

March 30, 2026

Dear CUPE 503 Members,

Re: CUPE 503 Elections Announcement 2026

The Elections Committee, comprised of Kelly Sirett (Returning Officer/Ottawa Public Library), Daniel Gagné (City of Ottawa), Marc Cousineau (Ottawa Community Housing) and Amy Hammett (National Representative – Advisor to the Elections Committee) will be receiving nominations for the Election of the Local Officers for the Executive Board, Executive Council, Trustees and Pension Representative.

Elections will be held on May 20, 2026 for a term of three (3) years.

In accordance with the local By-Laws, nominations must be submitted to the Elections Committee, or designate, during business hours (9:00am to 4:00pm) between the period of **April 13, 2026 and April 15, 2026**.

Nomination forms must be submitted **in person** at:

CUPE 503
1505 Carling Avenue,
Ottawa, Ontario K1Z 7L9

Nomination forms **MUST** be received no later than 4:00pm Wednesday April 15, 2026. Nominations forms **WILL NOT BE ACCEPTED** after this date.

ALL NOMINATION FORMS MUST BE FULLY COMPLETE AND MUST BE DULY SIGNED BY BOTH NOMINATORS AND THE NOMINEE. FORMS THAT ARE NOT FULLY SIGNED WILL NOT BE ACCEPTED.

Ballots and Voting Procedure

Once the nomination process is complete, all members in good standing will receive, via regular mail, the appropriate ballots and required information to vote. This shall include a stamped, return envelope to mail in the completed ballot(s). Should there be no more than one candidate nominated for a section containing one position, two candidates nominated for a section containing two positions or three candidates nominated for a section containing three positions, the candidate or candidates nominated shall be declared elected by acclamation and their name or names shall not appear on the ballot.

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Members who lay claim to not receiving the mailed ballot will, upon presentation and identification and a signed statement of facts, be given a ballot providing that their name has not been struck from the qualified election list. To receive a ballot and envelope, one must present at the office of CUPE 503 prior to May 18, 2026 between 9:00a.m. and 3:30p.m.

Campaigns and Campaign Materials

CUPE 503 is a composite local comprised of several different employers/workplaces across Eastern Ontario. Members in good standing from each of these workplaces, as well as individuals on full-time secondment to CUPE 503, are eligible to run as candidates for positions on the Executive Board and Executive Council. Due to the nature of the local, candidates do not have direct access to the email system of each of these individual employers. Furthermore, CUPE 503 and each employer are bound by individual collective agreements, many of which speak to the carrying out of union business during working hours.

For the purpose of campaigning, acceptable mediums include visiting individual worksites to distribute campaign materials, one's own personal email and/or social media platforms such as Facebook, Twitter, Instagram and the like. Where applicable, designated union boards in the workplace may be utilized for campaign materials. In order to ensure adherence with respective Collective Agreements, union activity related to the election or distribution of campaign materials must not take place during working hours or utilizing employer resources, including but not limited to employers' email, phone systems and other communication systems and platforms (example: Microsoft Teams). For greater clarity, union related activity must be done on an employee's personal time, for example before/after work or on an employee's approved break.

Should a candidate wish to distribute communications to the full membership via Canada Post, they may do so by providing an electronic copy of their campaign material to the Returning Officer at cupe503elections@gmail.com by April 20, 2026. All costs associated with such mailout are the sole responsibility of the candidate. A quote from the approved vendor for the cost of the copying and mailing of the materials will be provided to the candidate and a certified cheque or bank draft must be made out to OCPEU, Local 503 based on the quote provided, prior to the mailout taking place.

Election

The counting of the ballots will be supervised by Baker Tilley Ottawa LLP and the Elections Committee on May 20, 2026 at 12:00pm.

The candidate or candidates (depending on how many are to be elected in the section) with the highest number of votes in their section, will be declared elected to the applicable position.

Should you have any questions or to obtain a copy of the election procedures or a nomination form, please contact the Returning Officer via email at cupe503elections@gmail.com.

In solidarity,



Kelly Sirett
Elections Committee - Returning Officer