



Elementary Teachers' Federation of Ontario
 Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario
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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	\$141.00
Maximum number of claimable nights x 3	A. \$423.00
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 + 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.

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