

# Financial Handbook

*For Treasurers, Presidents,  
and Office Managers*

**2025-2026**

# CONTACT INFORMATION

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OTIP	Waterloo (519) 888-9683 Toll Free 1-800-267-6847 <a href="http://otip.com/why-otip/contact-us">otip.com/why-otip/contact-us</a>
Teacher's Life	Toronto (416) 620-1140 Toll Free 1-866-620-5433 <a href="mailto:insuring@teacherslife.com">insuring@teacherslife.com</a>

**The 2025–2026 OSSTF/FEESO Financial Handbook** for Treasurers, Presidents, and Office Managers is available on the OSSTF/FEESO website ([www.osstf.on.ca](http://www.osstf.on.ca)) as a fillable PDF document from the “Quick Links” menu.

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# INTRODUCTION

This Financial Handbook is written mainly for District/Bargaining Unit Treasurers, but is also of use to District and Bargaining Unit Presidents, District Office Managers, and Committee Chairs, as a guide to OSSTF/FEESO finances. It contains information on budget preparation and accounting records. It explains the District Funding Master and all other District/Bargaining Unit funding and includes the required application forms for funding which are all available on the provincial website as fillable PDFs. The Financial Handbook is distributed to all Treasurers, Presidents, District Office Managers, and Committee Chairs. District and Bargaining Unit Treasurers should ensure that the information in this Handbook is communicated to the appropriate District and Bargaining Unit Officers where required.

The Provincial Executive and Provincial Office staff work to ensure that membership fees are spent wisely to serve and protect our members. The regular OSSTF/FEESO fee is 1.3%, the lowest of any comparable union. In addition to the base fee of 1.3%, the 2016 Annual Meeting of the Provincial Assembly (AMPA) approved a 0.3% dedicated Member Protection Account (MPA) levy which will remain in place until the MPA balance reaches \$140 million (Regulation 2.1.1.2.5). The Provincial Executive is proud of the high level of protection and high-quality services provided for all OSSTF/FEESO members.

District and Bargaining Unit Treasurers do important work and provide a valuable service to OSSTF/FEESO. Provincial Office is always available to offer guidance and support and to answer questions. If you require additional information or assistance, please don't hesitate to call or email one of us at the Provincial Office. Please note that the text of the Financial Handbook has been in preparation for several weeks. Even though it has undergone careful editing and has been scanned by many pairs of informed eyes, it may still contain some errors or unintended omissions.

## DISTRICT FUNDING

Each year in February the Provincial Finance Committee finalizes a draft balanced budget to present to the Annual Meeting of the Provincial Assembly (AMPA) for approval. As required by the OSSTF/FEESO Policy and Procedures Manual, the Finance Committee also reviews District Funding each year and recommends to the Provincial Executive potential changes to the District Funding Master, which determines the allocation of funds to each District. If the recommended changes are approved by the Provincial Executive, they are implemented by the Treasurer and the Chief Financial Officer.

The District Funding Master document for 2025–2026 was distributed to all District and Bargaining Unit Treasurers by email on April 9, 2025 and to all Provincial Councillors at the June Provincial Council meeting. If you are a new Treasurer and didn't receive this information, please reach out to us and we will send it to you.

The District Funding Master and other District Funding (available by application found on pages 34-36) provide local leaders with resources for member protection, service, and training. Since each District has its own history, culture, and particular needs, we emphasize that there is no one right way to distribute funds within a District. However, we urge all District and Bargaining Unit Treasurers to work cooperatively to allocate resources in an equitable manner for the benefit of all members within the District. Please do not hesitate to contact us if you need assistance with doing this work.

**Jeff Denys,**  
*Treasurer*

**Jim Spray,**  
*Chief Financial Officer/  
Associate General Secretary, Operational Services*

# OSSTF/FEESO GENERAL ACCOUNT 2025-2026 BUDGET

## OSSTF GENERAL ACCOUNT 2025 - 2026 BUDGET

		2025-2026 BUDGET
<b>REVENUE</b>		
	BASE FEE INCOME	\$ 61,600,000
	MEMBER PROTECTION ACCOUNT - DEDICATED LEVY	14,215,000
	INCOME DISTRIBUTION - INTERNAL INVESTMENT FUND	750,000
	INVESTMENT INCOME AND SUNDRY	500,000
	<b>TOTAL REVENUE</b>	<b>\$ 77,065,000</b>
<b>ALLOCATIONS</b>		
2000s	DISTRICT FUNDING	\$ 17,792,259
2200s	PROFESSIONAL SERVICES	667,378
3000s	PROTECTIVE SERVICES	1,017,102
4000s	COMMUNICATIONS / POLITICAL ACTION	1,331,848
5000s	SPECIAL COMMITTEES AND COUNCILS	656,474
6000s	PROVINCIAL MEETINGS AND MEMBERSHIPS	8,114,715
6600s	CONFERENCES	630,583
7000s	GENERAL ADMINISTRATION	7,579,641
8000s	COMPENSATION	23,055,000
CA	CONTINGENCY ACCOUNT	150,000
	<b>TOTAL ALLOCATIONS</b>	<b>\$ 60,995,000</b>
<b>TRANSFERS</b>		
	MEMBER PROTECTION ACCOUNT	1,855,000
	MEMBER PROTECTION ACCOUNT - DEDICATED LEVY	14,215,000
	<b>TOTAL TRANSFERS</b>	<b>\$ 16,070,000</b>
<b>SURPLUS (DEFICIT)</b>		<b>\$ -</b>
* 2025-2026 Strategic Action Plan		
** 2025-2026 Strategic Action Plan Added to Existing Budget Line		
*** New Budget Line		

**OSSTF GENERAL ACCOUNT  
2025 - 2026 BUDGET**

		<b>2025-2026 BUDGET</b>
	<b>DISTRICT FUNDING</b>	
2000	BASIC DISTRICT REBATES	16,077,600
2010	PROFESSIONAL DEVELOPMENT AND UNION TRAINING	800,800
2015	UNION / HEALTH AND SAFETY TRAINING	98,663
2018	ANTI-RACISM AND EQUITY TRAINING	98,663
2025	SPECIAL NEGOTIATIONS ASSISTANCE	1
2027	WOMAN'S ADVOCACY PROGRAM FUNDING	8,222
2029	VOLUNTARILY MERGED BARGAINING UNITS FUNDING	12,333
2031	VOLUNTARY MERGER OF BARGAINING UNITS FUNDING	8,222
2035	INTER - DISTRICT MEETINGS / TRAINING	98,663
2037	SUPPLEMENTAL TIME RELEASE FOR SMALL BARGAINING UNITS	98,663
2040	DISTRICT / BARGAINING UNIT TRANSLATION SERVICES	16,444
2045	INVOLVING THE NOT YET ENGAGED	139,772
2047	COMMUNITY OUTREACH	73,997
2050	PAC - SPECIAL DISTRICT PROGRAMS	24,666
2052	DISTRICT COALITIONS	90,441
2054	LABOUR COLLEGE FUNDING	14,800
2056	MAPPING AND MOBILIZATION FUNDING	24,666
2065	DISTRICT / BARGAINING UNIT ENVIRONMENTAL INITIATIVES	20,555
2075	DISTRICT STAFF HEALTH AND SAFETY PROGRAM	1,645
2080	DISTRICT / BARGAINING UNIT WSIB FUNDING	41,110
2085	DISTRICT HUMAN RIGHTS FUNDING	12,333
2090	MEMBER ACCESSIBILITY FUNDING	30,000
	<b>TOTAL DISTRICT FUNDING</b>	<b>\$ 17,792,259</b>
	<b>PROFESSIONAL SERVICES</b>	
2205	RESEARCHING EMPLOYER DISCIPLINE OF MEMBERS	12,333
2300	MEDIATION SERVICES RESOURCE BANK - MEETINGS	17,290
2305	MEDIATION SERVICES RESOURCE BANK - EXPENSES	16,444
2350	RESEARCH AND PUBLICATIONS	58,376
2420	MEMBER TRAINING MODULES	25,000
2460	RESEARCH / CONSULTATIONS	2,056
2551	COMITE DES SERVICES EN LANGUE FRANCAISE - MEETINGS	63,960
2555	COMITE DES SERVICES EN LANGUE FRANCAISE - EXPENSES	8,222
2700	EDUCATIONAL SERVICES COMMITTEE - MEETINGS	127,920
2710	EDUCATIONAL SERVICES COMMITTEE - EXPENSES	24,666
2720	EDUCATIONAL SERVICES DEPARTMENT - MATERIALS, RESEARCH AND TRAINING	24,666
2725	EDUCATIONAL SERVICES REGIONAL MEETINGS	1
2800	STATUS OF WOMEN COMMITTEE - MEETINGS	63,960
2810	STATUS OF WOMEN COMMITTEE - EXPENSES	20,555
2812	STATUS OF WOMEN OUTREACH WORKSHOPS	24,666
2816	WOMEN'S ADVOCATE PROGRAM	41,110
2820	HUMAN RIGHTS COMMITTEE - MEETINGS	53,280
2821	HUMAN RIGHTS COMMITTEE - RESOURCES	6,167
2881	FACULTY OF EDUCATION ADVISORY WORK GROUP - MEETINGS	37,240
2882	FACULTY OF EDUCATION ADVISORY WORK GROUP - EXPENSES	14,800
2890	ANTI-RACISM AND EQUITY TRAINING FOR MEMBERS	24,666
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$ 667,378</b>

**OSSTF GENERAL ACCOUNT  
2025 - 2026 BUDGET**

		<b>2025-2026 BUDGET</b>
	<b>PROTECTIVE SERVICES</b>	
3025	PROTECTIVE SERVICES COMMITTEE - MEETINGS	300,530
3030	PROTECTIVE SERVICES COMMITTEE - EXPENSES	24,666
3033	PROTECTIVE SERVICES COMMITTEE REGIONAL MEETINGS	378,206
3035	PROTECTIVE SERVICES MATERIALS, RESEARCH AND TRAINING	98,663
3050	HEALTH AND SAFETY / WSIA COMMITTEE - MEETINGS	79,950
3051	HEALTH AND SAFETY / WSIA REGIONAL MEETINGS	87,810
3080	PROVINCIAL OSSTF LTD ADVISORY WORK GROUP	10,278
3090	PROVINCIAL OSSTF ELHT ADVISORY WORK GROUP	16,444
3120	OMERS ADVISORY WORK GROUP	8,222
3260	FUTURE MEMBERSHIP	12,333
	<b>TOTAL PROTECTIVE SERVICES</b>	<b>\$ 1,017,102</b>
	<b>COMMUNICATIONS / POLITICAL ACTION</b>	
4001	OSSTF/FEESO PUBLICATIONS	150,000
4025	POLITICAL ACTION MATERIALS, TRAINING AND LOBBYING	205,547
4033	ADVERTISING	50,000
4125	COMMUNICATIONS / POLITICAL ACTION COMMITTEE - MEETINGS	127,920
4126	COMMUNICATIONS / POLITICAL ACTION COMMITTEE - EXPENSES	14,389
4130	CPA COMMITTEE REGIONAL MEETINGS	90,441
4140	POLITICAL ACTION SPECIAL PROJECTS	20,555
4145	SUPPORT COMMUNITY DIRECT ACTIONS FOR LOCALLY ESTABLISHED COALITIONS *	50,000
4147	COALITION MEMBERSHIPS AND OUTREACH / DONATIONS	150,000
4152	COMMUNITY EVENTS	80,000
4153	STRIKE DONATIONS	8,222
4160	LOBBY DAY	1
4196	FIRST NATIONS, MÉTIS AND INUIT ADVISORY WORK GROUP	24,780
4230	EQUITY MENTORSHIP PROGRAM	90,441
4243	COMMUNITY OUTREACH - DATABASE TOOL *	125,000
4410	COMMUNICATIONS TRAINING	12,333
4500	SCHOLARSHIPS, AWARDS AND GRANTS	82,219
4510	INTERNATIONAL/NATIONAL ASSISTANCE	50,000
	<b>TOTAL COMMUNICATIONS / POLITICAL ACTION</b>	<b>\$ 1,331,848</b>
	<b>SPECIAL COMMITTEES AND COUNCILS</b>	
5510	BENEVOLENT COUNCIL	2,467
5550	JUDICIAL COUNCIL MEETINGS	19,470
5555	JUDICIAL COUNCIL TRAINING	14,389
5560	JUDICIAL COUNCIL PROCEDURES WORK GROUP	39,050
5562	PARLIAMENTARY AND CONSTITUTION COUNCIL	42,600
5565	PARLIAMENTARY AND CONSTITUTION COUNCIL - TRAINING/EXPENSES	12,333
5570	FINANCE COMMITTEE - MEETINGS	63,990
5575	2SLGBTQIA+ COMMITTEE - MEETINGS	63,960
5576	2SLGBTQIA+ COMMITTEE OUTREACH WORKSHOP	20,555
5585	BUDGET CONSULTATIONS	1,760
5600	OTF BOARD OF GOVERNORS	28,777
5610	ARM COUNCIL - MEETINGS	27,955
5612	ARM CHAPTER REBATES & EXPENSES	65,775
5614	ARM BIENNIAL MEETING	1
5620	ADDRESSING ANTI-BLACK RACISM/RACISM COMMITTEE- MEETINGS	63,960
5625	PROTECTING PUBLIC EDUCATION WORK GROUP	2,467
5630	EQUITY, ANTI-RACISM AND ANTI-OPPRESSION OFFICERS' TRAINING	90,441
5650	EQUITY ADVISORY WORK GROUP	28,777
5653	GOVERNANCE REVIEW COMMITTEE	28,777
5670	ENVIRONMENTAL ADVISORY WORK GROUP	15,960
5677	NEW MEMBER ENGAGEMENT ADVISORY WORK GROUP	14,160
5700	AD HOC WORK GROUP TRANSITIONAL FUNDING	8,850
	<b>TOTAL SPECIAL COMMITTEES AND COUNCILS</b>	<b>\$ 656,474</b>



**OSSTF GENERAL ACCOUNT  
2025 - 2026 BUDGET**

		<b>2025-2026 BUDGET</b>
	<b>PROVINCIAL MEETINGS AND MEMBERSHIPS</b>	
6010	COMMITTEE TO REVIEW COMMITTEES AND COUNCILS	412
6100	AMPA - ANNUAL MEETING	2,055,466
6110	STUDENT ACHIEVEMENT AWARDS	61,664
6140	PROVINCIAL COUNCIL - MEETINGS	1,050,000
6150	PROVINCIAL COUNCIL - EXPENSES	250,000
6152	PROVINCIAL COUNCIL - COMPENSATION COMMITTEE	12,333
6190	PROVINCIAL EXECUTIVE TRAINING, AFFILIATIONS, AND CONVENTIONS	49,332
6230	PROVINCIAL EXECUTIVE MEETINGS	65,775
6232	PROVINCIAL OFFICE FUNCTIONS	28,777
6310	CURRICULUM FORUM / SUBJECT ASSOCIATIONS	20,555
6350	UNION LEADERSHIP ACADEMY	616,640
6401	UNION TRAINING ACADEMY - SOFTWARE EXAMINATION *	70,000
6480	ANNUAL DESIGNATED CHARITY	20,555
6490	ONTARIO INDIGENOUS SUMMER LITERACY CAMP SPONSORSHIP	32,888
6495	QECO FEES	655,000
6500	CANADIAN LABOUR CONGRESS MEMBERSHIP FEES	389,000
6505	CLC MEETING EXPENSES	20,555
6507	CLC TRIENNIAL CONVENTION	147,994
6510	ONTARIO TEACHERS' FEDERATION FEES	1,077,000
6515	CANADIAN TEACHERS' FEDERATION FEES	823,000
6516	CANADIAN TEACHERS' FEDERATION MEETING EXPENSES	49,332
6520	OMERS ADMINISTRATION AND SPONSORS CORPORATIONS	8,222
6525	ONTARIO FEDERATION OF LABOUR MEMBERSHIP FEES	302,000
6526	OFL MEETING EXPENSES	12,333
6528	OFL BIENNIAL CONVENTION	180,881
6530	NATIONAL / INTERNATIONAL PROGRAMS	100,000
6532	MEMBER PARTICIPATION FOR INTERNATIONAL COALITION WORK	1
6540	COMMON THREADS	15,000
	<b>TOTAL PROVINCIAL MEETINGS AND MEMBERSHIPS</b>	<b>\$ 8,114,715</b>
	<b>CONFERENCES</b>	
6600	PSC / PE NEGOTIATING CONFERENCE	276,707
6610	EQUITY OFFICERS' CONFERENCE	1
6620	CHILDREN'S MENTAL HEALTH ONTARIO CONFERENCE	24,666
6625	CSLF CONFERENCE	1
6630	STATUS OF WOMEN CONFERENCE	1
6635	HUMAN RIGHTS CONFERENCE	1
6640	EDUCATIONAL SERVICES OFFICERS' CONFERENCE	154,571
6644	HEALTH AND SAFETY / WORKPLACE SAFETY INSURANCE ACT CONFERENCE	162,300
6675	CPA COMMITTEE CONFERENCE	1
6690	OSSTF/FEESO FINANCIAL WORKSHOPS	12,333
6692	OFFICE MANAGER TRAINING	1
	<b>TOTAL CONFERENCES</b>	<b>\$ 630,583</b>

**OSSTF GENERAL ACCOUNT  
2025 - 2026 BUDGET**

	<b>2025-2026 BUDGET</b>
<b>GENERAL ADMINISTRATION</b>	
7160 INFORMATION SERVICES	120,000
7161 IT CAPITAL RENEWAL AND AMORTIZATION **	770,000
7162 IT MAINTENANCE CONTRACTS	3,480,000
7164 MEMBERSHIP CARDS	80,000
7200 LEGAL SERVICES	60,000
7220 AUDIT FEE	130,000
7250 GENERAL OFFICE EXPENSES	120,000
7260 EQUIPMENT RENTAL	10,000
7270 OFFICE BUILDING OPERATIONS ***	960,000
7289 OFFICE EQUIPMENT - REPAIRS AND MAINTENANCE	10,000
7290 REPLACEMENTS - FURNITURE AND EQUIPMENT	510,000
7292 PHOTOCOPY	1
7294 SUPPLIES AND STATIONERY	45,000
7296 POSTAGE	27,500
7320 PE - FIELD SERVICES AND EXPENSES	189,103
7350 SECRETARIAT - FIELD SERVICES	254,878
7370 SECRETARIAT - EXPENSES	20,555
7380 SECRETARIAT - TRAINING	73,997
7389 OFFICE STAFF - TRAINING	67,831
7390 DISTRICT AUDITS - FIELD SERVICES	24,666
7392 ADDRESSING BARRIERS TO EQUITY	41,110
7395 TRANSLATION SERVICES	15,000
7400 TELECOMMUNICATIONS	300,000
7490 FIELD SERVICES TRANSPORTATION COSTS	270,000
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>\$ 7,579,641</b>
<b>COMPENSATION</b>	
8000 PROVINCIAL EXECUTIVE - SALARIES	1,550,000
8010 PROVINCIAL EXECUTIVE - BENEFITS	300,000
8020 PROVINCIAL EXECUTIVE - DISLOCATION EXPENSES	385,000
8030 STAFF ASSOCIATION - SALARIES	8,550,000
8040 STAFF ASSOCIATION - BENEFITS	2,400,000
8070 COPE - SALARIES	4,150,000
8080 COPE - BENEFITS	1,580,000
8090 COPE AND OFFICE ADMINISTRATION - SERVICE GRATUITIES	50,000
8100 OFFICE ADMINISTRATION - SALARIES	2,950,000
8110 OFFICE ADMINISTRATION - BENEFITS	1,115,000
8160 OFFICE ADMINISTRATION - EARLY RETIREMENT INCENTIVES ***	25,000
<b>TOTAL COMPENSATION</b>	<b>\$ 23,055,000</b>

# MEMBER PROTECTION ACCOUNT

The Member Protection Account (MPA) is used to defend the membership, including job security, working conditions, fringe benefits, pension, and salary (see Regulation 9.3). Funds from the MPA are also used to advance the priorities of OSSTF/FEESO, and is also used to cover the costs involved when Provincial Office resumes the bargaining for local Bargaining Units (see pg. 98). Funds from this account also pay for legal advice and other approved expenses connected with investigating cases of professional difficulty. Finally, based on the recommendation of Benevolent Council, the MPA is also used to make grants to members experiencing extreme financial difficulty as a result of accident, extreme emergency, or prolonged illness. At AMPA 2013, the objects of the MPA were amended to include funding for Election Readiness.

As required in the Regulations, the Treasurer of OSSTF/FEESO presents an audited statement of the MPA at AMPA each March and reports the balance of the account to each meeting of Provincial Council. AMPA 2025 approved a General Account Budget, which provided for a \$1,855,000 transfer to the MPA for the 2025–2026 fiscal year. Over the last five fiscal years, MPA expenditures have averaged \$9.46 million (excluding the \$10.5M in 2019–2020, \$6.2M in 2020–2021, and \$2.8M in 2023-2024 cost incurred for Central Strike Pay, Pension top up, and Benefits). As of June 2025, the MPA balance was approximately \$119.9M. Consistent with Regulation 9.3.2.2, the June 2025 meeting of Provincial Council approved the initial allocations listed below, which total \$6,208,000. If needed, the Provincial Executive will approve additional allocations.

<b>Account</b>	<b>Name</b>	<b>Allocation</b>
13-31300	Salary Disputes	\$5,000
13-31305	Relation Cases	\$200,000
13-31310	Tenure Cases	\$600,000
13-31315	Member Counselling & MSRB	\$100,000
13-31320	Grievance Arbitration	\$1,500,000
13-31325	Judicial Council Hearings	\$20,000
13-31330	EI Appeals	\$1,000
13-31345	Provincial Council Appeals	\$1,000
13-31350	Benevolent Fund Grants	\$500,000
13-31355	WSIB Appeals	\$250,000
13-31357	LTD Appeals	\$50,000
13-31365	OLRA Cases	\$50,000
13-31366	College Cases	\$400,000
13-31382	Protection of OSSTF Membership	\$500,000
13-31383	Pension Appeals	\$1,000
13-31384	Pay Equity Legal	\$25,000
13-31385	Unfair Labour Practices	\$5,000
13-31391	Negotiations Readiness	\$500,000
13-31392	Special Negotiations Meetings	\$200,000
13-31394	Central Bargaining Advisory Work Groups	\$50,000
13-31395	Bargaining Communication Plan	\$1,000,000
13-31396	Election Readiness	\$250,000

In addition to the accounts listed above, each Bargaining Unit has its own account number in the MPA for Provincial Responsibility for Negotiations (for more information, see pg. 98).

# FEDERATION ACTIVITY ALLOWABLE EXPENDITURE GUIDELINES 2025–2026

Authorized expenses approved by Spending Authorities will be reimbursed within the allowable limits to compensate members for out of pocket expenses to attend provincially sponsored meetings and events. Expense vouchers must be accompanied by original itemized receipts. Claims not in accordance with these guidelines are automatically adjusted by the Accounting Department. Members are encouraged to submit vouchers in a timely fashion.

## Addressing Financial Barriers for Participation in Federation Events

There are times when members, for whatever reason, seek an accommodation in order to be able to participate in a Federation event. Where an individual may face barriers to participation that have financial implications individuals should submit the request for an accommodation (including details surrounding the circumstances plus the meetings/events impacted) well in advance to [accommodations@osstf.ca](mailto:accommodations@osstf.ca).

If the request is granted, the member will be notified, and the relevant spending authorities to the event will be notified of the accommodation but not the circumstances that give rise to the accommodation. The request must be made annually.

## 1. Travel

### 1.1 Commercial Flights

- Provincial Office purchases flight passes to help limit the cost of air travel.
- To arrange flight passes contact Clarke-Way Travel at [osstf@clarkewaytravel.com](mailto:osstf@clarkewaytravel.com) or 1-800-263-2721 or WE Travel at [lorna@wetravel.net](mailto:lorna@wetravel.net) or 1-888-676-7747.
- Members are encouraged to use unionized airlines.
- Members should take advantage of seat sales if they are cost effective.
- The maximum reimbursement is the current cost of the flight pass.
- Provincial Office will only pay a change/cancellation fee if it is responsible for the change/cancellation.

### 1.2 Airport Transportation

- Members should use the free shuttle services to and from the airport hotels. Charges for taxis or limousines to or from airport hotels will not be reimbursed.
- Limousines will not be reimbursed unless at least two members are travelling together. If a limousine is pre-ordered and circumstances change, members must cancel the order, or the charge will be their responsibility. Taxis to or from non-airport hotels will be reimbursed.

### 1.3 Car

- Car travel will be reimbursed per kilometer from a member's place of work (which may include their home) to the location of the meeting and back to home. The rate for a driver is \$0.66 cents\* per kilometer for driver only.
  - For each additional eligible passenger add \$0.05 cents.
  - Car travel claims are capped at the value of what it would have cost the organization had the member utilized a \*flight pass (\*which includes the cost of the pass, round trip mileage to airport, parking at the airport, release time related to the use of a flight pass, and if necessary in extenuating circumstances accommodation and meals in order to catch/return from a flight). This means all claimed expenses incurred in travel to the event will not be reimbursed greater than the value of a \*flight pass.
  - A computerized mapping program may confirm distances.
  - Toll charges, such as Highway 407, are not normally reimbursed.
- \* Re-evaluated every January and automatically adjusted based on CRA rates.

### 1.4 Car Rental

Car rental charges will only be reimbursed if public transportation does not allow members to attend Federation functions, or if the cost of car rental plus fuel is equal to or less than the regular reimbursement for car travel.

## 1.5 Rail/Bus

Economy or business fare will be reimbursed. If business fare is claimed, the total transportation costs must be equal to or less than the total cost to drive or to use flight passes.

## 1.6 Taxi

Regular taxi and paid ride charges necessary for Federation business will be reimbursed. Charges between cities will only be reimbursed to the maximum amount that would have been reimbursed for car travel.

## 1.7 Parking

Only self-parking charges required for Federation business will be reimbursed. Valet parking will not be reimbursed.

## 2. Meals

- Prepared meals may be claimed when members are in lengthy travel to or from authorized OSSTF/FEESO activities or on OSSTF/FEESO business. The allowances are meant to reimburse a member for the cost of **their** meal, that the individual otherwise would not have needed to purchase had they not participated in the OSSTF/FEESO sponsored event. Framed another way, members are not entitled to the meal 'allowance', but rather, are entitled to claim for a prepared meal that was missed up to the amount permitted. Claims are **for member** meals only—claims showing for more than one meal, or for more than what could be reasonably expected to be eaten in a sitting are subject to scrutiny and adjustment.
- If more than one member's prepared meal is on the same bill, the names of each member claimed must be listed on the back of the bill.
- Computerized itemized receipts must include date and time. Tear-off stubs are not acceptable.
- All claims must be supported by an itemized receipt of what was purchased.
- No claim outside a special accommodation may be made if "laid-on" prepared meals are part of the OSSTF/FEESO activity.
- Refreshments for meetings may only be claimed by the appropriate Spending Authority.
- Gratuities are included in the allowable prepared meal allowances.
- When six or more people eat together, a 15% gratuity is often added to the bill automatically. OSSTF/FEESO will not pay an additional gratuity.
- Per person allowances (at time of printing): Breakfast - \$25\* Lunch - \$35 Dinner - \$75

*\*If a hotel buffet is the only option for breakfast, the cost of the buffet breakfast and an appropriate tip will be reimbursed, even if it exceeds \$25.*

## 3. Childcare/Dependent Care

- Childcare or dependent care expenses to allow members to attend authorized OSSTF/FEESO activities will be reimbursed at Ontario's minimum wage \$17.20 per hour until September 30, 2025, and then \$17.60 as of October 1, 2025, OR at the Living Wage established for the community in which the member resides (whichever is higher).
- For reimbursement at the Living Wage, the member must provide documentation identifying that a Living Wage has been calculated for the community and provide proof of payment at that rate. Communities with a living wage are listed at: [www.ontariolivingwage.ca/living\\_wage\\_by\\_region](http://www.ontariolivingwage.ca/living_wage_by_region)
- The maximum reimbursement for a day will be 10 hours, regardless of the number of dependants.
- If overnight care is needed, up to \$100 will be provided for overnight care.
- Reimbursements will include immediate family members, excluding parents and guardians, as eligible caregivers.
- Receipts from the childcare or dependent care provider must be provided.
- If there are exceptional circumstances, contact Provincial Office in advance for consideration of special approval.

## 4. Non-Eligible Expenses

- Airline charges for excess/overweight baggage
- Hotel services such as movies, mini-bar items, and laundry
- Pet care, pet sitting
- Entertainment and refreshments (These costs may only be claimed with the prior approval of the Spending Authority.)
- Any other expenses that are not normal Federation expenses

# ROLE OF THE TREASURER

As Federation leaders, and as required by the regulations, Treasurers are members of their District and Bargaining Unit Executives. Treasurers are expected to be fully participating members providing financial advice to their Executives and Councils, and should be the financial conscience on behalf of the membership. Although the role may not always be the most popular one on the Executive, it is a very important role for the financial well-being of Districts and Bargaining Units. The District and Bargaining Unit membership place their trust in the Treasurer to protect the financial well-being of the unit.

## The OSSTF/FEESO regulations outline specific responsibilities for Treasurers including:

### **District Treasurers** (Regulation 18.5)

The District Treasurer shall:

- 18.5.1 submit one copy of the District Annual Financial Report to the Provincial Office by November 1 of the following Federation year;
- 18.5.2 submit each year one copy of the District budget for the current year to the Provincial Treasurer, no later than November 1;
- 18.5.3 ensure that information in the Financial Handbook is communicated to the appropriate District and Bargaining Unit Officers;
- 18.5.4 at least semi-annually provide to the District Executive/Council financial reports\*\* which include expenses to date for each budget line and the financial position of the District, including all District assets; and
- 18.5.5 be responsible for all District Funds (whether allocated by the Provincial Office, raised by voluntary levy, or received from other sources) and be accountable to the District membership. The disposition of such funds is to be reflected in the required Annual Financial Report of the District.

\*\* These financial reports shall include expenses-to-date for each budget line (Income Statement, see pg. 21) and the financial position (Balance Sheet, see pg. 22) of the District, including all District assets.

### **Bargaining Unit Treasurers** (Regulation 19.9)

The Bargaining Unit Treasurer shall:

- 19.9.1 be accountable to the Bargaining Unit membership;
- 19.9.2 be responsible for all Bargaining Unit funds whether allocated by the district or raised by a voluntary levy or received from other sources, and report on such funds to the district Treasurer for inclusion in the required Annual Financial Report of the District;
- 19.9.3 at least semi-annually provide to the Bargaining Unit Executive /Council financial reports \*\* which include expenses to date for each budget line and the financial position of the Bargaining Unit, including all Bargaining Unit assets, and forward the reports to the District Treasurer; and
- 19.9.4 make available, upon notice of no fewer than five working days, its financial records for audit by the Provincial Office.

\*\* These financial reports shall include expenses-to-date for each budget line (Income Statement, see pg. 21) and the financial position (Balance Sheet, see pg. 22) of the District, including all District assets.

## **Financial Workshops**

Financial Workshops for the 2025-2026 fiscal year will be scheduled upon request in the District / Bargaining Units. Contact Jeff Denys (jeff.denys@osstf.ca) to arrange a date.

# FINANCIAL INFORMATION FROM OSSTF/FEESO REGULATIONS

## 1. Regulation 1.1

The Federation fiscal year is from July 1 to June 30.

## 2. Regulation 18.1.5

Districts shall establish procedures to ensure that each Bargaining Unit has input in the formulation of that Bargaining Unit's budget and the District budget.

## 3. Regulation 18.5.1

The District's Annual Financial Report shall be submitted to the Provincial Office by November 1 of the following Federation year (see pg. 32 for the District rebate schedule; there is a holdback of 8% of funding until this report is received and verified).

## 4. Regulation 18.5.2

The District budget for the current fiscal year shall be submitted to the Provincial Treasurer no later than November 1.

## 5. Regulation 18.5.4

At least twice a year, the District Treasurer shall provide financial reports including expenses-to-date for each budget line and the financial position of the District, including all District assets.

## 6. Regulation 19.9.3

At least twice a year, the Bargaining Unit Treasurer shall provide financial reports including expenses-to-date for each budget line and the financial position of the Bargaining Unit, including all assets. These reports shall be forwarded to the District Treasurer.

## 7. Regulation 18.5.5 and Regulations 19.9.2 and 19.9.3

All District/Bargaining Unit funds, whether allocated by the Provincial Office, raised by voluntary levy or received from other sources, are the responsibility of the District/Bargaining Unit Treasurer, who is accountable to the membership of the District/Bargaining Unit. The disposition of all such funds must be reflected in the Annual Financial Report of the District.

## 8. Regulation 18.6.3

Districts may appoint a qualified auditor to prepare and submit audited financial statements to members.

## 9. Regulation 18.6.1 and Regulation 19.9.4

Each District/Bargaining Unit shall make its financial records available for audit by Provincial Office upon notice of no fewer than five working days.

## 10. Regulation 18.6.2 and Regulation 19.2.4

Each District and Bargaining Unit constitution must contain, where applicable, language that stipulates a reasonable level of operating reserves and designates the purpose of any restricted reserves (for examples of such language, see pg. 28).

# CHANGE OF TREASURER

The following information is provided to facilitate the transition when a Treasurer leaves their position and a new Treasurer takes over.

1. The departing Treasurer should complete the financial records and organize the documentation in a timely fashion.
2. The departing Treasurer and the new Treasurer should meet to pass on the following:
  - accounting files including bank statements and vouchers
  - blank cheques
  - computerized accounting program
  - any District or BU equipment
  - Income Statement as of last day in role
  - Balance Sheet as of last day in role
3. If the financial records cannot be passed on as indicated above, the records should be left with the President.
4. Arrangements should be made to change signatories on banking and investment records as at the date of change of the role.

When there is a change in Treasurer, Bargaining Unit/District Presidents must inform Jim Spray, Chief Financial Officer/Associate General Secretary, Operational Services.

# AUDITS

The Provincial Office attempts to provide a no-cost audit to each District every two to three years. The cost of more frequent audits or auditing additional sets of books is paid by the District or the Bargaining Unit. Please contact Mariya Zolotko, Financial Controller, if you have questions about audits.

# FUNDING FOR COMMITTEES, COUNCILS AND CONFERENCES

Each year the Finance Committee reviews the budgets provided for meetings of Provincial OSSTF/FEESO Committees, Councils and Conferences. It considers a variety of factors including the costs for hotels, meals and transportation, and any time release that might be needed for members to get to the meetings on time.

## Flat Rate—Committees And Councils

After gathering data on hotel costs, meal costs, transportation costs and the required time release, and looking at the relevant changes to these costs, the Finance Committee sets a “flat rate” per member per meeting. Committees or councils are funded with the same flat rate, and for the 2025-2026 fiscal year the flat rate used for the majority of committees is \$890. Funding for the Protective Services Committee was adjusted to a flat rate of \$1,290, as meetings occur on Thursday and Friday and incur higher hotel and time release costs.

**Example:** Account #2300 Mediation Services Resource Bank Meetings  
This Committee has 13 members and meets 2 times per year.  
Budget is set at \$23,140, committee flat rate is \$890 x 13 x 2.

**NOTE:** Where two Provincial Executive members are assigned to a standing committee or council, the flat rate provides funding for only one (Internal Policies and Procedures, Procedure 1.1.2.2).

## Flat Rate—Conferences

The Finance Committee also determines a flat rate for conferences by looking at the costs involved for hotels, meals, transportation, supplies and any needed time release. The flat rate for the 2025-2026 year is \$940 for most conferences and \$1,270 for the PSC/PE Negotiating Conference (the higher flat rate for this conference is to accommodate Thursday evening and Friday meetings).

## Bargaining Unit Based Conferences

**Example:** Account #6600 PSC/PE Negotiating Conference

Funding for most OSSTF/FEESO conferences is based on Bargaining Units. For such conferences, ALL Bargaining Units regardless of size will be eligible to send at least ONE delegate. For purposes of generating the total funding allocation for Bargaining Unit based conferences, the Finance Committee uses the following formula:

BU's less than 500 FTE	– 1 delegate
BU's over 500 FTE	– 1 additional delegate
BU's over 1000 FTE	– 2 additional delegates
BU's over 2000 FTE	– 3 additional delegates
BU's over 5000 FTE	– 5 additional delegates

Funding is also provided for committee members, required staff, Provincial Executive members, presenters, and guests. For fiscal year 2025-2026, this conference budget was set at \$347,980 (\$1,270 flat rate x 274 attendees).

## District Based Conferences

**Example:** Account #6625 CSLF Conference

Regardless of size, each District will be eligible to send at least ONE delegate to attend the OSSTF/ FEESO District Based Conferences. For the purposes of generating the total funding allocated to District Based conferences, the Finance Committee funds additional delegate for each part of 1500 FTE members over 1500 FTE.

Funding is also provided for ten committee members and presenters. For fiscal year 2025-2026, this conference budget was set at \$63,920 (\$940 flat rate x 68 delegates).

## Conference Schedule

Account # and Name	Type	Schedule Basis	Next
6600–PSC/PE Negotiating Conference	BU	annual	2025-2026
6610–Equity Officers Conference	BU	triennial	2026-2027
6625–CSLF Conference	District	triennial	2027-2028
6630–Status of Women Conference	Modified District	biennial	2026-2027
6635–Human Rights Conference	District	triennial	2026–2027
6640–Educational Services Officers Conference	BU	biennial	2025-2026
6644–Health and Safety/Workplace Safety Insurance Act Conference	BU	biennial	2025-2026
6675–CPA Committee Conference	BU	biennial	2026-2027
6692–Office Manager Training	D/BU	quinquennial	2029-2030

# DISTRICT BUDGET PROCESS

## 1. Establish a Budget Committee

This committee should include the District Treasurer, representatives from each Bargaining Unit (usually Treasurers), and other interested members (if provided for in the District Constitution). It is important to ensure the participation/input of each Bargaining Unit (this is implied/mandated by regulations 18.1.4, 18.1.5 and 18.1.7).

## 2. Estimate Income and Expenditure Requests

Estimate total income from all sources - provincial funding, local levies, investment income, registration fees for activities, employer funding, etc. Where applicable, send out budget request forms to members responsible for budget lines to get an estimate of expenditures.

## 3. Set Up Budget Template

Establish budget lines to suit the needs of your District or Bargaining Unit.

Sample budget lines may include:

<b>EXECUTIVE</b>	Salaries and Benefits, Expenses
<b>DISTRICT OFFICER</b>	Salaries and Benefits, Expenses
<b>MEETINGS</b>	Executive, Council, Annual General Meeting, AMPA
<b>COMMITTEES</b>	Collective Bargaining, CPA, Educational Services, Human Rights, Status of Women, Other Cttees.
<b>OFFICE</b>	Staff Salaries and Benefits, Rent/Mortgage, Property Taxes, Insurance, Utilities, Telephone, Building/Equipment Repairs and Maintenance, Equipment Purchases, General Office Expenses
<b>BARGAINING UNIT REBATES</b>	
<b>DONATIONS/GIFTS</b>	
<b>MISCELLANEOUS</b>	
<b>CONTINGENCY</b>	To assist in dealing with unforeseen or unusual expenses during the course of the budget year.

## 4. Childcare/Dependent Care

AMPA 2004 passed a motion which recommended that Districts and Bargaining Units include childcare/dependent care as an allowable expense for members while conducting Federation business. These costs would usually be included as expenses for "Meetings" or "Committees" budget lines.

## 5. Prepare Draft Budget

If the total expenditure requests do not equal the total income, make the appropriate adjustments until the budget is balanced. The draft budget is now an interim/proposed balanced budget.

## 6. Budget Approval

Present the interim/proposed balanced budget to the District Council and/or to the Annual General Meeting for approval, as outlined in your Constitution. On approval, it becomes the District Budget which is to be submitted to the Provincial Office no later than November 1 (Regulation 18.5.2).

# SETTING UP A BUDGET

The District can set up a single set of books (see example below) with a consolidated budget that includes the income and expenditures of the District and of each Bargaining Unit. In most cases, the President and Treasurer of each Bargaining Unit are the spending authorities for their own section of the budget, up to the budgetary limits. When operating with a single District set of books, Bargaining Unit spending authorities would approve expenditures up to the budgetary limit and forward them to the District Treasurer for payment.

Bargaining Units have the authority to spend funds allocated to them in the District budget in accordance with their priorities. Bargaining Units have control over their allocated funds and are responsible to their membership for their expenditures (see regulations 19.9.1 to 19.9.4).

In many Districts, Bargaining Units maintain their own books and bank account. In such cases, Bargaining Unit Treasurers must remember their responsibilities under Regulation 19.9.3—“at least semi-annually provide to the Bargaining Unit Executive/Council financial reports which include expenses to date for each budget line and the financial position of the Bargaining Unit, including all Bargaining Unit assets, and **forward the reports to the District Treasurer.**” It is important to note that this language says 'at least'. More frequent reporting is encouraged.

## Example

	District	Bargaining Units				Total Proposed Budget
		Teacher	Occasional	EA/OCT	PSSP	
<b>Income</b>						
District Rebates	\$200,000					\$200,000
Levy		\$50,000	\$1,000	\$5,000	\$2,000	\$58,000
Investments	\$1,400					\$1,400
<b>Total Income</b>						\$259,400
<b>Expenditures</b>						
<b>Meetings:</b>						
AGM	\$4,500	\$3,500	\$800	\$1,000	\$800	\$10,600
Council	\$4,500	\$5,000		\$3,000	\$1,000	\$13,500
Executive	\$1,500	\$2,000	\$500	\$1,000	\$800	\$5,800
AMPA	\$5,000					\$5,000
Provincial Councillor(s)	\$750					\$750
<b>Office:</b>						
Staff Salaries & Benefits	\$35,000					\$35,000
Executive Salaries & Benefits	\$15,000	\$45,000		\$15,000	\$5,000	\$80,000
District Officer Expenses	\$3,500					\$3,500
Rent/Utilities	\$20,000					\$20,000
Telephone	\$4,000					\$4,000
General Office Expenses	\$17,500					\$17,500
<b>Committees:</b>						
Collective Bargaining		\$20,000	\$2,000	\$5,000	\$3,000	\$30,000
Educational Services		\$2,000	\$500	\$1,000	\$500	\$4,000
CPA	\$6,000					\$6,000
Status of Women	\$3,000					\$3,000
Other Committees	\$5,000					\$5,000
Donations	\$2,000	\$1,000	\$500	\$750	\$500	\$4,750
Executive Expenses	\$2,000	\$1,000	\$250	\$500	\$250	\$4,000
Contingency	\$3,000	\$2,000	\$500	\$1,000	\$500	\$7,000
<b>Total Expenditures</b>	\$132,250	\$81,500	\$5,050	\$28,250	\$12,350	\$259,400
<b>Surplus (Deficit)</b>						\$0

# TREASURER'S REPORT TO COUNCIL

## Regulation 18.5.4

At least semi-annually, the District Treasurer shall provide to the District Executive/Council financial reports which include expenses-to-date for each budget line (Income Statement, see pg. 21) and the financial position (Balance Sheet, see pg. 22) of the District, including all District assets.

## Regulation 19.9.3

At least semi-annually the Bargaining Unit Treasurer shall provide to the Bargaining Unit Executive/ Council financial reports which include expenses-to-date for each budget line (Income Statement, see pg. 21) and the financial position (Balance Sheet, see pg. 22) of the Bargaining Unit, including all Bargaining Unit assets, and forward the reports to the District Treasurer.

## SAMPLE DISTRICT REPORT

	REVENUE, EXPENDITURES, AND SURPLUS For the period ended March 31, 2025			
	ACCOUNT	YTD	Budget	Percent
<b>REVENUE</b>				
#4000	District Rebate	\$177,200	\$220,000	79.8%
#4200	Member Levy	\$50,000	\$80,000	62.5%
#4400	Investment Income	\$450	\$1,000	45.0%
		\$227,650	\$301,000	72.3%
<b>EXPENDITURES</b>				
#5010	Executive Time Release	\$55,000	\$130,000	42.3%
#5020	Executive Expenses	\$775	\$1,500	51.7%
#5110	Executive Meetings	\$4,580	\$8,000	57.3%
#5120	Council Meetings	\$10,600	\$15,000	70.7%
#5140	AMPA	\$1,580	\$1,600	98.8%
#5180	Protective Services Committee	\$12,570	\$30,000	41.9%
#5190	Excellence in Education Committee	\$1,990	\$4,000	49.8%
#5200	Educational Services Committee	\$13,000	\$14,000	92.9%
#5210	Political Action Committee	\$4,890	\$6,000	81.5%
#5220	Status of Women Committee	\$2,300	\$3,000	76.7%
#5230	Labour Council	\$2,500	\$2,500	100.0%
#5410	Staff Salaries	\$25,000	\$40,000	62.5%
#5460	Office Rent / Utilities	\$16,000	\$25,000	64.0%
#5510	Telephone / Fax	\$1,700	\$2,400	70.8%
#5540	General Office Expenses	\$2,950	\$6,000	49.2%
#5650	Donations / Benevolent	\$275	\$2,000	13.8%
#5670	Contingency	\$1,600	\$10,000	16.0%
	<u>Total Expenditures</u>	\$157,310	\$301,000	48.9%
	<u>Surplus (Deficit)</u>	\$70,340	\$0	
	<b>BALANCE SHEET</b> As at March 31, 2020			
<b>ASSETS</b>	Chequing Account		\$14,000	
	Investments - EFG Money Market Fund		\$100,000	
	<u>Total Assets</u>		\$114,000	
<b>LIABILITIES</b>	Accounts Payable (time release)		\$23,000	
<b>DISTRICT SURPLUS</b>			\$91,000	
	<u>Total Liabilities and Surplus</u>		\$114,000	

# INCOME STATEMENT—EXAMPLE

OSSTF District 123  
Comparative Income Statement

	Actual 07/01/2024 to 03/31/2025	Budget 07/01/2024 to 06/30/2025	Percent
<b>REVENUE</b>			
<b>Provincial Office Funding</b>			
2000 – Basic District Rebates	168,379.00	210,474.22	-20.00
2010 – Professional Development	8,821.00	9,526.00	-7.40
<b>Total Provincial Office Funding</b>	<b>177,200.00</b>	<b>220,000.00</b>	<b>-19.45</b>
<b>Membership Levy</b>			
Teacher Levy	32,800.00	50,500.00	-35.05
Occasional Levy	1,125.00	2,400.00	-53.13
ESS Levy	13,425.00	22,200.00	-39.53
PSSP Levy	2,650.00	4,900.00	-45.92
<b>Total Membership Levy</b>	<b>50,000.00</b>	<b>80,000.00</b>	<b>-37.50</b>
<b>Other Revenue</b>			
Interest Revenue	450.00	1,000.00	-55.00
<b>Total Other Revenue</b>	<b>450.00</b>	<b>1,000.00</b>	<b>-55.00</b>
<b>TOTAL REVENUE</b>	<b>227,650.00</b>	<b>301,000.00</b>	<b>-24.37</b>
<b>EXPENSE</b>			
<b>Executive</b>			
Executive Time Release	55,000.00	130,000.00	-57.69
Executive Expenses	775.00	1,500.00	-48.33
<b>Total Executive</b>	<b>55,775.00</b>	<b>131,500.00</b>	<b>-57.59</b>
<b>Meetings</b>			
District Executive	4,580.00	8,000.00	-42.75
District Council	10,600.00	15,000.00	-29.33
AMPA	1,580.00	1,600.00	-1.25
<b>Total Meetings</b>	<b>16,760.00</b>	<b>24,600.00</b>	<b>-31.87</b>
<b>Committees</b>			
Collective Bargaining	12,570.00	30,000.00	-58.10
Excellence in Education	1,990.00	4,000.00	-50.25
Education Services	13,000.00	14,000.00	-7.14
Political Action	4,890.00	6,000.00	-18.50
Status of Women	2,300.00	3,000.00	-23.33
Labour Council	2,500.00	2,500.00	0.00
<b>Total Committees</b>	<b>37,250.00</b>	<b>59,500.00</b>	<b>-37.39</b>
<b>District Office</b>			
Staff Salaries	25,000.00	40,000.00	-37.50
Office Rent / Utilities	16,000.00	25,000.00	-36.00
Telephone	1,700.00	2,400.00	-29.17
General Office Expenses	2,950.00	6,000.00	-50.83
<b>Total District Office</b>	<b>45,650.00</b>	<b>73,400.00</b>	<b>-37.81</b>
<b>Other Expenses</b>			
Donations/gifts/presentations	275.00	2,000.00	-86.25
Contingency	1,600.00	10,000.00	-84.00
<b>Total Other Expenses</b>	<b>1,875.00</b>	<b>12,000.00</b>	<b>-84.38</b>
<b>TOTAL EXPENSE</b>	<b>157,310.00</b>	<b>301,000.00</b>	<b>-47.74</b>
<b>NET INCOME</b>	<b>70,340.00</b>	<b>0.00</b>	<b>0.00</b>

# BALANCE SHEET—EXAMPLE

OSSTF/FEESO District 123  
Balance Sheet As at 03/31/2025

## ASSET

### District Assets

Chequing Bank Account	14,000.00
EFG Money Market Fund	<u>100,000.00</u>
<b>Total District Assets</b>	114,000.00

**TOTAL ASSET** 114,000.00

## LIABILITY

### District Liabilities

Time Release Payable	<u>23,000.00</u>
<b>Total District Liabilities</b>	<u>23,000.00</u>

**TOTAL LIABILITY** 23,000.00

## EQUITY

### Retained Surplus

Retained Surplus – Previous Year	20,660.00
Current Surplus	<u>70,340.00</u>
<b>Total Retained Surplus</b>	<u>91,000.00</u>

**TOTAL EQUITY** 91,000.00

**LIABILITIES AND EQUITY** 114,000.00

# TRIAL BALANCE—EXAMPLE

OSSTF/FEESO District 123  
 Trial Balance As at 03/31/2025

Account Number	Account Description	Debits	Credits
1060	Chequing Bank Account	14,000.00	-
1110	EFG Money Market Fund	100,000.00	-
1200	Accounts Receivable	0.00	-
1210	Accounts Receivable – OSSTF	0.00	-
1220	Accounts Receivable – Levy	0.00	-
1320	Prepaid Expenses	0.00	-
2100	Accounts Payable	-	0.00
2180	EI Payable	-	0.00
2185	CPP Payable	-	0.00
2190	Federal Income Tax Payable	-	0.00
2200	Accrued Liabilities	-	0.00
2250	Time Release Payable	-	23,000.00
3560	Retained Surplus Previous Year	-	20,660.00
4005	2000– Basic District Rebates	-	168,379.00
4010	2010– Professional Development	-	8,821.00
4015	2015– Union Training	-	0.00
4025	2025– Special Neg. Assistance	-	0.00
4035	2035– Inter-Dist Meetings/ Training	-	0.00
4050	2050– PAC– Special Dist Progr..	-	0.00
4052	2052– District Coalitions	-	0.00
4055	2055– Dist Assistant – Ex. in Ed.	-	0.00
4080	2080– District WSIB Funding	-	0.00
4090	2090– Member Accessibility Fun...	-	0.00
4210	Teacher Levy	-	32,800.00
4220	Occasional Levy	-	1,125.00
4230	ESS Levy	-	13,425.00
4240	PSSP Levy	-	2,650.00
4440	Interest Revenue	-	450.00
4460	Miscellaneous Revenue	-	0.00
5010	Executive Time Release	55,000.00	-
5020	Executive Expenses	775.00	-
5110	District Executive	4,580.00	-
5120	District Council	10,600.00	-
5130	Annual General Meeting	0.00	-
5140	AMPA	1,580.00	-
5180	Collective Bargaining	12,570.00	-
5190	Excellence in Education	1,990.00	-
5200	Education Services	13,000.00	-
5210	Political Action	4,890.00	-
5220	Status of Women	2,300.00	-
5230	Labour Council	2,500.00	-
5410	Staff Salaries	25,000.00	-
5420	EI Expense	0.00	-
5430	CPP Expense	0.00	-
5440	Staff Benefit Plan	0.00	-
5460	Office Rent / Utilities	16,000.00	-
5510	Telephone	1,700.00	-
5520	Equipment Purchases	0.00	-
5530	Equipment Rent/Maintenance	0.00	-
5540	General Office Expenses	2,950.00	-
5550	Other Office Expenses	0.00	-
5630	Branch Rebates	0.00	-
5640	District Newsletter	0.00	-
5650	Donations/gifts/presentations	275.00	-
5660	Accounting & Legal	0.00	-
5670	Contingency	1,600.00	-
		<u>271,310.00</u>	<u>271,310.00</u>

# SAMPLE OF AN ANNUAL FINANCIAL REPORT

District Name \_\_\_\_\_ District No. \_\_\_\_\_  
 Bargaining Unit \_\_\_\_\_  
 Period Ended \_\_\_\_\_

Opening Balance		\$ _____
<b>Add</b>	District Rebates	\$ _____
	Member Levy	\$ _____
	Interest Income	\$ _____
	Other Income (specify) _____	\$ _____
	_____	\$ _____
<b>Total</b>		\$ _____
<b>Less</b>	Time Release	\$ _____
	Executive Expenses	\$ _____
	Executive Meetings	\$ _____
	Annual General Meeting	\$ _____
	AMPA	\$ _____
	Collective Bargaining	\$ _____
	Communications/Political Action	\$ _____
	Education Services	\$ _____
	Other Committees (specify) _____	\$ _____
	_____	\$ _____
	_____	\$ _____
	Staff Salaries	\$ _____
	Postage and Courier	\$ _____
	Telephone and Internet	\$ _____
	Office Supplies	\$ _____
	Professional Services	\$ _____
	Honoraria	\$ _____
	Other Expenses (specify) _____	\$ _____
	_____	\$ _____
	_____	\$ _____
<b>Total</b>		\$ _____
<b>Closing Balance</b>		\$ _____
<b>Closing Balance Represented By</b>		
Bank		\$ _____
Term Deposits		\$ _____
Other		\$ _____

# BANK RECONCILIATIONS—EXAMPLE

Though infrequent, errors do happen. Therefore, bank statements should be reconciled every month. You are never sure if your books are balanced until you reconcile the bank statement. Banks are only obliged to adjust errors within 30 days of the bank statement. This is an even more important task now, as stale dated cheques are not caught very often, as cheque deposits are now done more often through ATM or by smart phone picture capture. Doing monthly bank reconciliations will help you catch those items that are left outstanding and can prompt you to contact interested parties to rectify the situation.

In the example below the balance on the local books is \$1,200 but the bank statement shows a balance of \$1,670.

For assistance in training or how to complete a bank reconciliation, please contact Mariya Zolotko ([mariya.zolotko@osstf.ca](mailto:mariya.zolotko@osstf.ca)). If when completing your reconciliations the balances do not reconcile, please contact Mariya Zolotko, for assistance.

## October 2025 Bank Reconciliation

October 31	Bank statement balance	<u>\$1,670.00</u>	(1)
October 31	Balance in District books	\$1,200.00	
	Items not recorded:		
	*Service charge	(\$30.00)	
	*Transfer from savings	<u>\$400.00</u>	
	Adjusted balance in District books	\$1,570.00	(4)

## Add Outstanding Deposits

October 30	Cash deposit	\$300.00	
October 31	OSSTF /FEESO rebate		
		<u>\$1,200.00</u>	
	Total	<u>\$1,500.00</u>	(2)

## Subtract Outstanding Cheques

October 22	Cheque #153	Treasurer OSSTF/FEESO	\$100.00	
October 25	Cheque #158	Bell Canada	\$200.00	
October 30	Cheque #160	School Board	<u>\$1,300.00</u>	
	Total		<u>\$1,600.00</u>	(3)

Reconciling Bank Balance with District Books:

$$\begin{aligned}
 (1) + (2) - (3) &= \$1,670 + \$1,500 - \$1,600 \\
 &= \$1,570 \\
 &= (4)
 \end{aligned}$$

# INTERNAL CONTROLS

Internal controls are needed to safeguard District and Bargaining Unit assets. They provide checks and balances which protect Treasurers and other Federation Officers from any appearance of questionable activities. Internal controls also enhance the accuracy and efficiency of the financial records, and provide transparency to the membership that they can have trust in the documents presented to them.

**Internal controls include, but are not limited to, the following:**

## APPROVALS and PAYMENTS

1. Two signatures are required on all cheques and bank accounts.
2. Cheques should not be pre-signed.
3. No member should approve his or her own expenditures.
4. Original documents should be required for all disbursements.
5. Where possible, duties involving disbursements and other financial tasks, such as authorizing payments and signing cheques, should be segregated as much as possible.
6. All large, unusual over expenditure, or non-budgetary expenditures should be approved by the Executive or Council before any commitments or payments are made. The approval of such a purchase should be included in the Executive or Council minutes.

## BANKING

1. Monthly bank reconciliations must be completed.
2. Cheques should be written in sequential order.
3. Deposits should be made as soon as possible after receipt of cheques/cash.
4. No cheques should be made payable to "Cash."
5. Large petty cash accounts should be avoided.
6. Cheque books and financial records should be kept in secure locations, accessible only to those who have authority to write cheques or who should have access to those records.

## BUDGETS/FINANCIAL REPORTS

1. Annual budgets should be adopted/approved by the full Executive or Council or Annual General meeting.
2. Periodic written financial reports should be distributed to Executives and Councils.

## OTHER

1. Provincial Office attempts to provide audits every two to three years.
2. Adequate reserves should be available in the event of cash shortfalls.
3. District and Bargaining Unit Presidents and Treasurers should be aware that credit cards acquired by Districts or Bargaining Units are not corporate cards and the individual using such cards bears the personal liability for the card.
4. Insurance policies should be safeguarded.
5. A written procedures manual should be developed. While time consuming to write, such a manual insures that there are specific guidelines that should be followed.
6. Financial records should be kept for seven years after their completion..

# DISTRICT ANNUAL FINANCIAL REPORTS

1. A copy of each District's Annual Financial Report should be forwarded to the Provincial Treasurer each year by November 1 (Regulation 18.5.2).
2. If District financial records are computerized, submission of the Annual Financial Report requires the following information:
  - Balance Sheet
  - Income Statement or Statement of Profit and Loss
  - Updated levy and time release information as shown below.
3. If District financial records are not computerized, please call Lisa Hunt at Provincial Office for a hard copy of an Annual Financial Report.

## LEVIES

Complete the following for all local levies charged to members:

DISTRICT or BU	LEVY RATE	TOTAL LEVY COLLECTED

## TIME RELEASE

Complete the following for any District time release officers and for any time release officers for each Bargaining Unit:

DISTRICT or BU	TIME RELEASE	COST

# DISTRICT/BARGAINING UNIT SURPLUSES

Canadian accounting standards for not-for-profit organizations allow OSSTF/FEESO to not consolidate the Districts in the Federation's financial statements. Nevertheless, for the year-end statements for 2013 the Federation's auditors made the following observation: "Based on the most recent reports submitted by the District Treasurers to the Provincial Office of the Federation these funds [local surpluses] have been conservatively estimated to be in excess of \$24.8 million as of June 30, 2013." Note that these reserves are now estimated to be in excess of \$40.5 million.

The auditors also noted that in some cases local surpluses seem very high and cautioned that while Canada Revenue Agency has not specified limits for holding reserves, it does review reserves for not-for-profits and "does not approve of fund accumulation without a specific purpose, be it for reasonable operating reserve or required or allowable special purpose." In view of the auditor's caution, the Finance Committee recommended the following regulations, which were approved at AMPA 2016:

## Regulation 18.6.2 and Regulation 19.2.4

Each District and Bargaining Unit constitution must contain, where applicable, language that stipulates a reasonable level of operating reserves and designates the purpose of any restricted reserves. For examples of constitutional language, see the next page.

# D/BU SURPLUSES—EXAMPLE LANGUAGE FOR REGULATION COMPLIANCE

As noted on the previous page, AMPA 2016 passed Regulations 18.6.2 and 19.2.4 which indicate that each District and Bargaining Unit constitution must contain, where applicable, language that stipulates a reasonable level of operating reserves and designates the purpose of any restricted reserves. The following is example language that would be appropriate for a Bargaining Unit constitution.

## Bargaining Unit Funds

Any year-end surplus in the general operating account of the Bargaining Unit may be placed into any of the following funds/accounts:

### Capital Equipment Fund

1. This fund is to provide for the purchase, replacement or repair of office equipment when the need was not anticipated or included in the budget.
2. Expenditures from this fund must be approved by a motion of the Bargaining Unit Executive.
3. A year-end surplus in the general operating account of up to \$10,000 may be allocated by the Bargaining Unit Executive to the Capital Equipment Fund.
4. The Capital Equipment Fund shall not exceed \$75,000.
5. Capital equipment expenditures in excess of \$25,000 must be approved by a Bargaining Unit General Meeting.

### Negotiations/Strike Fund

1. This fund is to finance expenses arising from negotiations with the Board or to provide emergency loans to members in extreme need during a strike of more than three weeks.
2. Expenditures from this fund must be approved by a motion of the Bargaining Unit Executive.
3. A year-end surplus in the general operating account of up to \$25,000 may be allocated by the Bargaining Unit Executive to the Negotiations/Strike Fund.
4. The Negotiations/Strike Fund shall not exceed \$500,000.

### Property Fund

1. This fund is to provide for the acquisition of a property for the use of the Bargaining Unit offices.
2. A year-end surplus in the general operating account of up to \$50,000 may be allocated by the Bargaining Unit Executive to the Property Fund.
3. The Property Fund shall not exceed \$1,000,000.
4. Expenditures from the Property Fund must be approved by a Bargaining Unit General Meeting.

### The General Reserve Fund

1. The General Reserve Fund may be used to finance Bargaining Unit expenses not anticipated or not budgeted for in the General Operating Account budget.
2. Funds may be transferred at year-end from the General Operating Account to the General Reserve Fund or from the General Reserve Fund to the General Operating Account when approved by a motion of the Bargaining Unit Executive.
3. The General Reserve Fund shall not exceed \$50,000.
4. Expenditures from the General Reserve Fund shall be approved by a motion of the Bargaining Unit Executive.
5. The Annual General Meeting of the Bargaining Unit shall be informed of all expenditures from the General Reserve Fund.

# CALCULATION OF FTE

## Full-Time Equivalency

OSSTF/FEESO determines both representation and funding largely on the basis of the number of full-time equivalent (FTE) members in its Bargaining Units.

**FTE is used to determine three things for the following Federation year (Regulation 10):**

1. the District Funding Master rebate,
2. the number of Provincial Councillors, and
3. the number of AMPA delegates.

AMPA 2011 adopted the Report and recommendations of the MAC 234-09 FTE AD HOC COMMITTEE. The Regulation changes arising out of that Report came into effect as of July 1, 2012.

- As outlined in Article 1.1.10, FTE is calculated:
- on the average dues of each Bargaining Unit in the best six months of the Federation year; as the sum of all members employed on a full time basis and the pro-rated FTE for members employed on a part-time basis. The FTE for part-time members shall be the total monthly Bargaining Unit dues paid divided by the greater of the monthly average dues submitted by the Bargaining Unit or the calculated minimum monthly provincial dues.

**NOTE:** Only dues-paying members are included in the FTE calculations.

**Full Time Equivalency (FTE)** is a baseline unit of representation that normalizes differences between member jobs to facilitate comparisons and computation of all member job types.

FTE calculations are computed at the Bargaining Unit (BU) level on dues received within a Federation year (the Federation year is from July 1 to the following June 30) and are slightly different between teachers, occasional teachers and support staff Bargaining Units. The total FTE for a Bargaining Unit is based on that unit's best six months after a calculation of all months are completed. FTE calculations are prepared each year on the basis of fee data from the previous Federation year. The FTE calculated in a given year is then used for determining representation and District Funding in the subsequent Federation year.

## RULES FOR THE CALCULATIONS OF FTE

**In general the algorithm used for FTE operates as follows:**

- Calculate the individual monthly FTE for all members in the unit for all months.
- Calculate the aggregate FTE for the unit, for each month, by adding up the FTE amounts for the members in that unit for that month.
- Determine which six months are the best for each unit. The "best" months are those months where the aggregate FTE amounts for that unit are the highest, using a simple mathematical "greater than" comparison.
- Once the six best months for the unit have been determined, the system only includes member FTE amounts for those months when calculating each member's average FTE.
- It is important to note that we use the six best months for the unit, not the member. We might use a member's FTE for June, if June was good for the unit, even if June was not a good month for the individual member.

## 1. FTE Calculations for a Teacher Bargaining Unit

First, calculate the average monthly dues for this Bargaining Unit month as (the total of all dues paid in the Bargaining Unit) over (the number of members who paid dues).

For each member in a Bargaining Unit (unique member id) we then calculate the monthly total dues paid by that member for all jobs the member holds within the Bargaining Unit. This includes positive and negative register records plus all adjustments (+ or -).

Next, determine if any of the transactions that contributed to the member's monthly total dues are flagged as full-time. If one or more of the contributing transactions are flagged as full-time then consider the member as full-time for this month; otherwise the member is not full-time.

### Additional rules:

- If there is an adjustment in a month that is flagged as full-time then the member is forced to full-time for that month.
- If there is an adjustment in a month that is flagged as part-time then the member is forced to part-time for that month.
- If there are conflicting adjustments in a month (i.e. one that is full-time and one that is part-time) then the member is forced to full-time for that month.
- If the member's paid dues equal or exceed the monthly average the member is automatically forced to 1.0 FTE. If the member is full-time and the member's paid dues equal or exceed the monthly minimum dues for this Bargaining Unit the member is automatically forced to 1.0 FTE.
- Otherwise the member's FTE is pro-rated based on dues paid. The FTE for the member is calculated as (dues paid)/(average monthly dues for this Bargaining Unit).

## 2. FTE Calculations for an Occasional Teacher Bargaining Unit

First, calculate the minimum monthly dues for this Bargaining Unit month. This means the minimum amount received as if the member was working full time.

Next, determine if any of the transactions that contributed to the member's monthly total dues are flagged as full-time. If one or more of the contributing transactions are flagged as full-time then consider the member as full-time for this month; otherwise the member is not full-time.

### Additional rules:

- If there is an adjustment in a month that is flagged as full-time then the member is forced to full-time for that month.
- If there is an adjustment in a month that is flagged as part-time then the member is forced to part-time for that month.
- If there are conflicting adjustments in a month (i.e. one that is full-time and one that is part-time) then the member is forced to full-time for that month.
- For each member in a Bargaining Unit (unique member id) we then calculate the monthly total dues paid by that member for all jobs the member holds within the Bargaining Unit. This includes positive and negative register records plus all adjustments (+ or -).
- If the member's paid dues equals or exceeds the monthly minimum dues for this Bargaining Unit the member is automatically forced to 1 FTE.
- Otherwise the member's FTE is pro-rated based on dues paid. The FTE for the member is calculated as (dues paid) / (minimum monthly dues for this Bargaining Unit).

### 3. FTE Calculations for an Educational Support Staff Bargaining Unit

First, calculate the average monthly dues for this Bargaining Unit month as (the total of all dues paid in the Bargaining Unit) divided by (the number of members who paid dues). For each member in a Bargaining Unit (unique member id) we then calculate the monthly total dues paid by that member for all jobs the member holds within the Bargaining Unit; this includes positive and negative register records plus all adjustments (+ or -).

Next, determine if any of the dues transactions that contributed to the member's monthly total dues are flagged as full-time. If one or more of the contributing transactions are flagged as full-time then consider the member as full-time for this month; otherwise the member is not full-time.

#### **Additional rules:**

- If there is an adjustment in a month that is flagged as full-time and the member's paid dues equals or exceeds the minimum dues, then the member is forced to full-time for that month.
- If there is an adjustment in a month that is flagged as part-time then the member is forced to part-time for that month.
- If there are conflicting adjustments in a month (i.e. one that is full-time and one that is part-time) then the member is forced to full-time for that month.
- If the member's paid dues equals or exceeds (the greater of minimum dues and monthly average dues) the member is automatically forced to 1 FTE.
- If the member is full-time and the member's paid dues equals or exceeds the monthly minimum dues for this Bargaining Unit the member is automatically forced to 1 FTE.
- Otherwise the member's FTE is pro-rated based on dues paid. The FTE for the member is calculated as (dues paid)/(higher of a) average monthly dues for this Bargaining Unit or b) monthly minimum dues for this Bargaining Unit).

### 4. FTE Appeal Process

In accordance with Regulation 10, an Interim FTE calculation for each Bargaining Unit based on the period from July 1, 2024 to June 30, 2025 will be presented to Provincial Council in September 2025. Bargaining Units will be provided with a list of members who are considered one (1) FTE and a list of members deemed to be less than one (1) FTE.

#### **To appeal the Interim FTE calculation:**

- An official of the Bargaining Unit must outline the basis of the appeal in writing to the General Secretary by November 30, 2025 (Regulation 10.2). There is no required form for FTE Appeals—an email with attachments is acceptable.
- The Bargaining Unit official must provide appropriate evidence to prove the FTE status of members where there is a discrepancy with the FTE calculation.
- Examples of appropriate evidence and assistance with an appeal, may be obtained from Jason Westmaas, Director IT (Jason.Westmaas@osstf.ca) and/or Jim Spray, CFO/AGS, Operational Services. The Finance Committee will review any appeals not resolved by the above process in January 2026 (Regulation 10.3). The Final FTE will be confirmed by no later than February 28, 2026.

## RELEASE OF DISTRICT FUNDING MASTERS

District Funding Master calculations are based largely on the Final FTE. The Finance Committee will finalize the District Funding Master amounts in April 2026 and the final District Funding Masters will be released to Districts as soon after as possible.

# ACCOUNT #2000

## BASIC DISTRICT REBATES

**\$16,077,600**

District Funding Master rebates are based on the number of FTE members, the number of Bargaining Units, and other factors including distance and communications costs (see example on pg. 34). Calculations for 2025–2026 funding were based on the FTE data from the Provincial database for fees received between July 1, 2023 and June 30, 2024. Each District has an entitlement to claim a pre-determined amount of funding from Account #2010 Professional Development and Union Training (pgs. 38-39). To be certain of funding from the 22 other accounts listed on pg 35-36, Districts must submit an application form and await approval.

### DISTRICT REBATES

District rebates are divided into 12 payments and most are forwarded automatically from the Accounting Department each month as shown in the rebate schedule below. **The December and April rebates are forwarded on the dates shown in the schedule ONLY IF the Accounting Department has received and checked up-to-date financial reports distributed at District or Bargaining Unit Councils.** The December and April reports should include the financial position of the District, including all assets as outlined in Regulation 18.5.4 (in other words, a Balance Sheet, see pg. 22). If these are not provided, the rebates for those months will not be forwarded until the necessary information is received and checked. The regular monthly rebates add up to 92% of the District Funding Master. The remaining 8% of the funding is forwarded to Districts when the Annual Financial Report for the previous fiscal year (see Regulation 18.5.1) is received in the Provincial Office and verified.

PAYMENT	MONTH	REBATE	DATE
1	September 15 or later	8%	As early as September 15 (when the 2024–25 District Annual Financial Report is verified)
2	September	12%	September 3, 2025
3	September	8%	September 17, 2025
4	October	8%	October 15, 2025
5	November	8%	November 12, 2025
6	December	8%	December 17, 2025 (if current financial reports are received in Accounting by December 1)
7	January	8%	January 14, 2026
8	February	8%	February 18, 2026
9	March	8%	March 11, 2026
10	April	8%	April 15, 2026 (if current financial reports are received in Accounting by April 1)
11	May	8%	May 13, 2026
12	June	8%	June 17, 2026

# DISTRICT FUNDING MASTER GENERATORS

The items listed below, identify and/or explain the main columns of the Funding Master—please see the example on the next page.

**1. Basic Bargaining Unit Rebate** \$61.13 per FTE  
 plus \$38.95 per FTE for BUs over 100 FTE  
 plus \$18.18 per FTE for BUs over 1000 FTE

**2. Effective Communication Rebate**

Where the OSSTF/FEESO dues based database shows that the head count of members in a BU exceeds the calculated FTE by double or more, an additional \$12.98 per FTE is allocated to the Bargaining Unit.

**3. Rebate per Bargaining Unit** \$1,650 per BU

**4. Time Release Generators**

Up to 100 FTE	\$141.96 for each FTE
100 to 1,000 FTE	plus \$56.70 for each FTE over 100
1,000 to 2,000 FTE	plus \$21.26 for each FTE over 1,000
Over 2,000 FTE	plus \$14.18 for each FTE over 2,000

Support staff and OT Bargaining Units of at least 250 FTE generate a minimum of \$42,528 in time release funding. Funding is pro-rated for smaller Bargaining Units. Teacher Bargaining Units generate a minimum of \$63,793 in time release funding.

**Minimum Time Release Adjustment:**

In some Bargaining Units, the generators are augmented to reach the minimum guarantee. For example, in the Funding Master Example on the next page, the OT Bargaining Unit has 27.7 FTE and the Minimum Time Release Adjustment column shows \$785. That amount is based on the following calculation:

[FTE / 250 -- (27.7 / 250) = .1108] then [.1108 x \$42,528 = \$4,712.10] then [\$4,712.10 - \$3,927 = \$785, where \$3,927 is based on 27.7 x \$141.76 (the Base Per FTE amount of the Time Release Generator Columns)]

**Additional Time Release:** \$70.8 per FTE for District FTE over 500

**5. District Rebate:** \$12.98 per FTE for District FTE over 2,000

**6. Distance and Communication**

Based on the following considerations: geographical size, distance between work sites and the ease of travel within the District, isolated school sites, number of Bargaining Units, special considerations (i.e. need for flights and accommodation...)

**7. District Office Staff Rebate**

FTE Membership	Office Staff Rebate	
	Up to 3 BUs	Over 3 BUs
0 - 149	\$9,000	\$9,000
150 - 299	\$10,000	\$10,000
300 - 499	\$12,500	\$13,500
500 - 749	\$15,000	\$17,500
750 - 999	\$17,500	\$20,000
1000 - 1499	\$20,000	\$25,500
1500 - 1999	\$22,500	\$28,000
2000 - 2499	\$25,000	\$34,000
2500 - 2999	\$30,000	\$39,000
3000 - 4249	\$35,000	\$48,000
4250 - 5499	\$45,000	\$58,000
5500 - 6499	\$65,000	\$82,500
6500+	\$85,000	\$102,500

# FUNDING MASTER—EXAMPLE

Ontario Secondary School Teachers' Federation 2025-2026 OSSTF FUNDING MASTER																	
District XYZ	Bargaining Units	2022/2023 FTE	Basic Rebate per FTE \$61.13	Unit Rebate per FTE over 100 \$38.95	Unit Rebate for FTE over 1,000 \$18.18	Effective Commun. Rebate \$12.98	Rebate per Unit \$1,650	Time Release Generators						District Rebate per FTE over 2,000 \$12.98	Distance and Commun. Costs	District Office Rebate	Total Funding Master
								Unit FTE 100 to 1,000 \$56.70	Unit FTE 1,000 to 2,000 \$21.26	Unit FTE over 2,000 \$14.18	Minimum Time Release Adjustment	Dist. FTE over 500 \$70.88					
	Teachers	344.2	21,040	9,512	0	0	1650	14,176	13,847	0	0	35,769	33,654	22,000	20,000		
	Occasionals	27.7	1,693	0	0	0	1650	3,927	0	0	785						
	PSSP	11.0	672	0	0	0	1650	1,559	0	0	312						
	E/A/OCT	591.9	36,181	19,161	0	0	1650	14,176	27,893	0	0	459					
		974.8	59,587	28,673	0	0	6,600	33,838	41,740	0	0	37,326	33,654	22,000	20,000	283,419	

## ALLOCATION

The columns above show how funding is generated; they do not dictate the way the funding is to be divided among the District and its Bargaining Units. The way funds generated by the Funding Master are actually allocated within a District is a local decision involving all Bargaining Units.

# SUMMARY OF DISTRICT FUNDING ACCOUNTS

Account #2000 funds Basic District Rebates, which are paid automatically each month through direct deposit as outlined on page 32. To be considered for funding from the other accounts listed below, Districts or Bargaining Units (as applicable) must forward applications forms to Provincial Office. Detailed information on these accounts is included later in this Handbook.

Each District has an entitlement to claim a pre-determined amount of funding from Account #2010 Professional Development and Union Training (see pages 37-38). To be certain of funding from the twenty-two other accounts listed below, Districts must apply and await approval.

BUDGET ALLOCATION	SUMMARY
<b>#2010</b> —PD and Union Training (pgs. 37-39) \$800,800	District can claim up to amount of entitlement shown on pages 40-41.
<b>#2015</b> —Union/Health & Safety Training Programs (pgs. 42-43) \$98,668	Assists with costs of CLC and OFL type training workshops and/or training offered by university sector organizations. Amounts of \$1,750 to \$2,500 are available.
<b>#2018</b> —Anti-Racism and Equity Training (pgs. 44-45) \$98,663	To support District and/or Bargaining Units wishing to pursue Anti-Racism and Equity Training.
<b>#2025</b> —Negotiations Assistance (pgs. 46-47) \$1	Assistance to bargaining units with special needs on a first-come, first-served.
<b>#2027</b> —Woman’s Advocacy Program Funding (pgs. 48-49) \$8,222	To provide matching funding up to \$1,000 to Districts to help create and operationalize a District Women’s Advocacy Program.
<b>#2029</b> —Voluntarily Merged Bargaining Units Funding (pgs. 50-51) \$12,333	To fund financial support to Bargaining Units within a District that decide to voluntarily merge.
<b>#2031</b> —Voluntarily Merger Assistance (pgs. 52-53) \$8,222	To fund financial support to Bargaining Units within a District that decide to voluntarily merge.
<b>#2035</b> —Inter-District Meetings (pgs. 54-55) \$98,663	Assists districts or bargaining units to hold inter district meeting or training events. Funds before AMPA distributed equitably. After AMPA, first come, first served.
<b>#2037</b> —Supplemental Time Release for Small Bargaining Units (pgs. 56-57) \$98,663	Bargaining units of less than 100 FTE may apply for a limited amount of time release, as outlined in guidelines.
<b>#2040</b> —District / Bargaining Unit Translation Services (pgs. 58-59) \$16,444	To fund District / Bargaining Units to provide translation services at local meetings where a participant(s) requires the services to fully participate.
<b>#2045</b> —Involving The Not Yet Engaged (pgs. 60-61) \$139,772	Assist districts or bargaining units with member engagement funding. Bargaining units may apply for a maximum of \$2,500 on a first come first served basis.
<b>#2047</b> —Community Outreach (pgs. 62-63) \$73,997	Assists districts or bargaining units with community outreach funding. Bargaining units may apply for a maximum of \$2,000 on a first come, first served basis.
<b>#2050</b> —PAC—District Special Programs (pgs. 64-65) \$24,666	3% budget, 75% spent or committed. Funds before AMPA distributed equitably. After AMPA, first-come, first-served.

#2052—District Coalitions (pgs. 66-67) \$94,441	Up to 75% of membership fees in local Labour Councils or other coalitions, as approved under the guidelines.
#2054—Labour College Funding (pgs. 68-69) \$14,800	Assists up to two members to attend the Canadian Labour Congress Labour College of Canada.
#2056—Mapping and Mobilization Funding (pgs. 70-71) \$24,666	Assists Districts or Bargaining Units with the process of member mapping. Bargaining Units may apply for up to \$1,500. Districts may develop combined applications.
#2065—Climate Change and Environmental Initiatives (pgs. 74-75) \$20,555	Assists Districts or Bargaining Units to support environmentally progressive initiatives in their Districts/Bargaining Units.
#2075—District Staff Health and Safety Program (pgs. 76-77) \$1,645	Assists Districts/Bargaining Units with the registration fee for District office personnel who participate in the “Smaller Workplace Health and Safety Program.”
#2080—District / Bargaining Unit WSIB Funding (pgs. 78-79) \$41,110	Assists with voluntary Workplace Safety and Insurance Board coverage for Time Release Officers and for members on time release.
#2085—District Human Rights Funding (pgs. 80-81) \$12,333	Assists with special Human Rights projects, or activities at the local level. A maximum of \$750 is available.
#2090—Member Accessibility Funding (pgs. 82-83) \$30,000	Supports sign language, braille services and/or communication devices for Federation leaders or members.
#2890—Anti-Racism and Equity Training for Members (pgs. 84-85) \$24,666	To support members who wish to individually seek Anti-Racism and Equity Training.
#4410—Communications Training (pgs. 86-87) \$12,333	Assists with training in communications at the local level.

Please note that activities must occur within the OSSTF/FEESO fiscal year for which the funding has been approved. All approved funding that has **NOT** been claimed by the end of the OSSTF/FEESO fiscal year (June 30) will automatically be accrued for a period of one year. Claims will not be processed beyond the one-year accrual period.

# ACCOUNT #2010

## PROFESSIONAL DEVELOPMENT AND UNION TRAINING

**\$800,800**

This account automatically provides funds to assist Districts and Bargaining Units to offer OSSTF/FEESO sponsored:

1. professional development/training programs,
2. training programs for Workplace Representatives, and
3. workshops for new members.

**Note that costs associated with training programs offered by groups external to OSSTF/FEESO DO NOT qualify for 2010 funding. In addition, funding is NOT to be used for equipment/capital purchases or for gift cards. However, expenditures for OSSTF/FEESO branded gifts may be refunded.** Finally, the fund is not intended to fund PD for improving regular job skills, since this is considered the responsibility of the employer.

### GUIDELINES

1. The following programs are eligible for funding from this account:
  - (a) **Professional Development/Training Programs**  
District or Bargaining Unit-approved professional development / training programs that are designed to raise member awareness about OSSTF/FEESO and its activities:
    - for members from all Bargaining Units
    - for members of individual Bargaining Units
    - for District Officers from all Bargaining Units
    - for Bargaining Unit Officers from individual Bargaining Units
  - (b) **Training of District / Bargaining Unit / Workplace Representatives**  
Includes training of groups of District / Bargaining Unit / Workplace Reps.
  - (c) **New Member Training**  
Includes training of groups of new members centrally or regionally in individual workplaces.
  - (d) **Individual Member Claims—Conferences**  
Members must be attending an **OSSTF/FEESO-sponsored** provincial, regional or local professional development / training conference. This would include costs associated with sending additional delegates to Union Leadership Academy, PSC Negotiating Conference, Status of Women Committee Conference, Educational Services Officers Conference, Educational Services PD Conference, Health and Safety Conference or other OSSTF/FEESO training conferences.
2. Districts may combine funding to subsidize inter-District PD programs, conferences or workshops.
3. District and Bargaining Unit Executives should include authorization for Account #2010 claims in Executive or Council minutes.

### CLAIMS PROCESS

1. Funding for 2010 will automatically flow to Districts in September of each year; through its own separate deposit. It is the District's responsibility to ensure that the use of the funds within the District are consistent with the purpose of the fund as identified by the guidelines.
2. Bookkeeping related to the use of 2010 funding should include:
  - a copy of the program or outline of event(s),
  - a complete list of expenditures,
  - proof of payment of the expense may be requested at any time, and

- unused 2010 funding should be accrued to the following year and not absorbed into the general account of the District.
3. Receipts and proof of payment (ie., copy of cheque stub) are not required by Provincial Office, but they must be retained for District/Bargaining Unit audit purposes.

## PAYMENT

Payment up to the approved amount will be automatically made by direct deposit to the District's bank account in September of each year in a separate deposit from the regular District rebate.

## ACCOUNT #2010 FUNDING AND DISTRICTS BY REGION

Account #2010 funding amounts are based on a formula of \$7.00 per FTE, plus 2.46% of the District Funding Master allocation. For example, for 2025-2026 District 5A's FTE is 373.8 and its Funding Master allocation is \$202,019. So,  $(373.8 \times \$7.00 = \$2,616.60) + (2.46\% \text{ of } \$202,019 = \$4,969.67)$  for a total of \$7,586.

Region 1 NORTHWEST	Name	FTE	2010 Funding
5A	Northern Shield	374	\$7,586
5B	Rainy River	84	\$3,046
6A	Thunder Bay	770	\$12,655
6B	Superior North	246	\$6,043

Region 2 NORTHEAST	Name	FTE	2010 Funding
1	Ontario North East	734	\$13,407
2	Algoma	854	\$13,456
3	Rainbow	588	\$9,544
4	Near North	571	\$9,878

Region 3 SNOWBELT and SOUTHWEST	Name	FTE	2010 Funding
7	Bluewater	1,164	\$16,944
8	Avon Maitland	975	\$13,796
9	Greater Essex	2,064	\$27,455
10	Lambton Kent	603	\$8,567
11	Thames Valley	2,436	\$32,349
18	Upper Grand	2,435	\$33,778
23	Grand Erie	1,199	\$17,383
24	Waterloo	2,959	\$39,748

<b>Region 4 METRO and GOLDEN HORSESHOE</b>	<b>Name</b>	<b>FTE</b>	<b>2010 Funding</b>
12	Toronto	6,814	\$87,691
13	Durham	1,997	\$25,867
16	York Region	3,590	\$46,562
17	Simcoe	2,178	\$29,464
19	Peel	3,531	\$45,087
20	Halton	2,218	\$29,349
21	Hamilton—Wentworth	1,781	\$24,042
22	Niagara	1,072	\$14,185
30	PSAT	150	\$4,639
34	Independent Educational Programs	197	\$2,962

<b>Region 5 CENTRAL and EASTERN</b>	<b>Name</b>	<b>FTE</b>	<b>2010 Funding</b>
14	Kawartha Pine Ridge	810	\$11,292
15	Trillium Lakelands	468	\$7,769
25	Ottawa-Carleton	5,943	\$78,599
26	Upper Canada	717	\$10,898
27	Limestone	625	\$9,190
28	Renfrew	319	\$6,067
29	Hastings— Prince Edward	403	\$6,482

<b>Region 6 FRENCH LANGUAGE</b>	<b>Name</b>	<b>FTE</b>	<b>2010 Funding</b>
31	Franco-Nord Ontarien	939	\$14,869
32	Centre-Sud-Ouest de l'Ontario	1,367	\$17,900
33	District de l'Est	1,849	\$24,566
35	Colleges and Universities	2,689	\$36,513

## ACCOUNTS #2015 TO #4410

# APPLYING FOR OTHER DISTRICT FUNDING

To access funding from the 22 other accounts in the District Funding section of the budget, Districts/ Bargaining Units must submit an application form and await approval.

## APPLICATION PROCESS

The following six-step application process is the same for each account:

1. Complete the application form and submit by the deadline of June 1. Either make a copy from the Financial Handbook or print an application form from the OSSTF/FEESO website.
2. Forward the completed application form to the Provincial Office representative named at the bottom of the application form, also listed below.

#2015	Union / Health & Safety Training Programs	\$98,663	Dan Staples
#2018	Anti-Racism and Equity Training	\$98,663	Rochelle Wijesingha
#2025	Special Negotiations Assistance	\$1	Dave Barrowclough
#2027	Woman's Advocacy Program Funding	\$8,222	Tracey Marshall
#2029	Voluntarily Merged Bargaining Units Funding	\$12,333	Mariya Zolotko
#2031	Voluntary Merger of Bargaining Units Funding	\$8,222	Mariya Zolotko
#2035	Inter-District Meetings / Training	\$98,663	Mariya Zolotko
#2037	Supplemental Time Release for Small Bargaining Units	\$98,663	Mariya Zolotko
#2040	District / Bargaining Unit Translation Services	\$16,444	Marc Robillard
#2045	Involving The Not Yet Engaged	\$139,772	Jessica Burnie
#2047	Community Outreach	\$73,997	Jessica Burnie
#2050	Political Action–Special District Programs	\$24,666	Dan Earle
#2052	District Coalitions	\$90,441	Mariya Zolotko
#2054	Labour College Funding	\$14,800	Jennifer Ojalammi
#2056	Mapping and Mobilization	\$24,666	Allison Cillis
#2065	District / Bargaining Unit Environmental Initiatives	\$20,555	Glen Hodgson
#2075	District Staff Health and Safety Program	\$1,645	Dan Staples
#2080	District / Bargaining Unit WSIB Funding (WSIB)	\$41,110	Norm Westbury
#2085	District Human Rights Funding	\$12,333	Munib Sajjad
#2090	Member Accessibility Funding	\$30,000	Dan Staples
#2890	Anti-Racism and Equity Training for Members	\$24,666	Rochelle Wijesingha
#4410	Communications Training	\$12,333	Jennifer Seif

3. An approval letter or email from Provincial Office will be forwarded.
4. Hold the event or activity outlined in the application.

## PAYMENT

5. Send photocopied receipts (with a copy of the approval letter) to Jeff Denys, Treasurer.
6. Funding up to the approved amount will be deposited to the District's bank account, or directly to the member in the case of account 2890.

Please note that activities must occur within the OSSTF/FEESO fiscal year for which the funding has been approved. All approved funding that has NOT been claimed by the end of the OSSTF/FEESO fiscal year (June 30) will automatically be accrued for a period of one year. Claims will not be processed beyond the one year accrual period.

## TIPS FOR MAKING A SUCCESSFUL APPLICATION

Every 2000's series account that appears on the following pages were created by the organization to fill a specific need—from women's advocacy, to political action, to climate change. Over time the accounts have grown and adapted to new environments. Regardless of account, when making an application for funding, be as specific and as detailed as possible. This allows the spending authorities to judge the reasonableness of the funding being requested to ensure that as many applications can be approved in a year as possible, all the while providing the necessary funding to ensure that your event is a success.

When making an application some things you should consider including are as follows:

*\*where applicable*

- Date(s)/Time(s) and location of the event
- The reason for the application (what do you hope to achieve, what are the goals, how does doing what is planned benefit or support the work of OSSTF/FEESO)
- Total number of participants
- Total time release costs
- Total travel costs
- Total accommodation (hotel) costs
- Total meal costs
- Total costs for materials/learning aids/giveaways
- Total registration costs
- Total costs for meeting space rental

Where more information is necessary in order to evaluate an application, the spending authority will reach out to the applicant.

# ACCOUNT #2015

## UNION/HEALTH AND SAFETY TRAINING PROGRAMS

**\$98,663**

This account provides funds to assist individual members to attend union training programs run by organizations such as the Canadian Labour Congress or the Ontario Federation of Labour. Other labour oriented organizations and other educational opportunities will be evaluated on a case by case basis. Workers Health and Safety Centre, Workplace Safety and Insurance Board, Occupational Disability Response Team, local Labour Council training, Mental Health First Aid, and relevant union oriented training offered by university sector organizations (such as the Coalition of Post-Secondary Workers of Ontario) are also highly recommended organizations to complete training through.

### GUIDELINES

Individual Member Applications Approved by the District or Bargaining Unit Executive attend union training programs such as a week-long CLC training program will be considered for amounts up to \$2,500, as outlined below:

Individual members who are not on regular time release for OSSTF/FEESO work will be eligible for up to \$2,500, if time release is required to attend the training. Where time release is not required, such members are entitled to up to \$1,750. Bargaining Unit or District Time Release Officers with full time release may apply for and claim up to \$1,750.

Funding assistance will be limited to the cost of registration fees, time release, travel, meals, accommodations and materials. Official registration receipts must accompany the claim.

Prior to January 15th each year, the total amount available to any Bargaining Unit will not exceed \$10,000. At each February Provincial Council the Treasurer will remind all Bargaining Unit presidents of the funding available in Account #2015. After April 1st, Bargaining Units who have met the January 15th cap of \$10,000 may apply for additional funding. The remaining funding will be distributed on first come first served basis and will not exceed \$15,000 for the year for any Bargaining Unit.

### APPLICATION

1. Applications must be submitted by June 1, 2026.
2. Include:
  - a copy of the program/outline of events and
  - a copy of the page of the District or Bargaining Unit Executive minutes authorizing participation by the individual(s) in the union training for which the claim(s) is/are being made and
  - a complete list of applicable invoices/receipts.
3. Forward the application and accompanying list of expenses to Executive Assistant Dan Staples.
4. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

### PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District's bank account.

# APPLICATION FORM #2015

## UNION/HEALTH AND SAFETY TRAINING PROGRAMS

**District:** \_\_\_\_\_ **Bargaining Unit:** \_\_\_\_\_

**Name of Contact or Applicant:** \_\_\_\_\_

**Work Location:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Work Location Address:** \_\_\_\_\_

**Title of Program:** \_\_\_\_\_

<b>Date of Program:</b>	<b>Amount Claimed:</b>	<b>Number of OSSTF/FEESO Participants:</b>

Please attach all required documents listed in the application guidelines. □

Expenses		Sources of Income	
Registration Cost	\$	School Board/Employer	\$
Travel	\$	School/University	\$
Accommodation	\$	District/Bargaining Unit	\$
Meals	\$	Other	\$
Other	\$		\$
Total Expenses	\$	Total Income	\$

### Signatures and Date

BU President: \_\_\_\_\_

District Treasurer (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Forward FULLY COMPLETED Account #2015 Application Form to Dan Staples, Executive Assistant, Negotiations and Contract Maintenance by email [Dan.Staples@osstf.ca](mailto:Dan.Staples@osstf.ca)

# ACCOUNT #2018

## ANTI-RACISM AND EQUITY TRAINING

**\$98,663**

This account provides funds to assist Districts and Bargaining Units to provide group training related to equity and/or anti-racism. The purpose of this account is to increase awareness and understanding of equity and anti-racism among members in the District and/or Bargaining Unit.

### GUIDELINES

1. Applications may be made by a District/Bargaining Unit on a first-come, first-serve basis. A District Bargaining Unit may only have one application for funding per year.
2. However, if funds are still available after AMPA, a District/Bargaining Unit may submit one additional application for funding, which must be completed before June 1, 2026.
3. Approved funding and reimbursement of expenses will be covered up to a maximum of \$5,000.
4. Funding may be used to cover expenses including:
  - a. trainers (including time release, transportation, accommodation, and meals).
  - b. one day of release for trainees to participate in training and meals for trainees.
  - c. any educational materials needed for any training.
5. Districts/Bargaining Units will be responsible for providing the training location, additional release time that is not covered by Provincial Office, and transportation for trainees.
6. Funds cannot be used for the purchase of equipment, software or gift cards.
7. Applications must be submitted prior to the start of the event/initiative and not later than June 1, 2026 for events happening in the month of June.
8. Funds cannot be used for individual training purposes.
9. Completion of the event must take place prior to June 30, 2026.

### APPLICATION

1. Applications must be completed by June 1, 2026,
2. Complete Application form 2018 including an overview of the training and an itemized list of costs associated with the event, including a copy of any program/agenda (if applicable),
3. Forward the completed application and an accompanying list of projected expenses to Rochelle Wijesingha, Equity, Diversity, and Inclusion Coordinator.
4. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

### PAYMENT

1. Forward a copy of the approval letter along with copies of the related paid expenses to Jeff Denys, Treasurer.
2. Payment will be deposited to the District's Bank account.

# APPLICATION FORM #2018

# ANTI-RACISM AND EQUITY TRAINING

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District:

Bargaining Unit (if applicable):

President name:

**Overview of the group training and an itemized lists of costs associated with the initiative:**

## Signatures and Date

District/Bargaining Unit President (as applicable):

District Treasurer:

Bargaining Unit Treasurer (as applicable):

Date:

**Forward FULLY COMPLETED Account #2018 Application Form to Rochelle Wijesingha, Equity, Diversity and Inclusion Coordinator by email [Rochelle.Wijesingha@osstf.ca](mailto:Rochelle.Wijesingha@osstf.ca)**

## ACCOUNT #2025

# SPECIAL NEGOTIATIONS ASSISTANCE

\$1

This account provides additional assistance to Bargaining Units with special needs arising out of unusual or extended negotiations. It also permits the Provincial Executive to provide assistance to Bargaining Units negotiating their first contracts. Bargaining Units in need of special assistance should immediately reach out to Dave Barrowclough (dave.barrowclough@osstf.ca) for assistance and if necessary an application through this account.

## GUIDELINES

1. Bargaining Units can only access additional funding from this account if at least 15% of their budget is allocated for negotiations and at least 15% of the total District Funding Master is allocated among the Bargaining Units for negotiations.
2. Requests will not be considered unless at least 75% of the total allocated amount has already been committed or spent.
3. Funds from this account are only available if approval is obtained before the expenditure is committed.
4. Bargaining Units must submit a proposed budget of anticipated expenses when applying for special negotiations assistance.
5. Funds will be distributed as equitably as possible on a first-come, first-served basis.
6. Funding may not be used for honoraria or time release paid by Bargaining Units to members negotiating outside the regular school year, i.e. during July and August.
7. Funding is only available to Bargaining Units that use active OSSTF/FEESO members as negotiators.

## APPLICATION

1. Include projected expenses and attach a copy of the Bargaining Unit budget and expenditures-to-date. Applications must be submitted by June 1, 2026.
2. Forward applications to Dave Barrowclough, Director, Negotiations and Contract Maintenance.
3. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes

## PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District's bank account.

# APPLICATION FORM #2025

## SPECIAL NEGOTIATIONS ASSISTANCE

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District:	District Number:
Bargaining Unit Name:	
Number of Members (FTE):	Starting Date of Negotiations:
Negotiations Budget:	% of Bargaining Unit Budget:
Number of Meetings to Date:	Amount Spent to Date:
Amount Requested:	

<b>Major Items Unsettled</b>

<b>Purpose of Requested Funds*</b>

**\*Include expected costs for travel, meetings, time release, meals, supplies, etc.  
Attach Bargaining Unit budget and expenditures-to-date.**

<b>Signatures and Date</b>
Bargaining Unit President:
Bargaining Unit Negotiator:
District Treasurer (if applicable):
Date:

**Forward FULLY COMPLETED Account #2025 Application Form to Dave Barrowclough, Director, Negotiations and Contract Maintenance by email [Dave.Barrowclough@osstf.ca](mailto:Dave.Barrowclough@osstf.ca)**

## ACCOUNT #2027

# DISTRICT WOMEN'S ADVOCACY PROGRAM

**\$8,222**

This account, established at AMPA 2021, provides matching funding up to \$1,000 to Districts to help create and operationalize a District Women's Advocacy Program.

## GUIDELINES

1. This account is available to Districts to create a Women's Advocacy Program.
2. Funding will be provided on a matching dollar for dollar basis up to a maximum of \$1,000.
3. The District President must provide a plan and rationale for the needed funding.

## APPLICATION

1. Applications should include, where possible, the District Budget for the following year, showing an account line dedicated to a Women's Advocacy Program.
2. Applications must be submitted by June 1, 2026.
3. Submit completed applications to: Tracey Marshall.
4. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

## PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment will be made to the District Bank account.

APPLICATION FORM #2027

# DISTRICT WOMEN'S ADVOCACY PROGRAM

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District:

Bargaining Unit:

Name of Contact or Applicant:

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**Where possible, provide a District Budget for the next Federation year showing a dedicated budget line to the District's Women's Advocacy program**

**Outline the work completed, and identify the expenses related to this work**

### Signatures and Date

District President:

District Treasurer:

Date:

**Forward FULLY COMPLETED Account #2027 Application Form to Tracey Marshall, Executive Assistant, Communications/Political Action by email [Tracey.Marshall@osstf.ca](mailto:Tracey.Marshall@osstf.ca)**

## ACCOUNT #2029

# VOLUNTARILY MERGED BARGAINING UNITS

**\$12,333**

This account was established at AMPA 2021, arising out of a recommendation of the MAC203-17/ MAC216-19 Governance Review Committee report. Part of the report recommended financial support for Bargaining Units within a District that decide to voluntarily merge. As a result of a merger a Bargaining Unit will no longer send representatives to Provincial Council, AMPA etc. and would thereby generate approximately \$7,500 in reduced provincial expenses. Those savings can be made available to the newly merged unit through this account. The funding for this account (at \$15,000) would allow for two such voluntary merger payments. If more than two mergers were to occur, the Provincial Executive would have the authority under Regulation 9.1.3.3 to approve an over expenditure.

## GUIDELINES

1. This account is available to Bargaining Units that voluntarily merged.

## APPLICATION/PAYMENT

1. Applications for funding must be accompanied by the approved motion(s) authorizing the amalgamation of the Bargaining Units.
2. Applications must be submitted by June 1, 2026.
3. Submit completed applications to: Mariya Zolotko.
4. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.
5. Payment will be made to the District Bank Account.

## APPLICATION FORM #2029

# VOLUNTARILY MERGED BARGAINING UNITS

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District:

Bargaining unit #1 to be merged:	President name:
Bargaining unit #2 to be merged:	President name:

A copy of the most recent income statement and balance sheet and income statement needs to be submitted at the time of application.

**Proposed name of the newly merged Bargaining Unit:**

### Signatures and Date

District President:

Bargaining Unit #1 to be merged:

Bargaining Unit #2 to be merged:

District Treasurer:

Bargaining Unit treasurers (if applicable)

Forward FULLY COMPLETED Account #2029 Application Form to Mariya Zolotko, Financial Controller by email [Mariya.Zolotko@osstf.ca](mailto:Mariya.Zolotko@osstf.ca)

# ACCOUNT #2031

## VOLUNTARILY MERGER ASSISTANCE

**\$8,222**

This account, established at AMPA 2021, arose out of a recommendation of the MAC203-17/MAC216-19 Governance Review Committee report. Part of the report recommended the financial support to Bargaining Units within a District that decide to voluntarily merge. Each Bargaining Unit that merges with another unit will no longer send representatives to Provincial Council, AMPA etc. and would thereby generate savings to the provincial organization.

In order to support Bargaining Units who may eventually undertake to voluntarily merge, this account has been established to help cover the costs—such as membership, constitution, budget committee meetings etc. —associated with the investigation of such a merger.

The funding for this account, (at \$10,000) would allow for two such voluntary merger payments. If more than two mergers were to occur, the Provincial Executive would have the authority under Regulation 9.1.3.3 to approve an over expenditure.

### GUIDELINES

1. This account is only available to Bargaining Units during the year of the merger.
2. The account can only be accessed one time.
3. Approval for funding, to a maximum of \$5,000, should be sought prior to any formal amalgamation.

### APPLICATION

1. A copy of the individual Income Statements and Balance sheets (prior to amalgamation) and a budget for the newly combined Bargaining Unit need to be submitted at the time of application if available.
2. Applications must be submitted by June 1, 2026.
3. Submit completed applications to: Mariya Zolotko.
4. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

### PAYMENT

1. Forward a copy of the approval letter along with copies of the aforementioned statements in the guidelines above AND copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment will be made to the District Bank account.

# APPLICATION FORM #2031

## VOLUNTARILY MERGER ASSISTANCE

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District:

Bargaining unit #1 to be merged:	President name:
Bargaining unit #2 to be merged:	President name:

A copy of the most recent income statement and balance sheet and income statement needs to be submitted at the time of application.

**Proposed name of the newly merged Bargaining Unit:**

**Outline of the expenses submitted and their purpose as they relate to the merger of the units**

### Signatures and Date

District President:

Bargaining Unit #1 to be merged:

Bargaining Unit #2 to be merged:

District Treasurer:

Bargaining Unit treasurers (if applicable)

Forward FULLY COMPLETED Account #2031 Application Form to Mariya Zolotko, Financial Controller by email [Mariya.Zolotko@osstf.ca](mailto:Mariya.Zolotko@osstf.ca)

## ACCOUNT #2035

# INTER-DISTRICT MEETINGS/TRAINING

**\$98,663**

This account assists two or more Districts or Bargaining Units holding regional meetings and training sessions dealing with items of mutual concern. This account has been mainly used for pre-AMPA caucus meetings, but other regional meetings and training sessions which promote OSSTF/FEESO priorities are also eligible for funding.

## GUIDELINES

1. Inter-District meetings eligible for funding shall not duplicate available OSSTF/FEESO services.
2. If an inter-District meeting is held at AMPA, normal District “suite costs” will not be covered.
3. No additional funding will be approved if more Districts decide to attend the inter-District meeting after funding has been approved.
4. Funds will not be provided to cover the expenses of delegates who attend more than one pre-AMPA inter-District meeting.
5. Funds will be distributed as equitably as possible on a first-come, first-served basis.
6. The initial distribution of funds will be based on applications received in the Provincial Office by AMPA.
7. If funds remain, the rest of the funding will be distributed using the same process.

## APPLICATION

1. Complete Application Form #2035. Applications must be submitted by at least two Districts/ Bargaining Units and signed by each relevant President. Applications must be submitted by June 1, 2026.
2. Identify one Treasurer who will be responsible for paying all expenses.
3. Include a brief outline of the purpose of the meeting including an agenda/program (where applicable) and projected expenditures.
4. Forward applications to Mariya Zolotko, Financial Controller.
5. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

## PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District bank account of whichever District is the designated treasurer.

# APPLICATION FORM #2035

# INTER-DISTRICT MEETINGS/TRAINING

District:	District Number:
District #1 Name:	District Number:
District #2 Name:	District Number:
District #3 Name:	District Number:
Designated Treasurer & District #:	Amount Requested:

**Purpose of Inter-District Meeting/Training**

**Projected Expenditures**

**Signatures and Date**

President #1: \_\_\_\_\_

President #2: \_\_\_\_\_

President #3: \_\_\_\_\_

Designated Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: An email from the Designated Treasurer, copied to the presidents of each participating District/Bargaining Unit, is an acceptable alternative to signatures on this form.**

Forward FULLY COMPLETED #2035 Application Form to Mariya Zolotko, Financial Controller by email [Mariya.Zolotko@osstf.ca](mailto:Mariya.Zolotko@osstf.ca)

## ACCOUNT #2037

# SUPPLEMENTAL TIME RELEASE FOR SMALL BARGAINING UNITS

**\$98,663**

This account was established at AMPA 2013, arising out of a recommendation from the MAC 205-11 Work Group (AMPA, Federation Year and Districts). Part of the MAC 205 Work Group's mandate included: "Review ... funding to Districts and Bargaining Units, time release issues ..." According to the MAC 205 report endorsed at AMPA, funding from this account would be:

- application based and only available to Bargaining Units of less than 100 FTE
- pro-rated based upon the size of the Bargaining Unit
- available on a first come first served basis within the restrictions and limitations of the guidelines

The guidelines below were recommended to the Provincial Executive by the Finance Committee. Use of the account will be closely monitored with a view to adjusting the allocation in subsequent years and or adjusting the guidelines.

## GUIDELINES

1. This account is only available to Bargaining Units of less than 100 FTE (based on the FTE reported in the District Funding Master for the Federation year in which the application is being made).
2. The maximum number of time release days available through this account is based upon the size of the Bargaining Unit, as follows:

Unit Size	Maximum Number of Days
between 75 and 99 FTE	25
between 50 and 74 FTE	20
between 25 and 49 FTE	15
between 10 and 24 FTE	10
less than 10 FTE	5

3. The Bargaining Unit president must provide an outline/plan and rationale for the work to be completed during the time release day(s). The plan and rationale must be reviewed and signed by the Provincial Office Executive Assistant assigned to the Bargaining Unit.
4. An up-to-date Income Statement (showing funding received from the District and from a local levy, if applicable) and Balance Sheet must be submitted with the application. Units with retained surplus amounts in excess of \$20,000 will not be eligible for funding from this account.
5. Applications must be submitted by June 1, 2026.
6. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes

## PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District's bank account.

APPLICATION FORM #2037

# SUPPLEMENTAL TIME RELEASE FOR SMALL BARGAINING UNITS

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District:

District Number:

Bargaining Unit:

Bargaining Unit President Name:

Number of day(s) and date(s) you are applying for:

A copy of an up-to-date Income Statement and Balance Sheet must be included with this completed application.

**Outline the work plan with a rationale for the day(s) that you are applying for:**

### Signatures and Date

Bargaining Unit President:

Provincial Office Executive Assistant:

Date:

Forward **FULLY COMPLETED #2037** Application Form to Mariya Zolotko, Financial Controller by email [Mariya.Zolotko@osstf.ca](mailto:Mariya.Zolotko@osstf.ca).

The application will also be reviewed by the Provincial Office Executive Assistant assigned to your Bargaining Unit.

## ACCOUNT #2040

# TRANSLATION SERVICES AT DISTRICT/ BARGAINING UNIT MEETINGS

**\$16,444**

This account, established at AMPA 2023, provides funds to assist Districts and Bargaining Units to defray costs relating to the provision of translation services at local meetings where a member(s) requires the services to fully participate in the meeting.

The motion read: “BE IT RESOLVED THAT OSSTF/FEESO ensure that Provincial Executive Liaisons, when requested by Districts or Bargaining Units, have access to translation services to support their full participation in local meetings. For clarification, full participation means understanding the language and also ensuring that the speech given is understood by all parties.”

## GUIDELINES

1. This account is available to districts or bargaining for reimbursement of expenses related to the provision of translation services at local District or Bargaining Unit meetings where Provincial Executive Liaison reports and questions and answers are expected to be provided in English and members participate in the meeting in another language.
2. Applications may be made by a District/Bargaining Unit on a first-come, first-serve basis. A District/Bargaining Unit may only have up to four applications for funding per year.
3. Approved funding and reimbursement of expenses will be up to a maximum of \$1,000 per event/application.
4. Districts/Bargaining Units are responsible for securing translation services.

## APPLICATIONS

1. Applications must be submitted by June 1, 2026.
2. Include:
  - a copy of the Agenda for the events where translation services were utilized, including the name of the Provincial Executive Liaison in attendance
  - description of translation services accessed (i.e. name of translator, duration of translation provided at meeting)
  - a complete list of applicable invoices/receipts
3. Forward the application and accompanying list of expenses to Marc Robillard, Executive Assistant.
4. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

## PAYMENT

1. Forward a copy of the approval letter along with copies of the related paid expenses to Jeff Denys, Treasurer.
2. Payment will be deposited to the District's Bank account.

APPLICATION FORM #2040

# TRANSLATION SERVICES AT DISTRICT/ BARGAINING UNIT MEETINGS

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District:

Bargaining Unit (if applicable):

President name:

## Overview of the Event and Translation Services Accessed

Event (name of event, date):

Provincial Executive Liaison in Attendance:

Name of Translator:

Duration of Translation Provided at Meeting (minutes):

## Signatures and Date

District President:

Bargaining Unit

District/Bargaining Unit Treasurer:

Date:

Forward **FULLY COMPLETED** Account #2040 Application Form to Marc Robillard, Executive Assistant, Educational Services by email [Marc.Robillard@osstf.ca](mailto:Marc.Robillard@osstf.ca)

## ACCOUNT #2045

# INVOLVING THE NOT YET ENGAGED

\$139,772

This account provides funding for local membership activities other than training sessions (ie: social events, Friday night get together, etc.). Developing non-traditional approaches to member outreach may encourage a wider range of members to become involved in the union. While enjoying themselves at an OSSTF/FEESO function, they will feel welcomed and included, and meet other members. Informal and varied social activities provide opportunities for members to feel connected to their union and let them enjoy a “union outing,” without the pressure of having to make a long term commitment to the union. Funding will not be provided for social events at annual meetings or other meetings that are held to conduct OSSTF/FEESO business. However, social events with a member engagement focus that are also designed to promote an education related profession and/or which have a member recognition component will be eligible for funding.

**NOTE: This funding cannot be used for activities funded by Account #2010—Professional Development and Union Training. Funding will NOT be provided for equipment/capital purchases or for gift cards. Only OSSTF/FEESO branded gifts will be eligible for funding.**

## GUIDELINES

1. To obtain funding, the president of the Bargaining Unit must submit a plan approved by the Bargaining Unit Executive that outlines the project(s), program(s) and/or materials designed to engage members who are not yet engaged in OSSTF/FEESO. The plan must provide details about how the activity will encourage member participation.
2. Funding will be limited to a \$2,500 maximum on a first-come, first-served basis.
3. Bargaining Units within a District may work together to develop a District plan or a single District event. A District plan will require approval from all Bargaining Unit Executives.
4. If funds remain in the provincial account after AMPA, Bargaining Units may apply for additional funding.

## APPLICATION

1. Applications must be submitted by June 1, 2026.
2. Applications must be signed by a Bargaining Unit President(s).
3. If Bargaining Units are combining funds for a single District event, the application should be signed by Bargaining Unit Presidents and the District President.
4. Forward applications to Jessica Burnie, Director, Communications/Political Action.
5. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

## PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District’s bank account.

# APPLICATION FORM #2045

## INVOLVING THE NOT YET ENGAGED

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District Name:

District Number:

Bargaining Unit:

Amount of funding you are applying for:

**Outline the program, activity or event being planned, including the number of expected participants and other relevant particulars.**

**Purpose of Requested Funds\***

**\*Outline the approximate planned expenditures related to the program, activity or event.**

### Signatures and Date

Bargaining Unit President(s):

District President (if applicable):

Date:

Forward FULLY COMPLETED #2045 Application Form to Jessica Burnie, Director, Communications/  
Political Action by email [Jessica.Burnie@osstf.ca](mailto:Jessica.Burnie@osstf.ca)

## ACCOUNT #2047

# COMMUNITY OUTREACH & ORGANIZING

**\$73,997**

Our community is plural, diverse, generational, intersectional, multi-ethnic and poly linguistic. It is made up of education workers, students, parents, families, and all those that depend on a publicly funded education system. There are those that relate directly and indirectly to our duty to protect and enhance publicly funded education. This account provides funding for three purposes:

1. Local activities that involve community organizing. This can look like hosting, building, or taking active part in grassroots coalitions or community meetings where matters or issues of public education can be linked to local issues. This account can also assist with hosting meetings, providing resources for community actions or events. To access this funding, OSSTF/FEESO members must be participating actively in planning and execution of local meetings, events and actions where public education is either a priority or linked to local issues as envisioned above.
2. Local participation in activities or events that raise the profile of OSSTF/FEESO as a community leader - events such as: walk-a-thons, parades, community picnics and fundraisers for progressive causes. For this purpose, this account can be accessed to offset expenses incurred while participating in existing local programs or to initiate a new program. Programs recognized for funding would be any program which includes member involvement in an event for a charitable organization or social justice cause (i.e., PRIDE) where OSSTF/FEESO member participation will heighten the profile of the Federation.
3. Available to D35 "OSSTF/FEESO On campus"—\$6,000 to be allocated up to \$1,000 (one thousand) to each of the D35 Bargaining Units – is to support student led initiatives that also raise the profile of OSSTF/FEESO as an education partner at the university.

**NOTE: This funding cannot be used for activities funded by Account #2010—Professional Development and Union Training. Funding will NOT be provided for equipment/capital purchases or for gift cards. Only OSSTF/FEESO branded gifts will be eligible for funding.**

## GUIDELINES

1. To obtain funding, the president of the Bargaining Unit must submit a plan approved by the Bargaining Unit Executive, which identifies the organization that members will work with and the nature of the activity. The plan must include details about how the Bargaining Unit will encourage member participation in this community outreach or organizing action and/or event.
2. Examples of permissible expenditures include T-shirts, banners, refreshments, and safety equipment which highlight OSSTF/FEESO's contribution as an active participant contributing to the community. A reasonable amount of time release to plan the actions or event is an eligible expense, but must be specifically highlighted as part of the application.
3. Funds will not be provided for donations to the event or organization except as in item 3 above.
4. Funding will be limited to a \$2,000 maximum on a first-come, first-served basis.
5. Bargaining Units within a District may work together to develop a District plan or a single District event.
6. If funds remain in the provincial account after AMPA, Bargaining Units may apply for additional funding.

## APPLICATION

1. Applications must be submitted by June 1, 2026.
2. Applications must be signed by a Bargaining Unit president(s).
3. If Bargaining Units are combining funds for a single District event, the application should be signed by Bargaining Unit presidents and the District president.
4. Forward applications to Jessica Burnie, Director, Communications/Political Action.
5. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

## PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District's bank account.

# APPLICATION FORM #2047

# COMMUNITY OUTREACH & ORGANIZING

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District Name:

District Number:

Bargaining Unit:

Amount of funding you are applying for:

**Outline the program, activity or event being planned, including the number of expected participants and other relevant particulars. Or, an explanation of the OSSTF/FEESO on Campus activity to be supported.**

**Purpose of Requested Funds\***

**\*Outline the approximate planned expenditures related to the program, activity or event.**

**Signatures and Date**

Bargaining Unit President(s):

District President (if applicable):

Date:

**Forward FULLY COMPLETED #2047 Application Form to Jessica Burnie, Director, Communications/ Political Action by email [Jessica.Burnie@osstf.ca](mailto:Jessica.Burnie@osstf.ca)**

# ACCOUNT #2050

## POLITICAL ACTION— SPECIAL DISTRICT PROGRAMS

**\$24,666**

This account provides additional assistance to Districts for special political action programs and activities. To be considered special, the program should be - time limited, unforeseen, or in response to an unplanned/previously unknown issue, campaign or action.

Programs, activities, or initiatives need to be focused on increasing Member awareness and advocacy for a local, provincial, national, or international issue that has or will have an impact on the local community and/or public education.

The special program must be aligned with OSSTF/FEESO polices, priorities, Strategic Action Plan, OSSTF/FEESO Action Plan to Support Equity, Anti-Racism and Anti-Oppression, or other campaign(s) or initiatives. Funds may be approved for programs that align with and support affiliate organization campaigns or initiatives—OFL, OTF, CLC, CTF, Education International.

District programs should be designed to attain a purpose using political power or by activity that is meant to pressure elected public officials or influence voters.

### GUIDELINES

1. Funding from this account is only available if Districts have at least 3% of their Funding Master budget allocated for Political Action.
2. Bargaining Units can access funding of up to \$500 per Bargaining Unit, plus \$1 per FTE.
3. Districts are strongly encouraged to access #2050 funds to support Member engagement in political action activities that align with OSSTF/FEESO polices, priorities, Strategic Action Plan, OSSTF/FEESO Action Plan to Support Equity, Anti-Racism and Anti-Oppression, or other campaign(s) or initiatives. Funds may be approved for programs that align with and support affiliate organization campaigns or initiatives - OFL, OTF, CLC, CTF, Education International.
4. Written authorization of the proposed activities (such as Executive or Council motions) must be provided.
5. Funds will not be provided for donations to a person, event or organization.
6. If funds are still available after AMPA, Districts may apply for additional funding.

### APPLICATION

1. Applications must be submitted by June 1, 2026.
2. Include:
  - signatures of District President, District Treasurer, and PAC or CPAC Chair
  - written authorization of proposed activities (Executive/Council motions)
  - a copy of the District budget and current expenditures to date
  - approximate cost of proposed program/activity
3. Forward applications to Dan Earle, Executive Assistant, Communications/Political Action.
4. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes

### PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District's financial institution account.

# APPLICATION FORM #2050

## POLITICAL ACTION— SPECIAL DISTRICT PROGRAMS

<b>District Name:</b>	<b>District Number:</b>
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**Bargaining Unit:** *(if this is an application by a Bargaining Unit for Education Week Activity Funding).*

**Number of Members (FTE):**

<b>PAC Budget:</b>	<b>% of Funding Master Budget:</b>
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<b>Amount Spent to Date:</b>	<b>Amount Requested:</b>
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**Outline of Political Action Program(s) and/or Event(s)**  
 Provide a brief overview of the goals of special program  
 a. By doing X, OSSTF/FEESO District X Members will...  
 b. By doing X, District X will attempt to (pressure, reverse, defend, empower, strengthen) and influence (local, provincial, federal) elected officials and/or voters to do Y.

**Purpose of Requested Funds\***  
 Alignment with OSSTF/FEESO and/or Affiliate/Coalition goals, policies, priorities, initiatives Specific example(s) of how Political Action Program(s) and/or Event(s) intend to increase member engagement in political action and support OSSTF/FEESO polices, priorities, Strategic Action Plan, OSSTF/FEESO Action Plan to Support Equity, Anti-Racism and Anti-Oppression, other campaign(s) or initiatives OR align with and support affiliate organization campaigns or initiatives - OFL, OTF, CLC, CTF, Education International.

**\*Include approximate costs for expenditures.**

**Attach District budget and details of funds already spent from the Political Action line. (Not necessary if this is an application by a Bargaining Unit for Education Week activity funding)**

**Signatures and Date**

**District President/or Bargaining Unit President**, if application is from a Bargaining Unit for Education Week activity funding:

**District Treasurer** (Not necessary if this is an application by a Bargaining Unit for Education Week activity funding):

Date:

**Forward FULLY COMPLETED #2050 Application Form to Dan Earle, Executive Assistant, Communications/ Political Action by email [Dan.Earle@osstf.ca](mailto:Dan.Earle@osstf.ca)**

# ACCOUNT #2052

## DISTRICT COALITIONS

**\$90,441**

This account assists Districts or Bargaining Units to join or be active in local coalitions. Up to seventy-five percent (75%) of the membership costs in local Labour Councils will be supported. Provincial OSSTF/FEESO pays for membership in the Ontario Federation of Labour (OFL) for all members, so additional local funding is not needed to join the OFL. This account may also be accessed by University Bargaining Units to join the Confederation of Ontario University Staff Associations and Unions.

### GUIDELINES

1. Districts must have a budget line for Coalition memberships in order to be eligible for Account #2052 funding.
2. Written authorization of the intention to join the Coalition (in the form of Executive or Council motions) must be provided.

### APPLICATION AND PAYMENT

1. Complete Application Form #2052. Applications must be submitted by June 1, 2026.
2. Include:
  - the name of the labour group or coalition
  - the number of FTE members you are affiliating
  - the monthly cost per FTE
  - the first and last month of the affiliation
  - Executive or Council motions authorizing the decision to join the coalition
  - the signatures of the District President, Treasurer, and the CPAC Chair
  - budget document showing funding for membership in the coalition
3. Attach a copy of your coalition cheque to the application form.
4. Forward applications to Mariya Zolotko, Financial Controller.
5. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.
6. Payment up to the approved amount will be deposited to the District's bank account.

# APPLICATION FORM #2052

## DISTRICT COALITIONS

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District Name:

District Number:

**Provide the following information for each Labour Group Affiliation:**  
(Include proof of payment with your application.) □

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Name of Labour Group:

---

Number of FTE Members being Affiliated:

---

Monthly Cost per FTE of Affiliation:

---

Time Period of Affiliation is from:

To

---

Cost of Affiliation:

---

Name of Labour Group:

---

Number of FTE Members being Affiliated:

---

Monthly Cost per FTE of Affiliation:

---

Time Period of Affiliation is from:

To

---

Cost of Affiliation:

---

### Signatures and Date

District President:

---

District Treasurer:

---

CPAC Chair:

---

Date:

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Forward FULLY COMPLETED Account #2052 Application Form to Mariya Zolotko, Financial Controller by email [Mariya.Zolotko@osstf.ca](mailto:Mariya.Zolotko@osstf.ca)

# ACCOUNT #2054

## LABOUR COLLEGE FUNDING

**\$14,800**

This account provides financial support for up to two members who are approved by their Bargaining Unit or District Executive and by the Provincial Executive to attend the Canadian Labour Congress Labour College of Canada—[www.canadianlabour.ca](http://www.canadianlabour.ca). To be certain of financial support from OSSTF/FEESO, the member(s) must complete application form #2054 and be approved by the Provincial Executive, in advance of applying for admission to the Labour College of Canada. The Labour College of Canada program consists of three-week-long courses (usually in early July) with online components to be completed prior to each course and an independent project. This intensive program is designed for union activists who want to enhance their leadership capacities. For additional information about the Labour College of Canada, such as the process for registration and any criteria for acceptance, please contact the Labour College of Canada directly.

### GUIDELINES

In any given year OSSTF/FEESO will provide support of up to \$14,800 to members who have been approved by their Bargaining Unit/District to attend the Labour College of Canada program. If there is only one applicant, the member will be eligible for up to the total amount of \$15,000. If there are two applicants, the members will be eligible for up to \$7,400. Costs exceeding these amounts will be the responsibility of the Member and/or Bargaining Unit.

**OSSTF/FEESO funds attendees for cohorts that begin in the Spring. A District/Bargaining Unit Memo (DBU) will be released each Federation year calling for applications to the LCC and for funding requests. The deadline for applying for funding is three weeks prior to the Labour College application deadline.**

#### **Costs associated with attending Labour College will include:**

To confirm the amounts, please contact the Labour College of Canada directly.

Registration for complete program: \$3,000, depending on the length of the program (paid in installments as program is completed).

Accommodation and meals at the campus per week: \$1,000 to \$1,550 (paid annually for each course)

#### **Costs may include:**

Travel (including meals and accommodation, if applicable) and Time release (if applicable).

OSSTF/FEESO funds attendees for cohorts that begin in the Spring. A District/Bargaining Unit Memo (DBU) will be released each Federation year calling for applications to the LCC and for funding requests.

### APPLICATION

Applications must be signed by the Bargaining Unit/District President.

1. Applications must be submitted by June 1, 2026.
2. Forward applications to Jennifer Ojalammi, Director, Educational Services.
3. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.

### PAYMENT

1. Members who have been approved for funding may request that Provincial Office provide direct payment to the Canadian Labour Congress towards the costs of registration and accommodations on campus.
2. For other expenses forward a copy of the approval letter, a completed voucher, itemized receipts and cost sharing details to support the claim to Jeff Denys, Treasurer.

# APPLICATION FORM #2054

## LABOUR COLLEGE FUNDING

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District Name:

District Number:

Bargaining Unit Name:

Name of Applicant:

### Projected Expenditures:

Registration:

Accommodations and meals on campus:

Travel (including accommodations and meals, if applicable):

Time Release (if applicable):

Total:

### Signatures and Date

Bargaining Unit President Signature (if funding is being provided):

District President Signature (if funding is being provided):

Applicant Signature:

Date:

Forward FULLY COMPLETED #2054 Application Form to Jennifer Ojalammi, Director, Educational Services, by email [Jennifer.Ojalammi@osstf.ca](mailto:Jennifer.Ojalammi@osstf.ca)

## ACCOUNT #2056

# MEMBER MAPPING AND MOBILIZATION

\$24,666

## OVERVIEW

Member Mapping is an effective way to examine the level of engagement and union awareness among the membership.

The goal is to identify members, engage them in conversations about education, and mobilize them to oppose cuts and adverse changes to education proposed by the Ford government. Specifically, Member Mapping is the process of obtaining accurate and relevant information about your membership in a purposeful and systematic way.

When done effectively, member mapping can form the basis of successful union activity, including recruiting, communications, developing activists and campaigning around issues.

### Mapping your workplaces allows you to:

- know who your members are (Bargaining Unit);
- know where your members are (address, i.e. do they live in the District);
- gather a personal or non-board email address for every member to build a contact database;
- identify weak areas in your membership;
- identify members with expertise in areas such as communications, social media, political action, local activist activity, etc.;
- begin to identify and develop potential representatives and activists;
- identify what gaps exist in connecting with members, their preferences;
- know where representatives and activists are;
- find out people's concerns;
- begin to identify potential issues.

Districts and Bargaining Units may have already engaged in Member Mapping activities, while others are at the very beginning of this process.

The Member Mapping and Mobilization initiative allows Bargaining Units to bring in expertise from the Communications/Political Action Department and Committee to support mapping activities in local workplaces.

## GUIDELINES

1. One application may be made by a Bargaining Unit per year and are approved on a first-come, first-served basis.
2. However, if funds are still available after AMPA, a Bargaining Unit may submit one additional Application for support, which must be completed before June 1, 2026.
3. Each Bargaining Unit can access up to \$1,500 per Application. Funding can be used to cover:
  - a. release time for members to receive training and support for mapping activities;
  - b. costs of a work group or committee meeting that is dedicated to mapping activities and training.
  - c. costs associated with campaign/community/communications engagement and advocacy software for both internal and external campaigns.
4. Bargaining Units in the same District can apply together and be eligible for additional funding (i.e. 2 Bargaining Units = up to \$3,000).
5. Software specific funding may only be accessed every third year by any Bargaining Unit.
6. Both a completed Member Mapping and Mobilization Application Form and Needs Assessment for Member Mapping and Mobilization must be submitted in order for the application to be considered for funding.
7. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes

## APPLICATION

1. Completed Application and Needs Assessment forms are submitted to Allison Cillis at [Allison.Cillis@osstf.ca](mailto:Allison.Cillis@osstf.ca).
2. The Communications/Political Action Department will review applications.
3. Once approved, a trainer is assigned to further discuss the Bargaining Unit needs and make arrangements for training.

# APPLICATION FORM #2056

## MEMBER MAPPING AND MOBILIZATION

District Name and #: \_\_\_\_\_ Bargaining Unit(s): \_\_\_\_\_

Contact Name \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Using the Needs Assessment as a guide, what are your ultimate goals and desired outcomes of engaging in Member Mapping?**

\_\_\_\_\_

**Outline what your needs will be around training and/or support to engage in Member Mapping and Mobilization:**

\_\_\_\_\_

**Identify who locally would be involved in this support, mentoring and/or training:**

\_\_\_\_\_

**Provide a summary of the estimated costs for your Member Mapping Application (as per Overview):**

\_\_\_\_\_

**Are there any other considerations that the Communications/Political Action Department and Committee should be aware of?**

\_\_\_\_\_

**Outline what the tools/platforms/applications/software that you are seeking to purchase to improve your ability to map and mobilize your membership and community allies.**

\_\_\_\_\_

### Signatures and Date

Signature: \_\_\_\_\_

Bargaining Unit President(s): \_\_\_\_\_

Date: \_\_\_\_\_

Forward FULLY COMPLETED #2056 Application Form to Allison Cillis, Provincial Organizer, Communications/Political Action by email [Allison.Cillis@osstf.ca](mailto:Allison.Cillis@osstf.ca)

# NEEDS ASSESSMENT FOR MEMBER MAPPING AND MOBILIZATION

<b>Name:</b>	<b>Position:</b>
<b>District:</b>	<b>Bargaining Unit:</b>

## Part 1: Communicating With and Reaching Members

**Does your Bargaining Unit receive contact information about NEW members hired by the employer?**

Yes  No

If YES, how?

### Personal Emails—We have the personal email addresses (NOT work email addresses) of:

<input type="checkbox"/> ALL of our members	<input type="checkbox"/> FEW of our members (less than half)
<input type="checkbox"/> MOST of our members (over half)	<input type="checkbox"/> NONE of our members
<input type="checkbox"/> SOME of our members (about half)	

### Do you have a process for updating member contact information annually?

Yes  No

If YES, please provide a brief description?

### How frequently do you communicate to your members?

Emails	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never
Newsletter	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never
Social Media	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never
Letters/Notice	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never
Other:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never
Other:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never

### What are ways that you facilitate two-way communications with your members and how frequently?

Survey	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never
Site Visit	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never
Full Membership Meeting	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never
Other:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never
Other:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Rarely	<input type="checkbox"/> Never

## Part 2: Member Engagement

**How frequently do you organize or participate in activities and events for your local members only or involve your members in a larger community event?**

Social Activities	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every Few Months	<input type="checkbox"/> Once a Year	<input type="checkbox"/> Never
Local Charity or Community Event	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every Few Months	<input type="checkbox"/> Once a Year	<input type="checkbox"/> Never
OSSTF Educational Services Workshops	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every Few Months	<input type="checkbox"/> Once a Year	<input type="checkbox"/> Never
OSSTF Retirement Workshops	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every Few Months	<input type="checkbox"/> Once a Year	<input type="checkbox"/> Never
Workshops by Outside Presenters (i.e. EFG, Board personnel)	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every Few Months	<input type="checkbox"/> Once a Year	<input type="checkbox"/> Never
Other (specify):	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every Few Months	<input type="checkbox"/> Once a Year	<input type="checkbox"/> Never
Other (specify):	<input type="checkbox"/> Monthly	<input type="checkbox"/> Every Few Months	<input type="checkbox"/> Once a Year	<input type="checkbox"/> Never

**In general, who organizes and runs your local member engagement events, and how many of these activities do these people take on? Indicate all that apply.**

President	<input type="checkbox"/> All	<input type="checkbox"/> Most	<input type="checkbox"/> Some	<input type="checkbox"/> Few	<input type="checkbox"/> None
Other Release Officer(s)	<input type="checkbox"/> All	<input type="checkbox"/> Most	<input type="checkbox"/> Some	<input type="checkbox"/> Few	<input type="checkbox"/> None
Other Executive Members	<input type="checkbox"/> All	<input type="checkbox"/> Most	<input type="checkbox"/> Some	<input type="checkbox"/> Few	<input type="checkbox"/> None
Committee and/or Committee Chair	<input type="checkbox"/> All	<input type="checkbox"/> Most	<input type="checkbox"/> Some	<input type="checkbox"/> Few	<input type="checkbox"/> None
Members at Large	<input type="checkbox"/> All	<input type="checkbox"/> Most	<input type="checkbox"/> Some	<input type="checkbox"/> Few	<input type="checkbox"/> None
Other (specify):	<input type="checkbox"/> All	<input type="checkbox"/> Most	<input type="checkbox"/> Some	<input type="checkbox"/> Few	<input type="checkbox"/> None

## Part 3: Member Mapping

**Do you currently have a formal Member Mapping initiative underway in your Bargaining Unit?**

YES  NO

If YES, briefly summarize what your Member Mapping initiative looks like (use a separate document if necessary):

## Part 4: Obstacles and Challenges

**Please let us know any challenges and obstacles that you foresee in engaging in a Member Mapping and Mobilization initiative that you want the trainer(s) to know (i.e. limited release time, geographical concerns):**

# ACCOUNT #2065

## CLIMATE CHANGE AND ENVIRONMENTAL INITIATIVES

**\$20,555**

This account assists Districts or Bargaining units to support environmentally progressive initiatives in their Districts/Bargaining units which may include improvements to physical structures, and/or participation in local climate change events.

Many solutions for reducing emissions are linked to changes that need to be implemented at the local level, and these funds are designed to support that.

### Notes:

- 1. Funds are not available for the purchase of electronic devices such as tablets.**
- 2. Claims for using Bullfrog Power will only be approved in the first year that a District or Bargaining Unit purchases Bullfrog Power.**

For example funds may be used for \*

- Joining a local environmental organization to support climate changed focused activities,
- Installing an EV Charging Station
- Purchasing Video Conferencing equipment
- Replacing old outdated lighting to more efficient LED lighting,
- Replacing old high flow water fixtures,
- Replacing old air conditioning and or heating equipment

\* The above is not an exhaustive list and funding may be available for other initiatives, subject to spending authority approval.

## GUIDELINES

1. Projects/events must be completed within the Federation year.
2. Projects must have a sustainable, long term effect of reducing the environmental footprint of the District or Bargaining Unit.
3. Funding is limited to \$2,000 per District/Bargaining Unit per year on a first come first served basis.
4. If funds remain in the account after AMPA, Districts or Bargaining Units may apply for additional funding.

## APPLICATION

1. Attach a copy of the District or Bargaining Unit motion approving the initiative/project.
2. Complete Application for 2065—Climate Change and Environmental Initiatives.
3. Applications must be signed by a District or Bargaining Unit President.
4. Forward applications to Glen Hodgson, Executive Assistant by June 1, 2026.
5. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes

## PAYMENT

1. Forward a copy of the approval letter along with copies of the complete set of vouchers and itemized receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District's bank account.

# APPLICATION FORM #2065

# CLIMATE CHANGE AND ENVIRONMENTAL INITIATIVES

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District Name:

District Number:

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Bargaining Unit Name *(if applicable)*

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Amount of funding you are applying for:

### Proposed Environmental Initiative

*Outline the initiative, program, event/activity being planned. If applicable, include the number of participants and any other relevant information including date and location of event. For physical improvements, describe the environmental reduction being proposed.*

Estimated total cost:

Amount requested  
(initial maximum \$2,000)

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Other sources of funding:

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### Signatures and Date

Contact Person:

District or Bargaining Unit President:

District Treasurer (if applicable):

Date:

---

Forward FULLY COMPLETED #2065 Application Form to Glen Hodgson, Executive Assistant, Negotiations and Contract Maintenance by email [Glen.Hodgson@osstf.ca](mailto:Glen.Hodgson@osstf.ca)

## ACCOUNT #2075

# STAFF HEALTH AND SAFETY PROGRAM

**\$1,645**

This account provides reimbursement to Districts/Bargaining Units for the registration fee for office personnel who participate in the “Smaller Workplace Health and Safety Program.” Information about the program is available on the Workers Health and Safety Centre website: [www.whsc.on.ca](http://www.whsc.on.ca).

## GUIDELINES

Districts are entitled to claim the registration fee for one staff member who participates in the “Smaller Workplace Health and Safety Program.” If funds remain in the account after June 1, 2026, additional claims will be considered. If there are any questions, please contact Executive Assistant Dan Staples at the Provincial Office.

## APPLICATION

1. Complete Application Form #2075. Attach a copy of the District Executive motion which authorizes participation in the program.
2. Forward the completed application to Dan Staples, Executive Assistant Negotiations and Contract Maintenance. Applications must be submitted by June 1, 2026.
3. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes

## PAYMENT

1. To support your claim, forward a copy of the approval letter along with a copy of the completed registration form and proof of payment to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the District’s bank account.

# APPLICATION FORM #2075

## STAFF HEALTH AND SAFETY PROGRAM

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<b>District Name:</b>	<b>District Number:</b>
<b>Bargaining Unit:</b>	
<b>Contact Name:</b>	<b>Title:</b>
<b>Email Address:</b>	<b>Phone Number:</b>

Attach supporting motion from the District/Bargaining Unit Executive.

<b>Name of staff member participating in the program:</b>

<b>Signatures and Date</b>
District or Bargaining Unit President:
District Treasurer (if applicable):
Date:

Forward **FULLY COMPLETED #2075 Application Form** to Dan Staples, Executive Assistant, Negotiations and Contract Maintenance by email [Dan.Staples@osstf.ca](mailto:Dan.Staples@osstf.ca)

# ACCOUNT #2080

## WORKPLACE SAFETY AND INSURANCE VOLUNTARY COVERAGE

**\$41,110**

Historically, this account has assisted Districts or Bargaining Units to purchase voluntary Workplace Safety and Insurance Board (WSIB) coverage for Federation Time Release Officers.

This account also provides Districts/Bargaining Units reimbursement funding to purchase voluntary WSIB coverage for any OSSTF/FEESO member who has been released from employment to participate in an OSSTF/FEESO local event. For WSIB purposes, workers are eligible for coverage “when the union representative temporarily leaves the usual employment to engage in union business but continues to be paid by the usual employer with the understanding that the union will reimburse the usual employer and the union representative is working under the direct supervision and control of the union at the time of injury, such person will be considered to be an employee of the union” (WSIB policy statement).

For members who are attending Provincial OSSTF/FEESO events, payment to WSIB is arranged by Provincial Office.

Districts/Bargaining Units are encouraged to purchase voluntary coverage for members who are released to attend local events and Districts may claim the amounts paid to WSIB for such coverage through Account #2080. Districts/Bargaining Units should be aware that for claims to be considered by WSIB, “the Union must have made application prior to the injury” (WSIB policy statement). To satisfy this requirement, WSIB has clarified that remittances could be based on an estimate of the number of days of coverage needed and on an average salary and reconciliations can be made when actual time release bills are received. For WSIB purposes, names are not required—only payroll information.

**NOTE: The WSIB costs for District employees are the responsibility of the District and are not covered by this account.**

### GUIDELINES

Districts must have a WSIB account number. Information on this number can be accessed by checking the Employer Registration form at [www.wsib.on.ca](http://www.wsib.on.ca). Most Districts with employees will already have a WSIB account number. If there are any questions, please contact Norm Westbury or Jim Spray at the Provincial Office.

### APPLICATION AND PAYMENT

1. Complete Application Form #2080. Applications must be submitted by June 1, 2026.
2. Include:
  - the names of Time Release Officers covered (and the beginning month and ending month of the annual coverage)
  - the names of members covered and the events and dates of coverage (if applicable)
  - the signatures of the District/BU President and the District Treasurer.
3. Applications should be for a 12 month period, and can only be reapplied for the following year on the anniversary of the application from the year previous. For example, you can apply for funding every January for the next 12 months, (Jan-Dec) Attach a copy of the WSIB invoice and your WSIB cheque to the application form.
4. Forward applications to Norm Westbury, Executive Assistant.
5. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.
6. Payment up to the approved amount will be deposited to the District’s bank account.

# APPLICATION FORM #2080

## WORKPLACE SAFETY AND INSURANCE VOLUNTARY COVERAGE

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District Name:

District Number:

WSIB Account Number:

**A. Provide the following information for each Federation Release Officer covered by WSIB:  
(Include proof of payment with your application.)**

Name:

Bargaining Unit:

Number of days Time Release per week:

Beginning and ending dates of WSIB coverage:

WSIB cost for the above coverage:

**B. Provide the following information for WSIB coverage purchased for members  
participating in local OSSTF/FEESO events:**

Names of members/events/dates covered (attach a list):

Bargaining Unit:

WSIB cost for the above coverage:

### Signatures and Date

District or Bargaining Unit President:

District Treasurer (if applicable):

Date:

Forward FULLY COMPLETED #2080 Application Form to Norm Westbury, Executive Assistant, Negotiations and Contract Maintenance by email [Norm.Westbury@osstf.ca](mailto:Norm.Westbury@osstf.ca)

## ACCOUNT #2085

# ADVANCING HUMAN RIGHTS SPECIAL DISTRICT PROGRAMS

**\$12,333**

Through this account, the Provincial Office provides assistance to local Districts and Bargaining Units for special human rights projects, programs or activities, designed to strengthen human rights work at the local level. Our goal is to increase the number of active human rights committees in as many Districts as possible around the province. These funds will help overcome some of the problems identified by members who are taking a leading role in advancing human rights in their District.

These funds may be used to address the human rights concerns of the local human rights committee or executive or to start up a new committee if one does not currently exist.

## PROJECT IDEAS COULD INCLUDE

- costs associated with a human rights committee meeting
- the purchase of human rights resources or materials to be made available to members
- community meetings or human rights events
- support for human rights and social justice activities which correspond to OSSTF/FEESO policies

## GUIDELINES

1. Funding is available to District or Bargaining Unit human rights committees.
2. Funding is limited to a \$750 maximum on a first-come, first-serve basis.
3. If funds are still available after AMPA, Districts may apply for additional funding.

## APPLICATION

1. Complete application form #2085 and submit with a description of the proposed project or program.
2. Forward application to, Munib Sajjad, Executive Assistant, Communications/Political Action.  
Applications must be submitted by June 1, 2026.
3. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes

## PAYMENT

1. Forward a copy of the approval letter along with copies of invoices and receipts to support your claim to Jeff Denys, Treasurer.
2. Payment up to the approved amount will be deposited to the Districts bank account.

APPLICATION FORM #2085

# ADVANCING HUMAN RIGHTS SPECIAL DISTRICT PROGRAMS

Submitted by:	Date:
District Name:	Bargaining Unit:
Total Project Budget:	Funding Requested:

**Outline of Program and Purpose of Requested Funds**

**Detailed Budget/Projected Expenditures**

**Signatures and Date**

Human Rights Contact: \_\_\_\_\_

District President: \_\_\_\_\_

District Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

Forward FULLY COMPLETED #2085 Application Form to Munib Sajjad, Executive Assistant Communications/ Political Action by email [Munib.Sajjad@osstf.ca](mailto:Munib.Sajjad@osstf.ca)

# ACCOUNT #2090

## MEMBER ACCESSIBILITY FUNDING

### \$30,000

See Regulations 16.1.1.1.5 and 16.1.1.1.6

Funding from this account supports:

1. Note taking and/or sign language interpreter services for deaf and hard-of-hearing members who participate in OSSTF/FEESO activities at the Bargaining Unit or District level.
2. Braille transcription for blind members who participate in OSSTF/FEESO activities at the Bargaining Unit or District level.
3. Devices to assist Bargaining Unit leaders to communicate with blind, deaf and/or hard-of-hearing members.

### APPLICATION AND PAYMENT

1. Applications must be submitted by June 1, 2026.
2. Forward a copy of the invoice for interpreter services, Braille transcription services or communication devices to the application form.
3. Forward applications to, Dan Staples, Executive Assistant.
4. Keep a copy of the application form submitted and original invoices/receipts for your own records and District audit purposes.
5. Payment up to the approved amount will be deposited to the District's bank account.

# APPLICATION FORM #2090

## MEMBER ACCESSIBILITY FUNDING

---

District Name:

District Number:

Bargaining Unit:

### Funding Request

#### 1. Indicate the type of services:

- Sign language interpreter services
- Braille transcription services
- Communication devices

#### 2. Indicate the meeting(s) or event(s) where the services were used:

#### 3. Include a copy of the invoice with the application.

### Signatures and Date

District or Bargaining Unit President:

District Treasurer (if applicable):

Date:

Forward FULLY COMPLETED #2090 Application Form to Dan Staples, Executive Assistant Negotiations and Contract Maintenance by email [Dan.Staples@osstf.ca](mailto:Dan.Staples@osstf.ca)

## ACCOUNT #2890

# ANTI-RACISM AND EQUITY TRAINING FOR MEMBERS

**\$24,666**

This account provides funding to support members who wish to seek equity and/or anti-racism training. The focus of the event/course/training should be on equity and/or anti-racism.

## GUIDELINES

1. This account is available to members for reimbursement of expenses related to equity and/or anti-racism training.
2. Prior to AMPA each year, the total amount available to any member is a maximum of \$400 on a first-come first-serve basis. After AMPA, any remaining funding will be distributed on a first-come first-serve basis (by request) and will not exceed \$800 for the year to any member.
3. The event must take place before June 30, 2026.

### NOTE:

4. Applications for funding must be received prior to the start of the event/course/training.
5. Funding is only provided to cover the cost of the workshop registration or course fee and necessary materials. The funding DOES NOT cover the cost of Time Release. Many employers will allow staff to participate in such events with enough advance notice, and members are encouraged to seek out these opportunities.
6. Members must certify that they are not seeking funding from other sources, unless doing so would mean that combined, the total funding from all sources would not exceed the cost of the event/course/training.

## APPLICATION

1. Applications must be submitted prior to the start of the event/course/training and not later than June 1, 2026 for events happening in the month of June.
2. Include a copy of the program/outline of the event/course/training.
3. Send the application and a list of the anticipated expenses to: Rochelle Wijesingha, Equity, Diversity and Inclusion Coordinator.

## PAYMENT

1. At the conclusion of the training, members should upload proof of a complete list of their expenses through the members only section of the provincial website along with a copy of the approval letter. Follow: [www.osstf.on.ca](http://www.osstf.on.ca) -> Login -> Member Login -> My OSSTF -> Tools -> Expenses -> Expense Vouchers
2. Payment will be made directly to the member through the Provincial Treasurer, Jeff Denys.



# ACCOUNT #4410

## COMMUNICATIONS TRAINING

\$12,333

The Communications Training Project was established as a pilot project at AMPA 2013, and was subsequently made a permanent part of the annual budget at AMPA 2014. As communications expectations continue to grow in demand and pace, it is increasingly important that expertise on a variety of strategies be shared among local Districts and Bargaining Units.

Funding is available to assist with developing expertise in using a variety of communications tools to better connect with members at the local level. Therefore, training is best suited to those who are responsible for communicating to the local membership, which may include communications officers and office administrators.

The Communications/Political Action Department, in consultation with the Communications/Political Action Committee (CPAC), will review all applications and work with Districts/Bargaining Units to determine the appropriate level of training needed.

### GUIDELINES

1. Applications may be made by a District or a Bargaining Unit on a first-come, first-served basis. A District/Bargaining Unit may only have one application for training per year.
2. However, if funds are still available after AMPA, a District/Bargaining Unit may submit one additional application for training, which must be completed before June 1, 2026.
3. Funding will be used to cover the expenses of:
  - a. The trainers, including time release, transportation, accommodation and meals.
  - b. One day of release for trainees to a maximum of two people per application, or two days of release for one person.
  - c. costs associated with campaign/community/communications engagement and advocacy software for both internal and external campaigns.
4. Districts/Bargaining Units will be responsible for providing the training location, additional release time that is not covered by Provincial Office, meals and transportation for trainees.
5. Software specific funding may only be accessed every third year by any Bargaining Unit.
6. The training is designed only for a small group, specifically those that are responsible for communications to members at the District/Bargaining Unit level (i.e. communications officer, release officer, office administrator). Workshops for local members are NOT covered by this funding.
7. Applicants are encouraged to complete the attached Needs Assessment Survey (pgs. 88-89) and submit it with the funding application to assist with application review process.

### APPLICATION

1. Completed applications and the Needs Assessment Survey (optional) can be submitted to Jennifer Seif, Provincial Office at ([Jennifer.Seif@osstf.ca](mailto:Jennifer.Seif@osstf.ca)).
2. The C/PA Department will review applications with the Member Outreach and Networking Sub committee of CPAC and assign a trainer to further discuss training needs and arrangements.
3. Once the training has taken place, the District/Bargaining Unit will be asked to complete an evaluation form and submit it to Provincial Office. The District/Bargaining Unit may also be asked to complete another evaluation later in the year to further assess the long term effectiveness of the training.

For more information about the Communications Training funding, please contact [Jennifer.Seif@osstf.ca](mailto:Jennifer.Seif@osstf.ca)

# APPLICATION FORM #4410

## COMMUNICATIONS TRAINING

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**I am making this application on behalf of the (select one):**

- District
- Bargaining Unit

<b>District Name:</b>	<b>District Number:</b>
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**Bargaining Unit (if applicable):**

**Contact Name:**

<b>Email Address:</b>	<b>Phone Number:</b>
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**Using the Needs Assessment Survey as a guide, outline the type of communications training that you are seeking:**

**Identify who locally would be involved in this training:**

**Are there any other considerations you want the Communications/Political Action Department and Committee to be aware of?**

**Using the Needs Assessment Survey as a guide, outline the types of communications tools/platforms/applications/software that you are seeking to improve your ability to communicate with members and/or the public.**

**Signatures and Date**

Bargaining Unit President(s):

District President:

Date:

**Forward FULLY COMPLETED #4410 Application Form to Jennifer Seif, Executive Assistant, Communications/Political Action Department by email [Jennifer.Seif@osstf.ca](mailto:Jennifer.Seif@osstf.ca)**

# COMMUNICATIONS TRAINING PROJECT NEEDS ASSESSMENT SURVEY

This needs assessment survey is only the first step in assisting your District / Bargaining Unit in developing the training you need to enhance your communications. A follow-up interview will be conducted to review your needs after your survey has been submitted.

**District Name:**

**I am completing this Survey on behalf of my (select one):**

- District
- Bargaining Unit (please identify)

**Name and contact info for the person/people responsible for communications in your District/ Bargaining Unit and / or of the person/people completing this Survey:**

--

**Do you currently use the following types of communications with your members?  
And, do you need help using these methods of communications with your members?**

Full Membership Meetings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Newsletter	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Letter from the President	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Workplace visits	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Email messages	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Website	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Facebook Page	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Twitter Account	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Blog	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Telephone town hall meetings	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Audio/Video Conferencing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Survey	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Distribution of promotional items	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Direct phone calls/phone trees	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help
Other forms	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	<input type="checkbox"/> Need Help	<input type="checkbox"/> Don't Need Help

**What are the current types of software, programs or applications used by your District/ Bargaining Unit in producing your current communications?**

**What aspects of your current communications plan have worked well in your District / Bargaining Unit?**

**Briefly describe the OBSTACLES or BARRIERS that your District / Bargaining Unit has when it comes to communicating with members:**

**What would you identify as the most URGENT and IMMEDIATE needs to improve your communications plan in your District / Bargaining Unit—Please RANK the following using 1 as the most urgent:**

- \_\_\_\_\_ Increase the FREQUENCY of communications to our members
- \_\_\_\_\_ Increase the DIVERSITY of communications methods to our members
- \_\_\_\_\_ Increase the SPEED of communications to members
- \_\_\_\_\_ Improve the QUALITY of communications to our members (i.e. visual appeal, better writing)
- \_\_\_\_\_ Improve the ACCESSIBILITY of our communications to our members  
(i.e. reach more members)
- \_\_\_\_\_ Improve the CONTENT of our communications to our members (i.e. diverse articles / info)
- \_\_\_\_\_ Other :

**Are there any particular issues that we should be aware of when designing your training?:**

**Please forward this Needs Assessment Survey and Communications Training Application form to the attention of Jennifer Seif, Executive Assistant Communications/Political Action Department by email [jennifer.seif@osstf.ca](mailto:jennifer.seif@osstf.ca)**

# NEW BARGAINING UNITS

Additional funding is provided if new Bargaining Units receive their OLRB certification after the District Funding Master has been distributed. This additional funding will be provided from the time of certification until June 30, the end of the OSSTF/FEESO fiscal year. At that time, funding for the new Bargaining Unit is included in the regular District Funding Master.

## GUIDELINES

1. The maximum funding for a new Bargaining Unit is the additional amount the District would have received if the Bargaining Unit had been included in the Funding Master. This additional amount is pro-rated for the portion of the year the Bargaining Unit was certified.
2. Funding will not be provided for costs covered from other accounts. For example, funds from Account #2025 - Special Negotiations Assistance are available to assist with first contract negotiations.

## APPLICATION

Complete and submit the Application Form for New Bargaining Units to Jeff Denys, Treasurer. Include a proposed Bargaining Unit budget for the remainder of the fiscal year. For assistance in creating a budget contact Mariya Zolotko or Jeff Denys.

## PAYMENT

Submissions will be considered and the District Treasurer will be notified. On approval, funds will be added to the District Funding Master and paid out with the regular District rebates.

# APPLICATION FORM

## NEW BARGAINING UNITS

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<b>District Name:</b>	<b>District Number:</b>
<b>Bargaining Unit Name:</b>	
<b>Number of Members (FTE):</b>	<b>Date of Certification:</b>
<b>Amount Requested:</b>	

### Details

1. Be as specific as possible.
2. Include any additional information or rationale to support your request.
3. Attach a proposed budget to June 30, 2026.

### Signatures and Date

District or Bargaining Unit President:
District Treasurer:
Date:

**Forward FULLY COMPLETED Application Form to Jeff Denys, Treasurer by email [Jeff.Denys@osstf.ca](mailto:Jeff.Denys@osstf.ca)**

# EXTRAORDINARY FUNDING

This contingency funding attempts to partially cover circumstances which could not have been expected when the District budget was prepared. Decisions on approving the extraordinary funding are made by the Provincial Executive on the recommendation of the Finance Committee. Decisions are communicated to the District or Bargaining Unit Treasurer the week after the Provincial Executive meeting. Call Lisa Hunt at the Provincial Office with inquiries regarding meeting dates.

In making its recommendations, the Finance Committee assesses the urgency of the request and considers the state of the District's finances, including the level and purpose of any reserves. As a guideline, if the consolidated net free capital of the District and its Bargaining Units exceeds 20% of the District annual Funding Master rebate, the District will not qualify for extraordinary funding.

## APPLICATION

1. Complete and submit the Application Form for Extraordinary Funding to Jeff Denys, Treasurer.
2. If the information required on the application is incomplete, the Finance Committee will either delay its recommendation and call for more information or make its recommendation based on the information available.

## PAYMENT

1. The Provincial Executive bases its decision on the amount of funding on the recommendation of the Finance Committee.
2. Districts will be notified of the decision on their application the week following the decision of the Provincial Executive.
3. Payment up to the approved amount will be on submission of copies of appropriate vouchers and receipts to Jeff Denys, Treasurer and will be deposited to the District's bank account.

# APPLICATION FORM

## EXTRAORDINARY FUNDING

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District Name:

District Number:

Purpose of Extraordinary Funding:

Amount Requested:

**Information Required** *(Be as specific as possible and include any additional information or rationale to support your request.)*

**Attach the following with your application:**

1. Prior year's Annual Financial Report or Financial Statements
2. Up-to-date Financial Statements
3. District budget for current year
4. Details of any outstanding Accounts Payable (e.g.—time release bills not yet paid to employers)

**Signatures and Date**

District or Bargaining Unit President:

District Treasurer (if applicable):

Date:

Forward **FULLY COMPLETED** Application Form to Jeff Denys, Treasurer by email [Jeff.Denys@osstf.ca](mailto:Jeff.Denys@osstf.ca)

# PROVINCIAL COVERAGE FOR: REPLACEMENT COSTS/EMPLOYMENT INSURANCE/OCCASIONAL TEACHING

## 1. Replacement Costs for Local Time Release Officers for Provincial Office Work

Pursuant to a motion passed at the June 2010 Provincial Council meeting, the Provincial Office pays the replacement costs of local time release officers who:

- make presentations (or do training) on behalf of Provincial Office for workshops such as: STAR, CALM, Health and Safety, Bullying, Boundary Issues (and other presentations deemed to be on behalf of Provincial Office),
- are appointed to the OMERS Sponsors Corporation or OTPP workgroups,
- are appointed to Ministry Workgroups (or other appointments made by the Provincial Executive where members are representing Provincial OSSTF/FEESO rather than representing the local Bargaining Unit to an outside group).

### Payment of Replacement Costs

If a Bargaining Unit officer who is on time release gets a replacement from within the Bargaining Unit to do Bargaining Unit work while the individual is engaged in the Provincial Office work identified in the paragraph above, the Bargaining Unit may submit the time release bill from the employer to Provincial Office for payment. The bill must be forwarded to the Executive Assistant at Provincial Office who authorized the activity in question. The time release bill must be for the specific day(s) of the activity that necessitated the replacement.

## 2. Loss of Employment Insurance Benefits

Members who collect EI during the summer months and March Break may be negatively impacted if they attend events such as Leadership and AMPA. OSSTF/FEESO will cover the difference if a member loses benefits while attending Provincial OSSTF/FEESO meetings. Where an individual can provide documentation to indicate a loss of EI benefits as a result of attendance at an OSSTF/FEESO event, OSSTF/FEESO will reimburse the member. Members may claim for such a loss by completing an Expense Voucher and attaching the appropriate documentation.

## 3. Occasional Teaching

Occasional Teacher members who forego employment to attend Provincial OSSTF/FEESO meetings will be reimbursed for the loss of pay for the day in question. Members may claim for such a loss by completing an Expense Voucher. The Teacher's Pension Plan has confirmed that the meeting attendance payments to Occasional Teachers do not constitute employment. Please note, however, that meeting attendance is considered pensionable service and must be within TPP's 50-day return-to-work limit for retirees. It is the responsibility of the retiree to track this service.

If you require further information, please contact Jim Spray ([Jim.Spray@osstf.ca](mailto:Jim.Spray@osstf.ca)) at Provincial Office.

# PROVINCIAL POLITICAL CONVENTIONS

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**Account 4140 provides funding to assist members who are active in provincial political parties to meet elected members, party officials and delegates, and to explain OSSTF/FEESO's issues and concerns.**

## GUIDELINES

1. This subsidy of up to \$500 is available to members who are attending provincial political party annual general meetings, policy conventions and federal leadership conventions. Attendance at political party provincial council meetings is not eligible for funding.
2. Members should contact their District/Bargaining Unit President in advance of the convention to be apprised of any scheduled meetings announced in a District/Bargaining Unit memorandum.
3. Members must ensure they are familiar with OSSTF/FEESO current concerns by attending, if applicable, the mandatory briefing sessions organized by Provincial Office.
4. Eligible expenditures as per OSSTF/FEESO guidelines include: meals at the convention other than laid-on, hotel accommodation during the convention and transportation.

## APPLICATION

1. The District/Bargaining Unit executive or council will consider the application in light of the member's willingness to support OSSTF/FEESO priorities at the convention.
2. Have a motion passed by your District/Bargaining Unit executive or council similar to the following:

<b>Date of motion</b>
<b>BIRT funding of up to \$500 be provided to</b> _____
<b>to attend the following convention</b> _____
<b>as a delegate or alternate and to participate in convention OSSTF/FEESO activities at the convention.</b>

3. Complete the application form on the next page.
4. Have the application form signed by the District/Bargaining Unit officer prior to the event and signed by the provincial CPAC chair or Executive Assistant from Provincial Office at the event.

## PAYMENT

Return the application form with receipts to your District/Bargaining Unit officer who will forward it to Dan Earle, Executive Assistant, at Provincial Office for payment.

# DELEGATE APPLICATION FORM

## POLITICAL CONVENTION SUBSIDY

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<b>Function:</b>	<b>Date:</b>
<b>Name:</b>	
<b>D/BU Name and Number:</b>	
<b>Street Address:</b>	
<b>City:</b>	<b>Postal Code:</b>
<b>Phone number:</b>	<b>Email Address:</b>

### Declaration

*As a member of OSSTF/FEESO, I shall support the Federation's Constitution, Regulations and Policies while representing OSSTF/FEESO, or when being funded by OSSTF/FEESO at any external political convention, conference or other education decision-making body.*

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### Signatures and Date

Delegate signature:

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D/BU Officer (please print):

---

D/BU Officer signature:

---

Provincial authorization (please print)

---

Provincial authorization signature:

---

Date:

---

**Forward FULLY COMPLETED Application Form to Dan Earle, Executive Assistant by email  
Dan.Earle@osstf.ca**

# OTHER SOURCES OF FUNDS

## SPECIAL ACCOUNTS

Special accounts are sometimes established to address special needs. These accounts mainly cover Provincial Office activities and programs. In recent years, special funding has been available for special election-readiness activities. If other special funding is approved at the Provincial level, Districts will again be required to submit a proposed breakdown of expenditures and seek prior approval for special funding before committing local funds. Financial assistance will be granted based on the merit of the local program and the projected level of expenses.

## LOCAL LEVIES

Many OSSTF/FEESO Districts and/or Bargaining Units levy their members to provide additional funds for specific purposes such as:

- time-release salaries and benefits
- special activities such as protracted negotiations or grievances

### **Establishing a Levy**

1. Pass motions authorizing a levy at an Annual Meeting.
2. Set the amount of the levy (in conjunction with the proposed budget) at the Annual Meeting or other appropriate body.
3. Negotiate collective agreement clauses to require the employer to deduct the levy. The employer will then include the levy as a Union/Federation fee for income tax purposes on T-4 slips.

# PROVINCIAL RESPONSIBILITY FOR NEGOTIATIONS

The Provincial Responsibility for Negotiations Manual (available through the Provincial Executive member assigned to the Bargaining Unit) provides comprehensive information regarding how finances should be handled when the Provincial Office of OSSTF/FEESO has resumed bargaining rights under the *Ontario Labour Relations Act*. The following information regarding guidelines for Normal Negotiating Expenses and Expense Claims is excerpted from the manual. Please refer to the Manual for additional details and information about strike/lock-out expenditures, strike loans, and official expense vouchers.

When Bargaining Units get into difficult negotiations, the Provincial Office may resume the responsibility for negotiations. Provincial Office resuming the responsibility for negotiations is commonly called a “takeover” or a “resumption” and is a necessary step before any strike action. Funding for provincial resumption of negotiations is from the Member Protection Account, and most expenses will be paid directly by the Provincial Chair or Provincial Negotiator.

In cases where a strike or lockout is imminent, the Bargaining Unit president and/or Treasurer should contact Jim Spray, to consult about paying expenses during the strike or lockout that would not be paid directly by the Provincial Chair or Provincial Negotiator.

## Normal Negotiating Expenses

The following normal expenses related to achieving a collective agreement will be paid when under Provincial Responsibility for Negotiations:

- additional time release for local members of the PRN team [for those not already on time release], as outlined in the PRN Manual Section 2 [maximum of four local members on PRN team]
- distance claims for the local members of the PRN team
- meeting and meeting room costs
- printing of notices/memos/newsletters
- temporary assistance, e.g. typist/clerk
- mailing approved by the Provincial Chairperson

**The cost of printing Collective Agreements is the responsibility of the Bargaining Unit.**

## Expense Claims

Where possible, expenses should normally be paid by the Provincial Chairperson or Provincial Negotiator. All other expense claims must be itemized on the PRN Expense Voucher (see the PRN Manual Section 8) and must be accompanied by the appropriate receipts (except for distance claims). All invoices and expense vouchers must be approved by the Provincial Chairperson before being paid. Expense vouchers should be filed systematically, by date or number. For convenience, the vouchers/invoices may be numbered to match the cheque numbers.

All expense vouchers submitted to the Provincial Office are subject to approval by the Provincial Negotiator and the Provincial Chairperson. Whenever possible, the Provincial Chairperson or the Provincial Negotiator should pay for PRN expenditures. Their claims will be handled directly through the Provincial Office.

**Bargaining Unit officers should be aware that expenses not pre-approved by the Provincial Chairperson or Provincial Negotiator may not be covered.**

## Pay Equity

When Provincial OSSTF/FEESO resumes responsibility for negotiating local pay equity settlements, expenses such as those outlined under the heading above (Normal Negotiating Expenses) may be covered by the Provincial office of OSSTF/FEESO.

# AMPA EXPENSES

AMPA 2026 will be at the Sheraton Centre Toronto. Costs for Delegates are paid by the Provincial Office. Costs for Alternates are the responsibility of the District. Costs for Life Members, Parliamentary and Constitution Council, the Finance Committee and the Newsletter Team are handled directly by the Provincial Office.

## 1. PREPAID EXPENSES

A lump sum payment will be forwarded to District Treasurers in early February for the cost of single accommodation for Delegates. It is the District's responsibility to forward the payment to their Delegates, Districts and/or Delegates will be responsible for handling hotel bookings through the online booking portal. Meal allowances for Delegates, Committee Chairs, and OTF Governors will be mailed prior to AMPA.

### Meals

Delegates will receive a meal allowance payment prior to AMPA to cover Delegates' meals for Friday dinner, Saturday breakfast, lunch and dinner, Sunday breakfast and lunch and dinner, and Monday breakfast and lunch.

### Accommodation

The Provincial office of OSSTF/FEESO will pay for single room accommodation for the number of Delegates allocated to each District. This funding will be forwarded to the District for payment to their Delegates

## 2. OTHER EXPENSES

To claim other expenses such as transportation, parking, and dependent care, Delegates should complete an AMPA Expense Voucher.

### Transportation

**Air Travel** The maximum reimbursement for air travel is the cost of a flight pass.

**Car Travel** Parking receipts must be included with the claim, and must not be over the maximum stated in Volume One.

For Delegates who drive long distances, the maximum reimbursement is the lowest airfare available at the time. Carpooling is encouraged.

### Time Release

If Delegates are unable to arrive before 9 p.m. on Friday, or must miss work on Monday, Provincial Office will pay for a half-day or a full-day time release, as required. Contact the AMPA Coordinator, at [ampa@osstf.ca](mailto:ampa@osstf.ca) for prior approval. Without prior approval, any time release costs are the responsibility of the District.

### Monday Accommodation

Provincial Office will cover accommodation for Monday night only if:

- Delegates are flying and no flights are available to return home by 10 p.m. -or-
  - Delegates are driving and will not be able to return home by 10 p.m.
- The understanding is that delegates will start the drive home on Monday at 4 p.m.
- Based on room availability, accommodations may not be at the Sheraton Centre Contact the AMPA Coordinator, at [ampa@osstf.ca](mailto:ampa@osstf.ca) for prior approval. Without prior approval, the cost of any Monday night accommodation is the responsibility of the member or District.

# OSSTF PROPERTIES INC.

## Standard Requirements for Property Purchases

In order to simplify and expedite future purchases of real property for individual Districts/ Bargaining Units, the following sets out a new Standard Procedure to be followed:

**PRIOR TO EXECUTION OF A CONDITIONAL AGREEMENT OF PURCHASE AND SALE, THE FOLLOWING DOCUMENTATION AND/OR INFORMATION SHOULD BE PROVIDED TO JIM SPRAY OSSTF/FEESO PROVINCIAL OFFICE.**

### The documentation is as follows:

1. A copy of the listing as registered with the local Real Estate Board setting out the municipal address, the property's legal description, the size of the property, the nature of the buildings being purchased and the list price.
2. Several pictures of the site, if available, showing all relevant structures, and any potential parking.
3. Confirmation that the site includes adequate parking or that appropriate parking is nearby.
4. A copy of the local zoning by-law designating the relevant zoning applicable to the proposed site, together with the address, phone and fax numbers of the local Building/Zoning Department.
5. A copy of the current and previous year's tax bill confirming taxes applicable.
6. A copy of the Deed/Transfer under which the current owner took title, in order to confirm ownership and title details.
7. Copies of recent sales of similar properties for the previous 2 or 3 years indicating current fair market value for the property under consideration.
8. The name, address, phone and fax numbers, and email address for the real estate agent being utilized by the District for negotiating purposes.
9. A summary of any renovations required and the approximate cost of those renovations. If the renovations are significant, at least two quotes from qualified local independent contractors should be obtained **prior** to Provincial Office approval.

OSSTF PROPERTIES INC. has a list of standard conditions for all Agreements of Purchase and Sale, but these conditions will need to be customized for each transaction as part of the negotiating process.

# REAL ESTATE TRANSACTIONS

OSSTF/FEESO has established a corporation entitled OSSTF Properties Inc. to hold title to and protect OSSTF/FEESO assets, on the recommendation of legal counsel. The Directors of this corporation are the President, the Treasurer, and the General Secretary. The Chief Financial Officer is an Officer of the Corporation. These directors and officers are the only OSSTF/FEESO personnel legally authorized to complete real estate transactions on behalf of and in the name of the Federation OSSTF/FEESO.

Districts and/or Bargaining Units MUST contact Jim Spray, Chief Financial Officer/Associate General Secretary, Operational Services, or Jeff Denys, Treasurer, before proceeding with any real estate transactions. Districts and/or Bargaining Units must NOT and cannot sign purchase agreements, sales agreements, or leases on behalf of the Federation.

## PURCHASE, SALE, OR LEASE OF PROPERTIES

1. Districts and/or Bargaining Units can only enter into conditional agreements. Any offer to purchase must be conditional, subject to the approval of the Provincial Executive of the Ontario Secondary School Teachers' Federation. The purchaser named on the legal documents should be OSSTF Properties Inc.
2. The Chief Financial Officer will forward all purchase, sale, and lease agreements to legal counsel for OSSTF Properties Inc. for review prior to approval. The cost of these legal services is the responsibility of the District or Bargaining Unit involved.
3. The Provincial Executive must be satisfied that the District or Bargaining Unit is financially able to arrange all necessary funds for the purchase, except for any money to be borrowed through the Provincial Office. When a property is sold, the outstanding balance of any loan must be repaid to the Provincial Office.
4. Provincial Office should be provided with an appraisal of the property to be purchased or a valuation of comparable property in the event of new construction.
5. Provincial Office should also be provided with proposed financial details including down payment, loan required, and terms of repayment.
6. Districts and/or Bargaining Units are responsible for all closing costs, including legal fees.
7. Provincial Office provides and pays the costs for building and liability insurance for District or Bargaining Unit offices. Districts and/or Bargaining Units are responsible for contents insurance.

**Prior to any Offer to Purchase being submitted below the standard conditions should be provided to the Real Estate Agent acting on behalf of the District Unit.**

## **OSSTF PROPERTIES INC.**

### **Standard Conditions to be inserted into any Agreement of Purchase and Sale**

**The offer is conditional upon the following:**

1. The inspection of the subject property by a certified inspector at the Buyer's own expense, and the obtaining of a report satisfactory to the Buyer in the Buyer's sole and absolute discretion. If the report reveals deficiencies which the Buyer is not prepared to accept, the report will be provided to the Seller who will have the option to rectify such deficiencies at its own expense prior to closing.
3. The Buyer satisfying itself as to the availability of any and all necessary building permits from the City of \_\_\_\_\_, that may be required to complete its office renovations.
4. The Buyer obtaining at the Buyer's expense, confirmation from the City of \_\_\_\_\_, that the zoning will permit the proposed use for the building required by OSSTF and their employees and members, including, but not limited to, administrative offices, membership meetings, educational programs, and any other related activities related to running a union.
5. The approval of this Agreement of Purchase and Sale and its terms and conditions hereof by the District/Bargaining Unit Executive and the Provincial Executive of OSSTF/FEESO.
6. The Delivery to the Buyer of the most recent MPAC Property Assessment and the tax bills for the current and prior year applicable to the subject property.
7. The approval of the Buyer's solicitors of the terms of this Agreement of Purchase and Sale in their final form.

Unless the Buyer gives notice in writing to the Seller personally or in accordance with any other provisions for the delivery of notice in this Agreement of Purchase and Sale or any Schedule attached hereto not later than 6:00 p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, that these conditions are fulfilled, this Offer shall be null and void and the deposit shall be returned to the Buyer in full without deduction. The Seller agrees these conditions are included for the benefit of the Buyer and may be waived at the Buyer's sole option by notice in writing to the Seller as aforesaid within the time period stated herein.

# TAX AND REGULATORY ISSUES

## GIFT CARDS

**Under the CRA's administrative policy, if you provide a member with a gift card, the card is considered non-cash if ALL of the following apply:**

1. the card comes with money already on it and can ONLY be used to purchase goods or services from a single retailer or a group of retailers identified on the card, and
2. the terms and conditions of the gift card clearly state that amounts loaded to the card CANNOT be converted into cash, and
3. a log is kept to record gift card information containing all of the following:
  - i) name of individual
  - ii) date the gift card was provided
  - iii) reason for providing the gift card (eg:social event, prize)
  - iv) type of gift card
  - v) amount
  - vi) name of retailer

This policy includes gift certificates, chip cards and electronic gift cards. If the gift card meets all these conditions it is considered non-cash for the purpose of the CRA's policy. If the card does not meet these conditions, it is considered a near-cash benefit and is taxable.

It is for this reason that the Federation forbids the use of visa (or like) gift cards.

## PAYROLL SERVICE

If the services of an individual are used by a District or Bargaining Unit on a regular ongoing basis, Canada Revenue Agency (CRA—formerly Revenue Canada) considers that person to be an employee. As an employer, the District or Bargaining Unit is required to deduct and remit income tax, EI and CPP. Districts should contact a local CRA office to establish an employer account. Please note that Provincial Office offers payroll processing services to Districts / Bargaining Units at no cost. Pays are deposited every second Friday. **Locals must advise Provincial Office if the staff member leaves their employment.**

**Provincial Office's payroll service looks after:**

- Deducting income tax, CPP and EI
- Remitting deductions to CRA
- Calculating taxable benefits
- Preparing T4s and a T4 summary

Locals are still responsible for negotiating agreements.

**Note: District Office employees are eligible to participate in the OMERS Pension Plan. They may also enroll in the Provincial Office EAP program. For further information, contact Jim Spray, CFO/AGS.**

## ALLOWANCES / PER DIEMS

Allowances for kilometrage and meals may be considered taxable by Canada Revenue Agency (CRA) if the allowance is not directly related to documented distance travelled. OSSTF/FEESO recommends that Districts or Bargaining Units establish kilometrage rates and meal allowances which are only paid on submission of receipts or other documentation.

## HONORARIA

Canada Revenue Agency (CRA) considers honoraria as taxable income. An honoraria includes cash, gift certificates, travel vouchers or any other item of value. Although there is no strict requirement to issue T4-A Forms, District Treasurers should issue these forms to ensure that the income is properly reported. Treasurers who do not include a T4-A are advised to include a written reminder with payment of the honoraria that it is taxable income. Treasurers who do not include a T4-A are advised to include a written letter with payment of the honoraria that would read:

***The CRA considers honorariums to be taxable income. You are advised that statutory deductions have not been withheld on this payment, nor is a T4-A being issued. It is therefore your responsibility to report these earnings to the CRA when you prepare your tax return.***

Approval of any honoraria paid to members should be noted in the minutes of Executive or Council meetings.

## OTPP PLAN AMENDMENT

OSSTF/FEESO is a designated employer under the Ontario Teachers' Pension Plan (OTPP). Amendments to the plan may have significant impact on retired members in receipt of an OTPP pension if they work for Districts or Bargaining Units or serve on Provincial Committees, Councils or Workgroups. This work represents a pensionable service and must be within OTPP's 50-day return-to-work limit (as of September 1, 2012). It is the responsibility of the retired member to notify OSSTF/FEESO, if this service for OSSTF/FEESO will cause the member to exceed their return-to-work limit.

If you require further clarification on any of these issues, please contact Jim Spray, Chief Financial Officer/ Associate General Secretary, Operational Services at the Provincial Office.

## TENDERING CONTRACTS

Responsible use of members' money will sometimes involve tendering large dollar contracts and non-recurring contracts to various vendors. Non-competitive contracts leave us vulnerable to not achieving our goal of open competition and value for money.

**Districts and Bargaining Units should always tender such contracts unless**

- there is only one possible vendor
- there is an emergency
- the competition does not adhere to Federation policies

OSSTF/FEESO supports using unionized vendors and care should be taken to include unionized vendors in the tendering process wherever possible.

In most cases you should not use vendors who are related to those involved in making the spending decision. Where a relationship exists, to avoid a trust issue the affected member should clearly **declare a conflict of interest** and not vote on the decision to proceed with the contractual agreement.

### Amending Contracts

Amendments to contracts (eg. photocopiers, telephones) can be used to bypass the requirement to use the competitive process for contract tendering. Any amendments should be transparent to indicate clearly if they will extend a deadline or increase a contract's value. Procurement principles of prudence, probity, transparency and fairness in the spending of members' fee income are compromised when non-competitive contracting is used without proper justification. Assurance must be provided to members that Federation money is being well spent and that their fee income is being well managed.

# EDUCATORS FINANCIAL GROUP®

## THE OSSTF/FEESO ADVANTAGE

### What is the OSSTF advantage?

Educators Financial Group was created as a union benefit by the OSSTF in 1975. Our mission is to create peace of mind for members of the education community in Ontario by delivering financial solutions tailored to their unique needs. We offer financial planning and a wide selection of investing and lending products and services exclusively to teachers, educational workers, and their families. We offer educator-specific expertise in areas such as pension (OTPP/OMERS), compensation grid, tax minimization strategies, Deferred Salary Plans, gratuities, and more. With over 16,000 clients in Ontario, we are truly the education community's financial specialist.

### Educators has the expertise to put your District/Bargaining Unit funds to work

- We are currently managing over \$17 million for OSSTF/FEESO Districts and Bargaining Units.
- Your District advisor can help you create an investment portfolio from a wide range of investments including:
  - ✓ Our Educators Investments® Family of Mutual Funds (mutual funds exclusive to the education community)
  - ✓ GIC's with competitive interest rates (30 day cashable and 1 to 5 year terms)\*
  - ✓ High Interest Savings Accounts\*
  - ✓ Responsible Investing solutions
  - ✓ Access to a variety of other mutual funds
- Our advisors are not on commission, which means advice is always unbiased.

### Did you know...

In addition to better management of District/Bargaining Unit funds, Educators Financial Group can also help bring value to your members in a number of ways such as, group learning sessions, financial literacy tools, one-on-one complimentary consultations, bursaries and more.

**Get our eNews for up-to-date financial literacy tips, event updates and product info. Visit [educatorsfinancialgroup.ca](http://educatorsfinancialgroup.ca) to sign up today!**

**Put Educators Financial Group to work for your District/Bargaining Unit today.**

**Call us at: 416.752.6843 or 1.800.263.9541**

**[educatorsfinancialgroup.ca](http://educatorsfinancialgroup.ca)**

® Trademarks of Educators Financial Group Inc.

\*HISAs and GICs are insured by the Canadian Deposit Insurance Corporation (CDIC) for up to \$100,000 (principal and interest).

PLANNING INVESTING BORROWING



# ONTARIO TEACHERS INSURANCE PLAN

## OTIP

With more than 600 employees and a full range of group and individual insurance products, OTIP is governed, led and inspired by the four education affiliates and their local leaders.

### Insurance designed with members in mind

OTIP provides group life, long term disability (LTD) and health and dental insurance plans to Ontario's education community.

- OTIP members with LTD coverage, including spouses and dependent children, have access to two important healthcare programs: CAREpath and FeelingBetterNow®.

OTIP/RAEO Insurance Brokers Inc. offers individual property and casualty (home and auto) insurance solutions to Ontario's education community.

- Exclusive group savings on home and auto insurance
- Flexible retiree health, dental and travel insurance through RTIP

### Giving Back

OTIP believes in community from the inside out and supports communities in which members live and work through the following charitable programs:

- OTIP Bursary Program
- OTIP Teaching Awards
- OTIP Support Staff Workers Award
- OTIP Sponsorship of School Projects and Initiatives
- OTIP Charity Golf Classic
- OTIP Community Fund

### Discount Program

Edvantage is a discount program for members of the education community that is administered through OTIP on behalf of OSSTF/FEESO. Edvantage members have access to deals, special events and contests from partners in categories like travel, entertainment, health and wellness, education and others. Visit [www.edvantage.ca/OTIP](http://www.edvantage.ca/OTIP) to learn more.



# TEACHERS LIFE

## A UNIQUE PARTNER TO THE EDUCATION COMMUNITY

### Established by Educators for Educators

Teachers Life has been a part of Canadian insurance and education communities since 1939. We are thriving, and committed to reinvent, grow and transform our organization by providing our Members with tailored products and benefits, delivered by an exceptional service experience.

Strong corporate governance is the backbone of Teachers Life. Our Members can be secure in the knowledge that we are meeting and exceeding compliance regulations and should be reassured by the quality and rigour of our Canadian insurance regulators.

Teachers Life is proud to have remained loyal to its roots as a not-for-profit, Member-based insurer. To this day Teachers Life is governed by a Board of Directors mostly comprised of active and retired educators. Our strong roots in the education community and our progressive knowledge of insurance practices and products have made Teachers Life a distinctive and valuable organization for educators.

### Insurance Professionals

Teachers Life is a unique organization providing advanced insurance and income protection options for Members of the education community. Staffed by insurance professionals who have years of industry experience, we offer specialized term life and disability insurance products for those who work in education. And our licensed insurance advisors are non-commissioned and easy to talk to about any life or income protection question you may have.

### More than Insurance

As a not-for-profit fraternal benefit society, Teachers Life is committed to educators. Our company is proud to offer products that fulfill the needs and goals of our membership as well as provide helpful fraternal benefits and support for OSSTF/FEESO and other education related events and programs. As a Member of a not-for-profit organization, the Teachers Life policyholder is able to take advantage of numerous fraternal benefits such as rebates for healthy living, scholarships, and financial planning tools. In 2011 we introduced a new fraternal benefit by partnering with OTIP to provide CAREpath – a specialized cancer assistance program for Members with a Teachers Life District LTD Plan. As well, all of our LTD Members are eligible for our other value-add health programs including Lifeworks, FeelingBetterNow® and our own mental health resources and tools tailored for Education Workers called *Ready for Life* available on our teacherslife.com website.

Teachers Life is committed to uplifting the people, communities and students who are the social innovators of tomorrow. That's why we developed Press Start, designed to support new and established youth changemakers across Canada. One of our key initiatives is the Press Start CoLab Program. The CoLab Program is an innovation accelerator that helps the next generation of changemakers build and launch an idea. These social entrepreneurs, aged 18-29, from across the nation work collaboratively to develop a minimal viable solution to a pressing social issue and have access to mentors, inspirational speakers and tools and resources to help them develop their ideas through the ideation process. At the end of the program, they can submit their ideas for access to in-kind business services, internships and grant money to help them successfully launch. The goal of the program is to create truly meaningful and positive social change in our communities across Canada.

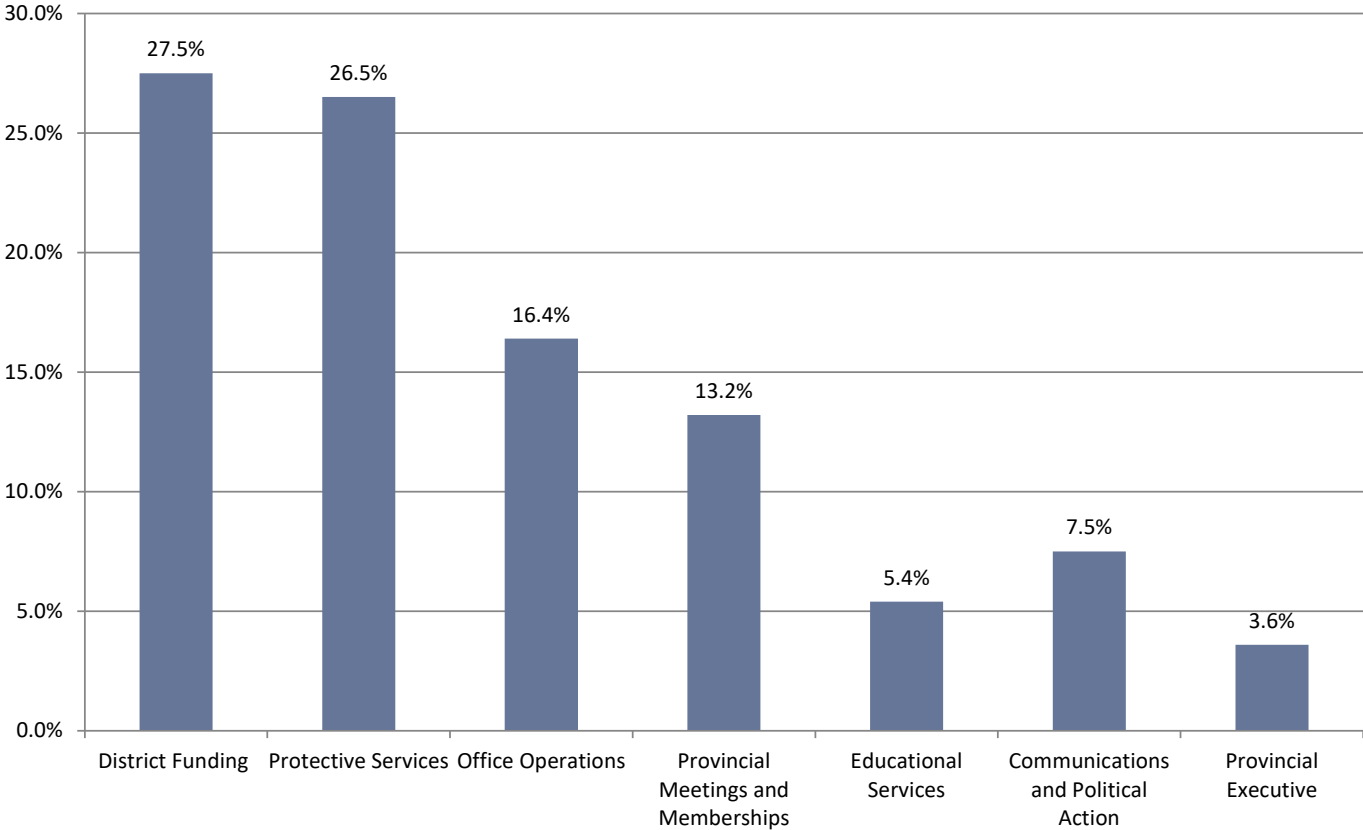
**Teachers Life Insurance Society (Fraternal)™**  
50 Burnhamthorpe Road West, Suite 703,  
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# 2024 GENERAL ACCOUNT EXPENDITURES BY CATEGORY

The 2024 audited financial statements were presented to AMPA 2025 for approval. The information outlined below shows how OSSTF/FEESO used member’s fees and investment income to provide service and protection to its members for the 2023–2024 fiscal year. In this analysis, compensation costs are incorporated into the category in which they were expended (see page 110 for additional information on compensation at the Provincial Office of OSSTF/FEESO).

## 2023–2024 Expenditures



**DISTRICT FUNDING**

**\$18,368,609 27.5%**

District Funding Master rebates, PD (including workplace representative training and new member workshops), Union Training, Anti-Racism Training, Women’s Advocacy, Voluntary Merger of Bargaining Units, Inter-district Meetings, Supplemental Time Release for Small Bargaining Units, Involving the Not Yet Engaged, Community Outreach, Special Political Action Programs, District Coalitions, Labour College, Mapping and Mobilization, District Environmental Funding, Local Climate Change Initiatives, District WSIB premiums, Human Rights Initiatives and Member Accessibility funding.

**EDUCATIONAL SERVICES**

**\$3,615,977 5.4%**

Mediation Services, Research and Publications, Member Training Modules, French Language Committee, Educational Services Committee, Status of Women Committee, Mental Health First Aid, Human Rights Committee, Curriculum Resource Work Groups, Faculty of Education Work Group, Resource Books, and a portion of staff salaries and benefits.

**PROTECTIVE SERVICES**

**\$17,681,123 26.5%**

Protective Services Committee, protective services materials and research, Health and Safety/WSIA, Pension Advisory Work Group, LTD Advisory Work Group, ELHT Advisory Work Group, Grievance Arbitration Module and Member Relations Tracking, Organizing, Legal Costs, Grievances, and a portion of staff salaries and benefits.

**COMMUNICATIONS / POLITICAL ACTION**

**\$5,005,691 7.5%**

Publications, Advertising, Direct Digital Communications to Members, Communications Political Action Committee, political action materials, training and lobbying, coalition memberships, Lobby Day, First Nations, Inuit and Metis Advisory Work Group, Communications Training, awards and international assistance, and a portion of staff salaries and benefits.

**PROVINCIAL MEETINGS / MEMBERSHIPS**

**\$8,814,958 13.2%**

Annual Meeting (AMPA), President’s Symposium, Provincial Council, Conferences, QECO, OTF, CLC, and OFL Memberships, OTF Board of Governors, National/International programs, Provincial Office functions, Benevolent Council, Judicial Council, Parliamentary and Constitution Council, D/ BU Governance, Finance Committee, Financial Workshops, Active Retired Members Council, Equity Advisory Work Group, Governance Review Work Group, Subject Associations, Environmental Work Group, New Member Engagement Advisory Work Group, and a portion of staff salaries and benefits.

**PROVINCIAL EXECUTIVE**

**\$2,376,067 3.6%**

Provincial Executive meetings, allowances for affiliations and conventions, field services and expenses, and salaries and benefits for the elected members of the Provincial Executive.

**OFFICE OPERATIONS**

**\$10,922,120 16.4%**

Provincial office (realty taxes, insurance, utilities, security and repairs and maintenance), Information Services, Telecommunications, Membership Database, Professional fees, General Office Expenses, Secretariat Field Services and Expenses, Staff Training, Translation services, and a portion of staff salaries and benefits.

# OSSTF/FEESO PROPERTIES

## Mobile Drive Properties

OSSTF/FEESO Provincial Office is located at 60 Mobile Drive, Toronto.

**Over the subsequent years OSSTF Properties Inc. acquired the following adjacent properties on Mobile Drive:**

35 Mobile Drive, 44 Mobile Drive, 49 Mobile Drive, 57 Mobile Drive, 59 Mobile Drive

Over the years these properties have been occupied by a number of third-party tenants and have been held as real estate investments. OSSTF/FEESO has contracted Avison Young Property Advisors & Managers Inc. to assist with the management of its property holdings on Mobile Drive.

During fiscal 2020-2021 OSSTF/FEESO moved our offices to 49 Mobile Drive. 57, 59 and 60 Mobile Drive were demolished, and construction commenced on a new mass timber, zero carbon building. This building was completed and occupied by OSSTF/FEESO at the start of last fiscal year. During 2024-2025 new tenants were found for 49 Mobile Drive and 35 Mobile Drive was sold.

## Condominium Properties

OSSTF/FEESO purchased a condominium at 80 Front Street in 1991 at a price of \$299,000. That property currently has an estimated market value of over \$1.0 million, which represents growth in value of approximately 230%.

OSSTF/FEESO purchased a condominium at 16 Yonge Street in July 2010 at a price of \$650,000. This property has also appreciated in value and is currently valued in excess of \$1.5 million.

In April 2017, OSSTF/FEESO purchased a condominium at 75 Dalhousie Street at a price of \$480,000. This condominium was sold for \$595,000 in July 2019.

In May 2022, OSSTF/FEESO purchased a condominium at 170 Bayview Avenue for \$1.375 million.

These condominium units are utilized by Provincial Executive members who are moved to Toronto for their two-year terms of office thus avoid the need to rent units. These purchases are subject to Schedule A, Section 1.1.3.1.8 of the Regulations.

# INSURANCE COVERAGE

## 1. OSSTF/FEESO Insurance Coverage for Districts and Bargaining Units

Directors & Officers: OSSTF/FEESO has purchased Directors & Officers Liability insurance coverage underwritten by the Chubb Insurance Company of Canada, to protect the Provincial Executive, its Employees and Volunteers. This policy also protects all District Offices and Bargaining Units including their Executive Officers, Employees and Volunteers.

This policy of insurance will initially respond with a defense when an allegation of a wrongful act is made against any of the aforementioned individuals. A wrongful act is defined in law and in a general way means a breach of duty that Directors and/or Officers are expected to discharge to the organizations that they serve.

For example, an allegation of a wrongful act might relate to one of the following:

- An employment practices issue
- A financial discrepancy of significant magnitude
- Improper representation
- A conflict of interest issue
- Fraud
- A collective bargaining issue

**Benefits Plans Errors & Omissions:** OSSTF/FEESO has purchased Benefits Errors & Omissions Liability insurance underwritten by Chubb Insurance Company of Canada, to protect the Districts and Bargaining Units, including their Executive, Employees, and Volunteers in the event of an allegation of improperly administering a benefits program which has resulted in a plan enrollee suffering a financial loss. Possible losses for which administrators have been found liable are:

- Failing to enroll
- Failing to communicate maternity procedures
- Failing to safeguard information
- Failing to follow up on status changes

## 2. OTIP District/Bargaining Unit Group Policy Office Contents Including Liability Policy:

OSSTF/FEESO has negotiated a comprehensive Office Package policy for all Districts and Bargaining Units. This policy is marketed by the Ontario Teachers Insurance Plan, 1-800-267-6847.

This policy provides coverage for many activities (or areas of liability) in which Districts and Bargaining Units may potentially participate—activities often not covered by other insurers, such as:

- Strike offices and strike activities
- Fund raising
- Parade participation
- Providing child care
- Member volunteers
- For coverage to entertain suits brought by employees
- Liquor liability coverage
- Timely delivery of certificates of liability insurance to third parties
- Benefits Errors & Omissions coverage to employees

The policy also insures contents, providing broad coverage tailored to each location's needs.

For additional information and/or clarification, please contact Jim Spray, Chief Financial Officer/ Associate General Secretary.

# BANKING OPPORTUNITY WITH PROVINCIAL OSSTF/FEESO (CIBC)

Provincial OSSTF/FEESO invites Districts and/or Bargaining Units to join voluntarily into a banking arrangement with the bank used by Provincial OSSTF/FEESO, the Canadian Imperial Bank of Commerce. CIBC has provided a banking arrangement which has very favourable terms. District/ Bargaining Unit accounts under this arrangement will retain local control and have local reporting however their balances will be aggregated with those of the Provincial Office for better rates and benefits as outlined below:

1. Interest will be calculated monthly based upon the following tiers:

<b>Balance</b>	<b>Rate</b>
<b>(accumulation of all participants)</b>	
\$0.00 – \$499,999	Prime less 2.50%
\$500,000 – \$1,999,999	Prime less 2.00%
\$2,000,000 – \$4,999,999	Prime less 1.95%
\$5,000,000 and over	Prime less 1.80%

2. No monthly account fee.
3. No charges for items including deposits, cheques, certification, printed statements, stop payments and on-line services.
4. Access to CIBC Business Banking Services, including on-line cash management services.
5. Instant transfers from Provincial Office.
6. Simplified account opening and changes to signatories.
7. **Please note that corporate accounts operate through a dedicated Business Banking Services Department, and local CIBC branches have no access nor authority to make any changes to these accounts.**

This offer is strictly voluntary and does not have a deadline for action. If you wish to participate please contact the Financial Controller, Mariya Zolotko.

Districts or Bargaining Units that participate in this CIBC banking arrangement will have the option of obtaining “corporate” Visa cards under the name of OSSTF and the District # - i.e. OSSTF D20 (up to 15 cards per District). For more details regarding this option, contact Mariya Zolotko, Financial Controller.

**To make any changes to your CIBC account held through provincial office, you MUST work through provincial office to make such changes. DO NOT attend a local CIBC Branch. They do not have the authority to make changes to our corporate accounts package. If you have questions about your CIBC Account, you may call the commercial CIBC banking number at 1-888-947-7736. If you have questions or need assistance with your CMO call CMO Tech support at 1-800-500-6313.**

## If the pooled amount is \$5,000,000 or more – Prime 4.95% at July 1st.

District or BU Deposit Balance (monthly)	Current Interest Rate Prime less 1.8%	Interest Earned (monthly)	Annual Compounded Interest Earned
10,000	3.15%	26.25	319.59
40,000	3.15%	105.00	1,278.35
70,000	3.15%	183.75	2,237.11
100,000	3.15%	262.50	3,195.88
150,000	3.15%	393.75	4,793.82
200,000	3.15%	525.00	6,391.76
300,000	3.15%	787.50	9,587.64
400,000	3.15%	1,050.00	12,783.51
500,000	3.15%	1,312.50	15,979.39
600,000	3.15%	1,575.00	19,175.27
700,000	3.15%	1,837.50	22,371.15
800,000	3.15%	2,100.00	25,567.03
900,000	3.15%	2,362.50	28,762.91
1,000,000	3.15%	2,625.00	31,958.78

## Electronic Submission of Expense Vouchers

All members are now able to submit expense vouchers, including back-up documentation, using the “Tools” dropdown menu within the *myOSSTF* portal. During the 2019–2020 year, Provincial OSSTF/FEESO transitioned to electronic approvals for claims and a direct deposit option for members who register. To submit a claim Follow: [www.osstf.on.ca](http://www.osstf.on.ca) -> Login -> Member Login -> My OSSTF -> Tools -> Expenses -> Expense Vouchers

## Direct Deposit Process

In an effort to reduce an environmental footprint, members are encouraged to register for Direct Deposit. Please contact Michael Tang ([Michael.Tang@osstf.ca](mailto:Michael.Tang@osstf.ca)) to request the EFT Direct Deposit form or download from the Members only area under “Tools” of the Provincial website. A void cheque must be attached to the completed form. Provincial OSSTF/FEESO now uses a digital platform for recording and approving all expense vouchers and invoices. This functionality allows our spending authorities to approve expenses electronically and should reduce the processing time allowing for quicker payment. This process also allows for a significant reduction in paper records within the department.

## FINANCE COMMITTEE 2025–2026

Kelly McCarthy, Chairperson	District 20, Halton
Melodie Gondek	District 25, Ottawa-Carleton
Steve Hoang	District 17, Simcoe
Hannah Metcalfe, PC Liaison	District 25, Ottawa-Carleton (non-voting)
Erin Roy	District 9, Greater Essex
Careen Thompson, Vice Chairperson	District 12, Toronto
Jeff Denys	Treasurer
Malini Leahy	Vice President (non-voting)
Jim Spray	Chief Financial Officer / Associate General Secretary (non-voting)
Mariya Zolotko	Financial Controller (non-voting)
Lisa Hunt	Administrator

## Finance Committee (Internal Policies and Procedures Manual)

### 9.6. Finance Committee (FC)

#### 9.6.1. Membership

- 9.6.1.1. The Finance Committee shall consist of up to 10 members as follows: (A.16)
  - 9.6.1.1.1. 5 members appointed by the Provincial Council for 5-year terms, so appointed that each year, one regular vacancy shall occur; (A.16)
  - 9.6.1.1.2. one non-voting member, appointed by the Provincial Council from its members, who will act as liaison between the Provincial Council and the Finance Committee; (A.17)
  - 9.6.1.1.3. one non-voting Vice-President of OSSTF/FEESO, appointed by the Provincial Executive from its members (alternating annually); (A.16)
  - 9.6.1.1.4. the Treasurer of OSSTF/FEESO; (A.16)
  - 9.6.1.1.5. the Chief Financial Officer of OSSTF/FEESO (non-voting); and (A.16)
  - 9.6.1.1.6. one additional member who may be co-opted. (A.16)

#### 9.6.2. Meetings

- 9.6.2.1. The Finance Committee's funding will be based on 9 meetings per Federation year. (A.16)

#### 9.6.3. Terms of Reference

- 9.6.3.1. To prepare a Budget for presentation to the Provincial Assembly in accordance with the Regulations. (A.16)
- 9.6.3.2. To advise the Provincial Assembly, the Provincial Council and the Provincial Executive on all Federation financial matters including the management of all OSSTF/FEESO funds, investments and properties as required by those bodies, (A.16)
- 9.6.3.3. To annually review the purposes and practices concerning the General Account including District funding, the Member Protection Account, and the Contingency Account, as well as any other accounts that may be created from time to time, and to report its findings each January to the Provincial Executive (A.16)

- 9.6.3.4. To prepare a written report, including the submitted budget requests of the spending authorities, to the Provincial Council, for its information, at the last meeting prior to AMPA. (A.16)
- 9.6.3.5. To perform duties related to the annual audit, which shall include: (A.16)
  - 9.6.3.5.1. to meet with external auditors to receive the annual audit plan; (A.16)
  - 9.6.3.5.2. to receive and review the external auditor's communication of Audit Results Report; and (A.16)
  - 9.6.3.5.3. to review any non-audit services that may affect the independence of the auditor and to make recommendations to the Provincial Executive on the approval of such services. (A.16)
- 9.6.3.6. To receive a report from the Chief Financial Officer on the adequacy of in-ternal controls and the identification of any significant financial risks that may affect the Federation. (A.16)
- 9.6.3.7. To receive a report from the Chief Financial Officer on the appropriateness of insurance coverage. (A.16)
- 9.6.3.8. To provide advice on Federation resources to the Provincial Executive during the development of the Strategic Action Plan. (A.18)
- 9.6.3.9. To review and recommend amendments to the Financial Handbook. (A.16)
- 9.6.3.10. To analyze and report annually to AMPA a 5-year projection of income and expenditures for the General Account and the Member Protection Account. (A.18)
- 9.6.3.11. To hear FTE appeals received in accordance with Regulation 10.2. (A.16)
- 9.6.3.12. To perform the duties in Procedure 1 related to the preparation of the budget. (A.17)
- 9.6.3.13. To be in attendance at the Provincial Assembly. (A.17)



**Ontario Secondary School Teachers' Federation**  
**Fédération des enseignantes-enseignants**  
**des écoles secondaires de l'Ontario**  
60 Mobile Drive, Toronto, Ontario M4A 2P3

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