



Elementary Teachers' Federation of Ontario (ETFO)
 Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario (FEEO)
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 etfo.ca

**ETFO 2018 ANNUAL MEETING
 AUGUST 13-16, 2018
 LOCAL REIMBURSEMENT FORM**

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 participating in the Annual Meeting, under the Federation guidelines you are entitled to claim reimbursement for their meal allowance of \$175. All Delegate meal allowances were pre-paid by auto deposit to the local prior to the meeting.

Allowed		Attended
Number of Delegates		
Number of paid Alternates		
TOTAL ALLOWED		TOTAL ATTENDED

Amount allowable per night	\$153.86 (shared accommodation) \$307.72 (if eligible for single room accommodation*)	
Maximum number of claimable nights	A. 3	
Local Delegates/paid Alternates covered for shared accommodation	B.	x \$461.58 =
Local Delegates/ paid Alternates eligible for single room accommodation*	C.	x \$923.16 =
TOTAL ACCOMMODATION CLAIMED	D.	(= B + C)
Deduction of prepaid meal allowance overpayment (if applicable @ \$175)	E.	
Addition of paid Alternate meal allowance (if applicable @ \$175)	F.	x \$175
Parking claimed for Delegates and paid Alternates (Maximum 3 days @\$28.25 per day), non-transferable – must be supported by hotel bill or public parking receipts.	G.	Number of Delegates x \$86.25 = Number of paid Alternates x \$86.25 =
TOTAL AMOUNT CLAIMED	Total Parking (D - E + F + G)	

See over for additional information. Please return to ETFO provincial office by November 30, 2018. For online submission, please email this form to accounts@etfo.org.

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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*Single room accommodation restricted to delegates with sole parenting responsibilities and delegates or paid alternates pre-approved for medical accommodation.

2018 Annual Meeting Delegate Count

**** entitled to paid alternate**

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	** 3
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	12	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	13
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 OTL	** 2	Thames Valley TL	26
Thames Valley OTL	6	Toronto TL	87	Toronto OTL	18	Toronto Catholic DECE	4
Trillium Lakelands TL	6	Trillium Lakelands OTL	** 3	Trillium Lakelands DECE	** 2	Upper Canada TL	9
Upper Canada OTL	3	Upper Grand TL	12	Upper Grand OTL	** 3	Waterloo Region TL	21
Waterloo Region OTL	6	Waterloo DECE	5	York Region TL	41	York Region OTL	10

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
- 4.1.1 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.

2018 Annual Meeting Delegate Count Summary

Teacher Locals	472
Occasional Teacher Locals	129
ESP/PSP Locals	6
DECE Locals	30
Executive Members	14
TOTAL	651