



Elementary Teachers' Federation of Ontario (ETFO)

Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario (FEEO)

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**ETFO 2022 ANNUAL MEETING
AUGUST 15-18, 2022
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 \$195. 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	\$169.82 (shared accommodation) \$339.63 (if eligible for single room accommodation*)
Maximum number of claimable nights	A. 3
Local Delegates/paid Alternates covered for shared accommodation	B. x \$509.46 =
Local Delegates/ paid Alternates eligible for single room accommodation*	C. x 1018.89 =
TOTAL ACCOMMODATION CLAIMED	D. (= B + C)
Deduction of prepaid meal allowance overpayment (if applicable @ \$195)	E.
Addition of paid Alternate meal allowance (if applicable @ \$195)	F.
Parking claimed for Delegates and paid Alternates (Maximum 3 days @\$30.00 per day), non-transferable – must be supported by hotel bill or public parking receipts.	G. Number of Delegates x \$90.00 = Number of paid Alternates x \$90.00 = Total Parking
TOTAL AMOUNT CLAIMED	(D - E + F + G)

See over for additional information. Please return to ETFO provincial office by November 30, 2022. 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

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

MEDICAL ACCOMMODATION (PRE-APPROVAL WAS REQUIRED. A *Single Room Accommodation Request Form* and Approval must be on file).

ETFO will inform Locals if one of their delegates or paid alternates was approved for a single room due to a medical condition. No details of any medical condition(s) will be disclosed. Medical accommodation information is secured with the Deputy General Secretary.

PRINT DELEGATE NAME	HOTEL ROOM

DELEGATE SOLE PARENTING FAMILY SINGLE ACCOMMODATION (A *Single Room Accommodation Request Form* must be on file).

ETFO provides single room accommodation at the Annual Meeting at no cost for delegates who have sole parenting responsibilities, and are availing themselves of the on-site child care facilities.

Providing this information means the delegates have declared that they have sole parenting responsibilities during the Annual Meeting and have submitted a *Single Room Accommodation Request Form* prior to the start of the Annual Meeting.

PRINT DELEGATE NAME	NAME AND AGE OF CHILD(REN)	HOTEL ROOM

2022 Annual Meeting Delegate Count

** entitled to paid alternate

Algoma TL	4	Algoma OTL	** 2	Avon Maitland TL	6	Avon Maitland OTL	** 2
Bluewater TL	7	Bluewater OTL	** 2	Durham TL	24	Durham OTL	7
Durham DECE	** 3	Durham Catholic DECE	** 2	Grand Erie TL	10	Grand Erie OTL	** 3
Grand Erie DECE	** 2	Greater Essex TL	13	Greater Essex OTL	** 3	Halton TL	22
Halton OTL	7	Halton DECE	** 3	Hamilton-Wentworth TL	18	Hamilton-Wentworth OTL	5
Hamilton Wentworth DECE	** 3	Hastings Prince Edward TL	6	Hastings Prince Edward OTL	** 2	James Bay	** 2
Kawartha Pine Ridge TL	12	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	14	Niagara OTL	4	Ontario North East TL	** 3	Ontario North East OTL	** 2
Ottawa Carleton	26	Ottawa Carleton OTL	7	Peel TL	54	Peel OTL	14
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	** 3	Renfrew PSP	** 2	Simcoe TL	19	Simcoe OTL	5
Simcoe DECE	4	Superior-Greenstone TL	** 2	Superior-Greenstone OTL	** 2	Thames Valley TL	29
Thames Valley OTL	7	Toronto TL	84	Toronto OTL	22	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	12	Upper Grand OTL	** 3	Waterloo Region TL	22
Waterloo Region OTL	6	Waterloo DECE	5	York Region TL	42	York Region OTL	13

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.

2022 Annual Meeting Delegate Count Summary

Teacher Locals	484
Occasional Teacher Locals	142
ESP/PSP Locals	7
DECE Locals	30
Executive Members	14
TOTAL	677