations representing the members of the Ontario Teachers' Pension Plan who are not statutory members of the Ontario Teachers' Federation;
 - 6.5.9 approve annually a list of signing officers of the Federation;
 - 6.5.10 hire and appoint the secretary-treasurer, subject to ratification by the Board of Governors;
 - 6.5.11 appoint directors to the Ontario Teachers' Pension Plan Board, subject to ratification by the Board of Governors;
 - 6.5.12 fill any interim vacancy on the Board of Directors of the Ontario Teachers' Pension Plan;
 - 6.5.13 ratify the terms and conditions of employment of the secretariat;
 - 6.5.14 establish, from time-to- time, work groups and their terms of reference;

- 6.5.15 nominate and approve candidates for Fellowship in accordance with bylaw 11;
- 6.5.16 approve over-expenditures, by budget line from the General Fund budget, of the Ontario Teachers' Federation as necessary;
- 6.5.17 review Federation Expense Guideline periodically and recommend any changes to the Board of Governors.

Meetings of the Executive

- 6.6 The Executive shall meet before and after a meeting of the Board of Governors.
- 6.7 The Executive shall meet at regularly scheduled times throughout the Federation year, such meetings may include electronic meetings or meetings by conference call.
- 6.8 The president of the Federation may at any time call a meeting of the Executive.
- 6.9 A quorum at any meeting of the Executive shall be eight voting members thereof.

BYLAW 7 OFFICERS

Duties of Officers

- 7.1 Duties of officers shall be in accordance with the *Teachers' Pension Act* and as directed by the Executive.

President

- 7.2 It shall be the duty of the president to:
 - 7.2.1 be the chief presiding officer at all meetings of the Board of Governors and the Executive;
 - 7.2.2 ensure that all resolutions of the Board of Governors and Executive are carried out;
 - 7.2.3 perform such other duties as the Board of Governors or Executive may from time-to-time determine by resolution; and
 - 7.2.4 sign all documents executed by the Executive of the Ontario Teachers' Federation.

First Vice-President

- 7.3 It shall be the duty of the first vice-president to:
 - 7.3.1 in the absence of the president or at the request of the president, perform the duties and exercise the powers of the president;
 - 7.3.2 perform such other duties as the Board of Governors or the Executive shall direct by resolution; and
 - 7.3.3 chair meetings of the budget and finance committee.

Second Vice-President

- 7.4 It shall be the duty of the second vice-president to:
 - 7.4.1 in the absence of the first vice-president, perform the duties and exercise the powers of the first vice-president; and
 - 7.4.2 perform such other duties as the Board of Governors or the Executive shall direct by resolution.

Past President

- 7.5 It shall be the duty of the past president to:
 - 7.5.1 chair meetings of the personnel committee; and
 - 7.5.2 perform such other duties as the Board of Governors or the Executive shall direct by resolution.

Secretary-Treasurer

- 7.6 It shall be the duty of the secretary-treasurer to:
 - 7.6.1 keep proper minutes of all meetings of the Board of Governors and the Executive;
 - 7.6.2 file a copy of correspondence after dealing with it as may be necessary;
 - 7.6.3 perform such duties as are necessary to collect fees from the affiliates;
 - 7.6.4 receive from each affiliate the OTF fee;
 - 7.6.5 have the care and interest of all the funds and securities of the Federation and shall deposit the same in the name of the Federation in such bank or banks or financial institutions as the Executive may direct;
 - 7.6.6 be a signing officer of the Federation and be responsible for the payment of money, and shall pay out and dispose of the same under the direction of the Executive;
 - 7.6.7 keep proper accounts and records of all receipts and disbursements of the Federation;
 - 7.6.8 be responsible for the management of the office of the Ontario Teachers' Federation;
 - 7.6.9 designate assignments and responsibilities to the staff of the Ontario Teachers' Federation;
 - 7.6.10 carry out the instructions of the Executive and the Board of Governors of the Ontario Teachers' Federation;
 - 7.6.11 report regularly to the Executive and Board of Governors of the Ontario Teachers' Federation;
 - 7.6.12 sign documents such as deeds, mortgages, conveyances, agreements, leases and other operational documents;

- 7.6.13 develop a list of candidates for the Board of Directors of the Ontario Teachers' Pension Plan in accordance with bylaw 9.3;
- 7.6.14 send to members of the Executive at least seven days in advance of a meeting of the Executive written notice of date, time and place of the meeting;
- 7.6.15 send to members of the Board of Governors a written notice of the date, time and place of a meeting of the Board of Governors,
 - (a) at least 14 days before the date of a regular meeting;
 - (b) at least three days before the date of a special meeting;
- 7.6.16 attend partners committee meetings as a resource; and
- 7.6.17 perform such other duties as may be assigned by the Executive or by the president.

BYLAW 8 FINANCES

Banking

- 8.1 The bank account(s) of the Federation shall be kept in a chartered bank of Canada, credit union or trust company, as the Executive may designate.
- 8.2 All monies received by the Federation in Trust shall be deposited in a separate Trust account and shall be kept separate from the Federation's own funds.
- 8.3 Payments of accounts, by cheque or electronic funds transfer shall be signed by any two of the secretary-treasurer, the president, and other signing officers appointed by the Executive.

Borrowing

- 8.4 The Executive shall have power to borrow money from any chartered bank, credit union or trust company, either by way of overdraft, discount, loan, or otherwise, and upon such terms as it deems proper, and may hypothecate, pledge, or mortgage any assets of the Federation to secure the indebtedness. All loans or other evidence of indebtedness shall be signed by any two of the following: the secretary-treasurer, the president, and other signing officers appointed by the Executive.

Financial Year

- 8.5 The Federation financial year shall commence July 1 of each year.

Auditors

- 8.6 The Board of Governors shall appoint an auditor or auditors to audit the books and accounts of the Federation annually at the spring meeting of the Board of Governors.

Expenses

- 8.7 The Federation shall pay approved expenses as members of the Board of Governors and of the Executive incur in carrying out their duties under the act, regulation and bylaws.
- 8.8 Each member of the Board of Governors, the Executive, OTF committee or OTF work group shall be reimbursed for attendance at regular and special meetings of the respective Board of Governors, Executive, committee or work group in accordance with the OTF expense guidelines as approved by the OTF Board of Governors from time-to-time.
- 8.9 Governors-elect shall be reimbursed for attendance at the annual meeting of the Board of Governors in accordance with OTF expense guidelines.

General Fund

- 8.10 Expenditures may be made from the general fund by the Board of Governors, Executive or secretary-treasurer, in accordance with the *Teaching Profession Act* and its regulations and their respective duties as described in the bylaws:
 - 8.10.1 by the Board of Governors to finance new programs as they become expenditure lines, to meet over-expenditures in any expenditure category, to finance program changes to the approved current budget and according to bylaws 5 and 9;
 - 8.10.2 by the Executive for expenses incurred in accordance with the *Teaching Profession Act* and bylaws 6, 8 and 9, to finance and control expenditures and over-expenditures of individual items within the budget categories; and
 - 8.10.3 by the secretary-treasurer as items are approved by the Executive or Board of Governors and in accordance with bylaws 7, 8, and 9.

Reserve Fund

- 8.11.1 There shall be a reserve fund used to finance extraordinary expenditures incurred by the Federation and subject to review every five years by the Board of Governors at the annual meeting.
- 8.11.2 Allocations to the reserve fund shall be determined by the Board of Governors at the annual meeting.
- 8.11.3 Any expenditures from the reserve fund shall be determined by a double majority vote at a meeting of the Board of Governors, providing that a notice of motion has been introduced at a previous meeting.
- 8.11.4 The assets of the reserve fund shall be invested in accordance with the investment policy approved by the Board of Governors.

Working Capital

- 8.12.1 There shall be working capital to provide bridge financing when expenditure is incurred before revenue is received.
- 8.12.2 A surplus from the general fund may be allocated to working capital, subject to a motion by the Board of Governors.
- 8.12.3 The secretary-treasurer may transfer from working capital, without payment of interest, such monies as may be required to cover operating expenses within the current general fund budget.
- 8.12.4 No expenditures, other than those loans made to the secretary-treasurer to cover operating expenses, may be charged to working capital except by motion of the Board of Governors.

BYLAW 9 PENSION APPOINTMENTS

Ontario Teachers' Pension Plan Board of Directors

- 9.1 Pursuant to the *Teachers' Pension Act* and the *Partners' Agreement* made under it, the Executive of the Federation shall appoint four directors to the Board of Directors of the Ontario Teachers' Pension Plan, subject to ratification by the Board of Governors.
- 9.2 In general, each of the four directors appointed should have pension expertise and expertise in at least one or more of the following:
- (a) the Ontario Teachers' Pension Plan and the Ontario Teachers' Federation;

- (b) pension plan benefits and structures;
- (c) pension finance and investment;

The Federation shall ensure that there is a minimum of one appointee with expert knowledge in each of the three areas listed in (a) through (c).

9.3 The secretary-treasurer shall develop a list of potential candidates to serve as directors of the Ontario Teachers' Pension Plan. It is understood that the OTF makes the appointments subject to the following process:

- (a) Names of potential candidates shall be solicited from the affiliates and from other stakeholder groups represented by OTF in the Plan;
- (b) The selection committee shall be comprised of the committee of general secretaries and the president, first vice-president, second vice-president and past president of OTF;
- (c) At least six (6) months prior to the commencement of the term of the director(s) to be appointed, the selection committee shall conduct interviews with those directors whose terms expire and those potential candidates for new appointments and make recommendations to the Executive regarding re-appointment(s)/appointments;
- (d) The final recommendation of the Executive shall be forwarded to the OTF Board of Governors for consideration;
- (e) The secretary-treasurer shall implement the selection and appointment procedures as approved by the Executive and report new appointments to the Ontario Teachers' Pension Plan Board once ratified;
- (f) In the case of a vacancy consequent to the death, incapacity, resignation, or removal of a director, the secretary-treasurer shall present recommendations to the Executive according to the selection and appointment procedures.

9.4 At least six (6) months prior to the expiration of the term of the Chair of the Board, the Executive shall consider nominations and make recommendations to the Government partner for consideration.

- 9.4.1 In circumstances in which the current Chair is eligible for re-appointment, the OTF Executive and Government partner may interview the Chair, jointly or separately, prior to making a decision regarding re-appointment.
- 9.4.2 In circumstances in which the current Chair is ineligible or chooses not to be considered for re-appointment, the Executive shall propose one or more directors for consideration by the Government partner and the partners may, jointly or separately, interview potential candidates for Chair prior to making a decision regarding appointment.
- 9.4.3 The appointment/re-appointment of the Chair of the Board is a joint responsibility of the Government partner and OTF and requires agreement from both parties.

Adjudication Committee

- 9.5 The Federation shall appoint teacher representatives to the adjudication committee of the Ontario Teachers' Pension Plan in the following manner:
- (a) ETFO shall appoint, in odd numbered years, a teacher adjudicator to take office on January 1, in even numbered years, and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.
 - (b) AEFO, shall appoint, in odd numbered years, a teacher adjudicator to take office on January 1, in even numbered years and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.
 - (c) OECTA, shall appoint, in odd numbered years, a teacher adjudicator to take office on January 1, in even numbered years and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.
 - (d) OSSTF, shall appoint, in even numbered years, a teacher adjudicator to take office on January 1, in odd numbered years, and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.
 - (e) RTO, shall appoint, in even numbered years, a teacher adjudicator to take office

on January 1, in odd numbered years and every second year thereafter shall appoint a teacher adjudicator to take office on January 1 of the following year.

- (f) The appointment procedures shall be determined by the bylaws and procedures of the affiliate involved or RTO.
- (g) The Secretary of the affiliate and of RTO shall report the appointment to the secretary-treasurer of OTF who shall inform the Chair of the Teachers' Pension Plan Board.

BYLAW 10 COMMITTEES AND WORK GROUPS

Committees

- 10.1 There shall be committees as follows:
- (a) Legislation
 - (b) Pension
 - (c) Teacher Education
 - (d) International Assistance
 - (e) Budget
 - (f) Personnel
 - (g) Committee of Presidents
 - (h) Awards
- 10.2 The committees shall study and report on such matters as may be:
- (a) referred to them by the Board of Governors and/or the Executive;
 - (b) undertaken by them with the approval of either of the Board of Governors or Executive;
- 10.3 A committee under section 10.1 shall,
- (a) be composed of a representative of each affiliated body, together with the president and secretary-treasurer (or designate) of the Federation; and
 - (b) be convened by the chairperson designated by the Executive following the annual meeting of the Board of Governors.
 - (c) Notwithstanding bylaw 10.3(a), the composition of the teacher education committee shall include a teacher representative from each faculty liaison committee.
- 10.4 The Board of Governors may, by bylaw, establish or terminate committees in addition to those set out in bylaw 10.1 and may, by

bylaw , as it considers expedient, terminate any standing committee so established.

- 10.5 A bylaw passed under bylaw 10.4 establishing a committee shall make provision for the composition and terms of reference of the committee.

Terms of Reference of Committees and Work Groups

Legislation Committee

- 10.6 The terms of reference of the legislation committee are to:
- 10.6.1 examine and review provincial legislation;
 - 10.6.2 make recommendations to the OTF Executive and Board of Governors with regard to amendments or proposed amendments to legislation or regulations;
 - 10.6.3 make available information regarding legislation to the OTF Executive, Board of Governors and affiliate executives;
 - 10.6.4 review OTF policy and procedures as requested by the Executive and report with recommendations; and
 - 10.6.5 perform any other duty referred by the Executive.

Pension Committee

- 10.7 The terms of reference of the pension committee are to:
- 10.7.1 advise the Executive and the Board of Governors on all matters relating to the Ontario Teachers' Pension Plan;
 - 10.7.2 consult with OTF's consulting actuary and pension counsel;
 - 10.7.3 liaise with the Ontario Teachers' Pension Plan staff concerning Schedule 1 to the *Teachers' Pension Act*, and to promote continuous revision and improvement to ensure Schedule 1 is kept current and accurate;
 - 10.7.4 maintain a registry of topics of concern for pension negotiations received from the Executive and the Board of Governors;
 - 10.7.5 study and report on motions referred by the Executive and the Board of Governors;
 - 10.7.6 study changes and trends concerning pensions with implications for the Ontario Teachers' Pension Plan and report to the Executive and the Board of Governors; and
 - 10.7.7 prepare pension education materials as requested by the Executive.

Teacher Education Committee

- 10.8 The terms of reference of the teacher education committee are to:
- 10.8.1 study provisions for pre-service, in-service and associate teaching in Ontario teacher education institutions, and to make recommendations to the OTF Executive and Board of Governors;
 - 10.8.2 promote dialogue and establish co-operative relationships between OTF and the Ontario teacher education institutions;
 - 10.8.3 ensure that teachers-in-training are aware of professional ethics, rights and responsibilities during the preparation process;
 - 10.8.4 recommend to the OTF Executive proposed changes to faculty of education programs; and
 - 10.8.5 promote and co-ordinate teacher representation on Ontario teacher education institution committees and to report on their respective activities.

International Assistance Committee

- 10.9 The terms of reference of the international assistance committee are to:
- 10.9.1 provide scholarships or grants to assist students to obtain teacher training in their own countries;
 - 10.9.2 assist and encourage teachers from developing countries:
 - (a) who will be teaching in their own countries;
 - (b) who have been sponsored by their own teacher organizations to obtain a special goal; and
 - (c) who are pursuing further education in Ontario or another part of Canada.
 - 10.9.3 assist schools in developing countries;
 - 10.9.4 advise OTF on matters relating to international educational assistance through liaison with provincial, federal and international agencies; and
 - 10.9.5 consider requests for aid from the Blanche E. Snell Estate Fund and to allocate the monies in this fund.

Budget Committee

- 10.10 The terms of reference of the budget committee are to:
 - 10.10.1 act as the OTF audit committee;
 - 10.10.2 meet each year before the end of October:
 - (a) to review the OTF budget process; and
 - (b) to review the OTF Budget for the current fiscal year;
 - 10.10.3 draft a balanced annual budget for submission to the January Executive meeting;
 - 10.10.4 include in the draft budget:
 - (a) a preliminary report on any assumptions that may have been used in preparation of the budget; and
 - (b) a recommendation for the OTF fee for the next fiscal year.
 - 10.10.5 present the draft budget, including the proposed OTF fee, to the winter meeting of the Board of Governors for consideration and amendment;
 - 10.10.6 present the final draft budget for approval at the spring meeting of the Board of Governors; and
 - 10.10.7 make suggestions to the Executive and Board of Governors to keep the budget within estimated fee revenue.

Personnel Committee

- 10.11 The terms of reference of the personnel committee are to:
 - 10.11.1 act as the negotiating committee in negotiations with the secretary-treasurer and the secretariat staff, with the past president acting as chair;
 - 10.11.2 offer advice to the secretary-treasurer regarding negotiations with OTF staff other than secretariat;
 - 10.11.3 interview and recommend candidates for secretariat positions; and
 - 10.11.4 report to the Executive on matters within the committee's terms of reference.

Committee of Presidents

- 10.12 The terms of reference of the committee of presidents are to:
 - 10.12.1 study those matters referred to it by the OTF Executive;
 - 10.12.2 study those matters identified by committee members; and

- 10.12.3 report to the Executive on matters within the committee's terms of reference.
- 10.12.4 The OTF President shall act as Chair.

Awards Committee

- 10.13 The terms of reference of the awards committee are to:
 - 10.13.1 establish, and periodically review, the criteria for the Teaching Awards, and such other Awards as may be established from time-to-time by the Executive or Board;
 - 10.13.2 assess award submissions and determine the recipients of awards as requested by the Executive; and
 - 10.13.3 advise the Executive on matters related to OTF awards and recognitions.

Work Groups

- 10.14 Work groups may be established or terminated by motion of the Executive or Board of Governors.
- 10.15 Any motion establishing a work group shall include the composition and terms of reference of the work group.
- 10.16 Work groups include affiliate staff work groups established by the Executive to assist or advise in fulfilling the duties of the Ontario Teachers' Federation.
- 10.17 Work groups shall report to the Executive through the secretary-treasurer (or designate).

BYLAW 11 FELLOWSHIPS

- 11.1 A Fellowship in the Ontario Teachers' Federation may be awarded by the Board of Governors.
- 11.2 A maximum of ten (10) Fellowships may be awarded in any Federation year.
- 11.3 The OTF Executive may nominate for Fellowship a person who is not a member of OTF. No more than one such nomination may be made in each year.
- 11.4 Each affiliate may nominate up to two (2) candidates for Fellowship in the affiliate member category each year and may, additionally, recommend a candidate or candidates for Fellowship in the non-member category.
- 11.5 Any Fellow may submit names for consideration to the OTF Executive in the

- affiliate member category or in the non-member category.
- 11.6 Affiliate members, past members, current or former affiliate staff or affiliate executive members are eligible to become Fellows.
- 11.7 Fellowship in the Ontario Teachers' Federation shall be conferred on any nominee who, in the opinion of the Board of Governors, has:
- given outstanding service to the Ontario Teachers' Federation, and/or;
 - given outstanding service to publicly funded education, and/or;
 - has enhanced the image of women in the field of education, and/or;
 - has advocated for equity/inclusivity for all students and/or;
 - has advocated social issues and human rights.
- 11.8 The outgoing president of OTF shall be appointed a Fellow at the annual meeting at which retirement from the position of president takes place.
- 11.9 The OTF Executive may, at a meeting prior to the spring meeting of the Board of Governors, determine up to nine (9) candidates such that each affiliate is ensured that one (1) of the candidates nominated by that affiliate shall be granted Fellowship and that the second candidate, where one is nominated by an affiliate, is ensured consideration at the spring meeting of the Board of Governors.
- 11.10 The OTF Executive may, at the meeting described above, by resolution recommend up to one (1) non-member candidate for Fellowship.
- 11.11 The OTF Executive shall report up to four (4) candidates for Fellowship at the spring meeting of the Board pursuant to section 11.9 above and may recommend up to five (5) additional candidates for consideration.
- 11.12 The Board of Governors shall, by secret ballot and simple majority, vote on the remaining affiliate candidates and non-member candidate for Fellowship in the Ontario Teachers' Federation at the spring meeting of the Board of Governors.

- 11.13 Those candidates approved for Fellowship in accordance with sections 11.11 and 11.12 above shall be:
- invited to attend the President's Banquet of the Ontario Teachers' Federation at Federation expense and shall be presented to the Board of Governors to receive the award;
 - be given a diploma together with a memento suitably inscribed for the occasion;
 - have a photograph and a printed copy of the citation mounted on a single page and kept in a properly inscribed folder for display at every annual meeting of the Board of Governors;
 - be deemed to be an honorary member of the Ontario Teachers' Federation and may be present at meetings of the Board of Governors without the right to vote; and
 - be entitled and encouraged to use the letters FOTF.

BYLAW 12 POLICIES

- 12.1 A policy statement reflects the fundamental beliefs that guide the action of the Federation and provides guidance on issues over which the Federation does not have complete control.
- 12.2 An OTF policy may be established, amended or rescinded by a double majority vote.
- 12.3 The Board of Governors shall endeavour to reach agreement in matters of policy and ensure that sufficient time is given all affiliates to discuss the proposed policy, in an effort to reach agreement. This having been done:
- matters brought up in discussion at a Board of Governors' meeting with the view to establishing an OTF policy, and to which any one or more affiliates cannot agree, must be referred to all the affiliates for further study; and
 - when matters brought up in discussion at a Board of Governors' meeting with the view to establishing OTF policy are referred to the affiliates for study, the Board of Governors may decide on a time limit for the affiliates to bring forth their views before a vote is taken.

BYLAW 13 AMENDMENTS TO THE ACT, REGULATIONS AND BYLAWS

Proposed Amendments to the *Teaching Profession Act*

- 13.1 Before the Ontario Teachers' Federation may request the Government of Ontario through the Legislature to amend the *Teaching Profession Act*, the proposed amendments shall have been approved:
- 13.1.1 by a double majority vote, provided that notice of motion of the proposed amendment has been sent by the secretary-treasurer to the secretaries of the affiliated bodies at least 30 days prior to the meeting; or,
- 13.1.2 by a nine-tenths vote of the members registered at a meeting of the Board of Governors, a previous notice not having been given.

Proposed Amendments to the Regulation made under the *Teaching Profession Act*

- 13.2 Before the Ontario Teachers' Federation may request the Ministry to amend the Regulation made under the *Teaching Profession Act*, the proposed amendments shall have been approved:
- 13.2.1 by a double majority vote, provided that notice of motion of the proposed amendment has been sent by the secretary-treasurer to the secretaries of the affiliated bodies at least 30 days prior to the meeting; or,
- 13.2.2 by a nine-tenths vote of the members registered at a meeting of the Board of Governors, a previous notice not having been given.

Amendments to the Bylaws of OTF

- 13.3 Bylaws may be amended:
- 13.3.1 by a double majority vote, provided that notice of amendment was provided at the previous, regularly scheduled meeting of the Board of Governors; or
- 13.3.2 by a nine tenths (9/10) vote such notice having not been provided.

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Policies of the Ontario Teachers' Federation

1. ESTABLISHMENT AND REVIEW OF POLICY

- 1.1 A policy statement reflects the fundamental beliefs that guide the action of the Federation and provides guidance on issues over which the Federation does not have complete control.
- 1.2 An OTF policy may be established, amended or rescinded by a double majority vote, thirty day notice to Affiliates having been given. Failing notice, a nine-tenths vote is required.

2. AFFILIATES

- 2.1 It is the policy of the Ontario Teachers' Federation that:
 - 2.1.1 Affiliate membership be in accordance with the *School Boards Collective Bargaining Act* (2014);
 - 2.1.2 Where permitted, and agreed by the respective Affiliates, a statutory member of one Affiliate who is employed in a position which would normally require membership in another Affiliate, may be permitted to retain voluntary membership in his/ her previous Affiliate for a period of no more than two years, the membership fee to be paid to the present Affiliate;
 - 2.1.3 Affiliates respect the statutory rights of other Affiliates under the *Education Act* and the *Ontario Labour Relations Act*.

3. RIGHTS AND RESPONSIBILITIES OF TEACHERS AND THE TEACHING PROFESSION

Rights of Teachers

- 3.1 It is the policy of the Ontario Teachers' Federation that teachers have the right to:
 - 3.1.1 representation, through the Ontario Teachers' Federation, on any provincial educational body appointed by the Provincial Government or any other official body directly concerned with educational policy in Ontario;
 - 3.1.2 representation in the collective bargaining process and the right to strike;
 - 3.1.3 direct participation in decision making at the classroom, school and area levels and to representation at the board and provincial levels;
 - 3.1.4 involvement in the development and review of a school's philosophy of education, curriculum, programs and services;
 - 3.1.5 involvement in the evaluation of their own programs and practices;
 - 3.1.6 involvement in the development of procedures for reporting to parents and students;
 - 3.1.7 freedom from unwarranted interference in the performance of their duties;
 - 3.1.8 criticize the educational program within their school or board without reprisal or harassment provided such criticism is offered in accordance with appropriate professional standards;
 - 3.1.9 determine the nature, format and timing of their professional learning throughout their teaching careers;

- 3.1.10 involvement in the planning, organization and scheduling of professional activity days;
- 3.1.11 consultation before transfer, reassignment or reclassification;
- 3.1.12 consultation before a placement in a school;
- 3.1.13 consultation before the establishment of time table and subject assignments;
- 3.1.14 consultation in the deployment of paraprofessionals;
- 3.1.15 inspect personal personnel files;
- 3.1.16 hold public office and to actively support a candidate for public office without prejudice to their employment;
- 3.1.17 debate or advocate issues of social conscience without prejudice to their employment;
- 3.1.18 freedom to exercise their legal and civil rights without prejudice to their employment;
- 3.1.19 protection of their private and civil rights in matters involving police or other agencies;
- 3.1.20 choose whether to participate in voluntary extra- and co-curricular activities; and
- 3.1.21 voluntarily join subject/division associations if they so choose.

Responsibilities of Teachers

- 3.2 It is the policy of the Ontario Teachers' Federation that teachers have the responsibility to:
 - 3.2.1 be cognizant of the rights of other teachers, educational workers, students, parents, appointed or elected officials, and all other citizens;
 - 3.2.2 participate in the ongoing activities of the Federation and its Affiliates to improve the quality of education and the status of the teaching profession;
 - 3.2.3 be aware of the established policies and practices of OTF and its Affiliates; and
 - 3.2.4 perform their professional duties.
- 3.2.5 It is the policy of the Ontario Teachers' Federation that teachers refrain from:
 - 3.2.5.1 tutoring a student without consulting the teacher of the student concerned;

- 3.2.5.2 accepting remuneration for tutoring the teacher's own students;
- 3.2.5.3 engaging in outside employment which could prove detrimental to the teacher's educational duties;
- 3.2.5.4 personal deprecation of another member;
- 3.2.5.5 negotiating independently of his/ her Affiliate;
- 3.2.5.6 negotiating on behalf of a school board.
- 3.2.6 It is the policy of the Ontario Teachers' Federation that the role of the teacher should include:
 - 3.2.6.1 assessment of the needs of students;
 - 3.2.6.2 awareness of the resources available to meet students' needs;
 - 3.2.6.3 establishment of performance goals related to both the learning and development of each student;
 - 3.2.6.4 grouping of students, where appropriate, to meet these needs and goals;
 - 3.2.6.5 use of the best pedagogical techniques and materials available;
 - 3.2.6.6 ongoing evaluation of goals, programs and techniques in the context of progress achieved; and
 - 3.2.6.7 ongoing appraisal of the progress of each student.

Rights of the Teaching Profession

- 3.3 It is the policy of the Ontario Teachers' Federation that all teachers in Ontario have the right to:
 - 3.3.1 participate in defining the goals of education;
 - 3.3.2 participate in defining indicators of success for students and for the education system as a whole;
 - 3.3.3 teach in an educational environment conducive to quality education, including:
 - 3.3.3.1 quality pre-service education and in-service teacher education
 - 3.3.3.2 an atmosphere of openness and sensitivity;
 - 3.3.3.3 a school and board environment respectful of the professional autonomy of teachers;
 - 3.3.3.4 reasonable class size;
 - 3.3.3.5 a fair teaching load;

- 3.3.3.6 adequate time during school hours for planning, evaluation and in-service training;
- 3.3.3.7 the assistance of specialized support in health, psychology and other social services;
- 3.3.3.8 the assistance of clerical and custodial services; and
- 3.3.3.9 the assistance of educational support staff.

Responsibilities of the Teaching Profession

- 3.4 It is the responsibility of the teaching profession to:
 - 3.4.1 promote improvement of professional competence and the conditions of teaching and learning;
 - 3.4.2 maintain autonomous status and effective democratic self-government;
 - 3.4.3 maintain the principles of professional unity and collegiality among all teachers within the Federation;
 - 3.4.4 exert pressure on the Ministry of Education and other appropriate Ministries and organizations to support and promote quality, publicly-funded education;
 - 3.4.5 cooperate with Ontario publicly funded institutions to establish entry qualifications to publicly funded faculties of education;
 - 3.4.6 cooperate with Ontario publicly funded faculties of education to provide practical experience for teacher candidates; and
 - 3.4.7 to advocate for the need for quality ongoing professional learning opportunities for teachers.

4. TEACHER EDUCATION

- 4.1 It is the policy of the Ontario Teachers' Federation that:
 - 4.1.1 the development of the teaching profession through teacher education be a priority of OTF;
 - 4.1.2 OTF has both the right and the responsibility to participate in all deliberative structures related to teacher education, with the government, the Ontario College of Teachers, other agencies, teacher education institutions and the school boards;

- 4.1.3 the Ministry of Education ensure that guidance information on teacher education be available in all Ontario schools, both elementary and secondary;
- 4.1.4 teacher candidates not be offered positions of employment before faculty and associate teacher evaluations of their teaching potential have been completed;
- 4.1.5 in the event the faculty of a teacher education institution declares a strike in the course of collective bargaining, OTF would consider the practicum to be suspended for the duration of the strike, and OTF members would not provide associate teaching services to teachers in pre-service programs;
- 4.1.6 in the event of a full withdrawal of services in a strike situation involving members of the Federation, schools in which those members serve shall not be used for practicum, or for any other placement of student teachers;
- 4.1.7 in the event of a strike situation involving members of the Federation, schools in which those members serve shall not be used for the in-service program leading to additional qualifications; and that,
- 4.1.8 in the event of a strike situation involving members of the Federation, no OTF Affiliate shall accept teacher candidates re-assigned from the striking Board.

Admissions

- 4.2. It is the policy of the Ontario Teachers' Federation that:
 - 4.2.1 OTF, in conjunction with the Ministry of Education and the Ministry of Training, Colleges and Universities and teacher education institutions, establish appropriate standards and policies for the admission of teacher candidates;
 - 4.2.2 OTF be invited to be involved in admissions committees at teacher education institutions and in the determination of criteria for the selection of teacher candidates;

- 4.2.3 the basic prerequisite for entrance to a pre-service teacher education program be an acceptable university degree or, in the case of technological education, related experience as prescribed in the Regulations; and that,
- 4.2.4 selection criteria to teacher education institutions include consideration of: academic qualifications and achievement; attitudes toward and experience with children; diversity; communications abilities; and proficiency in the language of instruction.

Certification and Qualifications

- 4.3 It is the policy of the Ontario Teachers' Federation that:
 - 4.3.1 every person who is employed to fulfil an instructional role (as authorized by the Act and Regulations) in the publicly funded school systems of Ontario be qualified as a teacher and under contract as a teacher;
 - 4.3.2 when changes in Regulations related to teacher certification occur, certified teachers shall continue to be deemed qualified to teach, within the limitations of their current certification;
 - 4.3.3 the Ontario Certificate of Qualifications show the basis upon which certification was granted and the area(s) of the major concentration of specialization; and
 - 4.3.4 that the Regulations which govern teacher education be subject to regular joint review by the Ministry of Education and the Ministry of Training Colleges and Universities, the Ontario College of Teachers and OTF.

Program

- 4.4 It is the policy of the Ontario Teachers' Federation that:
 - 4.4.1 it be the right and responsibility of OTF to participate directly in the development and evaluation of all programs and courses offered for the pre-service, Additional Qualification and in-service education of teachers;
 - 4.4.2 it be the right and responsibility of OTF and its Affiliates to participate in

- the delivery of compulsory Federation Days and workshops in the pre-service teacher education program which includes: the rights and responsibilities of membership in the Federation; and which may also include professional ethics and other professional issues;
- 4.4.3 OTF support the concept of cyclical program reviews at each teacher education institution and that OTF participate both in individual reviews and in the assessment and refinement of the review process as a whole;
- 4.4.4 OTF support the maintenance of a minimum of two French-language teacher education institutions in Ontario;
- 4.4.5 programs at French-language teacher education institutions have as their principal focus the preparation of candidates to teach in French language schools; and that
- 4.4.6 teacher education institutions provide appropriate programs of religious education for those teacher candidates who may wish to enter the Catholic school system.

Practicum

- 4.5 It is the policy of the Ontario Teachers' Federation that:
 - 4.5.1 it be the professional responsibility of members to provide associate teaching services within the practicum and that associate teaching services provided by OTF members be volunteered;
 - 4.5.2 OTF members who serve as associate teachers should give priority to teacher candidates enrolled in teacher education programs at publicly funded, Ontario universities;
 - 4.5.3 there be an open and transparent process for the application/selection of associate teachers, with the criteria for application/selection clearly specified in advance;
 - 4.5.4 the criteria for selecting associate teachers require that associate teachers have successfully completed the NTIP; have at least one year of experience in the subject(s) and grade

- level(s) for which they are serving as an associate teacher; and be in good standing with the Affiliates and OTF;
- 4.5.5 associate teachers receive appropriate remuneration in recognition of the time and expertise they provide, and that such remuneration be given directly to the associate teacher;
- 4.5.6 OTF be directly involved in the regular review at each teacher education institution of selection processes and compensation/acknowledgement packages for associate teachers;
- 4.5.7 it be the responsibility of the teacher education institution to establish communications related to the operation between the faculty and the field, and to provide:
- 4.5.7.1 information with respect to the roles of faculty staff, associate teachers, and teacher candidates in the practicum;
- 4.5.7.2 clear understandings of evaluation practices and responsibilities;
- 4.5.7.3 contact sessions involving faculty staff and associate teachers in relation to the practicum;
- 4.5.7.4 training that includes exposure to the content of the teacher education program; and
- 4.5.7.5 an opportunity for feedback about the program by the associate teacher (e.g., timing of the practicum each year, suggestions to improve preparedness of students, critique of the evaluation form, etc.);
- 4.5.8 each teacher candidate be assigned to at least two associate teachers in different teaching contexts over the course of the practicum;
- 4.5.9 one associate teacher be responsible for one teacher candidate per placement;
- 4.5.10 at no time should a teacher candidate be unsupervised in the classroom;
- 4.5.11 time should be allotted to the associate teacher during the instructional day for planning with, supervising and evaluating the teacher candidate;
- 4.5.12 OTF be directly involved with the teacher education institutions in the development of consistent standards and fair and equitable practices for the evaluation of teacher candidates;
- 4.5.13 there be direct supervision and evaluation of teacher candidates by Faculty members during the practicum;
- 4.5.14 associate teachers be involved in both the formative and summative evaluation of teacher candidates; and that
- 4.5.15 teacher education institutions provide opportunities for counselling services and guidance to all student teachers.
- In-Service**
- 4.6 It is the policy of the Ontario Teachers' Federation that:
- 4.6.1 all teachers pursue professional learning throughout their teaching careers; and
- 4.6.2 all in-service training which a school board regards as compulsory be given within normal school hours.
- Alternative Teacher Education Programs**
- 4.7 It is the policy of the Ontario Teachers' Federation that:
- 4.7.1 OTF be informed immediately by teacher education institutions and school boards of any proposals for alternative teacher education programs, and be directly involved in all decisions related to the feasibility, development and implementation of such proposals;
- 4.7.2 the terms and conditions under which teacher candidates and associate teachers carry out their responsibilities be in accordance with the collective agreement between the local federation(s) and the employing boards;
- 4.7.3 alternative teacher education programs and the criteria for admission to the programs be clearly described and publicized in the calendar of the teacher education institution;
- 4.7.4 teacher candidates enrolled in alternative teacher education programs teach only under the direct supervision of qualified teachers; and that

- 4.7.5 in the event that alternative programs of teacher education are implemented without OTF's formal approval, OTF, through its Affiliates, will advise teachers at the school board(s) involved that participation in such programs is contrary to Federation policy.

Induction

- 4.8 It is the policy of the Ontario Teachers' Federation that:
 - 4.8.1 a teacher must be certified and under a collective agreement with a school board as a prerequisite for taking part in a teacher induction program;
 - 4.8.2 OTF be directly involved in the design and implementation of induction programs; and that
 - 4.8.3 the terms and conditions under which mentor teachers carry out their responsibilities in induction programs be in accordance with the collective agreement between the local federation(s) and the employing school boards.

5. TEACHER EVALUATION

- 5.1 It is the policy of the Ontario Teachers' Federation that:
 - 5.1.1 there be a clear separation between those processes operating within teacher evaluation programs, whose sole purpose is the improvement of performance, and those evaluation processes which a school board may adopt for making employment decisions affecting individual teachers;
 - 5.1.2 it be the right of the local federation to be involved in the development, implementation and review of teacher evaluation processes;
 - 5.1.3 before teacher evaluation processes are implemented by school boards, all teachers be made fully aware of the purposes and procedures of such evaluation, and the uses which will be made of its findings;
 - 5.1.4 teacher evaluation process be consistent with the principles of natural justice;

- 5.1.5 all teacher evaluation reports be in writing and a copy of the report be provided to the teacher within three school days; and that
- 5.1.6 teacher evaluation processes be included in the Collective Agreement.

6. EVALUATION

Student Evaluation

- 6.1 It is the policy of the Ontario Teachers' Federation that:
 - 6.1.1 all evaluation systems be established on the premise that the individual teacher in a particular instructional and learning context is the prime agent for student evaluation;
 - 6.1.2 before student evaluation programs are instituted by the Ministry of Education or by school boards, adequate provision be made for teacher participation in both the development and validation stages;
 - 6.1.3 the purposes and processes of student evaluation programs and the uses which will be made of the findings be clearly stated during the development stage;
 - 6.1.4 in-service training for teachers be an integral part of any student evaluation program;
 - 6.1.5 the use of any student evaluation program should conform to the following considerations:
 - 6.1.5.1 OTF be given notice of any Ministry evaluation project, and be made aware of its purposes, the sampling procedures to be employed, and the uses which will be made of its findings;
 - 6.1.5.2 sampling procedures be predicated upon the preservation of individual anonymity;
 - 6.1.5.3 the Ministry not provide information on the performance of individual teachers, students, schools or boards, or permit comparisons to be made as a result of testing projects;
 - 6.1.5.4 the Ministry avoid repetitive patterns of testing which might encourage teaching/preparation for tests such as EQAO and OSSLT;

- 6.1.5.5 evaluation of young children be informal, appropriate to the conceptual/emotional stage, and appropriate to the kinds of activities in which children are engaged; and that
- 6.1.5.6 OTF be apprised of any judgements made by the Ministry, as a result of testing, with respect to curriculum, program and services, and that OTF be fully involved in any deliberations related to potential improvement or change.

7. PROFESSIONAL WORKING CONDITIONS

Length of the School Year

- 7.1 It is the policy of the Ontario Teachers' Federation that the school year for teachers and students shall consist of a maximum of 194 days, and that:
 - 7.1.1 Of the 194 days in the school year, 185 be instructional days and 9 be professional activity days, and, that:
 - 7.1.2 any teaching outside the school year be voluntary, under a form of contract and with the terms and conditions negotiated under the applicable collective agreement.

Regionalization, Annexation or Agreements for Provision of Educational Services

- 7.2 It is the policy of the Ontario Teachers' Federation that where school board or school authority boundaries are affected by regionalization, annexation or amalgamation, that:
 - 7.2.1 all teachers employed in new school boards or school authorities retain all former rights including positions, contracts, salaries, benefits and all conditions of employment previously held under their respective collective agreements until such time as a new collective agreement covering all teachers in each bargaining unit within the new boundaries is negotiated and ratified by the membership;
 - 7.2.2 the respective Affiliates negotiate with the respective school boards or school authorities on behalf of their members.

Continuing Education

- 7.3 It is the policy of the Ontario Teachers' Federation that all persons teaching grantable course in continuing education be defined as teachers in accordance with the definitions contained in the *Education Act* and employed under the appropriate collective agreement, negotiated by the respective Affiliate.

Class Size

- 7.4 It is the policy of the Ontario Teachers' Federation that when determining class size, consideration be given to: age of students; grade level; number of exceptional students; socio-economic status; number of grades; language and cultural background; environmental conditions; and physical space.

Medical and Physical Procedures

- 7.5 It is the policy of the Ontario Teachers' Federation that:
 - 7.5.1 no teacher shall be required to do any medical or physical procedure for pupils that might in any way endanger the safety or well-being of the pupil, or subject the teacher to risk of injury or liability for negligence. Such procedures include but are not limited to administration of medication, catheterization, lifting a pupil, physiotherapy, feeding handicapped pupils, postural drainage, manual expression of the bladder and toileting assistance, and
 - 7.5.2 each school board shall engage trained personnel to carry out medical procedures and administration of medication required by pupils, and
 - 7.5.3 each school board shall establish policies relating to the administration of medication, medical procedures and physical procedures consistent with OTF's policy, and that:
 - 7.5.4 school boards, through existing or supplementary insurance coverage, adequately insure personnel against claims arising from the administration of medication through board policy, or board directive.

8. CURRICULUM DEVELOPMENT AND IMPLEMENTATION

- 8.1 It is the policy of the Ontario Teachers' Federation that:
- 8.1.1 the Ministry of Education, in consultation with OTF, regularly review the goals, aims and objectives of education and establish a long range plan for curriculum development and implementation;
 - 8.1.2 teachers, through OTF, be involved in all aspects of the curriculum process including policy formulation, planning, development, dissemination, implementation, review and evaluation;
 - 8.1.3 it be the responsibility of the Ministry of Education to fund the implementation of curriculum documents including relevant teacher in-service programs;
 - 8.1.4 the Ministry of Education, in consultation with OTF, develop a process for curriculum development validation and implementation;
 - 8.1.5 new and revised elements of curriculum documents and report cards be field tested before general use;
 - 8.1.6 it be the responsibility of school boards to ensure all necessary funding and personnel support to assist teachers in curriculum-related activities;
 - 8.1.7 the principal-teacher be the curriculum leader in the school;
 - 8.1.8 guidance programming and counselling services be provided in each school setting by qualified teacher counsellors; and that,
 - 8.1.9 Ontario curriculum includes courses in labour education, women's studies and the contributions of women to society.

9. SPECIAL EDUCATION

The Rights of Students

- 9.1 It is the policy of the Ontario Teachers' Federation that all students have a right to an education appropriate to their needs.

Programming/Services

- 9.2 It is the policy of the Ontario Teachers' Federation that:
- 9.2.1 exceptional students be provided with a full range of appropriate programs/ services throughout their elementary and secondary education;
 - 9.2.2 the Provincial Government be responsible for coordinating service for exceptional students among the ministries of education, health and social services; and that
 - 9.2.3 school board special education service plans make provision for additional resources which may include: personnel, teacher in-service, materials, equipment, location and appropriately adjusted working conditions and workload.

The Integration of Exceptional Students within Ontario's Educational System

- 9.3 It is the policy of the Ontario Teachers' Federation that:
- 9.3.1 exceptional students be placed in the most enabling environment ranging in a continuum of services from special schools to complete integration; and that
 - 9.3.2 the integration of an exceptional student into the regular classroom should be recognized as one of the processes which allows exceptional students to reach their fullest potential and not just as a matter of placement.

Identification, Placement and Review Committee (IPRC)

- 9.4 It is the policy of the Ontario Teachers' Federation that:
- 9.4.1 Identification, Placement and Review Committees be established at the school level;
 - 9.4.2 all IPRCs include within their membership practising teachers with an appropriate special education qualifications;
 - 9.4.3 the attendance at IPRC meetings of the teacher(s) designated by their principal as most significant to the student be mandatory; and that

9.4.4 school boards develop, in consultation with their teachers, a manual to outline the identification, placement and review process for students, parents, teachers and principals.

Funding and Support Services

9.5 It is the policy of the Ontario Teachers' Federation that:

9.5.1 the Ministry of Education be responsible for financing the total cost of special education programs and services;

9.5.2 the funding of special education must be in addition to regular education programs and services; and that

9.5.3 the Ministry of Education develop detailed reporting procedures to be utilized by school boards for the expenditure of special education funds.

10. EDUCATION FOR GLOBAL PERSPECTIVE

10.1 It is the policy of the Ontario Teachers' Federation that:

10.1.1 teachers promote education for a global perspective in the teaching/ learning process; and that curriculum and related activities incorporate, where appropriate, the critical examination of the following major global concepts, issues and trends:

- concepts of interaction, interdependence and change to enable students to develop a holistic view of life;
- trends toward environmental awareness, ecological balance, energy conservation and sustainability of life;
- issues of human rights, social justice, social responsibility and equity;
- respect for the existence of diversity within the human community;
- issues surrounding the impact of: the roots of poverty, malnutrition,

disease, inadequate shelter and clothing, illiteracy and violence on all peoples and nations;

- the issue of the impact of militarism and war on children, human relations, natural environments and ultimate fate of the planet; and
- strategies for the promotion and maintenance of peace.

10.2 It is the policy of the Ontario Teachers' Federation that:

10.2.1 where appropriate, education for a global perspective be incorporated within pre-service and in-service programs; and that

10.2.2 it be the responsibility of the Ministry of Education to establish education for a global perspective as a priority for Ontario education.

11. EDUCATION SUPPORT PERSONNEL IN SCHOOLS

General

11.1 It is the policy of the Ontario Teachers' Federation that:

11.1.1 every person who is employed to fulfil a teaching role (as authorized by the Acts and Regulations) be qualified as a teacher and employed as a teacher;

11.1.2 teaching functions which involve decisions regarding:

- identification of student needs;
- planning, development, and implementation of educational programs; and
- evaluation and reporting of student progress be the exclusive responsibility of teaching staff; and that

11.1.3 the term "educational support personnel" refer to those persons other than teachers as defined in the *Teaching Profession Act* who are directly employed by schools boards

and who provide education assistance to students, schools and school boards.

Educational Support Personnel

- 11.2 It is the policy of the Ontario Teachers' Federation that:
 - 11.2.1 educational support personnel be directly employed by school boards;
 - 11.2.2 educational support personnel be responsible to the principal of the school;
 - 11.2.3 the deployment of educational support personnel within the school be the responsibility of the principal in consultation with staff;
 - 11.2.4 educational support personnel assume no responsibility for any evaluation involving the school personnel, students, or program; and that,
 - 11.2.5 educational support personnel not be included in the calculation of student-teacher ratio.

12. VOLUNTEERS

General

- 12.1 It is the policy of the Ontario Teachers' Federation that:
 - 12.1.1 it be the right of a teacher to decline volunteer services.

School Volunteers

- 12.2 It is the policy of the Ontario Teachers' Federation that:
 - 12.2.1 school volunteers will be subject to a Vulnerable Sector records check;
 - 12.2.2 school volunteers who work with children shall work at all times under the supervision of a teacher;
 - 12.2.3 school volunteers not perform the work of school board employees; and that
 - 12.2.4 school volunteers not have access to confidential records of students.

Student Volunteers

- 12.3 It is the policy of the Ontario Teachers' Federation that:
 - 12.3.1 the term "student volunteer" refer to any student enrolled in a course of

study related to child development which has a work experience component; and that

- 12.3.2 the evaluation of student volunteers be the responsibility of the student's teacher.

13. TEACHERS' PENSIONS

Plan Design

- 13.1 It is the policy of the Ontario Teachers' Federation that:
 - 13.1.1 all teachers, including occasional teachers, be required as a condition of employment to participate in the Ontario Teachers' Pension Plan;
 - 13.1.2 teachers in receipt of a service of disability pension not be required to participate in the Ontario Teachers' Pension Plan;
 - 13.1.3 the Ontario Teachers' Pension Plan be a contributory defined benefit plan based on the best average rates of pay;
 - 13.1.4 all pensions from the Ontario Teachers' Pension Plan be fully indexed to changes in the Consumer Price Index from the date of last credited service;
 - 13.1.5 the Ontario Teachers' Pension Plan be designed to maximize the pension entitlements and options of plan participants consistent with the principles of sound financial management;
 - 13.1.6 the Ontario Teachers' Pension Plan provide same sex spousal benefits; and that,
 - 13.1.7 credit in the Ontario Teachers' Pension Plan be based on full-time equivalency and that no member receive additional credit for teaching summer school or continuing education courses that cause the member to exceed a full-time teaching load.

Governance and Financing

- 13.2 It is the policy of the Ontario Teachers' Federation that:
 - 13.2.1 the Ontario Teachers' Pension Plan be

- jointly sponsored by the Government of Ontario and the teachers of Ontario represented by the Ontario Teachers' Federation; and that
- 13.2.2 the Ontario Teachers' Pension Plan be administered by the Teachers' Pension Plan Board; and that
- 13.2.3 the benefits provided by the Teachers' Pension Plan be fully funded.

Responsibility

- 13.3 It is the policy of the Ontario Teachers' Federation that:
- 13.3.1 the Ontario Teachers' Pension Plan Board, in the context of its fiduciary responsibility to plan participants, through ownership positions, encourage corporations:
- to demonstrate increased responsibility to share holders;
 - to operate in a socially responsible manner; and,
 - to operate in a manner that respects labour and employee rights; and that
- 13.3.2 the Ontario Teachers' Pension Plan Board, in the context of its fiduciary responsibility to plan participants and with regard to its responsibilities as a signatory to the United Nations Principles of Responsible Investing (UNPRI), consider the accepted socially responsible investment practice of "best in class" when assessing investment opportunities.

14. GOVERNMENT

Schools and School Boards

- 14.1 It is the policy of the Ontario Teachers' Federation that:
- 14.1.1 school boards engage a certified teacher as an occasional teacher to replace every teacher who is absent from duty;
- 14.1.2 all school boards implement fair hiring and employment practices that do

- not include the contracting out of positions; and that
- 14.1.3 all school boards directly employ all paid school board personnel.
- 14.2 It is the policy of the Ontario Teachers' Federation that:
- 14.2.1 a school be a single permanent building or part thereof, or temporary buildings, or a combination thereof situated on a parcel of property in a single community or a segment of a community;
- 14.2.2 a single community or a segment of a community be one which respects the legally recognized linguistic and religious character of the Ontario student population; and that
- 14.2.3 any changes made in the organization of a school be: negotiated between the board and the local federation representing its teachers; subject to ratification in accordance with the collective agreement; and considered experimental and subject to evaluation, review and revision through re-negotiation.

Provincial Government

Education Funding

- 14.3 It is the policy of the Ontario Teachers' Federation that:
- 14.3.1 the major cost of education be funded provincially through "Consolidated Revenue Fund" to be transferred to school boards through a system of grants;
- 14.3.2 the Government funding of education should provide for quality education; and that
- 14.3.3 the establishment of and any direct or indirect government funding for private or charter schools should be opposed.

Collective Bargaining

- 14.4 It is the policy of the Ontario Teachers' Federation that:
- 14.4.1 OTF opposes compulsory arbitration;

- 14.4.2 collective agreements, covering all terms and conditions of employment be negotiated between each school board and the local federation representing its teachers;
 - 14.4.3 OTF opposes merit pay for teachers;
 - 14.4.4 collective agreements not contain provisions that would have the effect of tying any part of that collective agreement negotiated or being negotiated by a federation without the consent of the other federation;
 - 14.4.5 school boards, in accordance with terms of collective agreements, provide for leaves for teachers who are candidates for, or elected to, office at the municipal, provincial or federal level;
 - 14.4.6 OTF opposes teaching duties being assigned to an individual other than a certified teacher who is employed to teach;
 - 14.4.7 OTF opposes contracting out or outsourcing of the job functions of any school board employee; and that
 - 14.4.8 OTF opposes any age retirement restriction.
 - 14.5 It is the policy of the Ontario Teachers' Federation that:
 - 14.5.1 equal opportunity be interpreted as: opportunity in obtaining a position and in advancing to higher positions in the same system without discrimination on the basis of any grounds prohibited under the Ontario Human Rights code;
 - 14.5.2 there be equal pay for equal qualifications, responsibilities and experience between teachers, employed by the same school board in the schools of Ontario; and, that in this policy:
 - equal pay means that the basic salary schedule in a school system be set up without discrimination or reference to grade or subjects taught;
 - equal qualifications mean equivalent academic qualifications and professional certificates; and
 - equal responsibilities include classroom duties and other assigned duties and tasks of supervision outside the classroom; and that,
 - OTF be opposed to any racial or religious discrimination in the appointment of teachers duly qualified to teach.
- Protection of Children*
- 14.6 It is the policy of the Ontario Teachers' Federation that:
 - 14.6.1 the social insurance number not be used by schools as a student identification number;
 - 14.6.2 the social insurance number not be requested nor recorded on students' school documents;
 - 14.6.3 essential immunization and health screening procedures be mandated and overseen by Public Health Ontario and free for school age children; and that,
 - 14.6.4 school age children be protected from exploitation.
- College of Teachers*
- 14.7 It is the policy of the Ontario Teachers' Federation that:
 - 14.7.1 OTF is opposed to the College of Teachers as enacted by the *Ontario College of Teachers' Act, 1996*;
 - 14.7.2 OTF work for legislative changes which would repeal the College of Teachers imposed by the *Ontario College of Teachers Act, 1996*, and that
 - 14.7.3 failing repeal of the Ontario College of Teachers, OTF supports legislative changes that define and restrict the legislated objects of the Ontario College of Teachers.
- Federal Government*
- 14.8 It is the policy of the Ontario Teachers' Federation that:

- 14.8.1 the Federal Government provide funding to the provinces to support elementary and secondary education programs including funding for First Nations, Métis and Inuit (FNMI) students and programs; and that,
- 14.8.2 income tax exemptions be allowed for legitimate expenses of teachers incurred for job related expenditures.

15. DISCRIMINATION

- 15.1 The ability for people to live in a society with equal access to opportunity where everyone may fully and freely participate and exercise their rights is a basic tenet.
- 15.2 It is the policy of the Ontario Teachers' Federation that teachers should:
 - 15.2.1 undertake a leadership role in the development of attitudes which foster a society where all people may participate with equal access to opportunity;
 - 15.2.2 vigorously oppose any discrimination against any person;
 - 15.2.3 act to eliminate all forms of discrimination in their workplace.
- 15.3 It is the policy of OTF that all persons have a right to equal treatment without discrimination because of:
 - age,
 - ancestry, colour, race,
 - citizenship,
 - ethnic origin,
 - creed,
 - disability,
 - family status,
 - marital status (including single status)
 - gender identity, gender expression,
 - receipt of public housing (in housing only)
 - record of offences (in employment only)
 - sex (including pregnancy and breastfeeding)
 - sexual orientation.

16. HARASSMENT

- 16.1 It is the policy of the Ontario Teachers' Federation that:

- 16.1.1 the definition of harassment be that which is defined in the Ontario Human Rights Code: "harassment" means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome;
- 16.1.2 harassment includes any act or series of acts, verbal or otherwise, which cause irritation, distress, humiliation, intimidation, denigration, torment, unease, fear or discomfort. It may also include any comments or conduct which creates an environment that is hostile and/or intimidating;
- 16.1.3 every person has the right to be free from all forms of harassment in the workplace;
- 16.1.4 every student has the right to be free from all forms of harassment in the educational environment; and that
- 16.1.5 every member should strive to eliminate harassment in the schools, classrooms, and daily practices of the school.

17. OFFICIAL LANGUAGES

Bilingualism

- 17.1 It is the policy of the Ontario Teachers' Federation that:
 - 17.1.1 the bilingual character of Canada, arising from the presence of a French-speaking minority, is not only a historical, constitutional and social fact but also of the highest importance to the Canadian Confederation;
 - 17.1.2 equality of rights and status for those who are English-speaking and for those who are French-speaking be a major goal, requiring the safeguards of laws and of the Constitution of Canada;
 - 17.1.3 the survival and the flourishing of English-speaking and French-speaking communities in Canada, and their protection against assimilation, be a right which all Canadian authorities should safeguard and respect;
 - 17.1.4 opportunities should exist for all English-speaking Canadians to learn French as a second language, and for

- all French-speaking Canadians to learn English as a second language, through the use of those means of instruction which prove to be the most effective;
- 17.1.5 the Province of Ontario declare itself officially bilingual by stating its intention to adhere to Sections 16 to 20 of the Canadian Charter of Rights and Freedoms;
- 17.1.6 the Province of Ontario recognize in law the rights of Franco-Ontarians to services in the French language;
- 17.1.7 because of the overwhelming dominance of English-language media of culture and communication in North America, special measures be required for the support and protection of the vehicles of French language and culture;
- 17.1.8 OTF recognizes the right of each French-speaking and English-speaking student to an education in the student's own language;
- 17.1.9 any English-speaking and French-speaking community must have the right to have schools established in which the language of instruction, administration and communication is that of the community, and to protect and preserve the linguistic and cultural integrity of those schools;
- 17.1.10 all parents should be given the right to choose the language of instruction (English or French) of their children. Provision of and that such opportunity should not be made in ways which jeopardize the linguistic or cultural integrity of schools which serve a linguistic minority;
- 17.1.11 those whose language or origin is neither English nor French should have the right to affiliate with either an English-speaking community or a French-speaking community according to their choice and to have their children educated in the language so chosen; and that,
- 17.1.12 the school be an instrument of major importance in maintaining the existence of a functioning linguistic community.

Aboriginal Languages

- 17.2 It is the policy of the Ontario Teachers' Federation that the preservation and growth of FNMI languages be recognized as historically and culturally important to Canada.

18. CHILD CARE SERVICES

- 18.1 It is the policy of the Ontario Teachers' Federation that:
 - 18.1.1 all children up to the age of 16 have access to child care services;
 - 18.1.2 all child care services be non-profit, comprehensive, high quality, licensed and regulated, and reflect the varied cultural and linguistic backgrounds of Canadian families;
 - 18.1.3 parents determine the nature and extent of their children's participation in child care programs;
 - 18.1.4 parents have the responsibility to take a significant and active role in determining the child care environment;
 - 18.1.5 child care providers be involved in the decision-making process related to the delivery of child care services;
 - 18.1.6 child care employees receive salaries and benefits commensurate with the value of their work and educational qualifications;
 - 18.1.7 provision be made to address the child care needs of Franco-Ontarians; and that,
 - 18.1.8 funding for child care services be the joint responsibility of the federal and provincial governments.
- 18.2 It is the policy of the Ontario Teachers' Federation that:
 - 18.2.1 school boards provide permanent space for child care services in both elementary and secondary schools;
 - 18.2.2 the provision and supervision of child care services in schools be distinct from the regular school program;
 - 18.2.3 school boards promote liaison between the school and child care services through a child care co-ordinator;

- 18.2.4 principals facilitate co-operation between the school and its on-site child care services; and that
- 18.2.5 priority be given to the needs of the resident student population when providing school-based child care services.



OTFFEO

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