| Elementary Teachers’ Federation of Ontario  Fédération des enseignantes et des enseignants de l’élémentaire de l’Ontario  136 Isabella Street, Toronto ON M4Y 0B5  Telephone: 416-962-3836 Toll free: 1-888-838-3836  Fax: 416-642-2424 Website: www.etfo.ca  **ETFO 2017 ANNUAL MEETING**  **AUGUST 14-17, 2017**  **LOCAL REIMBURSEMENT FORM**  **(to be used for Delegate and paid Alternate accommodation**  **parking and paid Alternate meals)** | | | |
| --- | --- | --- | --- |
| LOCAL | | SELECT TYPE OF LOCAL (Teacher, OT, DECE, PSP, ESP) | |
| CONTACT NAME | | CONTACT PHONE | |
| EMAIL | | STREET | |
| CITY | | POSTAL CODE | |
| **Note: All hotel and parking invoices and a photocopy of hotel payment must be attached. If your Local had a paid alternate participate in the Annual Meeting, under the Federation Guidelines you are entitled to claim reimbursement for their meal allowance of $175.00. All Delegate meal allowances were pre-paid by auto deposit prior to the meeting**. | | | |
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|  | **Allowed** | | **Attended** |
| **Number of Delegates** |  | |  |
| **Number of paid Alternates** |  | |  |
|  | | | |
| **Amount allowable per night** | | **$141.00** | |
| **Maximum number of claimable nights x 3** | | 1. **$423.00** | |
| **Total number of Local Delegates and paid Alternates** | |  | |
| **TOTAL ACCOMMODATION CLAIMED** | | 1. **(= A x B)** | |
| **Deduction of prepaid meal allowance overpayment**  **(if applicable @ $175.00)** | |  | |
| **Addition of paid Alternate meal allowance**  **(if applicable @ $175.00)** | |  | |
| **Parking paid per hotel invoice** | |  | |
| **TOTAL parking claimed for Delegates and paid**  **Alternates (Maximum 3 days @$25.00 per day, non-transferable – must be supported by hotel bill or public parking receipts.** | |  | |
| **TOTAL AMOUNT CLAIMED** | | **(C – D + E + G)** | |
|  | | | |
| **See over for additional information. Please return to ETFO provincial office by November 30, 2017** | | | |
| **FOR OFFICE USE ONLY** | | | |
| **Explanation for revision to claim:** | | | |
| **Authorized by:** | **Approved by:** | | **Budget Line:**  **09010-162-10 – Accommodation**  **09010-202-10 – Meals**  **09010-112-10 – Parking** |

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| **2017 Annual Meeting Delegate Count** | | | |
| Algoma TL - 4 | Algoma OTL - 2 | Avon Maitland TL - 6 | Avon Maitland OTL - 2 |
| Bluewater TL - 6 | Bluewater OTL - 2 | Durham TL - 22 | Durham OTL - 7 |
| Durham DECE - 4 | Durham Catholic DECE - 2 | Grand Erie TL - 9 | Grand Erie OTL - 2 |
| Grand Erie DECE - 2 | Greater Essex TL - 13 | Greater Essex OTL - 3 | Halton TL - 22 |
| Halton OTL - 5 | Halton DECE - 3 | Hamilton-Wentworth TL - 18 | Hamilton-Wentworth OTL - 4 |
| Hamilton Wentworth DECE - 3 | Hastings Prince Edward TL - 6 | Hastings Prince Edward OTL 2 | James Bay - \*2 |
| Kawartha Pine Ridge TL - 11 | Kawartha Pine Ridge OTL - 3 | Keewatin-Patricia TL - 3 | Keewatin-Patricia OTL - \*2 |
| Lakehead TL - 4 | Lakehead OTL - 2 | Lambton-Kent TL - 8 | Lambton-Kent OTL - 2 |
| Limestone TL - 7 | Limestone OTL - 2 | Near North TL - 4 | Near North OTL - 2 |
| Niagara TL - 13 | Niagara OTL - 3 | Ontario North East TL - 3 | Ontario North East OTL - \*2 |
| Ottawa Carleton - 25 | Ottawa Carleton OTL - 6 | Peel TL - 53 | Peel OTL - 12 |
| Rainbow TL -6 | Rainbow OTL - 2 | Rainbow DECE - \*2 | Rainy River TL - 2 |
| Rainy River OTL - \*2 | Rainy River ESP - 2 | Renfrew TL - 4 | Renfrew OTL - 2 |
| Renfrew ESP - 2 | Renfrew PSP - 2 | Simcoe TL - 18 | Simcoe OTL - 5 |
| Simcoe DECE - 3 | Superior-Greenstone TL - 2 | Superior-Greenstone - \*2 | Thames Valley TL - 26 |
| Thames Valley OTL - 6 | Toronto TL - 87 | Toronto OTL - 16 | Toronto Catholic DECE - 4 |
| Trillium Lakelands TL - 6 | Trillium Lakelands OTL - 2 | Trillium Lakelands DECE - 2 | Upper Canada TL - 9 |
| Upper Canada OTL - 3 | Upper Grand TL - 11 | Upper Grand OTL - 3 | Waterloo Region TL - 21 |
| Waterloo Region OTL - 6 | Waterloo DECE - 5 | York Region TL - 41 | York Region OTL - 10 |
|  | | | |
| \*See Bylaw IV, 4.2  Bylaw IV, Delegates is printed below for your information:  4.1 The voting members of the Annual Meeting shall consist of the following accredited delegates  4.11 the Executive; and  4.1.2 representatives of the local as set out in Section 4.2 and 4.3 below.  4.2 Each Local of joint local shall be allocated one (1) Delegate to the Annual Meeting.  4.2.1 Notwithstanding 4.2, locals having 100 or fewer full-time equivalent (FTE) members shall have two (2) delegates to the Annual Meeting.  4.3 Additional delegates shall be generated on the basis of one per one hundred and twenty (120) full- time equivalent (120 FTE) members of major fraction thereof.  4.4 The membership of each local will be determined by the audited number of members as of June 30 of the preceding year.  4.5 In order to determine the number of delegates for the occasional teacher locals, the number of Full-Time Equivalent (FTE) occasional teacher members shall be used.  4.6 The delegate entitlement for each local shall be forwarded to the local by December 15.  4.7 The local may choose to register alternates who may substitute for a delegate during the Annual Meeting.  4.8 A delegate representing a local shall be an active member of the local.  4.9 Notwithstanding 4.8, an active member may continue to represent the local as a delegate as the first Annual Meeting subsequent to the member’s retirement. | | | |
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| **2017 Annual Meeting Delegate Count Summary** | | | |
| Teacher Locals | | 472 | |
| Occasional Teacher Locals | | 124 | |
| ESP/PSP Locals | | 6 | |
| DECE Locals | | 30 | |
| Executive Members | | 14 | |
| **TOTAL** | | **646** | |