

# PROVINCIAL COUNCILLOR/LOCAL LEADER HANDBOOK

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# INTRODUCTION

The Ontario Principals' Council is the voluntary professional association representing principals and vice-principals in publicly funded schools throughout the province. Each year, the Provincial Councillors and Presidents/Chairs of the local OPC association gather to share information, network with provincial colleagues and bring local concerns to the attention of the provincial Executive.

As the local Councillor or President/Chair, you play a very important role in this organization. It is your responsibility to ensure that your local colleagues have the information they need from their provincial association to assist them in their roles as effective school leaders.

Along with these responsibilities, you are also the elected voice and represent the interests of the principals and vice-principals in your district school board within the provincial organization. It is, therefore, important that you make every effort to accomplish the following

- ❑ be knowledgeable of the issues being considered and positions taken by the OPC
- ❑ be knowledgeable of the position of your district colleagues and school board on these issues
- ❑ bring information to/from the local membership and act as the link between the local districts and the OPC office
- ❑ ensure district views are brought to the attention of Provincial Council through the local Councillor
- ❑ participate in provincial focus groups when available
- ❑ keep up-to-date on issues by reviewing OPC communications, as well as OPC's constitution and policies, and by regularly visiting the website at [www.principals.ca](http://www.principals.ca)
- ❑ know and communicate the full range of services provided by the OPC
- ❑ be an advocate for the OPC at the district level and
- ❑ alert the Executive, through direct contact with the President or Executive Director, to any issue emerging in the district that may have provincial significance.

This electronic Handbook is a guide to assist you in your role. Some of it will be for information purposes only, while other sections will outline the responsibilities you have as a local Councillor or President/Chair. Whether you are new or are returning for another year, we hope that this Handbook will provide you with the information you need to represent your colleagues.

The Handbook is combined for Provincial Councillors and Presidents/Chairs. Some responsibilities will clearly be for Councillors (such as bringing motions to Provincial Council meetings), while others will be directed more to Presidents/Chairs (such as overseeing the scholarship process). We encourage you to liaise with your local colleagues to determine who is in the best position to ensure that all of these responsibilities are carried out.

**WE THANK YOU FOR YOUR TIME AND HOPE THAT YOUR  
EXPERIENCE THIS YEAR WILL BE A REWARDING ONE.**

# DUTIES OF THE OFFICERS OF THE CORPORATION

## The President

- presides at all meetings of the Provincial Council and the Executive
- is an ex-officio member of all committees
- acts as the official spokesperson for the organization's media messages
- may delegate responsibilities and
- becomes Past-President upon completion of term.

## The President-Elect

- presides at all meetings of the Provincial Council in the absence of the President
- represents the Council in the absence of the President
- performs other duties as requested by the President or the Executive and
- takes over as President upon completion of term.

## The Vice-Presidents

- preside at meetings of the Provincial Council in the absence of the President and President-Elect
- represent the Council as requested by the President and
- perform other duties as requested by the President or the Executive.

## The Executive Director

- manages and coordinates staff and administrative functions in support of the organization, as directed by the Council or Executive
- performs other duties as directed by the Council or Executive.

## ELECTION OF PROVINCIAL COUNCILLORS

The Provincial Council is made up of a minimum of two representatives from each district school board. These representatives, along with the Executive and the Executive Director (as a non-voting member), form the OPC Provincial Council and are the Directors of the OPC Corporation. Provincial Councillors must be OPC Members in good standing. The Provincial Council is the policy-making body of the OPC and has the authority to manage the affairs of the organization.

The role of Council is to

- ❑ elect the Executive, establish committees and approve the Executive's recommendation for hiring the Executive Director
- ❑ approve OPC positions and policy statements on educational issues with input from the Executive and other committees
- ❑ approve financial statements and a budget and
- ❑ other responsibilities as outlined in the Constitution.

The OPC has a vast array of information and resources available for our Members. Meetings are held throughout the year to provide information, answer questions and seek input from the local districts. Messages from the President, polls, news releases and timely information are also distributed from the OPC office to Members throughout the province.

In order to do our job effectively, however, we need to know who represents each local OPC district in the province. This is particularly important for the October Provincial Council meeting. In order to ensure that all the appropriate people are notified of these meetings, we need to know who they are.

### *Provincial Councillor/Local Leader Tip*

- Notify the OPC office (Patti Walke at [pwalke@principals.ca](mailto:pwalke@principals.ca)) as soon as your Provincial Councillors, President(s)/Chairs and T&C reps are elected or chosen and their corresponding terms

In your role, you act as the link between your local colleagues and the provincial Executive. One of the main priorities of the provincial OPC President is to visit as many districts as possible each year. As you are planning your local meetings, remember to set some time aside for the provincial President to come and visit your district. This will allow your colleagues to hear more about provincial issues, give a provincial perspective to local issues and provide the OPC President with a good sense of the issues that your local district may be facing so they can be advocated upon where necessary.

As with Provincial Councillors, we need to know who represents each local OPC District in the province. This is particularly important for the Regional Local Presidents/Chairs meetings. In order to ensure that all the appropriate people are notified of these regional meetings, we need to know who they are.

### *Provincial Councillor/Local Leader Tips*

- Notify the OPC office of any mid-year changes in your Provincial Councillors, President(s)/Chair(s) or T&C reps)
- Book the OPC Provincial President ([president@principals.ca](mailto:president@principals.ca)) to come to your OPC District to meet your local colleagues

## DISTRICT VISITS

Each year, one of the roles of the OPC Provincial President is to visit local OPC districts. These visits allow the President to meet local Members, hear about local issues and inform Members about the mandate of the OPC and the benefits of membership.

In order to ensure that these district visits are productive and efficient for local districts, as well as time and cost-effective for the OPC, the following components should form the basis of an agenda when the President is invited for a district visit:

1. Provide adequate time (between 15 and 30 minutes) for the President to speak. You may prefer a PowerPoint presentation or just remarks.
2. Make time available (at least an additional 15 minutes) for a Q and A session, as this may be one of the only opportunities your members have to talk to the President.
3. To build better working relationships – both for you and for the OPC – arrange an opportunity for the President to meet with your Director and members of the senior admin team.
4. Local reporters will often welcome the opportunity to interview the Provincial President, someone who can bring a provincial perspective to local issues. Include time for the President to take part in media interviews with local outlets. The OPC can help arrange this, in partnership with your board's communication department. Let us know if there are particular issues that have been in the media lately.
5. Time permitting, you may want to select a school for the President to visit – choose from schools with unique programs or ones involved with board or ministry projects. Inform your S.O. and get approval before finalizing school visits.
6. Even though the President has the opportunity to hear from you during our Council meetings, there will be some local issues with which he/she may not be familiar. Before the President comes to your area, be sure to provide a briefing on any such issues so that he can be prepared to speak to them.

## MEMBERSHIP

Individuals employed as P/VPs in publicly funded boards who are not members of a teacher union are eligible to become **Members** of the OPC. New appointees must complete the OPC membership application and payroll authorization form and submit the forms to the OPC. Membership becomes effective once OPC receives the forms and fees. **New appointees must become Members of the OPC within 60 calendar days of commencing employment** as a P/VP to preserve their entitlement to historical legal coverage. In order to be eligible for historical legal coverage, membership fees must be paid from the date of appointment.

Post-appointment, P/VP benefits are provided through ONE-T—an employee life and health trust instead of through school boards. The ONE-T plan includes benefits such as life insurance, accidental death and dismemberment; prescription drugs; dental, hospital, vision, travel and paramedical services.

In most boards (Algoma, Bluewater, Niagara, Grand Erie, Greater Essex, Halton, Hamilton-Wentworth, Lambton-Kent, Near North, Ottawa-Carleton, Peel, Rainy River, Renfrew, Simcoe, Toronto, Trillium Lakelands, Upper Canada, Upper Grand, Waterloo and York), P/VPs have access to the OPC Benefits Plan, which includes LTD insurance, critical illness insurance, optional life insurance (including spouse and children) and accidental death and dismemberment (AD&D) coverage.

**Enrolment in the OPC Benefits Plan is not automatic** – the individual must submit an application within 60 calendar days of appointment or they will need to submit medical evidence of insurability (good health) to the insurer. Medical evidence of insurability will also be required if the individual was not previously enrolled in an LTD plan up to the date of appointment. The premiums must be paid from the date of appointment. Please refer Members to the OPC Benefits department or the Benefits section on the website for further information regarding the OPC Benefits Plan.

Retired administrators, aspiring P/VPs and individuals not eligible for membership may apply to become **Associates** of the OPC, for which they pay an annual fee. For-profit and not-for-profit corporations may also become Associates. Retired P/VPs must be Associates of the OPC to maintain OPC benefits. Full details concerning Associates are available on the OPC website under the Membership & Benefits menu.

A Member who takes a statutory pregnancy and/or parental or long-term disability leave will remain a Member of the OPC (no application necessary). Their fees will be **waived** in these circumstances provided documentation confirming approval of the leave/LTD is received by the OPC. This waiver is not automatic. The individual must contact Membership Services both at the onset and termination of the leave in order to preserve membership entitlements. Fees are not waived for extended parental leave or other non-statutory leaves. In order to remain in good standing with the OPC, Members on leave from their employment must apply to be Associates with the OPC.



Retired Members who return to a P/VP contract or “supply” position may apply for Term membership in order to access Professional Services for issues such as a complaint to the Ontario College of Teachers that may arise during their supply term. Individuals are strongly urged to have a contract with the board that outlines entitlements (call OPC Intake for sample clauses). Term Members pay 50 per cent of the fee for the year (September 1 – August 31), but cannot work more than the number of school days permitted under the **Ontario Teacher Pension Plan Board’s re-employment rules (50 days in each school year, effective September 1, 2012)**. If they exceed the number of days allowed by the OTPPB, they will be required to pay the full Membership fee. Fees are non-refundable once an application has been submitted.

Registration packages are available through the OPC office.

### *Provincial Councillor/Local Leader Tips*

- Reach out to new administrator appointees, including mid-year appointees, within your OPC District and confirm they’ve received the OPC member welcome package. Let them know about the benefits of becoming a Member and that they must join OPC *within 60 days* of their appointment date so they will not lose historical coverage
- Ensure that all new Members (from participating boards as per the [List of OPC Benefits Participating Boards](#)) understand the need to apply for LTD coverage. Information about LTD is sent out by OPC in the welcome package. Members must apply for benefit coverage *within 60 days* of their appointment date so they will not need to submit medical evidence of insurability
- Remind Members going on pregnancy, parental or long-term disability leave to notify the OPC. Their fees/benefits premium (where applicable) will be waived
- Inform Members going on any other leave of absence, including secondment, that they must notify the OPC and switch to Associate status if they are no longer eligible for Membership
- Inform retired administrators returning to occasional administrative positions about the Term membership
- Inform those returning from leave to full or part-time administration that they must contact the OPC to re-instate their Member status within 60 days
- Encourage aspiring and retiring principals and vice-principals to become Associates in order to make and keep connections, access resources and maintain optional life benefits (if applicable)
- Membership or LTD questions? Call John Philp at 1-800-701-2362 or 416-322-6600 or email John at [jphilp@principals.ca](mailto:jphilp@principals.ca)
- Please click here for a copy of [Policy B-1 “Membership Policy”](#)

## MEMBERS WITHOUT OPC DISTRICTS

Most of OPC's 5,000 Members belong to one of the 31 local OPC Districts through their district school board. However, there are also some individuals who have chosen to become Members but do not fit within the definition of an OPC District since they do not "work for the same Public District School Board." Administrators who work for the Provincial Schools Authority, a Separate School Board, a Protestant Separate School Board or those who work in remote isolate boards do not currently belong to an OPC District.

For some Members, the effect of not belonging to a local OPC District is significant. These Members do receive all of the "individual" benefits of membership, including protection and professional services. They do not, however, have the ability to enjoy the more "collective" benefits that a local district may provide through the use of the Member's rebate, because there is no district to which the rebate can be made. In addition, these Members do not have the ability to apply for OPC scholarships for their children, since that process is managed by and for OPC Districts' local members.

Perhaps most important, Members who are not affiliated with a local district do not have the ability to affect the policy and direction of the provincial organization because they are not "represented" by a Councillor. At the same time, districts too are disadvantaged, since these Members represent unrealized rebates and talents that could be put to good use.

In an effort to encourage OPC Districts to consider including Members who work within or close to the geographical boundaries of the district, but who do not work for the same public school board, the Constitution states:

4.12 An OPC District may invite a Member(s), with his or her express consent, to join that OPC local District provided the Member otherwise is not eligible to belong to an existing OPC District.

**While it is not mandatory for a local district to extend membership to a Member without a district of his or her own, we certainly wish to encourage that accommodation.** Local OPC districts should contact Members without districts by email to invite them to join the local OPC organization. The OPC Provincial office can provide that contact information to local Districts.

## MAINTAINING AN ACCURATE DATABASE

As a Councillor or President/Chair, you are in the best position to know the Members in your area. We count on you to assist us in keeping an up-to-date and accurate database so that all Members can receive important information from the provincial office. Prior to each Provincial Council meeting, Councillors will be emailed the current list of Members from your local OPC District. Please check it for accuracy and notify Membership Services of any changes in status (retirement, leave, termination, school/position changes) so that we may contact the affected person(s) directly. Changes can be made directly on the list: please **highlight** the changes and email it back to [membership@principals.ca](mailto:membership@principals.ca)

The website at [www.principals.ca](http://www.principals.ca) is connected to the OPC Member database. All Members can update their school and personal information online or by calling the OPC office to ensure that our database is up to date – we do not receive updated information from your board.

All new Members receive an information package, either from the OPC office or from the Provincial Councillor. If you are aware of a new Member who would like a package, please provide us with their school address and we will send it directly to them.

## PROVINCIAL COUNCIL MEETINGS

In 2018-2019, there will be three Provincial Council meetings, held in October, February and May. The October and February meetings will be held in Toronto and the May meeting will be held in Niagara Falls. In October, the Provincial Council meeting will be held in conjunction with the AGM. Usually, Provincial Council meetings start at 1:00 p.m. on Thursday afternoon and conclude by 12:00 noon the following Saturday. If necessary, meeting times may be revised by the Executive. In addition, webcasts are held between Provincial Council meetings to maintain good communications with Councillors and, on occasion, to make time sensitive decisions.

Approximately two weeks prior to a Provincial Council meeting, you will receive an email that will contain all the information you need for the meeting and a link to the materials that will include the minutes of the previous meeting, an agenda for the upcoming meeting and directions to the meeting site. The link may also contain proposed resolutions and background information on relevant issues.

Accommodation will be arranged for you at the meeting site, but you will need to notify the OPC office if you require an additional night's stay in order to accommodate air travel. You will be required to arrange your own travel to and from the meeting. All meals during the meetings are provided by the OPC. Should you be unable to attend a Provincial Council meeting, you are entitled to send an alternate from your district in your place. **If you do not attend the Provincial Council meeting and do not send an alternate, you must contact the OPC office prior to the meeting or your district will be charged for food and accommodation expenses incurred.**

**Alcoholic beverages are supplied at all social events surrounding the Provincial Council meeting. Councillors attending are requested to please drink responsibly and to advise their (adult) guest of this expectation. Transportation is always provided to and from social events connected with Council, and it is our expectation that anyone planning to consume any amount of alcohol will not operate a motor vehicle.**

At each Provincial Council meeting, time is set aside for Trending Topics. These are an opportunity for Councillors to provide local input to provincial issues or raise local concerns that have provincial significance. As well, each Provincial Council meeting includes a Town Hall session during which Councillors may ask the Executive questions on any issue of concern. Councillors may introduce motions from their districts, provided adequate notice of the motion can be communicated to the Council.

Following the meeting, you will receive an email asking you to complete an evaluation form. It is important for you to fill this out to ensure that we can continue to provide high quality meetings.

The Provincial Council Notebook, a summary of the highlights of the meeting, will be forwarded to all OPC Members via email following the meeting.

On a case-by-case basis, in accordance with the Human Rights Code and demonstrated need, Provincial Councillors may be reimbursed for child care expenses on request in order to attend

Provincial Council meetings at a rate of \$50 per child per day or \$60 for two children per day, to a maximum of \$200 per meeting. Any request for reimbursement of child care expenses must be discussed in advance with the President and/or Executive Director in order to obtain approval, in advance. A receipt does not have to be provided, however, child care which has been provided at no cost by a relative, is not eligible.

If it's necessary for your child to travel with you to the location of the Provincial Council meeting, please contact the Office Manager to discuss any changes this may necessitate to your room accommodations (e.g. Crib, cot, mini fridge, etc.). Please note that minor children are not permitted to be in attendance for the meeting or planned events for Councillors, except as may be necessary for breastfeeding infants or in other special circumstances, which circumstances must be discussed in advance with the President and/or Executive Director in order to obtain approval, in advance.

Section 300.1 of the *Education Act*, along with PPM 145, enables principals who are going to be absent from the school to delegate their authority/duties with regard to Part XIII of the Act (Behaviour and Discipline) provided the delegation is in writing and otherwise aligns with board policy. Some boards require that such a delegation occur if the principal is going to be absent for a specified period of time. **Please be sure that when you are in attendance at a Provincial Council meeting that you have followed your board's policy in this regard.**

### *Provincial Councillor/Local Leader Tips*

- Contact the OPC office prior to a Provincial Council meeting if you
  - cannot attend the Provincial Council meeting
  - have arranged for an Alternate to attend in your place
  - plan to bring a guest to observe the meeting, as Executive approval is required
- have a motion from your district to be discussed at Council (30 days' in advance in order to ensure inclusion in the Agenda sent with the Notice of Meeting)
  - have any special requests (diet, physical assistance, etc.)
  - need an additional night's accommodation
- At the conclusion of the meeting, complete expense forms, attach receipts and leave with OPC staff or submit electronically following the meeting
- Report on Council business to local colleagues following your return to work using OPC resources provided including the Council Highlights and other materials provided during the meeting
- Maintain confidentiality with respect to any matters discussed *in camera*
- Remember that, following a Council meeting, Council must "speak with one voice" and all Councillors have the duty to support the decisions of the Council
- Communicate with your school year planning committee in an effort to avoid any potential conflicts with OPC Council meeting dates

## PROTECTIVE SERVICES

Protective services are available to all OPC Members, as well as to local Terms and Conditions Committees, through the Protective Services Team (PST). The team is comprised of experienced principals, lawyers and a legal assistant.

The first level of the PST is comprised of three “Intake Consultants” who, as experienced principals, answer and triage all Member calls. In most instances, the Intake Consultants will be able to answer questions and provide professional advice. All calls of a more serious nature will be immediately referred to one of three Protective Services Consultants, who are also experienced principals. The Consultants provide counselling, representation and advice on professional issues to Members. They also write articles and present workshops on emergent issues to assist Members in managing the risks that may arise in the course of their duties. Each year, local OPC districts may request a full-day or half-day Protective Services workshop, at no cost to the district.

The Protective Services Consultant, together with legal counsel, provides professional advice, training and support to OPC Districts and their terms and conditions teams and representatives in the preparation, negotiation and interpretation of their terms and conditions of employment.

The OPC’s lawyers also provide assistance and advice to the consultants in support of Members or direct legal support to Members, in accordance with the Protective Services Policy. They provide Members with assistance in regard to serious employment issues (misconduct, discipline, demotion, termination, sick leave, WSIB, LTD, workplace accommodation and return to work), complex workplace and other harassment complaints, as well as representation in response to complaints or applications to the Ontario College of Teachers, the Ontario Human Rights Tribunal, board hearings and other judicial or quasi-judicial proceedings. General Counsel also provide corporate legal assistance to the organization, resource support to the Protective Services Consultants, the President and the Executive, as well as terms and conditions advice, advocacy and support.

Members in good standing may contact the PST Intake Consultants for assistance on any employment related concerns by calling the OPC office at 416-322-6600 or 1-800-701-2362. Members may also access articles – written by the PST – dealing with a variety of professional issues, as well as online workshops, available through the website.

**Principals and vice-principals are strongly urged to register as Members of OPC within 60 days** of assuming an administrative position and resigning from the teacher union. By doing so, Members are entitled to Protective Services, in accordance with the Protective Services Policy, retroactive to their membership in the teacher union. If application for OPC membership is not completed until after the 60-day limit, or if there is an interruption in the payment of fees, Protective Services will only be available in accordance with the Protective Services Policy for incidents arising during periods of membership.

Similarly, principals and vice-principals who have been on a statutory leave or LTD must notify the OPC within 60 days of their return and recommence the payment of fees. If a person does not resume payment of membership fees to the OPC within the 60 days, legal coverage will be limited

to incidents that occur from the date that membership resumes. No retroactive coverage will be provided.

Retired administrators who return to work for a district school board in any capacity (other than teaching) are strongly urged to have a contract specifying salary, working conditions and entitlements. Such administrators are also encouraged to enroll for Term Membership with the OPC to be eligible to access Protective Services counselling and legal representation.

If you become aware of, or directly involved in, the support of a Member by the OPC Protective Services team, you are required to keep all matters confidential. It is imperative that Councillors and Presidents/Chairs maintain this information in the strictest confidence, even from district school board personnel, other Councillors and Executive members. Unless the district maintains liability insurance, we discourage district executive members from providing direct advice or support to Members.

### *Provincial Councillor/Local Leader Tips*

- Ensure that Individual Members in your District are aware of, and have access to, OPC's Protective Services Policy, available on the website. Protective services are available to all OPC Members, as well as to local Terms and Conditions Committees, through the Protective Services Team (PST). The first level of the PST is comprised of three "Intake Consultants" who, as experienced principals, answer and triage all Member calls. Members in good standing may contact the PST Intake Consultants for assistance on any employment related concerns by calling the OPC office at 416-322-6600 or 1-800-701-2362. Please click here for a copy of [Policy F-1 "Protective Services Policy"](#)
- Encourage Members in difficulty who seek your advice to contact the OPC office for assistance
- Assist the PST in accessing the local approval processes if required under the T&C agreement for dispute resolution
- Work with your OPC District Executive to book the PST "Hot Topics" workshop (updated annually) for your District including advising of local issues

## PROVINCIAL COUNCILLORS' SUPPORT OF PEERS

A Provincial Councillor must be careful in providing assistance to individual members where that assistance would more appropriately be provided by the OPC's Protective Services Team. For example, support at a meeting with a Member and another party (superintendent, Child Protection Agency, police, Board-hired Investigator) would ordinarily be provided by a PST Consultant or lawyer in serious cases.

In addition, once a Member signs a Protective Services Agreement, all conversations between Members and the PST have the benefit of solicitor-client privilege. This means nothing said to a PST staff member could be summoned/subpoenaed in a court proceeding. Information shared with a Councillor by a Member would not be protected in this fashion. If contacted by phone or in person to discuss a colleague's issue or approached by a colleague to attend a meeting as described above, you are advised to refer the Member to the PST for confidential advice on next steps.

OPC employees have insurance against errors and omissions in the provision of advice to Members. It's an unnecessary risk for a Councillor to take on the task of providing advice to Members, and this is another reason for you to direct all such inquiries to OPC.

If a Councillor becomes aware that a colleague is in difficulty, encourage a contact with the PST. It also would be appropriate to contact PST yourself for a confidential "heads up."

In addition, if your local Members are receiving problematic direction from your board, don't hesitate to call for advice.



## COMMUNICATION SERVICES

The Communications department can assist Members with their communications needs and provide templates or editing for materials such as letters to parents and backgrounders. We maintain a website, social media accounts and a blog (which we encourage Members to contribute to).

We also track media stories dealing with education and, in particular, stories that reference our Members. Please forward to the OPC any such local stories from your district.

In 2017 we launched a new logo. If you are using the OPC logo in any way, please contact us to make sure you are using the updated logo in the correct way (design, colour, size, etc).

Our award-winning professional magazine, *The Register*, is published three times per year. We welcome story ideas, columns, articles or reviews of books, videos, software or websites. Submission guidelines are available on the website at [www.principals.ca](http://www.principals.ca).

The OPC Promotion Booth is available for local conferences to answer questions, provide information about resources and services and promote membership. We can also provide items to include in delegate bags, such as catalogues and pens.

### *Provincial Councillor/Local Leader Tips*

- Encourage local participation in OPC sponsored polls so that we are able to collect valid, up-to-date data that assists us with lobbying for local issues and concerns
- If your board is holding an administrators' conference, consider featuring the OPC booth and/or including presentations from OPC staff
- Contribute to *The Register* and OPC blog by forwarding story ideas, articles or book reviews for publication and encourage your colleagues to do the same
- If you don't already, follow OPC Twitter for updates and PD information

## PROFESSIONAL LEARNING

Education Leadership Canada® (ELC), our professional learning division, seeks input from a multitude of sources to identify, design, develop and deliver the learning and support needs of our Members and colleagues. Continuous learning improves school leadership and student achievement. Supports and opportunities offered by ELC include

- Events and conferences, such as The OPC Anniversary Forum, Speaker Series and the New Administrator Seminar
- Customized board professional development
- Sessions on current topics including
  - Emerging Leaders' Development Program (ELDP)
  - Capacity Building
  - Equity and Inclusive Education
  - Instructional Leadership
  - Math
  - Mental Well-Being
  - MentoringCoaching
  - Principal Performance Appraisal (PPA)
  - Succession Planning
  - Teacher Performance Appraisal (TPA)
  - Technology
- Additional Qualification (AQ) Programs
  - Education Law Qualification Program (ELQP)
  - Mentoring Qualification Program (MQP)
  - Principal's Development Course (PDC)
  - Principal's Qualification Program (PQP)
  - Special Education for Administrators (SEA)
  - Supervisory Officer's Qualification Program (SOQP)
- Resources
  - Co-publications in partnership with Corwin, Pearson and Teacher's College Press
- Web-based learning opportunities
  - Online courses, web conferences and webcasts
- University affiliations
  - Charles Sturt University (CSU)
  - The University of London, England
  - Western University

Workshops and training programs are offered in partnership with boards and local OPC districts on a cost-recovery basis. Due to the fact that there are many new principals and vice-principals,

providing exemplary training programs that are meaningful, practical and relevant is a critical mandate.

ELC continues to support research in efforts to improve practice by working with several doctoral candidates to facilitate and share their research.

The ELC Bulletin and the professional learning section of the website are the avenues through which opportunities are shared.

Contact [elc@principals.ca](mailto:elc@principals.ca) for additional information.

### *Provincial Councillor/Local Leader Tips*

- Inform Education Leadership Canada at [elc@principals.ca](mailto:elc@principals.ca) of the board contact person responsible for PD so that we can contact them and plan PD together
- Become familiar with, market and co-ordinate delivery of OPC's professional learning programs within your district school board
- Advise us of topics that OPC Members should learn about through OPC-provided PD
- In conjunction with your school board staff, coordinate the delivery of PD offerings to your colleagues through ELC

# THE ONTARIO INSTITUTE FOR EDUCATION LEADERSHIP (IEL)

## THE ONTARIO INSTITUTE FOR EDUCATION LEADERSHIP (IEL) *Ontario Leaders Collaborating for Student Achievement and Well-being*

The Ontario Institute for Education Leadership (IEL) is a virtual organization made up of representatives from principals' and supervisory officers' associations, council of senior business officials, council of directors of education and the ministry of education. The IEL's main goal is to assist school and system leaders in maximizing the achievement and well-being of all students.

The IEL influences and supports provincial program and policy development and implementation in relation to the Ontario Leadership Strategy (OLS) and the Ontario Leadership Framework (OLF) through a collaborative network of Ministry and professional associations of school and system leaders in the interest of student achievement and well-being.

The IEL has articulated three key goals: engage in professional inquiry as it relates to the Ontario Leadership Framework (OLF) and the Ontario Leadership Strategy (OLS); influence leadership practice through the ongoing development and implementation of the OLF and the OLS; and promote leadership research and evidence based practices.

The IEL supports research on effective leadership practices both in the Ontario context and internationally.

### IEL's Contributions to Effective Leadership Practice

- Revisions to the Ontario Leadership Framework to include personal leadership resources
- *The Ontario Leadership Framework 2012 with a Discussion of the Research Foundations*
- *Strong Districts and Their Leadership* research paper commissioned by the IEL and CODE
- Strong Districts and Their Leadership Project – implementation of the nine characteristics of strong districts – modules, case studies and videos
- Self-Assessment Tools for School and System Leaders
- Annual Orientation for Newly Appointed Supervisory Officers
- Transition to the Role of Principal and Vice-principal Study commissioned by the IEL
- Supports for Principals and Vice-Principals Transitioning to the Role - New Administrators' Seminar
- Leading Safe and Accepting Schools Project – toolkit, resources and webcasts
- Personal Leadership Resources – guest speakers, case studies and interview questions
- **APPLIKI** - a succession planning search engine for Ontario educators
- Professional Resource Library
  - *Leading the Future: A Project of the Directors of Education in Southwest Ontario* - a research project to further develop the leadership capacities of directors of education in Southwest Ontario and to develop a set of recommendations for the

refinement of the System Practices and Procedures currently outlined in the Ontario Leadership Framework (OLF)

- *Succession Planning for Leadership in Ontario Schools and School Boards* – a study on succession planning practices and issues
- *Leadership Succession Challenges, Preparation, Recruitment, Selection and Retention* - Australia Project
- *Instructional Leadership* – Belgium Project
- *Effective Practices for Improving Literacy Outcomes for Elementary Students in Diverse Areas of Toronto* – Netherlands Project
- *Multiple Perspectives and Collaboration in Strategic Leadership* Symposium – featured Ron Heifetz and Andy Hargreaves- offered to all boards in December 2006
- *Multiple Perspectives and Collaboration in Strategic Leadership* Symposium – featured Ron Heifetz and Dean Fink – pilot for 12 boards in May 2006

For 2017-18, ADFO Executive Director Nadine Trépanier-Bisson is chair of the IEL Steering Committee.

The Ontario Leadership Framework (OLF) is the most recognized initiative of the IEL; awareness and implementation of it across the province has been the main objective and continues to be the main focus of the IEL. There are four components to the OLF

- school-level leadership
- system-level leadership
- district effectiveness framework, and
- the school effectiveness framework

The school effectiveness framework is a tool that supports school-level leadership and has been developed by the student achievement division of the Ministry of Education.

The Ontario Institute for Education Leadership promotes the concept of unity among school and system leaders, as the organization is unique to Ontario. The OPC hopes to continue to ensure its influence.

For more information on the IEL, visit <http://www.education-leadership-ontario.ca>.

## **OPC DISTRICT PARTICIPATION AT THE ANNUAL GENERAL MEETING**

The Annual General Meeting (AGM) is one of the most important meetings of the Corporation, the OPC. The purpose of the AGM is to address key operational business issues. The Provincial Councillors are the voting representatives at the AGM responsible for passing any amendments to the Constitution, receiving the audited financial statements, and appointing the auditors.

Voting at the AGM is on a “representation by population” basis. Each OPC District is allotted one vote for every 50 local OPC Individual Members, or major fraction thereof, with all districts having a minimum of two votes. While any OPC Individual Member may attend the AGM, only Provincial Councillors elected to represent their local districts, who have been approved by the AGM, may participate in the voting. Any OPC Individual Member may make comments at the AGM.

When a motion is being brought before the AGM from Provincial Council, OPC District Presidents/Chairs are encouraged to liaise with their local Provincial Councillors to ensure that they are familiar with any background information necessary to consider the proposed resolution. Ideally, any resolutions will have been discussed extensively at a Provincial Council meeting and will have received the endorsement of a majority of Councillors in advance of the AGM. OPC Provincial Councillors have an obligation to fully canvas the views of their local Members and to ensure that those individuals who will exercise the district votes are advised about their colleagues’ views on each resolution.

### **Notice**

Notices of AGMs shall be given to both existing Provincial Councillors for each OPC District as well as to new Provincial Councillors, elected locally but not yet confirmed by the AGM. The notice will include the place, date, mode and hour of the AGM. Notice will also be provided to each OPC District President/Chair to advise all Members of the upcoming meeting. In addition, the notice will include the text of any special resolutions to be submitted to the AGM for consideration.

### **AGM Resolutions**

The Executive, Provincial Council or OPC Districts may bring forward resolutions for consideration at the AGM. Given the importance of such resolutions, and to allow for informed and articulate discussion at the meeting, advance notice of the proposed resolution is critical. All resolutions for the AGM must be received by the OPC no later than 30 days prior to the AGM. The Executive, Provincial Councillors and OPC District Presidents/Chairs will receive notice of the proposed resolution(s) and then be able to consider their positions in respect of the resolution(s) in advance of the AGM.

### *Provincial Councillor/Local Leader Tips*

- Submit any special resolutions for consideration by the AGM to the OPC office no later than 30 days before the AGM
- Ensure that at least one existing Provincial Councillor Member/Director (approved at the previous AGM) will be present at the AGM to vote on behalf of your OPC District

## LOCAL CONSTITUTIONS

OPC Members make the individual choice to join the OPC through their payment of dues, and the OPC has a duty to provide them with various services, in accordance with our policies, and to manage OPC resources in their best interests. Some of OPC's services are delivered by local OPC districts, including terms and conditions negotiations and local advocacy, and rebate monies are provided for this purpose. In order for OPC Members to be properly served, local OPC districts must be structured appropriately; indeed, the local OPC district structure is essential to enable the OPC to optimize service to the district in order to support Members. For example, terms and conditions support and the right to have the OPC bring a legal proceeding on behalf of Members, if the Board fails or refuses to engage in good faith negotiations, depends on a clear connection between the OPC and its local districts, as well as ensuring that the negotiations are performed by OPC district terms and conditions representatives.

As a condition of recognition as an OPC District and in order to be eligible to receive fee rebates, participate in Provincial Council meetings and receive scholarship monies, all OPC Districts must have a constitution approved by the OPC. Effective July 2010 (see Policy No. C-7 – District Recognition Policy), all local constitutions must contain the following provisions:

- The local association must be identified as a district of the Provincial OPC.
- Consultation with OPC is required prior to adopting any changes to the local constitution.
- Election of OPC Provincial Councillors must comply with the Constitution of the Provincial OPC.
- Provincial Councillors are considered voting members of the local OPC District Executive.
- Provincial Councillors perform their duties as defined by the OPC in the Provincial Constitution.
- Two Terms and Conditions representatives, one from the elementary and one from the secondary panel, are to be elected/appointed by the local District to serve as voting members of the Executive.
- The local Executive will approve the composition of the whole Terms and Conditions Committee, made up of the Terms and Conditions Representatives and other OPC members.
- The local Terms and Conditions Committee negotiates the terms and conditions of employment with the employer board on behalf of all OPC Members.
- Regular meetings of the local OPC District are open to all OPC Members, who are entitled to vote at these meetings.
- Failure to pay a local levy does not prevent any local OPC Member from attending or voting at meetings of the OPC District.
- Any meeting, event, professional development opportunity or other opportunity funded by the OPC Provincial rebate is open to all local OPC members; non-OPC members must pay a proportionate cost to attend such opportunities and cannot be present during discussion of matters confidential to OPC Members.



OPC districts must consult with the OPC before making any amendments of their Constitutions that may impact on any of the requirements of the OPC District Recognition Policy.

While there will continue to be a great deal of variety throughout the province in terms of the remaining content of local constitutions and while the remaining constitutional content lies within the discretion of each OPC District, many districts have encountered difficulties that have prompted them to amend their constitutions to address these difficulties. The amendments were designed to prevent a repeat of a difficult situation or to ensure that if the problem arose again, there would be a clear process in place to deal with it. To share lessons that have been learned “in the trenches,” certain issues are highlighted below. We encourage you to consider them in the review of your own local constitution.

### **Conflict Resolution**

Differences of opinion, if articulated and managed respectfully and appropriately, are healthy for any organization. However, when conflicting views, particularly among the “directing minds” or Executive of an organization, are expressed in personal or inappropriate terms, the well being of the organization can be compromised. Organizations may have to deal with Executive members at one time or another who cannot function in a particular role, and/or whose behaviour and/or actions may be detrimental to its Members. While never a comfortable situation, it is made far more manageable if there are processes in place to resolve the conflict.

We encourage OPC Districts to include a provision for the mediation of disputes among Members (Executive or general), and the suspension or removal of Executive members who are unwilling or unable to adequately perform their role. In the case of mediation or dispute resolution, provision will have to be made for issues such as: who will pay the costs of mediation; and who, and under what circumstances, mediation can be triggered. In the case of suspension or removal, mechanisms must be put in place to ensure due process and an opportunity for all sides to be heard.

### **Amending the Constitution**

The constitution is an OPC District’s most important document. Some district constitutions do not include provisions for how they can be revised or amended. It is recommended that a process be identified at the local level that will allow time and opportunity for due consideration and implementation of any ensuing amendments. The local Annual General Meeting is an appropriate venue for considering constitutional amendments; however, it is wise to also include provision for a Special Meeting to be called, with adequate notice, for this purpose in order to provide maximum flexibility. Support beyond a simple majority vote, for example a two-thirds majority vote, is also appropriate to ensure that there is clear support for proposed constitutional amendments.

### **Sub-Committees**

In those districts where there are sub-committees in addition to the Executive, it is recommended that the constitution define clear lines of reporting and responsibility, as well as budgetary obligations. Ultimately, the Executive has the responsibility to prudently manage the affairs of the district. Given this responsibility, the constitution should stipulate clear

guidelines/restrictions on the authority of sub-committees and mandate the sharing of information with the Executive at appropriate intervals.

## **Elections**

Not all constitutions outline the election processes to be followed by the district. While districts may choose to have the election process contained in a policy separate from the constitution, the constitution should, at minimum, contain enabling language and certain statements of principle around elections. Not only should provision be made to deal with annual elections, but it should also outline the circumstances in which a position will be deemed to be vacant and how vacancies will be filled. We recommend that the process used to fill vacancies be practical and responsive. The less time remaining in the term of the position to be filled, the more appropriate and expedient it is to fill the vacancy by way of appointment rather than election, or to choose not to fill the vacancy at all. The reverse is equally true – if much of the term remains, an election may be the most democratic way to fill the vacancy and it may be much more important to do so.

Please note that the District Recognition Policy requires that OPC Provincial Councillors and Terms and Conditions Representatives must serve as voting members of the district's executive.

## **Budget and Accounting Practices**

All districts must submit financial statements to the OPC. Executive members must ensure that the financial books are in order so that the receipt of rebate monies is facilitated. The Executive members must also be mindful of their exposure to liability should they fail to prudently manage members' funds. The prudent management of funds requires access to accurate information together with the imposition of certain checks and balances to ensure that processes are being followed. The constitution should include enabling language and principles regarding budget and accounting processes. Companion policies should then be developed to deal with specific details such as: cheque signing privileges, expense reimbursement, rebate funds (which should be held and/or accounted for separately, particularly if the district includes non-OPC members) and the handling of any additional funds, such as professional development funds received from the board. School accounts must not be used for OPC business under any circumstances.

## **Sample Constitution**

To assist Districts in ensuring that their constitutions are in compliance with the District Recognition Policy and to assist with the development of specific language regarding the difficult issues outlined above, the OPC has developed a 'sample constitution' that can be found on our website at [www.principals.ca](http://www.principals.ca) under Terms and Conditions.

## LOCAL REBATES

Each year, Provincial Council sets a rebate level to flow a portion of the fees collected provincially back to local OPC districts. The purpose of the rebate is to assist local OPC Districts in providing meetings, activities and professional development in their area. Although local districts are accountable to OPC for the expenditure of the funds, the decisions on how to spend the rebate are made locally. However, rebate money cannot be redirected to individual Members. As a condition of recognition and eligibility for rebates, all OPC Districts must have a Constitution approved by the OPC.

In order to receive the first installment of the rebate, districts must:

1. Complete the “Request for Provincial Rebate Form” and submit it to Membership Services.
2. Attach a financial statement showing the disbursement of the rebate funds and the OPC Scholarship Award funds.
3. Attach a list of the local district Executive.
4. Attach the most recent local Constitution (which must comply with the OPC’s District Recognition Policy).
5. Attach a copy of your board’s most recent Terms & Conditions Agreement (both a hard copy and an electronic file).

The first installment of the rebate will be paid in November, subject to the above, following verification of the number of Members in that district at the October Council meeting. The second installment of the rebate will be paid in April following verification of the number of Members at the February Council meeting. Rebates are also paid to local districts, on a pro-rated basis, for Members who take out Term membership.

As has been our practice, we encourage OPC Districts to maintain these rebate funds **in a separate account**. Any meeting, event, professional development opportunity or other opportunity funded by the OPC Provincial rebate is open to all local OPC members; non-OPC members must pay a proportionate cost to attend such opportunities and cannot be present during discussion of matters confidential to OPC Members.

It is important to note that the rebate cannot be given directly to individual Members by either the provincial OPC or the local OPC District. The OPC is a non-profit corporation, organized and operated exclusively for non-profit purposes. As a result, the OPC enjoys tax-exempt status. However, there are numerous conditions that an association must meet in order to qualify as a tax-exempt, non-profit organization. One of those conditions is that it must not distribute or otherwise make available for the personal benefit of a Member any of its income. Another is to use the rebate for district business and to avoid accumulating surplus funds.

The income of the organization, when rebated to the OPC District, must be used in a manner consistent with the objects of the corporation, namely, to associate and unite Ontario principals and vice-principals and to promote and safeguard their interests. Therefore, the rebate money may be used to conduct the regular business of the local OPC district, to hold meetings or other events that bring principals and vice-principals together locally, to pay for and/or provide professional development opportunities for members locally or to promote the specific interests of principals and vice-principals in the district.

Before an OPC District uses the rebate money in a way different from those described above, it must consult with the OPC to ensure that the use would not jeopardize OPC's non-profit status and/or the tax-exempt status of OPC Member fees.

### *Provincial Councillor/Local Leader Tip*

- Submit the Request for Rebate form to Membership Services ([jphilp@principals.ca](mailto:jphilp@principals.ca)) together with your financial statement, list of Executive members, current District Constitution and current, signed T & C agreement. Review [Policy C-6 "Local Rebates Policy"](#)

## DIRECTORS' & OFFICERS' LIABILITY INSURANCE

Some OPC Districts have requested information about Directors & Officers' liability insurance and whether it is needed. While this is a decision that each OPC District must make individually, the following general information may be of assistance.

Boards of Directors (the Executive/Table Officers) oversee all aspects of an organization's operations. As a result, the Directors and Officers (D & Os) must maintain the ideals of

- obedience – to the terms of the organizations' by-laws and constitutions as well as applicable statutes,
- loyalty – to the best interests of the organization and
- diligence – to act with the care that a reasonable person in similar circumstances would exercise when in a similar situation.

The D & Os are required to act on an informed basis, in good faith and in the best interest of the organization. The breach, or alleged breach of any of these principles, if it leads to others' financial loss, could be grounds for legal action. Further, the D & Os (especially if the damages exceed the financial resources of the organization) may be held personally responsible for any monetary damages awarded.

The environment of and tasks performed by D & Os in non-profit organizations entail certain risks:

- Boards/Executives create and implement their own checks and balances to evaluate and monitor the progress of the entity and the behaviour of management.
- They serve with little or no compensation, such that D & Os may perceive their role as voluntary, requiring only limited attention to the activity of the organization.
- Boards/Executives may not have access to the resources necessary to make informed decisions. As a result, decisions are sometimes based on incomplete information and are often made quickly, creating an inability to carefully investigate relevant issues and
- The boards and the non-profit entities themselves are seen as "fair targets" for lawsuits, in spite of the good they provide their community.

To help local districts understand the importance of considering liability insurance, the following are examples of claims that have arisen against D & Os of non-profit organizations:

1. The directors of a charitable organization failed to make dividend distributions to beneficiaries and, instead, placed the money in a non-interest bearing chequing account for five years. The directors were surcharged jointly and severally for the interest that should have been collected and distributed.

Consider your local district's obligation to manage rebate or other monies on behalf of your members. Is that money in an interest-bearing account? Are you spending it and/or managing it responsibly on behalf of your members?

2. A claim arose from a private club that had intermediate and senior members. The club amended its by-laws to make it more difficult for intermediate members to attain senior member status by, among other things, extending time requirements. The intermediate members sued, alleging breach of fiduciary duties.

Consider your local T&C representatives' duty to negotiate on behalf of all local OPC Members in good faith. Are benefits for some Members traded away to benefit others?

In both of these examples, it is easy to see how a local district could encounter a similar accusation or lawsuit. Similarly, if local district executive members are providing any advice or peer support to their colleagues, it would be wise to have a D&O Liability policy to protect them from negligence claims.

Coverage under a Directors & Officers' Liability policy not only protects the personal assets of the D & Os, but also protects the organization from unexpected expenditures that may adversely affect cash flow and perhaps its very existence. This is particularly important for not-for-profit organizations that may have limited access to large pools of capital. Obviously, the coverage available depends upon the language of the policy. However, most policies would include coverage for damages, judgments, settlements, costs of investigation and amounts incurred in the defence of legal actions, claims or proceedings. Coverage depends on the circumstances of events, the application of insurance, the wording of the specific policy and other various factors.

*E. & O.E. – The above information, in an amended format, is reproduced with the permission of Donna Watt of the CG & B Group. October 2003.*

## MEMBERS OF OPC APPOINTED TO OUTSIDE BODIES

It is important that OPC positions be communicated on issues affecting principals and vice-principals wherever possible. Therefore, OPC Members will be asked to serve on a variety of external organizations as members or observers from time to time.

Appointments to external bodies will be made by the President. All appointments will be reviewed before September 1<sup>st</sup> each year.

## OPC ENDORSEMENT

The following is the Policy of the Ontario Principals' Council, as approved in October 2014, regarding the endorsement of products, services, conferences, events or causes not otherwise produced or organized by the OPC:

- Before endorsing any product, service, conference, event or cause, the Executive and/or Provincial Council of the OPC reserves the right to consider whether such endorsement is consistent with the mission and purpose of the OPC. The OPC reserves the right to discontinue endorsement at any time.
- The OPC reserves the right to specify in what manner and to what extent, if any, it will endorse any product, service, event or cause, including but not limited to use of its logo, financial contribution and/or any references to the OPC as part of the advertising, promotion or marketing of the product, service, conference, event or cause.
- The OPC does not endorse services, conferences, events or causes that are not inclusive of OPC Members.
- The OPC President and/or Executive Director may agree that OPC will endorse a professional development conference for principals and/or vice-principals, provided that OPC members will be invited to attend and the OPC is invited to present on behalf of the OPC at the conference.
- The OPC President and/or Executive Director may agree to send one or more representatives to special events, workshops, meetings or conferences held by special interest groups, but such involvement shall not be construed or advertised as endorsement unless the OPC Executive and/or Council has expressly agreed to the endorsement. The OPC will generally not fund or advertise the activities of these groups.
- The OPC will not endorse events, materials or products that are in competition with those developed and/or delivered by Education Leadership Canada or International School Leadership Ltd.

- The OPC logo may not be used on any product or material or in association with any event, service, conference or cause without the express written permission of the OPC.

## HONORARY LIFE MEMBERSHIP

The following is the Policy of the Ontario Principals' Council, as approved in February 2018, regarding Honorary Life Membership. The Ontario Principals' Council may award up to three Honorary Life Memberships per year to individuals who have rendered exemplary service by advancing or upholding the purposes of our organization. Nominees must have made substantial contributions to the provincial organization to qualify.

Every nominee for Honorary Life Membership in the Ontario Principals' Council must have the support of at least 10 Members of the local Association or of the Executive.

The nomination must be accompanied by evidence indicating a major contribution to the Ontario Principals' Council at the provincial level. (At least 250 words)

Nomination forms will be posted to the OPC's website and included in the OPC Register. The closing date for the receipt of nominations shall be April 30th each year.

Past-presidents of the Council will normally be awarded an Honorary Life Membership. Life Membership nominations will be considered at the May Council meeting by an Awards Committee. The Executive at its August meeting will consider recommendations (or receive the selection) from the Awards Committee. The names of the recipients of the Life Membership designation will be announced at a fall Council meeting. The designation of Life Membership shall be conferred at the Annual Awards Dinner with the presentation of a certificate.

1. Profiles of the recipients of the Honorary Life Member designation may be included in the OPC Register.
2. Where the recipient of an Honorary Life Membership is a Member of the OPC, he/she shall continue to be obligated to pay the required Membership fees, as they may be from time to time.
3. All Honorary Life Members shall be deemed to be Class 8 (Honorary Life Members) Associates of the OPC thereafter. Associate fees shall be waived.

### *Provincial Councillor/Local Leader Tip*

- Represent your district at the Awards dinner.



## OPC OUTSTANDING CONTRIBUTION TO EDUCATION AWARD

The following is the Policy of the Ontario Principals' Council, as approved in February 2018, regarding the OPC Outstanding Contribution to Education Award.

The Ontario Principals' Council presents an annual award to an individual who has made an outstanding contribution to education either in Ontario or is connected to education in Ontario. The recipient could be a provincial, national or international individual or corporation who has had a great impact on Ontario students or programs for Ontario students. The award is made at the Annual OPC Awards dinner with the presentation of a certificate and a \$1,000 donation to a charity of the recipient's choice.

Nominations for the OPC Outstanding Contribution to Education Award may be received from Individual Members, districts and the Executive.

Nominations are considered by Council. The name of the recipient of the OPC Outstanding Contribution to Education Award is announced at the Annual Awards Dinner. Profiles of recipients may be included in the OPC Register.

### *Provincial Councillor/Local Leader Tips*

- Represent your district at the Awards Dinner.
- When it's your District's turn to choose a "Difference Maker" consult the [OPC Difference Makers Procedure](#) and support the development of a local process to identify your local recipient

## PRINCIPAL'S AWARD FOR STUDENT LEADERSHIP

The following is the Policy of the Ontario Principals' Council, as approved in February 2015, regarding the Principal's Award for Student Leadership.

In 1999, the Ontario Principals' Council established the "Principal's Award for Student Leadership." The principal of the school presents the award to a student who has demonstrated leadership qualities.

Each spring, the OPC distributes one small plaque (by mail) for presentation to the recipient of the award for that year. One student plaque is provided each year to each school at no cost. Additional plaques can be purchased for \$15.00 each including shipping. The \$15.00 charge does cover most of OPC's costs to purchase and ship the small plaques.

When schools run out of room to post names on the large plaques, additional large plaques can be purchased for \$30.00 each including shipping. The large plaques cost OPC approximately \$100.00 each including taxes and shipping. OPC funds the difference by including the cost as an annual budget line.

### *Provincial Councillor/Local Leader Tips*

- For student awards, advise the OPC office (Brad Harris at [bharris@principals.ca](mailto:bharris@principals.ca) if you know of schools in your area that have not received plaques.
- Advise the OPC of any school openings so that plaques can be provided.

## CERTIFICATES OF RECOGNITION

OPC provides Certificates of Recognition to newly appointed principals and OPC Members who have recently been promoted to superintendent. These certificates are available for presentation by the local OPC group. As well, certificates are available for recently retired administrators.

## SCHOLARSHIPS FOR CHILDREN OF OPC MEMBERS

The following is the Policy of the Ontario Principals' Council, as approved in May 2015, regarding Scholarships for Children of OPC Members.

The Ontario Principals' Council Scholarship supports the children of current, retired and deceased OPC Members based on locally established criteria and application processes. Each district is allocated \$1,000 per 100 Members for the Scholarship. A minimum of \$1,000 is provided to each district. This award is funded based on actual awards granted by the district. If there are no applicants, the funds are not payable and are not accrued.

Application forms are available from the OPC website at [www.principals.on.ca](http://www.principals.on.ca) under Research Grants, Awards and Scholarships. The scholarships are administered by the local district, which establishes the deadline for the receipt of applications. Districts must complete the "OPC Scholarship Award – District Record Sheet" in order to receive the funding for the award.

### *Provincial Councillor/Local Leader Tip*

- Alert your colleagues that the scholarships are available each year and must be administered locally in accordance with [Policy C-5 "Scholarships for Children of OPC Members"](#)

# MOTIONS

One of your most important responsibilities as a local rep is to act as the link between your local OPC district and the Provincial Council or Annual General Meeting on issues that may have provincial implications. Some of these issues may necessitate bringing forward a motion to Provincial Council or the AGM to deal with the matter.

The Provincial Council may receive motions from

- ❑ The Executive,
- ❑ Individual Councillors and/or and
- ❑ Local districts.

The Annual General Meeting is a meeting of Provincial Council Members. As such, it may receive motions from

- ❑ The Executive,
- ❑ The Council and/or
- ❑ Local districts that have approved the motion.

The AGM may not receive motions from individuals during the course of the meeting. The text of any proposed motions for the AGM should be provided to the OPC 30 days prior to the meeting so that it can be made available as part of the AGM mailing.

*A reference chart outlining the rules of procedure for the most commonly used motions is included as an appendix item.*

## EXPENSES

The OPC reimburses actual and reasonable expenses of Provincial Councillors and Presidents/Chairs incurred while attending OPC meetings or taking part in OPC approved business. A separate expense form must be filled out for each event. For Provincial Council meetings, an expense form will be provided to you in your meeting kit. Once completed, the form, along with the original or electronic receipts, can be left with OPC staff at the conclusion of the meeting. Alternately, the form and receipts can be sent by mail to the OPC office following the meeting.

You will be reimbursed by the OPC within 30 days of the office receiving your completed expense form along with original receipts.

The following provides highlights of the current policies of the OPC with respect to expenses:

### Receipts

**Original or electronic** receipts must be provided for all expenses other than mileage, wherever possible. It is the responsibility of the Member to maintain a copy of the expense claim and receipts for their own files. OPC shall not be responsible for any lost expense claims or receipts.

### Meals

In order to receive reimbursement for a meal, the receipt must be provided. Unless part of a pre-approved group meal or OPC networking activity, all meals claimed will be reimbursed at the lesser of the actual cost of the meal (including taxes and gratuities, if applicable) and the following rates:

Breakfast: \$20    Lunch: \$25    Dinner: \$45

If the OPC or the meeting coordinator/conference provider has provided a meal, no other meal claims will be reimbursed.

The OPC does not reimburse for meals on a per diem basis and disallows transfers of unused amounts from one meal to another.

Group meal claims must provide names of all attendees and should not exceed meal expense limits on an aggregate basis, unless prior approval has been obtained.

### Travel

Approved mileage claims shall be paid at the rate of 50 cents per kilometer. Mileage will be based on the most direct and economical route, as calculated by Google Maps or equivalent.

Where air travel is required, reimbursement will be limited to the cost of an economy air ticket. The cost of any upgrades to business class travel must be borne by the Member unless there are special circumstances (such as a long-distance flight) that justify an upgrade and for which approval is granted by the Executive Director. Air travel for Members may be booked directly by the Member.

Where train travel is required, business class travel is appropriate for distances in excess of 100 km, so that meals are included and work may be performed in a more conducive setting. When booking train travel, OPC Members should use the OPC corporate rate, which is available upon request from the OPC Receptionist.

A vehicle may be rented at the airport to attend meetings or appointments when other transportation is unavailable or more expensive. The OPC will reimburse the cost of an economy rental car, premium insurance plan and gas. The OPC will not reimburse mileage beyond that which has been covered in a car rental agreement. The OPC will not reimburse car rental expenses for any period of personal use.

Taxi chits are available to Members travelling from the office to other locations within the jurisdiction of the Toronto District School Board for OPC business. Where public transit is available and time efficient, however, Members are encouraged to take public transit.

### **Accommodation**

The OPC will reimburse for accommodation required the night prior to a morning meeting, when travelling an appropriate distance from out of town (i.e. over 200 km). The cost for Saturday evening accommodation and appropriate meal expenses will be reimbursed provided a lower cost over-Saturday evening airfare at least offsets these expenses.

When accommodation is arranged by OPC for a function, expenses will be covered based on the negotiated rate for the function and will normally be billed directly to the OPC. Parking charges will also be covered.

When accommodation is required in downtown Toronto for something other than a group function, the OPC Receptionist will first contact the hotels at which the OPC has negotiated a “preferred rate.” If the preferred rate is unavailable, the OPC Receptionist may make reservations elsewhere, but at the lowest refundable rate.

Approved expenses for any hotel accommodation will be limited to the cost of a standard hotel room. The cost of any upgrades to a club level or suite must be borne by the Member unless there are special circumstances that justify an upgrade and for which approval is given by the Executive Director.

The OPC will not reimburse or pay for personal expenses such as in-room movies or in-room bar service.

### **Telephone and Internet**

Members are urged to use the most economical method of communication to home and to their schools. For calls within Canada, Members are urged to use skype, facetime or other low/no cost technology other than hotel phones; however, the OPC will reimburse the cost of one phone call home per day of Member absence for OPC business from a hotel phone if no other means of communication are available. The OPC will reimburse hotel internet charges for Members on OPC business.

### **Supply/Release Time**

It is OPC's position that District School Boards should release principals and vice principals to attend OPC meetings without the expectation of reimbursement. In the rare circumstances where it is not possible to make such arrangements, the OPC will reimburse the Board for replacement costs incurred.

On a case by case basis, in accordance with the Ontario Human Rights Code and demonstrated need, Provincial Councillors may be reimbursed for child care expenses on request, in order to attend Provincial Council meetings, at the rate of \$50 per child or \$60 for two children or more per day, to a maximum of \$200 per meeting. Any request for reimbursement of child care expenses must be discussed in advance with the President and/or Executive Director in order to obtain approval, in advance. A receipt does not have to be provided, however, child care which has been provided at no cost by a relative, is not eligible.

\* Please note that where two or more Provincial Councillors car pool to a meeting or event, only **one** Member may submit an expense claim for **either** the car rental **or** the mileage expense.

*A sample expense claim form is included as an appendix item.*

### *Provincial Councillor/Local Leader Tip*

- At the conclusion of the meeting, complete expense forms, attach receipts and leave with OPC staff or submit electronically following the meeting.

## OPC STAFF CONTACTS

Please notify the following people should you have any questions about the operations of the OPC:

AREA	CONTACT	EMAIL ADDRESS	EXTENSION
Executive Director	Allyson Otten	<a href="mailto:aotten@principals.ca">aotten@principals.ca</a>	250
Office Operations & Council Operations	Judith Peden Patti Walke	<a href="mailto:jpeden@principals.ca">jpeden@principals.ca</a> <a href="mailto:pwalke@principals.ca">pwalke@principals.ca</a>	235 259
Protective Services	Colin Fleming Laura Hodgins Naeem Siddiq	<a href="mailto:cfleming@principals.ca">cfleming@principals.ca</a> <a href="mailto:lhodgins@principals.ca">lhodgins@principals.ca</a> <a href="mailto:nsiddiq@principals.ca">nsiddiq@principals.ca</a>	272 280 225
General Counsel <i>(Accessed only through Protective Services Consultants)</i>	Sarah Colman Michelle Sun Anna MacDonald	<a href="mailto:scolman@principals.ca">scolman@principals.ca</a> <a href="mailto:msun@principals.ca">msun@principals.ca</a> <a href="mailto:amacdonald@principals.ca">amacdonald@principals.ca</a>	269 260 227
Communications/ Media/Government <i>The Register/ OPC Promo Booth</i>	Peggy Sweeney	<a href="mailto:psweeney@principals.ca">psweeney@principals.ca</a>	231
Education Leadership Canada Professional Development General Information & Bookings	Joanne Robinson Lori Horan	<a href="mailto:jrobinson@principals.ca">jrobinson@principals.ca</a> <a href="mailto:lhoran@principals.ca">lhoran@principals.ca</a>	247 240
Membership/Database/ Certificates of Recognition	John Philp	<a href="mailto:jphilp@principals.ca">jphilp@principals.ca</a>	254
Benefits	Lee Gayle	<a href="mailto:lgayle@principals.ca">lgayle@principals.ca</a>	262
Finance	Ilda Elezi	<a href="mailto:ielezi@principals.ca">ielezi@principals.ca</a>	224
General Inquiry	Reception	<a href="mailto:admin@principals.ca">admin@principals.ca</a>	555



## OPC EXECUTIVE 2018-19

<b>NAME</b>	<b>PHONE</b>	<b>FAX</b>	<b>EMAIL</b>
<b>Larry O'Malley</b> President	416-322-6600	416-322-6618	<a href="mailto:president@principals.ca">president@principals.ca</a>
<b>Nancy Brady</b> President-Elect	613-733-4860	613-521-9637	<a href="mailto:nancy.brady@ocdsb.ca">nancy.brady@ocdsb.ca</a>
<b>Ann Pace</b> Vice-President	289-342-0001	289-553-5464	<a href="mailto:ann.pace@yrdsb.ca">ann.pace@yrdsb.ca</a>
<b>Mark Campbell</b> Vice-President	519-736-2189	519-736-1375	<a href="mailto:mark.campbell@publicboard.ca">mark.campbell@publicboard.ca</a>
<b>Erica Cotton</b> Member-at-Large	807-886-2201	807-886-2122	<a href="mailto:ecotton@sgdsb.on.ca">ecotton@sgdsb.on.ca</a>
<b>Peter Creer</b> Member-at-Large	905-686-2772	905-619-7418	<a href="mailto:peter.creer@ddsb.ca">peter.creer@ddsb.ca</a>
<b>Jill Nebb</b> Member-at-Large	519-369-2217	519-369-2541	<a href="mailto:jill_nebb@bwdsb.on.ca">jill_nebb@bwdsb.on.ca</a>
<b>David Westaway</b> Member-at-Large	519-631-3370	519-631-1976	<a href="mailto:d.westaway@tvdsb.on.ca">d.westaway@tvdsb.on.ca</a>
<b>Mary Linton</b> Past President	416-396-6645	416-396-5879	<a href="mailto:mary.linton@tdsb.on.ca">mary.linton@tdsb.on.ca</a>
<b>Allyson Otten</b> Executive Director	416-322-6600	416-322-6618	<a href="mailto:aotten@principals.ca">aotten@principals.ca</a>

# OPC CORPORATE STRUCTURE FLOW CHART



The Ontario Principals' Council (OPC) is a voluntary, professional association representing principals and vice-principals employed in Ontario's publicly funded schools. It was incorporated in Ontario in February, 1998 as a not-for profit entity. **Ontario Corporation No.** 1272627. The OPC logo was registered in Canada on February 17, 2015 (TMA896,633). **Total Membership:** 6,181 (5,286 Regular, 790 Associate, 105 Term).

**OPC Provincial Executive/Officers** – The Executive includes the President, Past-President, President-Elect, two (2) Vice-Presidents, two (2) elected Members-at-Large, up to two (2) appointed Members-at-Large and the Executive Director (ex officio). **OPC Provincial Council/Directors** – Minimum two representatives from each duly recognized OPC District elected in accordance with the OPC District's election procedures. Districts with 250 or more Members are entitled to elect one additional representative and districts with 750 or more Members are entitled to elect two additional representatives. **OPC Constitution – Objects:** The primary purpose of the Corporation shall be to promote and better the conditions and terms of employment for the Members of the Corporation, including, without limitation, negotiation of employment contracts through the OPC and/or OPC Districts on behalf of the Members, negotiations on behalf of Members with respect to hours of work, pensions, benefits, length of employment contracts, remuneration, working conditions of Members of the Corporation, and all preparation and conduct of negotiations on behalf of its Members with District School Boards who are employers of Members.



**ELC Business Identification Number** – 151150943. ELC provides professional development to Ontario principals and vice-principals with its key programs being the Principal Qualification Program, Supervisory Officer's Qualification Program, Education Law Qualification Program, Special Education for Administrators and Mentoring Qualification Program. It is a business unit within the OPC (not a separate corporation) for which a separate business license is maintained so that we can carry on business under the ELC name. All of the program delivery is provided by independent contractors. The ELC trademark was registered in Canada on July 25, 2008.



International School Leadership (ISL) is a for-profit entity with OPC as its sole shareholder. It was incorporated in Ontario on October 4, 2013. **Ontario Corporation No.** 002390835.

The ISL logo was registered in Canada on May 13, 2016 (TMA937,937).

**Officers:** Allyson Otten (President), Joanne Robinson (Vice-President) and current year President (Secretary-Treasurer)

**Cheque Signing Officers:** Allyson Otten, Joanne Robinson, Lori Horan

**Description:** ISL is a separate corporate entity from OPC which provides professional consulting services and training and certification programs to K-12 school and system leaders around the world. If/when profits are earned, ISL's directors may declare a dividend in favour of the OPC given that OPC is its exclusive shareholder.

## PRINCIPAL ASSOCIATION PROJECTS

Principal Association Projects (PAP) is a not-for-profit entity and is a service partner with OPC in Ministry projects. Incorporated in Ontario on November 13, 2014. **Ontario Corporation No.** 1922364.

**Officers:** Allyson Otten (President), Joanne Robinson (Secretary-Treasurer) and current year President (Vice-President)

**Cheque Signing Officers:** Allyson Otten, Joanne Robinson, current year President (Lori Horan and Judith Peden back-ups)

**Objects:** To develop and deliver professional development courses and programs supported by the Government of Ontario to school principals in the Province of Ontario.

## **ROLES & RESPONSIBILITIES: OPC LOCAL PRESIDENT(S), COUNCILLORS and T&C CHAIRS**

OPC Local Executives collaborate with key stakeholders from their district (eg. Central office, Senior Staff) to strengthen public education both at the school and at the system level.

### **COUNCILLORS**

- Support local colleagues by providing the information they need from their provincial association to assist them in their roles as school leaders including professional learning opportunities and AQ's;
- Fulfill responsibilities as detailed in the Provincial Councillor Handbook;
- Attend and represent local member interests at three Provincial Council meetings (October, February and May) and Webcast meetings;
- Report on Council meeting business, key issues to local executive and local members;
- Ensure all new appointees are aware of and, if interested, join OPC within 60 days
- Answer questions or refer local members to appropriate OPC staff regarding PST issues, OPC advocacy, policies.

*Liaise with Local President primarily at local District Executive meetings to ensure consistency in managing local OPC issues and bringing matters to the attention of OPC Council and Executive.*

### **LOCAL PRESIDENT(S)/CHAIR(S)**

- Preside over and ensure District meetings and operations run in accordance with local Constitution;
- Manage rebate usage, financials for District, scholarships and membership lists;
- Manage elections for local Exec positions;
- Undertake local advocacy for members (attend system/senior admin meetings, meet regularly with the Director to discuss issues of concern to members, attend meetings of the Board, survey members to determine local priorities or for feedback on current issues under discussion).

*Liaise with Provincial Councillors primarily at local District Executive meetings to ensure consistency in managing local OPC issues and bringing matters to the attention of OPC Council and Executive.*

### **T&C CHAIRS**

- Manage all aspects of local negotiations for Ps/VPs under the direction of the local District Executive and in consultation with OPC provincial;
- Answer questions or refer local members to appropriate OPC staff regarding T & C issues;
- Participate in face-to-face training and webcast meetings to receive/share information regarding T & C issues.

*Liaise with Provincial Councillors and Local President(s)/Chair(s) primarily at local District Executive meetings to ensure shared understanding, input and direction regarding provincial and local T & C*

### **INDIVIDUAL MEMBERS**

All OPC Members have the responsibility to: review local and provincial communication to be aware of pertinent information regarding effective professional practice, Terms and Conditions of employment, and provincial issues; contact the appropriate Local representative

# INTERNATIONAL SCHOOL LEADERSHIP

International School Leadership, a subsidiary of the Ontario Principals' Council, provides professional consulting services, training and certification programs to K-12 school and system leaders around the world who drive the highest levels of achievement.

## Highlights

- Founded on evidence-based research that shows conclusively the impact school leaders have on student achievement – effective school leadership realizes higher student achievement scores
- Guided by four principles proven to produce progressive results: local ownership, participator development, adult learning best practices and the use of technology to enhance learning opportunities
- Authored and delivered by exemplary school leaders, who have been certified in Ontario
- Built on the OPC's standard of excellence and international reputation for leadership
- Utilizes an advanced learning management system for effective online delivery
- Driven by a highly-educated and dedicated team of experienced educational leaders who demonstrate excellence in the delivery of student-centred leadership training
- Affiliated with Charles Sturt University and Universidad Peruana de Aplicadas (UPC)



## Program Offerings

### International School Leadership Certificate

The Certificate is a comprehensive set of 14 modules leading to the acquisition of certification in International School Leadership, which represent many years of experience in Ontario and around the world. Participants are able to achieve multiple levels of certification or complete a selection of the modules with the opportunity to earn graduate degree credits towards a Masters. Below is a list of modules.

1. Principal Leadership for School Improvement
2. Characteristics of Effective Schools and Systems
3. Building Relationships and Developing People
4. Setting Goals and Expectations Using Data Informed Decision Making
5. Leading Improvement in Classroom Instruction: Meeting the needs of all learners
6. Instructional Leadership Project Proposal Development: The application of theory to practice
7. Planning, Executing and Monitoring School Improvement
8. Resource Management for Improved Student Learning
9. Personal Qualities, Competencies and Problem Solving

10. Mentoring, Coaching and Evaluating for Improved Teaching
11. Parent and Community Engagement
12. Instructional Leadership Project Completion: General reporting requirements
13. Instructional Leadership Project Completion: Masters recognition requirements
14. Becoming a Facilitator for the International School Leadership Certificate Program

### **International Schools and System Certificate**

This certificate, brings together many years of experience in providing professional development for system leaders in Ontario and the cutting-edge research. For our purposes, system leaders are those who have responsibility for, or, are aspiring to leadership at the system level-state, district, board, national or corporate. Below is a list of modules.

1. Leadership for System Improvement
2. Effective School Systems
3. Capacity Building Practices
4. Data Use Practices
5. Instructional Practices
6. Planning Practices
7. Instrumental Personal Qualities
8. System-level Instructional Leadership Project

### **Education Study Tours**

These tours provide an understanding of the renowned Ontario experience in driving improved student achievement through visits to schools and educational institutions that explore exemplary leadership practices and competencies.

### **Consultation and Program Customization**

Consultation services are available to assist in the development of improved standards of practice, professional development plans and certification processes. Our expert team will collaborate with systems and groups to co-design and customize training that will meet unique localized needs. International School Leadership will review existing programs, and provide recommendations for increased success.

For more information, visit [www.internationalschoolleadership.com](http://www.internationalschoolleadership.com)

## PRINCIPAL ASSOCIATION PROJECTS

All projects supported by the Government of Ontario are contracted through an incorporated, not-for-profit association, named Principal Association Projects (PAP), a service partner with the Ontario Principals' Council (OPC). PAP will develop and deliver professional development courses and projects supported by the Ministry of Education to school administrators in the province of Ontario.

Most projects funded through the Ministry of Education are collaborative and PAP partners with the other two principal associations (ADFO and CPCO) to develop and deliver professional learning to vice-principals and principals throughout the province.

The objective of PAP and related projects will be consistent with its service partner OPC, namely, to support vice-principals and principals in public schools in Ontario and to provide an exemplary standard of excellence and high quality professional learning. PAP is currently working on the following initiatives

- Achieving Excellence in Applied Courses (AEAC) Formerly SSI
- Equity and Inclusive Leadership: Supporting students who identify as LGBT
- Healthy Relationships and Systems in a Digital World
- Leading Student Achievement
- The Learning Exchange (Formerly LearnTeachLead)
- Supporting Principal Leadership in Mathematics
- Technology-Enabled Learning and Leading



## **Ontario Principals' Council**

### **Accessibility Standards Policy**

In Accordance with Section 3(1) of the Integrated Accessibility Standards Regulation 191/11 of the *Accessibility for Ontarians with Disabilities Act*

## **1. Purpose**

The Ontario Principals' Council (the "OPC") is committed to providing an environment in the delivery of all of its services and facilities that fosters independence, dignity and respect in providing services, goods and facilities that are free of barriers and biases to the OPC's Members, the OPC Council, the public, to staff, volunteers and to educational service clients.

The OPC's objective is to ensure that people with disabilities have the same opportunities to access the OPC's services, goods and facilities in a similar way to all others the OPC provides service to. In a timely manner, the OPC is committed to providing the services, goods and facilities that OPC provides, to individuals with disabilities, through the provision of accessibility standards including: information and communications, employment and customer service.

The OPC is dedicated to developing continual improvements of accessibility and the on-going removal of barriers in order to provide greater equity for those individuals with disabilities in accordance with the *Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards Regulation 191/11*. The OPC's service delivery will demonstrate the organization's beliefs in promoting diversity and the positive achievements that community diversity brings to OPC's Members and to all individuals the OPC serves.

## **2. Scope and Responsibility**

This administrative policy applies to all employees, independent contractors, OPC Members, OPC Council, volunteers, the public and to all the services and goods delivered by the OPC through facilities that are operated by the OPC.

The OPC Executive Director is responsible for the organizational compliance of this OPC policy.

## **3. Legal Framework**

Following the statutory obligations set out in the *Accessibility for Ontarians with Disabilities Act, 2005* (the "AODA") and the *Integrated Accessibility Standards Regulation* (the "IASR") of the AODA, the OPC is dedicated to achieving service delivery excellence in providing people with disabilities the ability to access and evacuate facilities, to effectively use communication devices, utilize service animals and support persons, to be informed of accommodations during the employment recruitment processes and throughout the employment relationship and also to be provided with communication and training materials in an accessible format.

## **4. Accessibility Policy- Guiding Principles**

(1) The OPC strives to make all reasonable efforts to ensure that all of its administrative and corporate policies, practices and procedures are consistent and compliant with the



principals of independence, dignity, integration and equality for all, specifically to those individuals who have a disability.

- (2) The OPC welcomes members of the public, the Members, the Council, employees, independent contractors and volunteers the opportunity to use communication assistive devices, service animals and support persons.
- (3) An objective of the OPC is to provide a greater awareness and the appropriate educational resources and tools for staff and independent contractors who interact with those individuals who have a disability.
- (4) All staff and independent contractors, including individuals who are newly hired staff, shall receive Accessibility and Human Rights training, as well as Customer Service Accessibility Standards training as part of their employee orientation or as an annual employee training compliance exercise.
- (5) The OPC will ensure that all of its policies and procedures in relation to the AODA- IASR will be made available to the public and that the OPC has the ability, upon request, to provide these policies and procedures in an accessible format to an individual with a disability.
- (6) The OPC is committed to consultation with staff, its Members and the Council, who have a primary role in ensuring accessibility standards compliance under the AODA- IASR, when developing and implementing policies and procedures established under this policy in order to achieve service delivery that is aligned with the accessibility standards.

## **5. Questions or Requests for Feedback about the OPC's Accessibility Policy**

Requests for feedback or any questions regarding this policy may be directed to Ms.

Judith Peden, Office Manager:

**E-mail:** [admin@principals.ca](mailto:admin@principals.ca)

**Telephone:** 416-322-6600

**Toll-free telephone** (in Ontario): 1-800-701-2362

**Fax:** 416-322-6618

**Mailing Address:** 20 Queen Street West, Suite 2700, Toronto, ON. M5H 3R3

## APPENDIX ITEMS

### GENERAL RULES OF PROCEDURE

1. In accordance with the Constitution, Provincial Councillor Members shall be allocated voting privileges at a meeting of Members on the basis of one vote for every 50 Individual Members or major fraction thereof (25 – 49 Individual Members inclusive) in the OPC District for which the Provincial Councillor Member has been elected as a Provincial Councillor. In no event shall any OPC District have fewer than two votes. The Provincial Councillor Members from an OPC District will have discretion in determining how the Provincial Councillor Members from that OPC District will exercise the votes at a meeting of Members. In no event, however, will the total number of votes recognized at a meeting of Members to be exercised by Provincial Councillor Members representing an OPC District exceed the total number of votes allocated to the Provincial Councillor Members from that OPC District.
2. The President or designate shall preside at all meetings of Members, including the Annual General Meeting.
3. A ruling by the President shall be final, subject only to an appeal to the meeting, without debate.
4. A quorum shall exist when there is a Provincial Councillor Member present, either in person or by proxy, from eighty percent of all duly constituted OPC Districts.
5. The following business shall be conducted at the Annual General Meeting:
  - a) Confirming the election of new Provincial Councillors;
  - b) Receiving the latest audited financial statements; and
  - c) Appointing auditors.
6. The Executive shall present at each Annual General Meeting financial statements and the report thereon of the auditor to the Members. The financial statements shall:
  - a) Be approved by the Provincial Council and signed by the President and Executive Director prior to the AGM;
  - b) Be a comparative statement relating separately to the latest completed Fiscal Year and the Fiscal Year next preceding it;
  - c) Include a statement of surplus or deficit for each period;
  - d) Include a statement of source and application of funds for each period; and
  - e) Include a balance sheet as at the end of each period with each statement containing the information required by the Act to be disclosed in such statements.

7. In addition, without limiting the generality of the foregoing, the following business may also be conducted at the Annual General Meeting (as special business):
  - a) Moving resolutions pertaining to the business to be conducted at the Annual General Meeting which have been brought forward by the Executive, the Provincial Council and/or OPC Districts, notice of which resolutions must be received by the OPC no later than 30 days prior to the Annual General Meeting;
  - b) Receiving reports from Provincial OPC Committees and the Executive;
  - c) Amending the Constitution.
8. Amendments to the Constitution require a majority vote of Provincial Councillors at a Provincial Council Meeting as well as a two-thirds majority of those Provincial Councillor Members present and eligible to vote at the Annual General Meeting.
9. Individual Members in good standing may speak to a motion before the Annual General Meeting. Any Member in good standing desiring to speak shall so indicate by standing at a microphone and, upon recognition by the Chair, shall state their name and board before proceeding to speak. Speeches shall be limited to three minutes. The mover of the original motion shall be given an opportunity to respond to the debate following all speakers.
10. Every motion shall be seconded and shall be disposed of only by a vote of the meeting unless the mover and seconder, by permission of the meeting, withdraw the motion.
11. The votes shall be taken by the raising of voting cards or, where the outcome is not clear, by a count of those voting cards.

## REFERENCE CHART FOR THE MOST COMMONLY USED MOTIONS

	<b>Second Needed</b>	<b>Amend-able</b>	<b>Debat-able</b>	<b>Vote Needed</b>	<b>Interrupt Speaker</b>
<b>Privileged Motions</b>					
Fix the time to adjourn	Yes	Yes	No	M	No
Adjourn	Yes	No	No	M	No
Recess	Yes	Yes	No	M	No
Question of privilege	No	No	No	Ch	Yes
<b>Subsidiary motions</b>					
Lay on the table	Yes	No	No	M	No
Previous question	Yes	No	No	2/3	No
Limit the debate	Yes	Yes	No	2/3	No
Postpone to a certain time	Yes	Yes	Yes	M	No
Commit or refer	Yes	Yes	Yes	M	No
Committee of whole	Yes	Yes	Yes	M	No
Amend	Yes	Yes	*	M	No
Postponed indefinitely	Yes	No	Yes	M	No
<b>Motions</b>					
Main motion	Yes	Yes	Yes	M	No
Take from the table	Yes	No	No	M	No
Reconsider	Yes	No	*	M	Yes
Rescind	Yes	Yes	Yes	2/3	No
Special order of business	Yes	Yes	Yes	2/3	No
<b>Incidental motions</b>					
Point of order	No	No	No	Ch	Yes
Appeal the decision of the chair	Yes	No	*	M	Yes
Suspend the rules	Yes	No	No	2/3	No
Object to consideration	No	No	No	2/3	Yes
Parliamentary inquiry	No	No	No	Ch	Yes
Point of information	No	No	No	Ch	Yes
Withdraw a motion	No	No	No	M	No
Division of the assembly	No	No	No	**	Yes

M Simple Majority

Ch Chair can make decision, but is a majority if appealed

\*\* On demand of a single Member

\* Debatable when the motion to which it is applied is debatable



## CHANGE OF OPC COUNCILLOR FORM

To be submitted to:

**Judith Peden, Office Manager**  
**Ontario Principals' Council**  
20 Queen Street West, Suite 2700, P.O. Box 7  
Toronto, ON M5H 3R3  
[jpeden@principals.ca](mailto:jpeden@principals.ca)

According to the Ontario Principals' Council Constitution:

- 6.3 Provincial Councillors shall be elected by their OPC District prior to July 1<sup>st</sup> in the year the Councillor(s) will assume office. This provision does not apply to OPC Districts who, because of the Executive elections, have the opportunity to elect or appoint a replacement Councillor in accordance with s. 7.3.
- 6.4 The term of office for Provincial Councillors shall begin July 1<sup>st</sup>.
- 6.5 Provincial Councillors must be Members of the OPC.

*If a Provincial Councillor is changed during the year, the following information must be completed and submitted prior to the next Provincial Council meeting at which the change is to take effect. This form does not have to be completed for "Alternates". "Alternate" shall mean an OPC Member who attends one or more Provincial Council Meetings, with the approval of the OPC District, in the place of a Councillor who is unable to attend.*

Name of OPC District: \_\_\_\_\_ District No. \_\_\_\_\_

Name of Councillor being replaced: \_\_\_\_\_

Name of New Councillor: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Signed by District President/Chair: \_\_\_\_\_

Please print name: \_\_\_\_\_

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

\*Please attach a copy of the OPC Local District Minutes showing the approved effective date for the change of Councillor. Thank you.

## Member Expense Claim Form

(PLEASE READ THE OPC MEMBER EXPENSE POLICY AND ADDITIONAL INSTRUCTIONS ON THE REVERSE OF THIS FORM)

**Name:** \_\_\_\_\_ **OPC Function:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_

City \_\_\_\_\_ **Location:** \_\_\_\_\_

Postal Code \_\_\_\_\_ **Daytime/Business Phone #:** \_\_\_\_\_

**A. Travel: (Originals or copies of receipts required)**

*Car:* Names of passengers (if any): \_\_\_\_\_

Kilometers traveled: \_\_\_\_\_ km: \$ \_\_\_\_\_ (@ 50 cents/km)

Parking \_\_\_\_\_

Air/Bus/Train \_\_\_\_\_

Taxi/Limo \_\_\_\_\_

Car Rental \_\_\_\_\_

**Total A:** \$ \_\_\_\_\_

**B. Accommodation: (Originals or copies of receipts required)**

*(OPC does not pay personal expenses, ie: Mini Bar, movies, etc.)*

Hotel: \_\_\_\_\_ Number of nights/days \_\_\_\_\_ @ \$ \_\_\_\_\_ **Total B:** \$ \_\_\_\_\_

**C. Telephone: (Originals or copies of receipts required)** *Calls as identified on hotel statement:* **Total C:** \$ \_\_\_\_\_

**D. Meals: (Originals or copies of receipts required)** (Reimbursement will be at the lesser of the actual cost of the meal (including taxes and gratuities, if applicable) and the following rates:

Maximum:	\$20.00	\$25.00	\$45.00	(No per diem)	
<u>Date</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Sub-Total</u>	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	<b>Total D:</b> \$ _____

**E. Group Meal: (list names and date)** \_\_\_\_\_ **Total E:** \$ \_\_\_\_\_

**F. Other Expenses: (provide details)** \_\_\_\_\_ **Total F:** \$ \_\_\_\_\_

**G. Less Personal Charges:** \_\_\_\_\_ **Less G:** \$ ( \_\_\_\_\_ )

**I certify that these expenses were incurred in the course of OPC business at the function named above and that all receipts are attached.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Net Claim:** \$ \_\_\_\_\_

**For OPC Use only:**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

## **Member Expense Policy - Please Read Carefully**

### **EXPENSES**

This Expense Policy applies to all OPC Councillors, Executive, Local Leaders, Terms and Conditions representatives and OPC Members (hereinafter referred to as "Members"). All Members shall be reimbursed for expenses incurred while acting on Ontario Principals' Council business. All expenses are subject to the review and approval of the Executive Director and/or Office Manager. Expenses must be submitted regularly and Members are requested to be mindful of the June 30<sup>th</sup> year end when timely filing is particularly important.

### **RECEIPTS**

Originals or copies of receipts must be provided for all expenses other than mileage, wherever possible. It is the responsibility of the Member to maintain a copy of the expense claim and receipts for their own files. OPC shall not be responsible for any lost expense claims or receipts.

### **MEALS**

In order to receive reimbursement for a meal, the receipt must be provided. Unless part of a pre-approved group meal or OPC networking activity, all meals claimed will be reimbursed at the lesser of the actual cost of the meal (including taxes and gratuities, if applicable) and the following rates:

Breakfast: \$20      Lunch: \$25      Dinner: \$45

If OPC or the meeting coordinator/conference provider has provided a meal, no other meal claims will be reimbursed.

OPC does not reimburse for meals on a per diem basis and disallows transfers of unused amounts from one meal to another.

Group meal claims must provide names of all attendees and should not exceed meal expense limits on an aggregate basis, unless prior approval has been obtained.

### **TRAVEL**

Approved mileage claims shall be paid at the rate of 50 cents per kilometer. Mileage will be based on the most direct and economical route, as calculated by Google Maps or equivalent.

Where air travel is required, reimbursement will be limited to the cost of an economy air ticket. The cost of any upgrades to business class travel must be borne by the Member unless there are special circumstances (such as a long-distance flight) that justify an upgrade and for which approval is granted by the Executive Director. Air travel for Members may be booked directly by the Member.

Where train travel is required, business class travel is appropriate for distances in excess of 100 km, so that meals are included and work may be performed in a more conducive setting. When booking train travel, OPC Members should use the OPC corporate rate, which is available upon request from the OPC Receptionist.

A vehicle may be rented at the airport to attend meetings or appointments when other transportation is unavailable or more expensive. OPC will reimburse the cost of an economy rental car, premium insurance plan and gas. OPC will not reimburse mileage beyond that which has been covered in a car rental agreement. OPC will not reimburse car rental expenses for any period of personal use.

Taxi cabs are available to Members travelling from the office to other locations within the jurisdiction of the Toronto District School Board for OPC business. Where public transit is available and time efficient, however, Members are encouraged to take public transit.

### **ACCOMMODATION**

OPC will reimburse for accommodation required the night prior to a morning meeting, when travelling an appropriate distance from out of town (i.e. over 200 km). The cost for Saturday evening accommodation and appropriate meal expenses will be reimbursed provided a lower cost over-Saturday evening airfare at least offsets these expenses.

When accommodation is arranged by OPC for a function, expenses will be covered based on the negotiated rate for the function and will normally be billed directly to OPC. Parking charges will also be covered.

When accommodation is required in downtown Toronto for something other than a group function, the OPC Receptionist will first contact the hotels at which OPC has negotiated a "preferred rate". If the preferred rate is unavailable, the OPC Receptionist may make reservations elsewhere, but at the lowest refundable rate.

Approved expenses for any hotel accommodation will be limited to the cost of a standard hotel room. The cost of any upgrades to a club level or suite must be borne by the Member unless there are special circumstances that justify an upgrade and for which approval is given by the Executive Director.

The OPC will not reimburse or pay for personal expenses such as in-room movies or in-room bar service.

### **TELEPHONE AND INTERNET**

Members are urged to use the most economical method of communication to home and to their schools. For calls within Canada, Members are urged to use skype, facetime or other low/no cost technology other than hotel phones; however, OPC will reimburse the cost of one phone call home per day of Member absence for OPC business from a hotel phone if no other means of communication are available. OPC will reimburse hotel internet charges for Members on OPC business.

### **SUPPLY/RELEASE TIME**

It is OPC's position that District School Boards should release principals and vice principals to attend OPC meetings without the expectation of reimbursement. In the rare circumstances where it is not possible to make such arrangements, OPC will reimburse the Board for replacement costs incurred.

# REQUEST FOR PROVINCIAL REBATE FORM

To be submitted to:

Membership Services  
Ontario Principals' Council  
20 Queen Street West, Suite 2700, P.O. Box 7  
Toronto, ON M5H 3R3

**Name of District:** \_\_\_\_\_ **District No.** \_\_\_\_\_  
**Rebate Cheque to be made payable to:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

Please prepare the OPC provincial rebate for the year \_\_\_\_\_. It is understood that this rebate will be payable in two installments the first in October, subject to the above, following verification of the number of members for that district at the September Council meeting. The second installment of the rebate would be paid in March following verification of the number of members at the February Council meeting.

Attached are the following documents:

- A financial statement showing the disbursement of the rebate funds and the OPC Scholarship Award funds
- A list of the local district Executive
- A copy of our local Constitution
- A copy of our most recent terms and conditions agreement (hard copy and electronic)

Signed by District President/Chair: \_\_\_\_\_

Please print name: \_\_\_\_\_

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



# REPORT FORMAT FOR MEMBERS APPOINTED TO OUTSIDE BODIES

To: Executive

Date of Meeting:

**From:** Name of Member

**Re:** Name of Organization

**Issue:** \_\_\_\_\_

**Summary:**

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

**Suggested OPC Action:** \_\_\_\_\_

# OPC SCHOLARSHIP AWARD – DISTRICT PROCESS

## SECTION A - BACKGROUND

1. OPC Scholarship Awards support the children of current, retired and deceased OPC Members based on established criteria and a prescribed application process developed by each district. Application forms are available on the OPC website at [www.principals.ca](http://www.principals.ca).
2. OPC Provincial allocates \$1,000 per 100 Members to districts for the OPC Scholarship Award. Each district is allocated \$1,000 per 100 Members for the scholarship. Districts with less than 100 Members will be allocated \$1,000. This award is funded based on actual awards granted by the district. If there are no applicants, the funds are not payable and are not accrued.

## SECTION B - DISTRICT RESPONSIBILITY

1. The OPC Scholarship Awards are administered locally.
2. Districts may enhance individual awards using local district funds.
3. Districts may divide the award but each award should be a minimum of \$500.
4. Districts are responsible for defining differentiating criteria within the context of the selection criteria (See application form).
5. Districts must include award receipts and disbursements in their annual financial statements.

## SECTION C - PROCESS

1. All initial applications and accompanying documentation must be submitted to the local district president or chair no later than March 31 each year or other date established by the District.
2. Final standings and acceptance must be forwarded to the local district president or chair prior to June 30<sup>th</sup> or other date established by the District.
3. The awards should be finalized by September of each year.
4. In order to receive reimbursement for the OPC Scholarship Award, Districts must complete and return the OPC Scholarship Award District Record Sheet to the OPC Provincial Office.
5. Presentations of the OPC Scholarship Award are at local district discretion and convenience. Presentations of the OPC Scholarship Award are at local district discretion and convenience.

**OPC SCHOLARSHIP AWARDS  
DISTRICT RECORD SHEET**

(To be submitted to the Ontario Principals' Council, 20 Queen Street West, Suite 2700, P.O. Box 7 Toronto, ON  
M5H 3R3 Attention: Membership Services)

Date _____
District Name _____ DSB # _____
Current President or Chair _____
Number of Members _____

**SECTION A - RECIPIENTS**

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1. Name \_\_\_\_\_

Address \_\_\_\_\_

Parent Member \_\_\_\_\_

College/ University \_\_\_\_\_

Total Award Value	a) Provincial Money _____
	b) Local District Money _____
	c) Total Award _____

---

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Parent Member \_\_\_\_\_

College/ University \_\_\_\_\_

Total Award Value	a) Provincial Money _____
	b) Local District Money _____
	c) Total Award _____



# WINNERS OF THE OPC OUTSTANDING CONTRIBUTION TO EDUCATION AWARD

2002	Elizabeth Sandals
2003	Dr. Fraser Mustard
2004	Dr. Michael Fullan
2005	Annie Kidder
2006	The Hon. James K. Bartleman
2007	The Hon. Roy R. McMurtry
2008	Dr. Avis Glaze
2009	Stephen Lewis
2010	Craig and Marc Kielburger
2012	Dr. Samantha Nutt
2013	Dr. Bruce Ferguson
2014	Dr. Chris Hadfield
2015	Mary Jean Gallagher
2016	Dr. Ken Leithwood
2017	The Hon. Murray Sinclair
2018	Dr. Jean Clinton

# SAMPLE OPC DISTRICT CONSTITUTION

## Contents of Articles

- Article I – Interpretation
- Article II - Purpose
- Article III - Membership
- Article IV – Council Fees and other Income
- Article V - Executive Committee
- Article VI - Elections
- Article VII - Duties
- Article VIII - Committees
- Article IX - Meetings
- Article X – Rules of Order
- Article XI - Budget
- Article XII - Communication
- Article XIII - Constitutional Amendments
- Article XIV - Conflict Resolution

### **Article I: Interpretation**

1. In this Constitution and all other by-laws and special resolutions of the organization, unless the context otherwise requires:

"Council" means the XX Administrators' OPC District Council;

"Executive" means the Executive Committee of the XX Administrators' District Council; "Meeting of the Members" includes an annual meeting of members, and a special meeting of members;

"OPC" means the Ontario Principals' Council;

"XXDSB" and "Board" mean the XX District School Board;

"Member" shall mean a Principal or Vice-principal employed by the Board.

2. Words imputing the singular number include the plural and vice-versa; words imputing the masculine gender include the feminine; and words imputing persons include individuals, corporations, partnerships, trusts and unincorporated organizations.

### **Article II: Purpose**

1. The purpose of the Council is:

- a. To serve as an OPC District as described in the Constitution of the OPC, to communicate with the OPC regularly and to facilitate communication between the OPC and its Members in the District, and to cooperate with the OPC in advancing the interests of principals and vice-principals locally and in the province of Ontario;
- b. To unite the principals and vice-principals who are employed by the Board and who are Members of the OPC in a voluntary professional association and to provide a supportive peer network;

- c. To serve as the representative body for principals and vice-principal employed by the Board in all negotiations pertaining to the Terms and Conditions of employment for principals and vice-principals in the Board;
- d. To assist with the ongoing professional growth and development of its members;
- e. To promote the participatory role of principals and vice-principals in system decision-making and to bring matters of concern to principals and vice-principals to the attention of senior administration in appropriate forums;
- f. To consider and discuss issues of particular interest and importance to Council principals and vice-principals and to encourage communication and involvement among members;
- g. To maintain a strong organization through ongoing assessment of the efficiency and effectiveness of its activities; and,
- h. To promote the highest standards of professional ethics and competence.

### **Article III: Membership**

1. Any member in good standing of the OPC who is employed by the Board is eligible for membership in the Council;
2. The membership year is from Sept. 1 to Aug. 31;
3. Retired Principals and Vice-principals from the Board who have maintained Associate status with OPC are eligible for Associate membership in the Council upon payment of an annual fee.

### **Article IV: Council Fees and Other Income**

1. The Council will apply annually for the fee rebate provided by the OPC to recognized OPC Districts, as determined by the AGM of the OPC. The fee rebates shall not be refunded to individual Members of the OPC but shall accumulate and/or be expended at the direction of the Executive in accordance with the needs of the Council for purposes authorized by the OPC. Principals and vice-principals employed by the Board who are not members in good standing with the OPC, shall pay an additional fee to attend any events, professional development opportunities or other activities funded by rebates from the OPC;
2. An additional levy may be collected through an authorized payroll deduction. The amount of the local levy for the upcoming year will be determined by the membership at the May AGM with the advice from the Budget Committee and recommended by the Executive;
3. Pro-rated fees shall be collected from new members from the date of appointment;
4. A failure to pay the local levy may result in the exclusion of a Member from professional development opportunities, social events and/or other activities that are funded by the local levy. If an activity such as those described above is partially funded through the OPC fee rebate and partially through the local levy, a Member who refuses to

pay the local levy may be admitted to the event only upon payment of the proportionate cost of his/her attendance, relative to the portion of the activity funded by the local levy.

5. In no case shall an OPC Member be excluded or prevented from voting at a meeting of the Council.

#### **Article V: Executive Committee**

1. The Council shall have an Executive Committee;

2. The term of office for members of the Executive Committee, save and except for Provincial Councilors, shall be for a minimum of one (1) year and does not preclude holding the position for more than one (1) year. The term of office for Provincial Councilors shall be for a minimum of two (2) years and does not preclude holding the position for more than two (2) years;

3. The Executive Committee members for the upcoming year, with the exception of the Past Chair, shall be elected from the membership at large at the May AGM of the Council;

4. Term appointments may be made by the Executive Committee to fill vacancies that may occur between elections.

5. The officers of the Executive Committee shall consist of the following officers:

i) Chair (either panel);

ii) Past Chair (should be the immediate Past Chair of the Council, but may be any previous Past Chair if necessary);

iii) Two (2) Vice-Chairs (one (1) elected from Secondary panel and one (1) elected from Elementary panel);

iv) Two or more OPC Provincial Councilors, with at least one from each panel, each of whom shall be elected for two (2) year terms on alternate years;

v) Two Terms and Conditions Representatives (1 from each panel);

vi) Secretary (Secretary and Treasurer must be from different panels);

vii) Treasurer (Secretary and Treasurer must be from different panels);

viii) XX Members at Large (equally representative of both panels).



## **Article VI: Elections**

1. Elections to the Executive Committee will take place at the Annual General Meeting.
2. Only OPC members in good standing are eligible to run for office and to vote in the election. An associate member does not have voting privileges. An associate member may not hold office.
3. All Executive Committee positions representing either the Elementary or Secondary panel shall be available to both Principals and Vice-principals from within that panel.
4. Should more than one person be nominated for one position, voting shall be by secret ballot. To be elected to a position the candidate must receive a majority of the votes cast.
5. The Chair shall conduct elections according to procedures approved by the Council.
6. In the situation of a position remaining vacant after elections have been completed or a position becoming vacant prior to the next election, the Executive may make a term appointment from the membership at large.
7. At its first meeting, the Executive Committee may, at its discretion, appoint for a one year term, two Executive Members at Large, one from the Elementary and one from the Secondary panel.

## **Article VII: Duties and Power of the Executive Committee**

1. The Executive shall have the authority and the responsibility to administer the affairs of the Council between meetings of the membership.
2. Members of the Executive Committee shall attend meetings as scheduled by the Chair. In order to maintain a quorum for Executive meetings, members shall attempt to stay till the end of each meeting.
3. The Executive Committee shall be responsible for directing the affairs of the Council, including:
  - a) monitoring and approving expenditures;
  - b) developing and implementing the priorities and programs and purposes of the Council;
  - c) establishing and monitoring the decisions and activities of such standing, special or sub-committees which are created as needed;
  - d) appointing term members to the Executive in the event of vacancies;
  - e) establishing a Terms and Conditions committee, lead by the Terms and Conditions representatives on the Executive, assessing the priorities of the membership, and pursuing improvements to the terms and conditions of employment for principals and vice-principals accordingly.
4. The Chair (or in the absence of the Chair, a Vice-Chair) and the Treasurer shall be the signing officers for the Council.

5. The Chair shall attend all meetings of the Executive and Council unless unable to do so by reason of personal illness or other emergency. In the absence of the Chair, one of the Vice-Chairs shall chair the meetings. The Chair shall not have voting privileges at the Annual General Meeting.

6. The Vice-Chairs shall fill in for the Chair as required and perform such duties as are delegated to one or both of them by the Chair.

7. The Provincial Councilors shall perform the duties of a Provincial Councillor as defined by the OPC in the OPC Constitution, OPC Policies and the Provincial Councillor Handbook, as they may be from time to time. The Provincial Councilors shall serve as the liaison between the OPC and the Council and shall bring forward any District resolutions, issues or concerns to the notice of the OPC as they may be authorized and directed to do by the membership of the Council from time to time.

8. The Secretary shall provide notice to the Executive Committee and the membership of all meetings and shall record the Minutes and Motions at all Executive and Council meetings and shall provide a copy of all Minutes, except those of in-camera sessions, to the membership on a timely basis.

9. The Treasurer shall prepare a draft budget for the approval of Council at the Annual General Meeting. The Treasurer shall monitor the financial status of the Council and report monthly to the Executive and regularly to Council, about the financial status of the Council. The Treasurer shall report any lack of compliance with the Constitution or the financial management policies of Council promptly to the Executive. If necessary, the Treasurer shall arrange for the change of signing authority for banking purposes following each election. The Treasurer shall present to the Council at the Annual General Meeting a motion identifying the membership levy, if any, for the next fiscal year. Once approved by a majority vote, the Treasurer shall forward that motion to the Board's Payroll department, and it shall serve as the required authorization for the automatic deduction of fees. The Treasurer shall be responsible annually for providing all information necessary to qualify for the annual membership rebate from OPC. That information shall include a copy of the Council's Constitution that is compatible with the OPC Constitution and OPC District Recognition Policy, evidence of a duly elected Executive Committee, and an accepted financial statement.

10. The Terms and Conditions Representatives shall co-Chair the Terms and Conditions Committee, and shall report to the Executive Committee at each of its meetings on the activities of the Terms and Conditions Committee. The Terms and Conditions Representatives shall be responsible for ensuring members are adequately consulted on their priorities for negotiations, shall consult with the OPC on matters of Provincial interest and shall communicate OPC policies and information to the local OPC Members as recommended by the OPC. The Terms and Conditions Representatives, or their designates, shall attend any OPC meeting to which Terms and Conditions Representatives are expressly invited.

### **Article VIII: Committees**

1. There shall be a Terms and Conditions Committee, co-Chaired by the two Terms and Conditions Representatives, with equal representation of OPC members from each panel. The composition of the Terms and Conditions Committee shall be subject to the approval of the Executive Committee. The Terms and Conditions Committee shall take steps to ascertain the priorities and concerns of the membership as they relate to their terms and conditions of employment and shall represent their interests and negotiate on their behalf with the Board. The Terms and Conditions Committee shall receive the advice, direction and support of the OPC about contract language to improve the terms and conditions of employment for principals and vice-principals in the Board, and in the province, so long as any direction provided by the OPC is pursuant to a provincial strategy approved by OPC Provincial Council.
2. The Executive may establish other Standing, Special and/or Ad Hoc committees to serve the interests of the Council.
3. The Executive may appoint and set the terms and duration of any Standing, Special Committee or Sub-committee that it deems necessary.
4. Meetings of any Committee shall be at the call of the Chair of such committee or at the request of the Executive.
5. An Executive member shall sit on every Committee.
6. All Committees shall report in writing or orally to the Executive at its monthly meetings through the Executive representative all activities and recommendations of the Committee.

### **Article IX: Meetings**

1. The time and place of all meetings shall be determined by the Executive Committee.
2. General:
  - a) The general membership shall meet at least three times a year. Dates for the following year's meetings shall be determined by the Executive after the AGM in May. Dates may be changed by the Executive Committee upon a minimum of three weeks' notice to the membership.
  - b) Additional meetings may be called by the Chair as needed, with a minimum of three weeks' notice to the membership.
  - c) Elections of the members of the Executive shall take place at the Annual General Meeting.
  - d) Presentation of the financial statement and other relevant business will take place at the Annual General Meeting.

3. Executive:

- a) The Executive Committee shall meet monthly to conduct the business of the organization. Dates and locations will be set and communicated to the membership following the AGM in May.
- b) Additional meetings may be called by the Chair as needed.

4. OPC Provincial Council:

- a) Provincial Councilors shall attend meetings as called by Ontario Principals' Council and report to the membership.

5. Annual General Meeting:

- a) There shall be an Annual General Meeting, the date and place of which shall set by the Executive Committee and communicated to the membership with a minim of two month's notice;

- b) The Annual General Meeting shall be used for:

- i) Changes to the Constitution;
- ii) Election of executive members
- iii) Resolutions brought forward by the Executive Committee or the general membership;
- iv) Approval of a preliminary balanced budget for the next fiscal year;
- v) Receiving the latest audited financial statements;
- vi) Setting the local levy, if any, for the following year;
- vii) Receiving reports from the Executive Committee and other Standing, Special or Ad-hoc committees;
- viii) Receiving comments from members attending the AGM;
- ix) Approval of the selection of an auditor, if an audit is determined to be appropriate and/or necessary for the following fiscal year.

- c) The Chair or Designate shall preside at the AGM.

**Article X: Rules of Order**

- 1. All meetings of the Executive and Council shall be conducted in accordance with accepted parliamentary procedure. (Reference: "Roberts' Rules of Order – most current edition")

**Article XI: Budget**

- 1. It is the responsibility of the Treasurer to maintain the financial records of the Council, including management of Board PD funds allocated for Principals and Vice-Principals. For the reimbursement of PD funds to members, the Treasurer shall require the presentation of original receipts from the member.
- 2. The Treasurer shall prepare written financial statements for the Executive Committee and shall report to the membership at all General Meetings.

3. All financial transactions require the signature of two (2) of the Treasurer and the Chair of the Council. Where the Treasurer or Chair is unavailable, one signature may be that of a Vice-Chair.

4. The Treasurer shall present a year-end financial statement and a prepared projected budget for expenditures for the following year at the General Meeting, which is to meet no later than the end of October.

5. An auditor is to be appointed by the Council at the Annual General Meeting to audit or provide a review engagement of all financial records at the year's end.

6. An auditor's report shall be presented at the first meeting of the membership in the new school year.

#### **Article XII: Communication**

1. The Secretary shall be responsible for giving notice of meetings to members.

2. The Secretary shall record Minutes and Motions at all Executive and Council meetings and shall provide a copy of all Minutes, except those of in-camera sessions, to the membership.

3. The Chair shall communicate monthly with the membership and members of Senior Administration.

4. Provincial Councilors shall be responsible for distribution of Ontario Principals' Council information.

#### **Article XIII: Constitutional Amendments**

1. Any member may move to amend the Constitution.

2. Notice of motion to amend must be received by the Executive committee one (1) month prior to the Annual General Meeting, which is to meet no later than the end of May.

3. The Membership must be notified of the motion to amend at least one (2) weeks prior to the General Meeting which is to meet no later than the end of May.

4. Motions to amend the Constitution require a 2/3 majority of the members in attendance for acceptance.

#### **Article XIV: Conflict Resolution**

1. Where a member of the Executive Committee fails to fulfill his constitutional obligations, misses more than 3 meetings in a year for which reasonable notice had been given, or where the member's presence on the Executive committee is disruptive and/or detrimental to the effective functioning of the Committee, he may be removed from the

Executive Committee, upon a motion by a member of the Executive Committee, requiring approval of a 2/3 majority of the full Executive Committee.

2. Where the members of the Executive Committee agree, by way of a simple majority vote, that it requires assistance in resolving conflict among its members, it may authorize, at the expense of the Council, the intervention of a neutral third party to assist in mediating the dispute.