

ETFO
Annual Meeting
INFORMATION
GUIDE

2022



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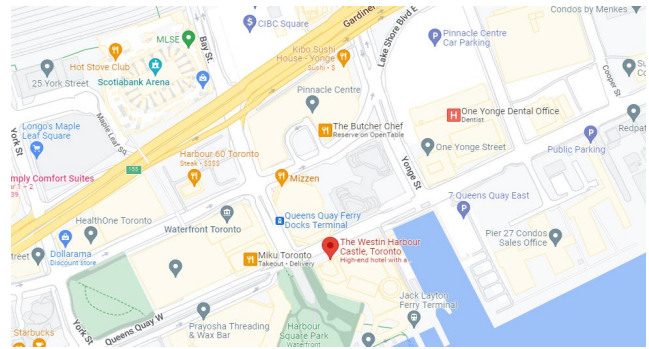
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This guide will provide locals and participants with information related to the 2022 Annual Meeting. Please also visit us online at [etfo.ca](https://www.etfo.ca)>About Us>Annual Meeting 2022.

LOCATION

Westin Harbour Castle Toronto
1 Harbour Square
Toronto, ON M5J 1A6

[Downtown Toronto Hotel | The Westin Harbour Castle, Toronto \(marriott.com\)](https://www.marriott.com/hotels-and-resorts/properties/whc-toronto)



All Westin Harbour Castle Toronto guest rooms are non-smoking. A \$300 cleaning charge will be applied if guests are found to be smoking. ETFO does not cover this charge. Please advise your members.

ETFO CONTACTS

Administration

James Taylor, Executive Assistant – extension 2337 jtaylor@etfo.org

Jo-Ann Scott, Manager (Childcare) – extension 2514 jscott@etfo.org

Karen Kindree, Administrative Assistant – extension 2285 kkindree@etfo.org

Annual Dinner

Nicole Thomson, Fees & Reconciliation Assistant – extension 2510 dinner@etfo.org

Media Centre

Carla Pereira, Executive Assistant – extension 2332 cpereira@etfo.org

Meagan Perry, Executive Assistant – extension 2329 mperry@etfo.org

Registration

Event Management Services extension 3827 events@etfo.org

Westin Harbour Castle Toronto Group Coordinator

Sharon Lim – (416) 869-1600 YYZWI.ResSupport@WestinHotels.com

Where to Find Us at the Westin Harbor Castle Toronto

EVENT	ROOM	LEVEL
Registration	Frontenac Ballroom Foyer	Conference Centre, Street Level
Credentials	Frontenac Ballroom Foyer	Conference Centre, Street Level
ETFO Office	Queens Quay II	Conference Centre, Street Level
Guest Registration	Frontenac Ballroom Foyer	Conference Centre, Street Level
Media Centre	Queens Quay I	Conference Centre, Street Level
shopETFO	Metropolitan Ballroom Foyer	Conference Centre, Street Level
Exhibitors	Harbour Ballroom Foyer	Conference Centre, Street Level

REGISTRATION - EVENT MANAGEMENT SYSTEMS (EMS)

Registration for the 2022 Annual Meeting will be offered through the ETFO Event Management System (EMS). Local presidents will be provided with a private link to the Annual Meeting on May 16, 2022. They will forward that link to their delegation. Registration for this event **will close on May 30, 2022, at 5:00 p.m.** Local presidents have until **June 6, 2022, at 5:00 p.m.** to email and confirm their local delegation to Events at events@etfo.org. The Events Management site is located at events.etfo.org. The following link will take you to FAQs and the Account Creation Guide (if you do not have an EMS account): events.etfo.org/faq/. If you have any other questions or need clarification on anything, contact Events staff at events@etfo.org or extension 3827. Once you've signed in, please click the Annual Meeting private link to register. On-site registration at the Annual Meeting for delegates, alternates, observers, and guests begins at 9:00 a.m. on Monday, August 15, 2022.

TRAVEL

Reservations

New Wave Travel is used for all ETFO travel reservations (air, rail). For air travel arrangements, please contact our representative David Roy at 416-928-3113 extension 7267 or 1-800-463-1512 or david@newwavetravel.net and provide the following account number: 09010-112.

The ETFO travel guidelines are as follows:

- a) When traveling to a Federation function, the member is expected to use the most economical means of transportation possible.
- b) When a motor vehicle is used, the Federation will reimburse the member for travel, in-transit meals, and in-transit accommodation to a maximum equivalent to the most economical air fare available including taxes.
- c) Reimbursement for mileage will not exceed the distance determined by standardized mapping software, which calculates the mileage based on the address of the starting point and destination.
- d) Members who require air or train transportation must reserve the most economical seat available through ETFO's designated travel agency. The member and travel agent are expected to book as far in advance as possible to achieve savings.
- e) When a member travels by motor vehicle the reimbursement rate for travel cost will be fifty cents (\$0.50) per kilometre. The member may claim an additional five cents (\$0.05) per kilometre for each additional authorized passenger.

HOTEL ACCOMMODATION

Identification

Photo identification and a credit card are required when checking into the hotel. If a participant does not have a credit card, please contact Events at extension 3827 or events@etfo.org. The following credit cards are accepted by the Westin Harbour Castle Toronto: **AMEX**, **MASTERCARD** and **VISA**.

Local Delegates, Paid Alternates, Alternates, Guests, and Observers

Contact your local president or local Annual Meeting representative if you require accommodation changes.

Local Rooming Lists

ETFO has a guaranteed room block with the Westin Harbour Castle Toronto for locals to access to make direct rooming and suite reservations. The block is available from **May 16 to June 10, 2022**. **June 24, 2022** is the deadline for all rooming lists to be submitted to the Westin Harbour Castle Toronto. All rooms have been guaranteed for late arrival. Locals should send the ETFO Room Block Request Form by **June 10, 2022**, and the completed rooming list by **June 24, 2022**, to the Group Coordinator at the Westin Harbour Castle Toronto (YYZWI.ResSupport@WestinHotels.com). **When contacting the Group Coordinator use the subject line that will be provided to you, upon submission of your Room Block Request Form, for ALL correspondence.** After June 10, accommodation requests may be subject to availability and a higher rate. If you contact the hotel during the block timeline and are given a higher rate, please contact Events at events@etfo.org for assistance with arrangements at another hotel.

It is the local's responsibility to ensure that rooms not being used are cancelled 72 hours (three days) prior to arrival date. Contact Sharon Lim, Group Coordinator. Failure to do so will result in accommodation charges, **which are a local responsibility**.

Rates extend three (3) days before/after the Annual Meeting (based on hotel availability)

- Charge per night for third person in room - \$20.
- No charge for children under 18 staying with parents.
- No charge for cribs.

Cots are complimentary but are limited availability. In accordance with *Fire Regulations*, rooms with two double beds are not large enough to accommodate a cot. Additional accommodation resulting in travel savings requires prior approval. Please contact Events at extension 3827 or events@etfo.org. The hotel will not accept individual reservations. The hotel requires local presidents (or local Annual Meeting coordinators) to make all reservations for members of the local delegation using the provided Excel rooming list.

Room Rates

Effective January 1, 2018, the government implemented a mandatory 4% Municipal Accommodation Tax (MAT) for hotel and short-term accommodation. Room rates are now subject to 17% tax (13% HST, 4% MAT). The MAT tax is only for guest bedrooms. Meeting rooms, food and beverages are exempt.

Single/Double Room Rate - \$339.63 (including 17% taxes)

Single Room Supplement - \$169.82 (including 17% taxes)

Accommodation must be booked at the Westin Harbour Castle Toronto to claim the local accommodation reimbursement. Shared accommodation as requested on the local rooming list will be provided if available. In the event the shared accommodation cannot be provided resulting in a single room, the **LOCAL** will be responsible for the single room supplement of \$169.82 per night.

If a member of your delegation does not have a roommate to share a room with and does not wish to pay the single room supplement, please contact Events at the provincial office to see if a roommate is available from another local. If a roommate is not yet available, please book a room with two beds under your rooming list and a roommate may be added later as needed.

EXPENSES

Delegates and Paid Alternates

Delegate and paid alternate expenses will be reimbursed following the Annual Meeting, in accordance with the current Federation Guidelines. Expenses will be paid once the statements have been reconciled. All claims must be submitted for payment electronically via eforms.etfo.org/221255744068255 within thirty (30) days of the conclusion of the Annual Meeting. Deadline is September 15, 2022.

Delegate Meal Allowance

The delegate meal allowance will be processed via automatic bank deposit in early August. Local presidents are asked to ensure that delegates receive their individual weekly meal allowance of \$195 **prior to** attending the meeting. The funds will not be available on-site at the Annual Meeting. Meals for paid alternates will be paid after the Annual Meeting. Please note that \$20 has been added to cover the cost of lunch on Thursday for delegates. No lunch will be provided at the meeting.

DAY	BREAKFAST - \$15	LUNCH - \$20	DINNER - \$45	TOTAL PRE-PAID
Mon. Aug. 15, 2022	Expense if approved (per Federation Guidelines)	Expense if approved (per Federation Guidelines) ETFO caucus registrants are provided lunch	pre-paid - \$45.00	\$45.00
Tue. Aug. 16, 2022	pre-paid - \$15.00	pre-paid - \$20.00	pre-paid - \$45.00	\$80.00
Wed. Aug. 17, 2022	pre-paid - \$15.00	pre-paid - \$20.00	Annual Dinner - \$0	\$35.00
Thu. Aug. 18, 2022	pre-paid - \$15.00	pre-paid - \$20.00	Expense if approved (per Federation Guidelines)	\$35.00
				TOTAL PRE-PAID - \$195.00

Local Alternates, Observers, and Guests

Alternate expenses and expenses of observers and guests from the local are the responsibility of the local that they are representing or an individual responsibility. Payment is required at check-out for all expenses. However, locals with three delegates or less are entitled to bring one alternate at provincial expense in accordance with Federation Guidelines (*see Bylaw IV, 4.2*). Please direct your inquiries following the Annual Meeting to Michael Humphries, extension 2312 or mhumphries@etfo.org.

Meals In-Transit for Delegates and Paid Alternates

In-transit meal costs may be reimbursed for periods of travel in excess of two hours when the travel occurs during the individual's regular mealtimes. In-transit meals and in-transit accommodation costs are included in mileage charged in lieu of airfare.

Meal – Lunch Monday, August 15, 2022 (for registered ETFO caucus participants only)

If you register for a caucus, lunch is provided on-site Monday, August 15. Expense claims for Monday lunch will not be approved for delegates and paid alternates attending a caucus.

Gratuities

Gratuities for meals have been included in the weekly meal allowance of \$195 per delegate. Additional meal gratuities will not be paid. ETFO will reimburse delegates for reasonable gratuities for transfer of luggage, etc., if submitted. Locals moving materials/refreshments to and from a suite are responsible for gratuities given to hotel staff for such services.

Local Accommodation Reimbursement

Accommodation reimbursement to locals will be paid based on approval of a *Local Reimbursement Form* at the rate of \$169.82 per night for three (3) nights to a maximum of \$509.46 per delegate including taxes. Expenses for incidentals, additional accommodation (unless otherwise approved) and all expenses for alternates or guests of the local are a local or individual responsibility and payment is required at check-out. The *Local Reimbursement Form* is posted on the website under 2022 Annual Meeting.

Additional accommodation expenses (to achieve savings on airfare) may be covered by ETFO subject to prior written approval. For more information, please contact Events at extension 3827 or events@etfo.org. Please ensure that the *Local Reimbursement Forms* are submitted to the provincial office by **November 30, 2022**.

ON SITE CHILD CARE

ETFO is offering on-site child care at the 2022 Annual Meeting to delegates and paid alternates* who register by the deadline.

*Paid alternates – locals with three (3) or fewer delegates to the Annual Meeting receive provincial funding for an alternate to attend the Annual Meeting.

Based on capacity limits, there will be a limited number of children that can be registered for on-site child care. The child care registration deadline is **June 17, 2022 at 5:00 p.m.** Requests for child care after the deadline may not be accommodated. Delegates and paid alternates that do not register by the deadline can be reimbursed for child care based on Federation Guidelines. Child care for alternates and observers are the responsibility of the local or the individual.

The Annual Meeting registration link will be posted on presnet, and registration for the meeting will run from **May 16 - 30, 2022**. Local presidents or designates should forward the registration link to their delegates and paid alternates. After May 30 ETFO will send a list of registered delegates to local presidents. Local presidents or designates will have until **June 6, 2022 at 5:00 p.m.** to email and confirm their local delegation list to Events at events@etfo.org. On **June 8, 2022**, a child care registration link will be sent to delegates and paid alternates who indicated they require child care. Delegates and paid alternates must indicate the specific days they require child care on the child care registration. Child care is reserved for delegates and paid alternates *only*. If a local is entitled to a paid alternate, the local president may send the child care registration link to that paid alternate. You must be the parent or legal guardian of the child in order to register the child for child care and proof of parentage/guardianship is required. Children with identified exceptionalities that require a higher supervision ratio on excursions will be accommodated, if possible, with pre-arrangements made between the child care provider, ETFO and the member.

To ensure child safety, adequate supervision and planning purposes, we ask that you honour your intent to access ETFO's child care services. If you have a delegation change after **June 6, 2022**, offsite dependent care for children of delegates and paid alternates will be reimbursed subject to Federation Guidelines (see ***Dependent Care*** section—next page). Expense forms will be available onsite at the Annual Meeting.

CHILD CARE/DEPENDENT CARE

After the **June 17, 2022**, child care registration deadline or for delegation changes (alternate to delegate) dependent care may be reimbursed to delegates and paid alternates.

(A signed receipt from the caregiver, listing the dependents and applicable dates, must be provided).

- a) Payment for child and adult dependent care shall not exceed \$75 per meeting day for each dependent.
- b) Payment for overnight care shall not exceed \$55 for the first child/adult dependent plus \$35 for each additional child/adult dependent to a maximum of \$125 per day.
- c) Payment for child care is limited to dependents 18 years of age and under.
- d) Overnight care is a reimbursable expense only in the event that no caregiver would otherwise be in the home overnight.
- e) Payment for adult dependent care is limited to an adult whose care is the responsibility of the member.

Subject to prior approval by the Federation, the rate at which dependent care costs for ETFO members who have a dependent with special needs will be the actual additional costs paid by the member for the care of the dependent. Pre-approval must be sought to exceed dependent care maximums using the online form @ eforms.etfo.org/221255341833248 if this is a new request for 2022-2023. If you or someone from your delegation is unsure if pre-approval is in place for the 2022-2023 year, please contact Deputy General Secretary Lorna Larmour at extension 2212 or llarmour@etfo.org.

AGENDA

An agenda will be available at the time of on-site registration at the hotel. The Annual Meeting commences as follows:

**Metropolitan Ballroom
Monday, August 15, 2022, at 4:00 p.m.**

The Annual Meeting will conclude on Thursday, August 18, 2022 at 2:00 p.m.

ARRIVAL/DEPARTURE

- Check-in - 3:00 p.m., Check- out - 12:00 noon.
- Sunday night accommodation is a local responsibility.
- Monday - early check-in is **NOT** available.
- Thursday - must check-out by noon or pay an additional day rate charge or after 5:00 p.m., an additional one-night accommodation charge. Additional charges for late check-out are not covered by ETFO.

ADDITIONAL NIGHT STOPOVER

- a) There are circumstances when significantly cheaper airfare or when airline flight schedules require an additional night stopover.
- b) Approval must be given in advance by the general secretary for a member to be reimbursed for non-airfare costs related to an additional night stopover. When approval is given the Federation will pay for actual incremental costs incurred as noted below:
 - Accommodation – an amount equal to the amount of the single room rate payable during the activity or function.
 - Meals – actual meal costs incurred in accordance with the meal guidelines.

ANNUAL DINNER

On **May 16, 2022**, a private link for registration to the Annual Meeting will be sent out on presnet. Annual Dinner tickets may be ordered at that time. Each delegate is provided with one dinner ticket at no charge. Extra tickets may be purchased by the local for \$90per ticket. Local presidents or designate should indicate in the Events Management System (EMS) at events.etfo.org the number of tickets required for their delegation/guests and meal selection for each person. When registering a member of your delegation or guest, please include the name(s) and list any dietary restriction. Meal choices are beef, chicken, and vegetarian. The Annual Dinner contact is Nicole Thomson at dinner@etfo.org. Please do not contact the hotel directly for any dietary restrictions for meals that ETFO is arranging. If your local is hosting any meals, please ensure you inform your local president or designate.

Please note that Annual Dinner tickets are non-transferable. If you do not wish to attend the Annual Dinner, please indicate in EMS. **The cut-off date for additional tickets, refunds, and meal changes is Monday, August 1, 2022, at 5:00 p.m.** After this date, EMS will be closed. The hotel requires a firm number of meals and will not accept any changes after this date. Your co-operation is appreciated. The cost of tickets ordered and not used are the responsibility of the local. Please be particularly mindful if you are changing someone in your delegation (alternate to delegate) and the original delegate ordered a special meal. In this case, the new person assigned to delegate must have the meal originally ordered prior to the August 1, 2022 date. **ETFO assigns all seating for the Annual Dinner** – if there appears to be empty seats at your table, rest assured – there are not! Functionaries are seated with their local.

Date: Wednesday, August 17, 2022
Reception: Metropolitan Ballroom Foyer – 6:00 p.m.
Dinner: Metropolitan Ballroom – 7:00 p.m.
Dance: Frontenac Ballroom – 9:00 p.m.

Tickets may be picked up at the Frontenac Ballroom Foyer on **Tuesday, August 16, 2022** starting at 2:00 p.m. Please assign one representative to pick up all tickets for your delegation. The seating plan is final, and changes cannot be accommodated.

DIETARY RESTRICTIONS

ETFO endeavours to be responsive to members' dietary restrictions at the annual dinner. When registering through the ETFO Event Management System (EMS), please identify health-related food or respiratory allergies to food. Please ensure you indicate if your food restriction is for food items consumed or airborne. The information should be reported under the Personal Accommodation section in ETFO Event Management System (EMS). If members do not indicate their dietary restrictions when they register, ETFO will be unable to accommodate these needs. ETFO will send the Westin Harbour Castle Toronto all dietary restrictions, including all airborne food allergies. We are unable to accommodate food preferences. ETFO will make every effort to ensure that our meeting rooms are allergen free.

AWARDS

The following awards are presented during the Annual Dinner on the evening of Wednesday, August 17:

- Honorary Life Membership Award
- Outstanding Service as ETFO Staff Member Award
- President's Award

These award recipients and their guest are invited to attend the ETFO Annual Dinner and are entitled to claim travel, in-transit meals on Wednesday/Thursday where required and accommodation for Wednesday night, in accordance with Federation Guidelines.

For 2022, award winners from the previous two virtual Annual Meetings are invited to attend.

Award Recipient Expenses

In-transit meal expenses are subject to Federation Guidelines. Award recipients should refer to the travel section of this document for information related to air, automobile, and train rates as well as driving directions. Further inquiries regarding awards presented at the Annual Meeting can be directed to Sonia Ellis-Seguín, Executive Assistant at [selliseguin@etfo.org](mailto:selliseguín@etfo.org) 416-962-3836 extension 2273.

CAUCUS MEETINGS

ETFO provides an opportunity at the Annual Meeting for members to hold and/or participate in self-directed caucus groups. It is the Federation's intent that caucus groups are by members, for members. Please indicate your intent to attend any of these sessions when registering for the Annual Meeting in the ETFO Events Management System (EMS) at events.etfo.org. The room locations will be posted on the website, when available. A light lunch will be provided for registered caucus members.

COMMITTEE CHAIRS

Committee chairs will be available for consultation during the Annual Meeting on Wednesday, August 17 from 12:45 p.m. to 1:30 p.m. and Thursday, August 18 from 8:45 a.m. to 9:00 a.m. Information with respect to the attendance of committee chairs at the Annual Meeting will be forwarded directly to them under separate cover. If you do not have an EMS account, you may create an account at events.etfo.org. The following link will take you to FAQs and the Account Creation Guide: events.etfo.org/faq. If you have any other questions or need clarification, please contact events staff events@etfo.org or extension 3827. Once you've signed in, please click the Annual Meeting private link to register. Please register by **May 30, 2022, by 5:00 p.m.**

LUGGAGE STORAGE

Luggage storage has been arranged for participants arriving early on Monday, August 15 and for check-out on Thursday, August 18. Hotel staff will be on duty for luggage storage. Luggage remaining at the end of Monday and Thursday will be moved to the Bell Captain area in the main lobby of the hotel. Please keep valuable items with you until you get your room. Although the hotel allows pets at the hotel with prior hotel approval, at no time shall pets be brought into the meeting space, left in the care of either hotel or ETFO staff. **Please note that ETFO is not responsible for luggage that is left under the supervision of hotel staff.**

Monday, August 15 – 10:00 a.m. to 9:00 p.m. – Location: TBD

Thursday, August 18 – 7:00 a.m. to 3:00 p.m. – Location: TBD

MEETING ATTIRE

Annual Meeting - Casual

Annual Dinner Attire – Semi-formal or Formal

Dressing in layers is recommended due to room temperature variations. It is advisable to come prepared.

LOCAL MEETING SPACE

As part of its contract with the Westin Harbour Castle Toronto Hotel, ETFO has additional general meeting space for use throughout the Annual Meeting. Space is limited and will be reserved through ETFO on a first-come/first-served basis. Please contact James Taylor at extension 2337 or jtaylor@etfo.org to reserve meeting space.

MESSAGES

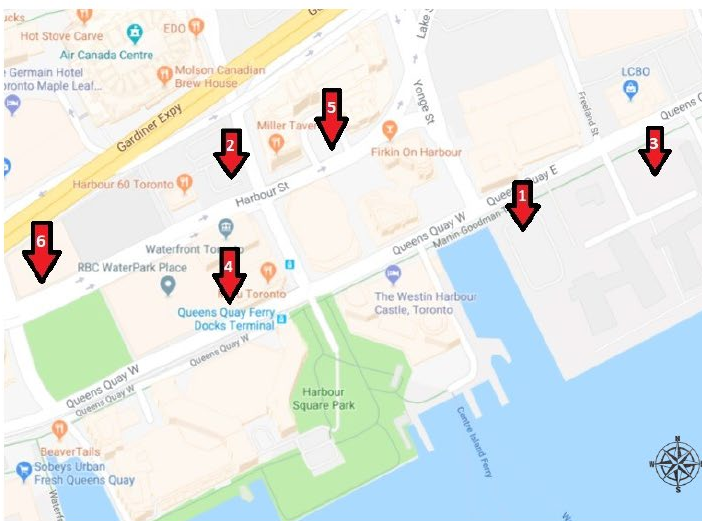
A bulletin board for telephone or general messages is provided throughout the Annual Meeting. Messages of this nature are posted on the bulletin board which will be located in a central area near the main meeting room.

PARKING

ETFO will reimburse full cost of public self-parking for four days (August 15-18 inclusive). Receipts are required. Self-parking cannot be charged to your room. We have included some local self-parking lot information. ETFO does not recommend using lots which have no daily maximum rate.

Local Self-Parking Options

As we want to ensure that you receive a seamless arrival, we have compiled a list of local self-parking options for your reference. Locations are subject to change without notice.



24 HR OUTDOOR LOTS:

1. SP PLUS Parking —7 Queens Quay E
2. CANADA AUTO PARKS Parking — 30 Bay St
3. TARGET Park—39 Queens Quay E

24 HR INDOOR GARAGE:

4. PARKLINK Go Park-Waterpark Place — 128 Queens Quay W (between Bay St. & York St.)
5. PARKLINK Convention Centre Parking — 2 Lake Shore Blvd E
6. IMPARK One York—87-89 Harbour St

Valet Parking

The only parking available at the Westin is valet parking (\$50 plus taxes per day, which includes in/out services). Valet parking is not normally a reimbursable expense. If a member chooses to valet park, it may be charged to a room but must be paid as an incidental charge upon check-out by the member. ETFO will only reimburse \$30 (inclusive of tax) per day towards the cost of valet parking.

PERSONAL ACCOMMODATION

ETFO is committed to providing a barrier-free meeting environment at the Annual Meeting. We need to be aware of the special needs that will ensure a positive experience for all members. Please indicate in the Event Management System (EMS) any special needs required to support attendance. Pre-approval must be sought for medical accommodations using the online form eforms.etfo.org/221254138011239 if this is a new request for 2022-2023. If you or someone from

your delegation is unsure if pre-approval is in place for the 2022-2023 year, please contact Deputy General Secretary Lorna Larmour at extension 2212 or llarmour@etfo.org. To assist members who experience sensitivity to WI-FI signals, we ask that you leave phones on airplane mode during the meeting.

ALLERGY ALERT

Increasingly, members are becoming sensitized to chemicals in the work environment. For many members, attending conferences and being exposed to fragrances or other scents including food, can pose a serious health risk. In consideration of the comfort and safety of members who may experience health risks from these exposures, conference participants are requested to refrain from the use of scented products such as perfume and aftershave while in attendance at the conference. All ETFO events are smoke-free. Individuals who do smoke are requested to smoke outdoors well away from entrances to the building. Your co-operation and consideration of the needs of our members is greatly appreciated.

POSITIVE SPACE

The Annual Meeting is a place where human rights are respected and where two-spirit, lesbian, gay, bisexual, transgender, queer or questioning plus people and their friends and allies, are welcomed, and supported.

HUMAN RIGHTS STATEMENT

The Elementary Teachers' Federation of Ontario is committed to:

- providing an environment for members that is free from harassment and discrimination at all provincial or local Federation sponsored activities;
- fostering the goodwill and trust necessary to protect the rights of all individuals within the organization;
- neither tolerating nor condoning behaviour that undermines the dignity or self-esteem of individuals or the integrity of relationships; and
- promoting mutual respect, understanding and co-operation as the basis of interaction among all members.

Harassment and discrimination on the basis of a prohibited ground are violations of the Ontario Human Rights Code and are illegal. The Elementary Teachers' Federation of Ontario will not tolerate any form of harassment or discrimination, as defined by the Ontario Human Rights Code, at provincial or local Federation sponsored activities.

ETFO LAND ACKNOWLEDGMENT

In the Spirit of Truth and Reconciliation, the Elementary Teachers' Federation of Ontario acknowledges that we are gathered today on the customary and traditional lands of the Indigenous Peoples of this territory.

RECYCLING

ETFO and the Westin Harbour Castle Toronto are fully committed to recycling. Please dispose of any recyclable products in the containers provided. Thank you for your assistance.

ANNUAL MEETING RESOLUTIONS BOOKLET

The *Annual Meeting Resolution Booklet* is available online at etfo.ca > Annual Meeting 2022 as of May 1, 2022.

SEATING

For the main meeting in the Metropolitan Ballroom, ETFO assigns all local delegation seating prior to the Annual Meeting. Several rows of seating each year are rotated from the front-to-back and side-to-side to provide an equal opportunity for all delegates while maintaining local groupings. The seating plan for the Annual Meeting will be provided in your registration package on Monday, August 15, 2022.

WI-FI

Complimentary WI-FI is available in your individual hotel rooms only.

ANNUAL MEETING WORKBOOK

Local presidents will receive a mailing of the Annual Meeting Workbook, one copy per delegate. Please ensure that delegates bring their workbook to the Annual Meeting.

PLEASE REMEMBER TO BRING YOUR WORKBOOK!

NOTES

JT:KK

Representative Council
Sheraton Centre Toronto Hotel
May 11 and 12, 2022



Elementary Teachers' Federation of Ontario (ETFO)
136 Isabella Street | Toronto, ON Canada | M4Y 0B5
416-962-3836 | 1-888-838-3836

-  etfo.ca
-  [ETFOprovincialoffice](https://www.facebook.com/ETFOprovincialoffice)
-  [@ETFOeducators](https://twitter.com/ETFOeducators)
-  [@ETFOeducators](https://www.instagram.com/ETFOeducators)