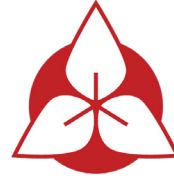


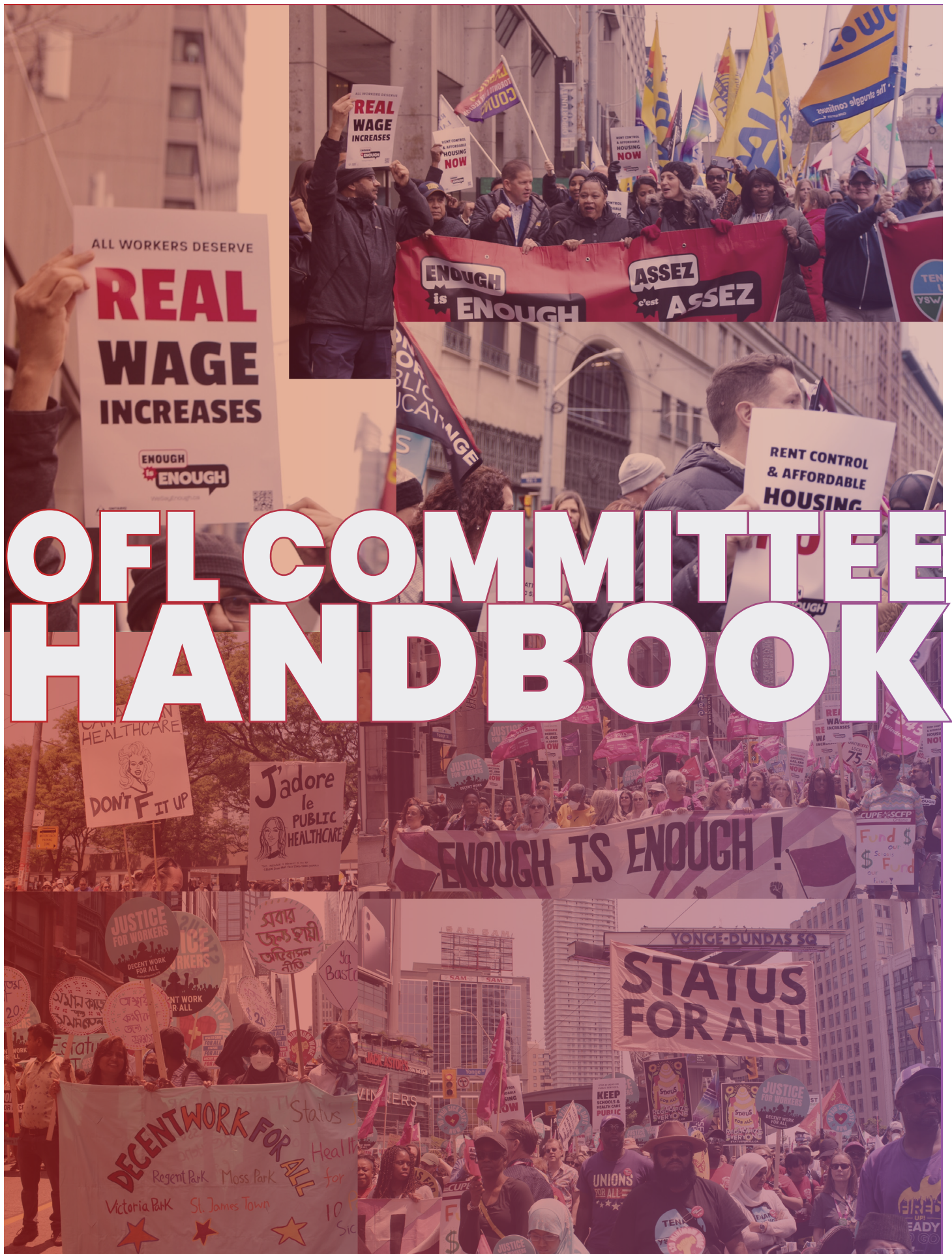
**ONTARIO**  
FEDERATION OF  
**LABOUR**



**FÉDÉRATION**  
DU TRAVAIL DE  
**L'ONTARIO**

# OFL COMMITTEE HANDBOOK





# OFL COMMITTEE HANDBOOK

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# OFL COMMITTEE HANDBOOK

## COMMITTEE OBJECTIVES

Every Ontario Federation of Labour (OFL) committee plays a key role in our labour movement. OFL committees represent a coming together of workers from all diverse backgrounds, experiences, and unions. An equity lens and a culture of equality, respect and consent is applied to all committees work and actions.

Each committee must commit to achieving, through various means, the Community Organizing Principles listed below. All actions and decisions of OFL committees must only be done if they fall within one or all these principles:

### Principle 1: Education

Committees must undertake actions that educate and build our capacity as a labour movement. Popular education has always been a foundational belief of trade unionism, and the OFL is committed to fostering and strengthening that belief within a culture of equality, respect and consent.

### Principle 2: Community Solidarity

Our labour movement has never existed in isolation, and we can never achieve our goals working alone. That is why committee members and committee work must foster and build upon community solidarity.

Community solidarity can include: attending meetings and events of other organizations, listening to the concerns and challenges of our community allies, and supporting other progressive groups in real, tangible ways.

### Principle 3: Organizing & Electoral Engagement

While we strive to educate ourselves and others, promote solidarity, and build our community organizing capacity, we must also remember that ultimately decisions are made by governments – decisions that affect our families, jobs, and communities. All issues, in some way, connect back to local school boards, municipal, provincial, or federal governments, and the OFL committees must work towards engaging people with their electoral processes.

Electoral engaging can include: getting people to sign petitions on an issue that your committee is working on. Organizing community volunteers from a group that your committee represents or forming coalitions with like-minded community groups to conduct election work.



### STRUCTURE & APPOINTMENT

The Federation Committees have been or can be established in various ways:

- A resolution passed at an Ontario Federation of Labour convention;
- A motion by executive board;
- Additional, ad hoc committees can be established by the OFL executive officers to deal with specific situations as they arise.

Committee members are appointed by unions affiliated to the Federation. Following each OFL Biennial Convention, a letter is sent to all affiliates requesting appointments for OFL committees. It is the responsibility of each affiliate to submit their committee appointments to the OFL Secretary-Treasurer to be approved at the next Executive Board meeting. Names put forward must be members in good standing or staff of affiliated unions.

All costs of a representative attending meetings are to be assumed by the affiliate. Such as: time off, travel, family care, hotel, per diems and special accommodations.

Committees generally meet two to three times a year in person and / or virtually (as required) to address ongoing actions.

Committees are responsible for providing policy advice and recommendations to the OFL officers, executive board and council.

Outreach is done through the executive board and council, affiliate representatives and through networking with community partners to develop educational materials, educational and political campaigns. Campaigns and political actions follow the approval of OFL officers and the executive board.

Nationally, the Committee links with the Canadian Labour Congress' Committees.

Representatives regularly report on their affiliate's activities and to their affiliate's committee about the OFL's work around our issues.

The relationship of the committee to local activists and rank and file members is generally indirect. Federation committees do not directly service rank and file membership. Any questions addressing a workplace or union issue are referred to that union.

OFL executive board vice-presidents and/or OFL officers serve as committee chairpersons. Vice-presidents representing equity groups (First Nations, Métis, Inuit Circle, Solidarity & Pride, Black & Racialized, Disability Rights, Women's and Young Workers) are automatically appointed as chairpersons for their respective committees.

Committee make-up shall be: Each affiliate union is entitled to one (1) delegate and one (1) alternate per committee. Each affiliate will be granted only one (1) vote on a committee. The OFL executive officers reserve the right to limit the total number of members on a committee.

The OFL executive officers are ex-officio to all committees.

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## OFL COMMITTEE HANDBOOK

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Canadian Labour Congress (CLC) representatives may sit on committees to act as a resource, with voice but no vote.

### COMMITTEES FINANCIAL RESOURCES

All costs of a representative attending meetings are to be assumed by the affiliate, such as time off, travel, family care, hotel, per diems and special accommodations.

The Federation will cover expenses for meeting room rental (if approved, to meet outside of the OFL boardrooms).

Committees requiring additional meetings, or work that goes beyond the capacity of the OFL, or funds for specific activities are required to submit a request to OFL officers outlining the rationale and an estimated budget (see Appendix 2 – Budget Template). All events are cost neutral.

### OPERATIONS OF COMMITTEES

#### Meetings

Committee meetings will be planned in the most economical manner. Each committee is pre-approved for up to two one-day, face-to-face meetings per year and conference calls as may be required. This is in addition to the all-committee meeting that is held following the election of vice-presidents for the committees once every two years for strategic planning purposes.



#### Working Groups & Ad Hoc Committees

The executive board or officers may establish working groups and ad hoc committees to address emerging issues. The OFL will cover expenses for meeting room rental in accordance with OFL policy. Affiliates are responsible to cover the expenses for their members.

#### Role of Committee Chairperson (OFL Vice-Presidents)

- Ensure that committee activities focus on the three Community Organizing Principles, and report progress, with a written report and verbal update, as required to the executive board. A section in the report must include how the committee's activities directly fit with the Community Organizing Principles;
- Participate in committee chairperson meetings;
- Set meeting dates in consultation with the OFL staff assigned to the committee;

At the first meeting of the two-year term, the chairperson will ensure that the mandate and terms of reference of the committee are discussed and revised if necessary. Revisions are to be presented to the executive board for approval;

- Solicit agenda items for committee members and develop an agenda for each meeting. Agenda items should be specific to the mandate of the committee and fit within the Community Organizing Principles. If agenda items are submitted by committee members that are not directly related to the committee, the chairperson will advise the committee member of such;
- Working with OFL staff, prepare a written quarterly report to the OFL Executive Board/Council;
- Working with OFL staff, prepare the biennial report to the OFL convention;
- Working with OFL staff, prepare budgets for conferences, workshops etc., and present to OFL officers for approval (timeline – minimum three (3) months);
- Chair all meetings of the committee.

### Role of Committee Members

- Committee members are expected to volunteer their time outside of committee meetings to achieve committee's goals;
- Participate in all meetings or conference calls;
- Be familiar with the OFL's Community Organizing Principles, and their respective committee's terms of reference and mandate;
- Bring forward agenda items on behalf of their union and report back to their union on activities of the committee (process to be determined by each affiliate);
- Actively contribute to the activities of the committee and suggest actions and work that are related to the OFL Community Organizing Principles.

### Role of OFL Staff

- Help ensure all committee work and actions fall within the Community Organizing Principles;
- Provide advice and support to the committee;
- Arrange for meeting logistics such as booking meeting rooms;
- Arrange for meeting notices to be circulated to committee members;
- Support committee chairpersons when they are developing action items for meeting minutes. Draft committee reports – ensuring sections on how the committee's work and actions fall within the Community Organizing Principles is included;
- Ensure that minutes and reports are for circulation to committee members, executive board, and, if requested, executive officers;
- Assist in writing OFL's convention reports;
- Draft budgets for conferences, workshops etc., and present to OFL Officers for approval.

## OFL COMMITTEE HANDBOOK

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Note:

- OFL officers are responsible for assigning and directing staff work.
- All official documents and statements must be approved by the OFL officers.

### Role of Executive Officers

The OFL executive officers are ex-officio members to all committees.





## APPENDIX 1: COMMITTEE TERMS OF REFERENCE TEMPLATE

### TERMS OF REFERENCE (SAMPLE)

TITLE	OFL WOMEN'S COMMITTEE
<b>PURPOSE</b>	To provide a forum for OFL affiliates to participate in a critical analysis of women's equality issues and to undertake actions related to the equality. To provide information to the OFL executive board, ensuring that opportunities for awareness, education and participation is provided to affiliates/members allowing everyone to make informed decisions on women's equality issues and truly create a change.
<b>COMPOSITION</b>	<p>Committee members must be affiliate members or staff of affiliate members, duly nominated by their respective union. Motion to formally appoint members to the committee is the express authority of OFL executive board. The OFL president will assign staff resources to the committee.</p> <p>Ex-officio: OFL executive officers (women vice-presidents).</p> <p>CLC representatives may sit on the committee to act as a resource, with voice but no vote.</p> <p>The chairperson (or co-chairpersons) shall be a member of the OFL executive board.</p>
<b>MEETINGS</b>	The committee, in consultation with the staff assigned, shall hold up to two one-day face-to-face meetings per year and conference calls as may be required.
<b>AUTHORITY</b>	To operate in accordance with the OFL constitution and all applicable policies.

<b>DUTIES AND RESPONSIBILITIES</b>	1.	To assist the OFL executive board and council in achieving its priorities as identified in the Community Organizing Principles.
	2.	To act on any convention resolutions referred to the committee by the OFL executive board.
	3.	To carry out actions resulting from motions of the OFL executive board or council.
	4.	To critically analyze women's equality issues, policies, programs, and legislation that affect working people and unions.
	5.	To develop an equity strategy that respects and supports the OFL's Community Organizing Principles.
	6.	The chair may also serve as the OFL representative to the CLC Women's Committee.
<b>FUNDING</b>	<i>As per OFL Committee Handbook.</i>	

**Approved by executive board [date]**

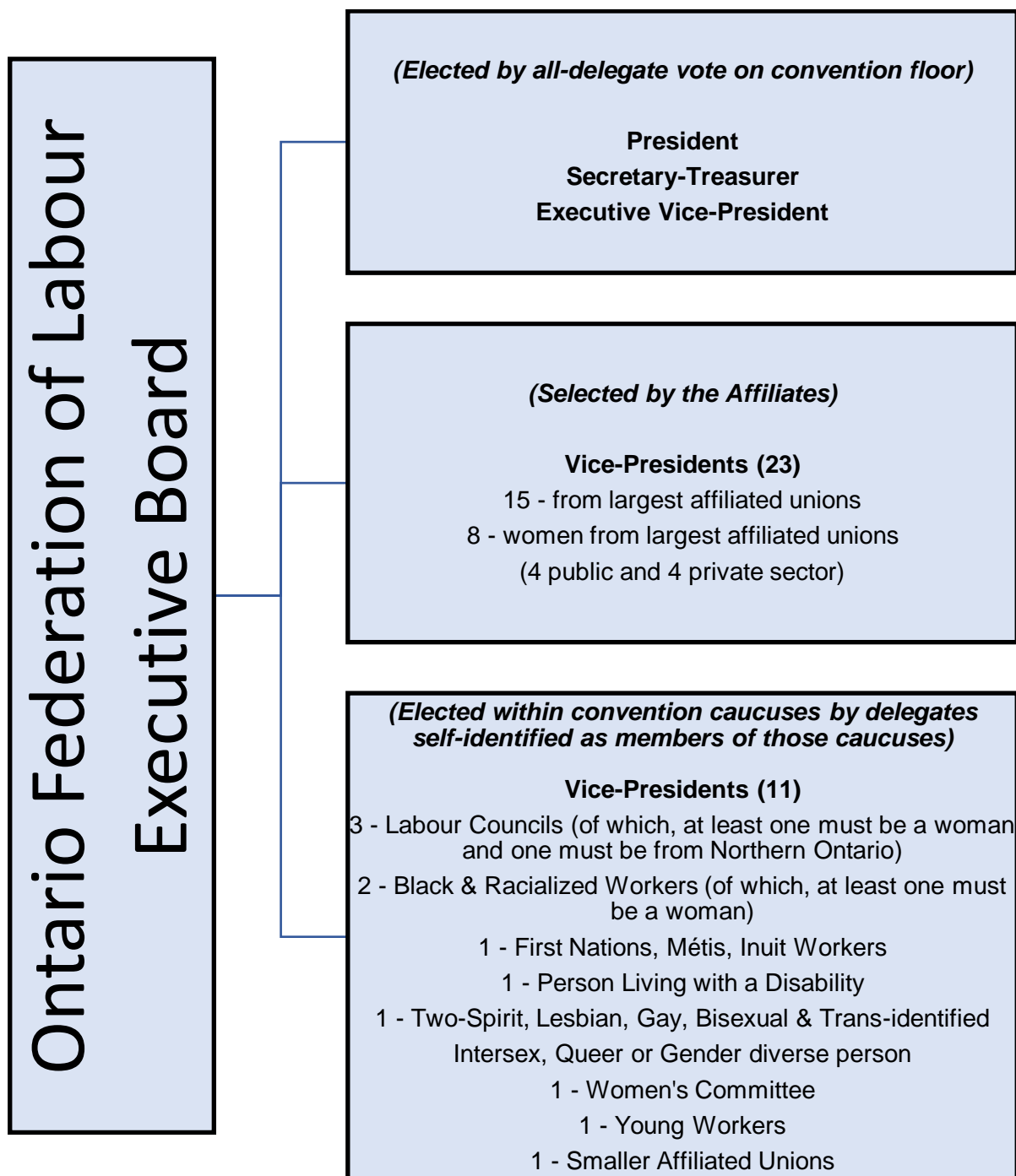
**APPENDIX 2: BUDGET TEMPLATE**

- To be completed for all seminars and conferences.

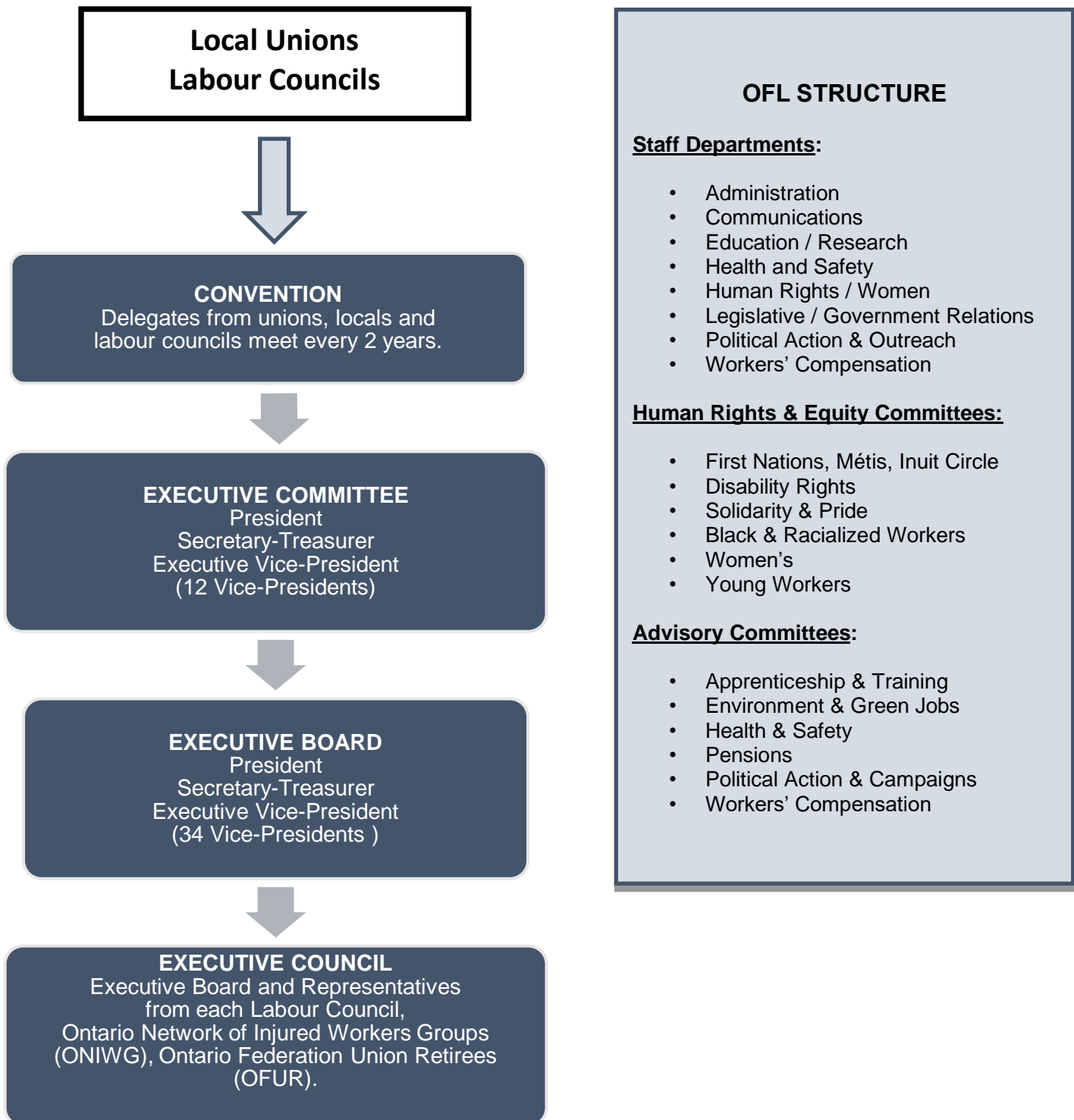
Title of seminar or conference: \_\_\_\_\_

<b>INCOME</b>	<b>PLANNED</b>	<b>ACTUAL</b>
# of Participants at @ \$000.00		
<b>Total Income</b>		
<b>EXPENSES (HST INCLUDED)</b>		
Speakers / Presenters		
Meeting Room		
Meal(s)		
Breaks – Coffee / Tea x 2		
Staff Expenses		
Mailing		
Seminar / Conference Printing Materials		
Kits / Pens		
Badges with Holders		
AV Equipment		
Flip Charts		
Child Care		
Contingency		
<b>Total Expenses</b>		
<b>Surplus / (Deficit)</b>		

APPENDIX 3: OFL ELECTED POSITIONS



## APPENDIX 4: ONTARIO FEDERATION OF LABOUR “STRUCTURE”





### APPENDIX 5: OFL CONSTITUTION ARTICLE II (November 2023)

**Article II:** The purposes of this Federation are:

1. To support the principles and policies of the Canadian Labour Congress.
2. To promote the interests of its affiliates and generally to advance the economic and social welfare of the workers of Ontario.
3. (a) To assist affiliated organizations in extending the benefits of mutual assistance and collective bargaining to workers.  
  
(b) To assist wherever possible in the organization of the unorganized into unions for their mutual aid, protection and advancement, giving recognition to the principle that both craft and industrial unions are appropriate, equal and necessary as methods of union organization.
4. To encourage without discrimination all workers to share in the full benefits of union organization.
5. To secure provincial legislation which will safeguard and promote the principle of free collective bargaining, the rights of workers, and the security and welfare of all people.
6. To protect and strengthen our democratic institutions, to secure full recognition and enjoyment of the rights and liberties to which we are justly entitled, and to preserve and perpetuate the cherished traditions of our democracy and working people.
7. To promote the cause of peace, bread and freedom in the world to assist and co-operate with free and democratic labour movements throughout the world to that end.
8. To aid and encourage the sale and use of union made goods and union services through the use of the union label and other symbols.
9. To protect the labour movement from all corrupt influences and from the undermining efforts of all totalitarian agencies which are opposed to the basic democratic principles of democracy and free and democratic unionism.
10. To preserve the independence of the labour movement from political control, to encourage workers to vote, to exercise their full rights and responsibilities of citizenship, and to perform their rightful part in the political life of the Municipality, Province and the Dominion of Canada.
11. To promote the labour press and other means of furthering the education of the labour movement.
12. To promote labour representations on Government and public boards and commissions.
13. To promote employment equity for First Nations, Métis, Inuit workers, Black & racialized workers, women, Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Additional Sexually and Gender Diverse (2SLGBTQIA+) workers, workers with a disability and Francophones, and any other worker who is covered by protected grounds in the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms; and to work for the elimination of all unfounded and illegitimate barriers to employment of all persons.

### APPENDIX 6: OFL EQUALITY STATEMENT

The Ontario Federation of Labour is committed to providing a positive environment at all Federation activities and ensuring that all individuals are treated with respect and dignity.

Union solidarity is based on the belief that all peoples are equal and deserve respect. Words, actions or conduct which are racist, sexist, homophobic or transphobic divide us. Discrimination based on disability, age, religion, language and ethnic origin also divides us.

As trade unionists, mutual respect, cooperation and acceptance are our goals. Behaviour that embarrasses, humiliates, excludes or intimidates prevents us from working together and will not be tolerated nor condoned.

Harassment is unwelcome action by any person whether verbal, psychological or physical, on a single or repeated basis, which humiliates, insults or degrades.

Harassment is unwelcome action by any person whether verbal, psychological or physical, on a single or repeated basis which humiliates, insults or degrades.

Bullying is unwanted conduct, comments, actions or gestures that affect a person's dignity, psychological or physical health and well-being. Bullying may result from the actions of one individual towards another, or from the behavior of a group. It is the abuse of perceived power that degrades, threatens and/or intimidates.

Trade union principles prohibit us from infringing on the human rights of others and oblige us to stand together to protect rights when others are attacked or victimized.

The OFL considers harassment, bullying or discrimination of any kind a serious offence. All will be investigated. A substantial complaint could result in the removal of the harasser from the event. A letter outlining the reasons for the removal will also be sent to the appropriate affiliate.

#### **Resolution and Complaint Procedure**

A person who believes that they are a victim of harassment or bullying on any grounds prohibited under the Human Rights Code should take immediate remedial action.

Make it clear that you do not welcome the attention or offensive behaviour, either on your own (verbally or in writing) or if you do not feel safe to do so via a third party. Warn them that if the behaviour continues, you will pursue the matter. (It may be that the individual or group of individuals are unaware that the behaviour is offensive).

If the inappropriate behaviour persists, approach one of the designated representatives and ask them to act on your behalf.

The designated representative (with or without the complainant present) will advise the OFL Staff of the problem.

The OFL Staff (or they/them/their designate) will separately interview the complainant and the alleged harasser (and witnesses if there are any). If the problem cannot be resolved informally, the complainant will be asked to put the complaint in writing.

The written complaint will then be submitted to a meeting of the OFL Staff and the OFL Officer in charge. The complaint will be evaluated and investigated. If it is determined that the

respondent's conduct has fallen within the definition of harassment, bullying or discrimination under the Human Rights Code/Canadian Human Rights Act, appropriate disciplinary action will be taken which includes, but is not limited to, an apology, reprimand and expulsion. The principal officers of affiliated unions to which the parties are members shall be advised of all particulars.

Cope343

January 2024