



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

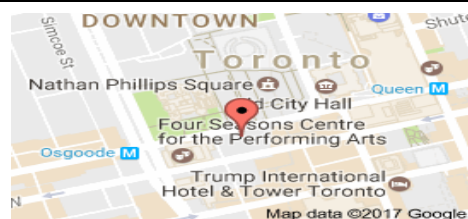
ETFO 2017 ANNUAL MEETING AUGUST 14-17, 2017

ANNUAL MEETING PARTICIPANTS INFORMATION PACKAGE

This information is provided to assist participants to prepare for the 2017 ETFO Annual Meeting. **Visit us online at www.etfo.ca>About ETFO>Annual Meeting 2017**



Sheraton Centre Toronto Hotel
123 Queen Street West, Toronto
Phone: (416) 361-1000
Toll-Free: 1-800-325-3535
<http://www.sheratontoronto.com>



ETFO CONTACTS – ADMINISTRATION

Angel Chan, Event Services Manager – extension 2322 achan@etfo.org
Lorna Larmour, Executive Assistant – extension 2212 llarmour@etfo.org
Evelyn McGrogan, Executive Assistant – extension 2214 emcgrogan@etfo.org
Hailey Roxby, Operations Manager – extension 2219 hroxby@etfo.org
Olesia Romanko, Manager, Records and Information Services – extension 2517 oromanko@etfo.org

ETFO CONTACTS - DINNER

Nicole Thomson, Office Services Assistant – extension 2510 dinner@etfo.org
Nadia Casimiro, Administrative Assistant – extension 2221 dinner@etfo.org

ETFO CONTACTS - MEDIA CENTRE

Valerie Dugale, Executive Assistant – extension 2331 vdugale@etfo.org
James Taylor, Executive Assistant – extension 2337 jtaylor@etfo.org

ETFO CONTACTS - REGISTRATION

Angel Chan, Event Services Manager – extension 2322 events@etfo.org
Carol Aldover, Conference Liaison – extension 2283 events@etfo.org

ETFO CONTACT - SHERATON CENTRE TORONTO HOTEL FOR LOCAL ROOMING LISTS

Tammy Chung, Group Reservations Group Coordinator – p) 416-814-1330 or f) 416-947-4801
tammy.chung@starwoodhotels.com

All Sheraton Centre Toronto Hotel guest rooms are non-smoking. A \$300.00 cleaning charge will be applied if guests are found to be smoking. ETFO does not cover this charge. Please advise your members.

AGENDA

An agenda will be available at the time of registration, however, the Annual Meeting commences as follows:

Grand Ballroom
Monday, August 14, 2017
4:00 p.m.

For those making travel arrangements, the Annual Meeting will conclude on Thursday, August 17, 2017 at 2:00 p.m.

ARRIVAL/DEPARTURE

- Check in – 3:00 p.m., Check out – 12 noon
- Sunday night accommodation is a local responsibility.
 - Monday - early check in is not available.
 - Thursday - must check out by 12:00 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 GUIDELINES

- a) There are circumstances when significantly cheaper airfare, or when airline flight schedules, requires an additional night stopover.
- b) Approval must be given in advance 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:
 - 1) Accommodation: An amount equal to the amount of the single room rate payable during the activity or function.
 - 2) Meals: Actual meal costs incurred in accordance with the meal guidelines.

For more information, please contact Angel Chan at extension 2322 or achan@etfo.org.

ANNUAL DINNER & DIETARY RESTRICTIONS DURING ANNUAL MEETING

Annual Dinner

On May 15, 2017, a private link for registration to the Annual Meeting will be sent out on presnet. Annual Dinner tickets may be ordered at that time. Local Presidents or designate should indicate in the Events Management System (EMS) at <https://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 contacts are Nadia Casimiro and 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 Thursday, August 10, 2017 at 5:00 p.m.** After this date, EMS will be shut down. The hotel requires a firm number of meals and will not accept any changes after that 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 10 date.

- **ETFO assigns all seating** – if there appears to be empty seats at your table, rest assured – there are not!
- Functionaries are seated with their local.

Date: Wednesday, August, 16, 2017
Reception: Grand Ballroom Foyer – 6:00 p.m.
Dinner: Grand Ballroom – 7:00 p.m.
Dance: Osgoode Ballroom – 9:00 p.m.

Tickets may be picked up at the Concourse Checkroom on Wednesday, August 16, 2017 starting at 2:00 p.m. Please assign one representative to pick up all tickets for your delegation.

Dietary Restrictions

ETFO endeavours to be responsive to members' dietary needs. 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). ETFO will send the Sheraton 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(s) Award
- The President's Award

These award recipients and their guest are:

- invited to attend the ETFO Annual Dinner;
- entitled to claim travel, in-transit meals on Wednesday/Thursday where required; and
- accommodation for Wednesday night, in accordance with Federation guidelines.

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 Jason Johnston, Executive Assistant at jjohnston@etfo.org or 416-962-3836 extension 2246.

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 <https://events.etfo.org>. The room locations will be posted on the website when available. Sandwiches will be provided for registered caucus members.

CHILD CARE INFORMATION (See also section on Dependent Care)

ETFO is offering on-site child care at the 2017 Annual Meeting provided by Network Child Care Services. Network Child Care Services started in 1991 as a non-profit home child care organization. It has expanded and today supports more than 750 children from ages six months to 12 years through ten Early Learning Child Care Centres and more than 90 Network Child Care-Certified Home Child Care program locations throughout Toronto and the GTA. Achieving their mission of providing exceptional early learning experiences and child care services to children and their families in a community of diverse needs requires that they meet current legislation. They are licensed by the Ministry of Children and Youth Services, governed by the Day Nurseries Act, bound by Toronto Public Health guidelines and assessed and quality assured by the City of Toronto's Operating Criteria. For more information about Network Child Care Services, visit www.networkchildcare.com.

There is space for a maximum of 150 children. Registration for child care will be as follows: once the registration for Annual Meeting link is posted on presnet, registration will run from May 15-30, 2017. Local presidents or designates should forward the link to their delegates and paid alternates. Local presidents or designates will have until June 6, 2017 at 5:00 p.m. to go into EMS and confirm the local delegation. On June 7, a link will be sent to all delegates and paid alternates who indicated they required child care. You must be the parent or legal guardian of a child in order to register the child for child care. Child care is reserved for delegates and paid alternates. If a local is entitled to a paid alternate, the local president will send that paid alternate the link.

Child care for local alternates, observers and guests are the responsibility of the local or the individual. **Last minute requests cannot be accommodated. Please register by June 14, 2017 at 5:00 p.m.** To ensure child safety, adequate supervision and planning purposes, we ask that you honour your intent to access the child care services. If all spaces are booked before the June 14, 2017 deadline, registration will close. If you have a delegation change after June 14, 2017, off-site dependent care for children of delegates will be reimbursed subject to Federation guidelines. Expense forms will be available on site at the Annual Meeting.

The ETFO Kid's Union School will continue at the 2017 Annual Meeting. Staff from Professional Learning/Curriculum Services, Professional Relations Services and Equity and Women's Services work to create a fun, interactive program. Through a variety of hands on activities children aged 8-12 years, will have an opportunity to gain an understanding of equity, social justice and the negotiation process. This mini-program will not interfere with any of the offsite excursions and is planned for Tuesday afternoon from 4:30 p.m.-6:00 p.m. It is our goal to help the children participating make sense of what their families do at the Annual Meeting and hopefully inspire them on a journey towards union activism.

COMMITTEE CHAIRS

Committee chairs will be available for consultation during the Annual Meeting on Wednesday, August 16 from 12:45 p.m.-1:30 p.m. and Thursday, August 18 from 8:45 a.m.-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 <https://events.etfo.org>. The following link will take you to FAQs and the Account Creation Guide: <https://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.

Child Care registration deadline - June 14, 2017
Local Presidents to confirm local delegation deadline - June 6, 2017

DEPENDENT CARE

In the event that child care is full, 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 \$75.00 per meeting day for each dependent.
- b) Payment for overnight care shall not exceed \$55.00 for the first child/adult dependent plus \$35.00 for each additional child/adult dependent to a maximum of \$125.00 per day.
- c) Payment for child care is limited to dependents 18 years of age and under.
- d) Overnight care is a reimbursable expense if 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.
- f) 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. Please contact the provincial office for the Application to Exceed Dependent Care Maximum. For more information, please contact Michael Humphries at extension 2312 or mhumphries@etfo.org.

EXPENSES

Delegates and Paid Alternates

Delegate and paid Alternate expenses will be paid in accordance with the current Federation guidelines following the Annual Meeting. Expenses will be paid once the statements have been reconciled. All claims must be submitted for payment within thirty (30) days of the conclusion of the Annual Meeting (September 18, 2017).

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 \$175.00 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. For further information or if you have not received your local's meal allowance via automatic bank deposit by August 12, 2017, please contact: Michael Humphries at 416-962-3836 extension 2312 or mhumphries@etfo.org.

Day	Breakfast - \$15.00	Lunch - \$20.00	Dinner - \$45.00	TOTAL PRE-PAID
Mon. Aug. 14	Expense if approved (per Federation Guidelines)	Expense if approved (per Federation Guidelines)	Pre-Paid - \$45.00	\$45.00
Tue. Aug. 15	Pre-Paid - \$15.00	Pre-Paid - \$20.00	Pre-Paid - \$45.00	\$80.00
Wed. Aug. 16	Pre-Paid - \$15.00	Pre-Paid - \$20.00	Annual Dinner - \$0	\$35.00
Thur. Aug. 17.	Pre-Paid - \$15.00	Provided - \$0	Expense if approved (per Federation Guidelines)	\$15.00
Total Pre-Paid per Delegate				\$175.00

Local Alternates, paid 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 in which payment is required at check out. Notwithstanding, 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 meal times. In-transit meals and in-transit accommodation costs are included in mileage charged in lieu of airfare.

Meal – Lunch Monday, August 14, 2017 (for caucus participants only)

If you register for a caucus, lunch is provided on-site Monday, August 14. 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 \$175.00 per delegate. Additional meal gratuities will not be paid. ETFO will reimburse delegates for reasonable gratuities for transfer of luggage, etc., if required. Locals moving materials/refreshments to and from a suite are responsible for gratuities given to hotel staff for such services.

Delegate Meal Allowance should be received by August 12, 2017
Annual Meeting expense forms due by September 18, 2017

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 Angel Chan at extension 2322 or achan@etfo.org. The following credit cards are accepted by the Sheraton Centre Toronto Hotel: **AMEX MASTERCARD VISA**

LOCAL ACCOMMODATION REIMBURSEMENT

Accommodation reimbursement to locals will be paid based on approval of an *Accommodation Reimbursement Form* at the rate of \$144.08 per night for three (3) nights to a maximum of \$432.24 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 *Accommodation Reimbursement Form* is included in this document.

Additional accommodation expenses (to achieve savings on airfare) may be covered by ETFO subject to prior written approval. For more information, please contact Angel Chan extension 2322 or achan@etfo.org. Please ensure that the *Accommodation Reimbursement Forms* are submitted to the Provincial Office by **November 30, 2017**.

LUGGAGE STORAGE

Luggage storage has been arranged for participants arriving early on Monday, August 14 and for check out on Thursday, August 17. ETFO staff will be on duty; however, luggage remaining at the end of each day will be moved to the bell captain in the main lobby of the hotel. Luggage storage is located on the same floor as the main meeting hall.

Monday, August 14 – 10:00 a.m. – 9:00 p.m. – Location: Concourse Ballroom

Thursday, August 17 – 7:00 a.m. – 3:00 p.m. – Location Osgoode Ballroom

MEETING ATTIRE – casual, ANNUAL DINNER ATTIRE – semi-formal or formal

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

MEETING ON-SITE LOCATIONS

ROOM

LEVEL

MEETING ON-SITE LOCATIONS	ROOM	LEVEL
Registration	Convention Registration	Concourse Level
Credentials	Grand Ballroom	Lower Concourse Level
Child Care	Civic Ballroom	2 nd Floor
ETFO General Office	Sheraton Hall A	Lower Concourse Level
Guest Registration	Convention Registration	Concourse Level
Media Centre	Sheraton Hall B	Lower Concourse Level

MEETING SPACE

ETFO has acquired general meeting space for use throughout the Annual Meeting. Space is limited and will be reserved on a first-come, first-served basis. Please contact Evelyn McGrogan at extension 2214 or emcgrogan@etfo.org.

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. Please check this board periodically between sessions if you are anticipating messages. Unnecessary movement on the floor of the Annual Meeting is not permitted.

PARKING

The **maximum allowable parking** reimbursement claim is \$25.00 plus applicable taxes per day to a maximum of four days (August 14-17 inclusive). Receipts are required.

Valet Parking

The only parking available at the Sheraton is valet parking (\$50.00 per day, which includes in/out services). Valet parking may be charged to a room but must be paid as an incidental charge upon checkout by the member. ETFO will reimburse \$25.00 plus applicable taxes per day towards the cost of valet parking.

Public Self-Parking

Self-parking cannot be charged to your room. We have included some local self-parking lot rates and information. Some lots are not recommended as they have no daily maximum rate.

20 Dundas Square
7:00 a.m.-6:00 p.m. - daily max \$20.
6:00 p.m.-7:00 a.m. - night max \$8.

37 Queen St. E. (7:00 a.m.-6:00 p.m.)
Daily max before 10:00 a.m. - \$25.00
Daily max after 10:00 a.m. - \$20
Night max - 6:00 p.m.-7:00 a.m. - \$6.

Nathan Phillip Square Garage – 110 Queen St. W.
7:00 a.m.-6:00 p.m. – daily max \$15.
6:00 p.m.- 7:00 a.m. – night max \$6.

40 York St
7:00 a.m.-7:00 p.m. – daily max \$25.
5:00 p.m.-7:00 a.m. – night max - \$9.
no elevator at this site.

not recommended, no daily max

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<http://www.sheratontoronto.com>

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 certain accommodations. For more information, please contact Angel Chan at extension 2322, or achan@etfo.org. To assist members who experience sensitivity to WI-FI signals, we ask that you leave phones on airplane mode during the meeting.

POLICIES

Human Rights

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; and
- 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

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.

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 are greatly appreciated.

Positive Space

This is a place where human rights are respected and where lesbian, gay, bisexual, transgender, queer or questioning people, and their friends and allies, are welcomed and supported.

RECYCLING

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

REGISTRATION TO THE ANNUAL MEETING (Delegates/Alternates/Observers/Guests)

Convention registration will begin Monday, August 14, 2017 starting at 10:00 a.m.

Event Management Systems (EMS)

Registration for the 2017 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 15. They will forward that link to their delegation. Registration for this private event will close on May 30, 2017 at 5:00 p.m. Local presidents have until June 6, 2017 at 5:00 p.m. to confirm their local delegation. If you do not have an EMS account, follow these instructions for account creation. The Events Management site is located at <https://events.etfo.org/> The following link will take you to FAQs and the Account Creation Guide: <https://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.

RESOLUTIONS

The Annual Meeting Booklet containing resolutions is available online at www.etfo.ca > Annual Meeting 2017 as of May 1, 2017.

ROOM RESERVATIONS

Local Delegates, paid Alternates, Alternates, Guests and Observers

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

Provincial ETFO Guests

Contact the provincial office - Carol Aldover at 416-962-3836 extension 2283 caldover@etfo.org or Angel Chan extension 2322 achan@etfo.org.

Local Rooming Lists

All rooms have been guaranteed for late arrival. It is the local's responsibility to ensure that rooms not being used are cancelled 72 hours (3 days) prior to arrival date. Contact Group Co-ordinator, Tammy Chung, p) 416-814-1330 or f) 416-947-4801. Failure to do so will result in accommodation charges, **which are a local responsibility**. ETFO has a guaranteed room block with the Sheraton Centre Toronto Hotel for locals to access to make direct rooming and suite reservations. The block is available from **May 15 to June 28, 2017**. June 28 is the deadline for all rooming lists. After June 28, accommodation requests may be subject to availability and a higher rate.

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

- Charge per night for third person in room - \$30.00.
- No charge for children under 18 staying with parents.
- No charge for cribs.

Cots - \$30.00 - 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 Angel Chan at extension 2322 or achan@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.

ROOM RATES

Single/Double Room Rate - \$288.15 (including 13% taxes)

Single Room Supplement - \$144.08 (including 13% taxes)

Accommodation must be booked at the Sheraton Centre Toronto Hotel 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 \$144.08 per night.

LOCAL HOTEL ROOMING LIST INFORMATION

Send your completed rooming list to Tammy Chung, Sheraton Centre Toronto Group Coordinator, tammy.chung@starwoodhotels.com, p) 416-814-1330, f) 416-947-4801. **When contacting the Group Coordinator use the subject line that will be provided to you, upon submission of your sub-block form, for ALL correspondence.**

SEATING

Main Meeting Room – Grand 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. If you have any questions, please contact Evelyn McGrogan at 416-962-3836 extension 2214 or emcgrogan@etfo.org.

TRAVEL

Reservations

New Wave Travel is used for all ETFO Travel reservations (air, rail). Please contact our representative David Roy p) 416-928-3113 or 1-800-463-1512 or f) 416-928-0821 or david@newwavetravel.net and provide him with 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 member may claim an additional five cents (\$0.05) per kilometer for each additional authorized passenger.

WI-FI

There will be no internet café this year however; Wi-Fi is available in your individual hotel rooms.

WORKBOOK

Local presidents will receive one copy of the Annual Meeting Workbook for each delegate. Please ensure that delegates bring their workbook to the Annual Meeting. The electronic version will be available online at www.etfo.ca>ETFO > Annual Meeting 2017.



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**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.

		Allowed	Attended
Number of Delegates			
Number of paid Alternates			
Amount allowable per night		\$144.08	
Maximum number of claimable nights x 3		A. \$432.24	
Total number of Local Delegates and paid Alternates		B.	
TOTAL ACCOMMODATION CLAIMED		C. (= A x B)	
Deduction of prepaid meal allowance overpayment (if applicable @ \$175.00)		D.	
Addition of paid Alternate meal allowance (if applicable @ \$175.00)		E.	
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.		F.	
TOTAL AMOUNT CLAIMED		(C – D + E + F)	

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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DEADLINE FOR SUBMISSION – NOVEMBER 30, 2017

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 Local	4	Durham Catholic DECE Local	2	Grand Erie TL	9	Grand Erie OTL	2
Grand Erie DECE Local	2	Greater Essex TL	13	Greater Essex OTL	3	Halton TL	22
Halton OTL	5	Halton DECE Local	3	Hamilton-Wentworth TL	18	Hamilton-Wentworth OTL	4
Hamilton Wentworth DECE Local	3	Hastings Prince Edward TL	6	Hastings Prince Edward OTL	2	James Bay TL	*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 TL	25	Ottawa Carleton OTL	6	Peel TL	53	Peel OTL	12
Rainbow TL	6	Rainbow OTL	2	Rainbow DECE Local	*2	Rainy River TL	2
Rainy River OTL	*2	Rainy River ESP Local	2	Renfrew TL	4	Renfrew OTL	2
Renfrew ESP Local	*2	Renfrew PSP Local	2	Simcoe TL	18	Simcoe OTL	5
Simcoe DECE Local	3	Superior-Greenstone TL	2	Superior-Greenstone OTL	*2	Thames Valley TL	26
Thames Valley OTL	6	Toronto TL	87	Toronto OTL	16	Toronto Catholic DECE Local	4
Trillium Lakelands TL	6	Trillium Lakelands OTL	2	Trillium Lakelands DECE Local	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 Local	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
 - 4.1.1 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.

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