

**ETFO – TORONTO OCCASIONAL TEACHERS LOCAL
EXECUTIVE MEETING DRAFT MINUTES**

Tuesday, November 15, 2022

9:00 a.m. - 4:00 p.m.

Present: Christina Meynell, Gail James, Sarah Boomhower, Sharon Brown,
Laura Barrett, Gabrielle Blais-Jones

Regrets: Renée Massop, Jeishan Rajakulasingam, Rinat Evron

Resignation: Sujatha Chintakunta

Parliamentarian: Ruth Ann Morley

Observer: Sophie Kroesen

- 1) **Welcome** – Ruth Ann Morley, Parliamentarian
- 2) **Reading of the ETFO Human Rights Statement** - read by
Laura Barrett
- 3) **Land Acknowledgement Statement** - read by Gabrielle
Blais-Jones
- 4) **Human Rights Officer** for the meeting - Sharon Brown
- 5) **Approval of Minutes**

Moved by Christina Meynell Seconded by Gabrielle Blais-Jones

Motion 22/23 - 36

That the minutes of the October 21, 2022 Executive Meeting be approved.

CARRIED

6) On-Line Vote Results

a. Chief Negotiator appointment

The following members, in alphabetical order, submitted applications to the position of Chief Negotiator:

Jeremy Bass
Angella Facey
Rob Fulford
Sophie Kroesen
Anisha Nanda

An on-line vote by secret ballot was conducted with votes due by Wednesday, November 2 4:00 p.m., with the following results:

9 votes were received by the deadline for the Chief Negotiator position.
8 votes received were for Sophie
1 vote received was for Rob

Postponed until after October 31, 2022

Moved by Christina Meynell Seconded by Sharon Brown

Motion 22/23 -24

BIRT Sophie Kroesen be appointed to serve as the Chief Negotiator effective immediately until the ratification of the current round of bargaining. **CARRIED**

- b. The following Terms of Reference updates were approved by consensus in an on-line Executive vote November 8 - 11, 2022.

Moved by Gail James. Seconded by Christina Meynell.

Motion 22/23 - 37a)

Budget Committee Terms of Reference:

That 3.1.1 be amended to read:

3.1.1 The purpose of the committee is to formulate a Proposed Draft Budget for consideration and approval by the Executive at an Executive Meeting held prior to the local's annual general meeting where the members would approve the budget. A final budget shall be presented for approval to the Executive at an Executive Meeting held prior to the Fall Member Meeting where it will be presented for final approval.

and that 3.1.2 f. be amended as follows:

3.1.2 f. "3 or 4 times a year" amended to read "as required to"

CARRIED

Moved by Sarah Boomhower. Seconded by Christina Meynell.

Motion 22/23 - 37b)

That the **Elections Committee Terms of Reference** be amended to read:

3.5 Election Committee shall:

- a) recommend to the Executive an Elections Officer from outside the Local for the Executive's approval;
- b) assist the Elections Officer with their duties as required;

c) update nomination forms for by-elections, Executive elections and Delegate elections in accordance with the election procedures in the Constitution, By-Laws and Procedures.

d) submit to the Executive Committee communication articles for newsletters, Constant Contact and the Local website to inform members of the constitutional timelines and procedures for both nominations and the election processes in any elections.

e) recommend to the Executive any suggested changes to the Constitution, By-Laws or Procedures for how elections are conducted.

f) assist the Elections Officer in conducting the voting for General or Annual Meetings as needed with ballots, poll clerks and scrutineers.

CARRIED

Moved by Sharon Brown Seconded by Jeishan Rajakulasingam

Motion 22/23 - 37c)

Racialized Members Terms of Reference

3.12.1 (f) be amended to read:

(f.) To support Truth, educate and engage in Truth and ReconciliACTION and solidarity with Indigenous Peoples, the Racialized Members Committee has created a Land Acknowledgement to reflect this and shall use this at all of our meetings and committee events.

Land Acknowledgement made by Racialized Members Committee 2022

(Please do not replicate or borrow without consent of RMC Members)

Tkarón:to is the territory of many nations including the Anishinabeg, the Haudenosaunee, the Seneca, the Petun and Wendat Peoples. Tkaronto is currently home to many diverse First Nations, Inuit and Metis Peoples. This territory is subject to the Dish with One Spoon Wampum Belt Covenant, which is an agreement between the Haudenosaunee, Wendat, Anishinabeg Peoples and other allied nations to peaceably protect and care for the resources around the Great Lakes. We as a committee, support Indigenous Sovereignty, Indigenous rights and self-determination. Tkarón:to belongs to Indigenous People and is covered by Treaty 13. We as the Racialized Members Committee and as Elementary Educators, honour and respect Indigenous Ways of Knowing, Being and Reconciliation. As a committee, we are engaging in reconciliation through hosting workshops where participants learn and unlearn by uplifting and centering Indigenous voices, experiences and excellence. We acknowledge communities that were brought here by force, particularly those brought to these lands as a result of the Trans-Atlantic Slave Trade, Enslavement and seeking refuge. We also acknowledge those that came to this Land as immigrants, and settlers. We come together as a community because we are all Treaty People and will continue to listen, learn, and speak out against injustices particularly those that affect the Land, Water, resources and Indigenous Sovereignty. Let's continue to work

together to reveal the truth and disrupt the impacts of colonization.

and to amend 3.12.1 (g) to read:

(g.)To advocate and promote health and wellness of Racialized Members, the committee shall implement movement breaks during committee meetings and events.

CARRIED

Moved by Sujata Chintakunta. Seconded by Sarah Boomhower.

Motion 22/23 - 37d)

3.11 Status of Women Committee Terms of Reference be amended to read:

3.11.1 The Status of Women Committee shall work under the general

terms of reference to:

A. Empower women within the union as teachers, leaders and community activists.

We support their work by enriching their existing and future skills.

B. Initiate action on items as decided by the committee members within its own specific Terms of Reference;

C. The Status of Women Liaison will prepare for the presentation to the executive and, lists of specific activities that will be undertaken by the committee for the year;

D. Submit recommendations for committee action in the following year, if appropriate;

E. Make a budget recommendation for the following year and submit it to the treasurer prior to the first meeting of the budget committee.

F. Forward the committee's annual report to the President, to ensure it is forwarded to the general or annual meeting with other committee reports;

and

G. Consider motions, resolutions and rationale for the ETFO Annual Meeting and get the local to endorse them through the local resolutions protocol, for submission to ETFO by March 1.

3.11.2 Consider:

i. To advise the Executive on ways of enhancing the status of women in the teaching profession and in leadership roles within the community.

ii. To make recommendations to the Executive for possible action on issues related to the status of women.

iii. To make recommendations to the Executive on outreach to community-based women's organizations.

iv. To advise the Executive on how to include female-identifying members in all aspects of the local's organization and programs.

v. To advise the Executive on how to promote opportunities for networking, leadership, and professional development for female-identifying members.

vi. To advise the Executive on how to promote an ongoing commitment to human rights, LGBTQ2S+ rights, equity, anti-racism, anti-oppression, and our commitment to combating anti-Indigeneity and anti-Black racism.

vii. To advise the Executive how to promote culturally relevant mental health and psychological support specific to the diverse needs of female-identifying members.

CARRIED

The following members were approved to serve on Committees:

Moved by Sarah Boomhower Seconded by Jeishan Rajakulasingam

Motion 22/23 - 37e)

The following additional members are approved to serve on Committees:

Budget Committee: Alexander Scott

Constitution Committee: Alexander Scott, Greg Dietcher

Elections Committee: Andrea Constantin, Andrea Meynell

Status of Women: Hanrui Zou

Retired Teachers Ad Hoc: Gail James , Danielle Ingster, Jeremy Bass, Elena Bozzo

CARRIED

7) Approval of Agenda

Moved by Sarah Boomhower Seconded by Gabrielle Blais-Jones

Motion 22/23 - 38

That the November 15, 2022 Executive Meeting agenda be approved.

CARRIED AS AMENDED

8) Elections and Temporary Vacancies and full Vacancies

a. Executive Member temporary vacancy until February 2023

i. Nomination Form – for approval

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

Motion 22/23 - 39

BIRT the temporary vacancy nomination form be approved.

CARRIED

ii. Voting Process

b. By-Election February 2023 Vacancy

c. Election Procedures updates – for approval

Moved by Laura Barrett Seconded by Gail James

Motion 22/23 - 40

That Election Procedures 4.2.5 e) and 4.3.1 be amended so that “May 30” reads “July 15”.

And that

Election Procedures 4.3.10 and 4.3.11 be deleted and the remaining subsections renumbered accordingly.

And that

Election Procedures 4.3.12 c) v. be amended to read:

The Elections Officer shall oversee the poll clerks as all ballots are handed out at General Meetings for a Local By-Election and ETFO Annual Meeting Delegate Election at the Winter General Meeting.

And that

Election Procedures 4.3.12 c) viii be amended to read:

The Elections Officer shall retain possession of all election ballots after an election takes place. The Elections Officer shall destroy the ballots 30 days after the vote.

And that

Election Procedures 4.3.12 c) ix be deleted.

And that

Annual Meeting Delegates 4.4, subsection 4.4.5 be amended to read:

Should an election for delegates be necessary, each delegate candidate will be given up to 1 minute to speak at the winter general meeting. The order of speaking will be

alphabetical by last name.

And that

Election Procedures 4.4.13 and 4.4.15 be updated with the deletion of the term “whip” to now read “Lead Delegate”.

And that

Local Executive Procedures 4.6.5 be amended to read:

Completed nomination forms shall be emailed to the Elections Officer.

And that 4.8.13 be amended to read:

Members in good standing shall elect the following to the Executive: President, First Vice-President, Vice-President – Open, Vice-President – Women only, Treasurer, Secretary, and up to six (6) Executive members three (3) Open positions and (3) Women only. (see Constitution 9.3.4).

And that 4.8.14 be amended to read:

A member may run for up to two (2) positions on the Executive. Notwithstanding the foregoing, a member may run for only one (1) Vice President position and / or one (1) Executive Member position (see Constitution 9.3.4.1).

And that 4.8.18 be amended to read:

Votes shall be counted in order of President, First Vice-President, Vice-President – Open, Vice-President – Women only, Treasurer, Secretary, and Executive Member – Open, Executive Member – Women only. If a candidate is successful for a position, their name shall be removed from subsequent vote counts. In the case of a tie for an Officer position or for the final Executive Member position, a re-vote shall be held between the tied candidates only. For this re-vote, if an in-person meeting, members shall be presented with a blank ballot paper that is unique in size and colour and shall be instructed to write the name of their chosen candidate on that ballot.

CARRIED

d. Executive Elections 2023-2024 Nomination Forms –
for approval

Moved by Gabrielle Blais-Jones Seconded by Laura Barrett

Motion 22/23 - 41

BIRT the Executive Elections 2023-2024 nomination form be approved.

CARRIED

- e. Delegates to ETFO Annual Meeting 2023 Nomination Form – for approval

Moved by Gabrielle Blais-Jones Seconded by Fletcher Jerome

Motion 22/23 - 42

BIRT the Delegates to ETFO Annual Meeting 2023 Nomination Form be approved.

CARRIED

- f. Timelines for Elections

November 9 – revise nomination forms for Executive and Delegate Elections for 2024

November 15 – forms go to the Executive for Approval

December 5 – forms to the printer for inclusion in the January newsletter

Newsletter forms due December 5 and newsletter received in mail by members first week of January

Feb 10 – nomination deadline for delegates to ETFO Annual Meeting

Feb 17 – nomination deadline for Executive 2023-24 by 4:00 p.m.

Election Officer – Campaign Guidelines sent within 3 days of receiving nomination

February 22 – names of candidates posted on website

February 23 – Winter General Meeting

February 27 – candidate profiles due

March 2 – profiles on local website

May 25 and May 31 – Annual Meeting Session 1 and 2

June 15 – Elections Officer report due

- 9) **Chief Negotiator's Report** – review of the survey

- 10) 1st Vice-President's Report

- a. PL Reimbursements

In October's processing, \$11,824.34 has been paid out (for 56 members). During this week another \$5,017.83 was processed, for a grand total of \$16,842.17. That budget

line is \$55,00. There has been discussion of sorting this budget line into seasonal sections, but when AQ courses end at the end of June, there is no time to process. There is an approximately 30-day delay in processing the PL reimbursements.

To be brought back to the PL Committee: definition of “completion” (whether this applies to failed courses), and timeline of spring AQ courses with regard to budget.

b. Committees

Committee meals come out of the committees’ budget lines. Also consider the range of presenter fees. Gail has sent out a list of needs before, during, and after committee events.

Moved by Fletcher Jerome Seconded by Gabrielle Blais-Jones

Motion 22/23 - 43

That the following members be approved to serve on the following Committees:

Constitution Committee: Gail James, Sharon Brown, Renée Massop, Sarah Boomhower, Sophie Kroesen

11) 2nd **Vice President’s Report**

- a. Health & Safety – TDSB Joint Occupational Health & Safety Committee

Jeishan is currently working on a Health & Safety grievance.

- b. Date for training for H and S Alternates

12) **Treasurer’s Report**

- a. Current Financial Reports
- b. Updated budget and approved expenses

Moved by Gail James Seconded by Christina Meynell

Motion 22/23 - 44

BIRT budget line 613 Furniture be approved for an over expenditure of \$1500.

Voting in favour: Christina Meynell, Gail James, Sarah Boomhower, Sharon Brown, Laura Barrett, Gabrielle Blais-Jones

CARRIED

Rationale: Extra desks and chairs required for Chief Negotiator and office manager.

Moved by Gail James Seconded by Christina Meynell

Motion 22/23 - 45

BIRT budget line 626 Meetings - Other be approved for an over expenditure of \$9000.

Voting in favour: Christina Meynell, Gail James, Sarah Boomhower, Gabrielle Blais-Jones, Sharon Brown, Fletcher Jerome, Laura Barrett

CARRIED

Rationale: **Budget Line 626 - Meetings - Other** - this includes ETFO Representative Council Meetings, OFL Conference, meetings with TDSB officials as prescribed by the Collective Agreement, Provincial/Golden Horseshoe OT President Meetings, POTs, TROTs, PAROTS, GHOTs, and August Strategic Meeting.

13) **President's Report**

a. Member Reps – database tracking

We have no record of member reps from previous years, and arbitration can take a year or more. We have a legal responsibility, a fiduciary responsibility to our members, and a responsibility to ETFO Provincial to keep these records.

Union Digital has the ability to record member reps and store them in a database that is transferable between Executives, while Younified does not have a system to store member reps.

Moved by Christina Meynell. Seconded by Gabrielle Blais-Jones

Motion 22/23 - 46

That the Executive approve a trial period effective November 15 with Union Digital for Union 1 Package of products and services for membership communication and secure database for member rep documentation and that the Executive forward to the Annual Meeting their recommendation for a multi-year contract with a web-tool provider for this service. Such costs to come from **Budget Line 605 - Communication.**

CARRIED

b. Advertising for Office Manager

The ETFO Toronto Occasional Teachers' Local is seeking a reliable Office Administrator. They will undertake administrative tasks, ensuring the rest of the local's released officers have adequate support to work efficiently. The ideal candidate will be

competent in prioritizing and working with little supervision ensuring the smooth running of our local's office. They will be self-motivated and trustworthy.

Job brief

The local is looking for an Office Administrator who can provide expertise for creating documents, posters, registration information, booking of locations or rooms for meetings, processing communications from the released officers for email blasts etc.

The Office Administrator will organize paper and electronic files for the local to maintain consistency from year to year, organizing photocopying and printing needs, maintaining contacts, the member database and service providers for office equipment / licenses.

Responsibilities

- Coordinate local events, meetings and operations to secure efficiency and compliance to local policies
- Preparing local documents for all member meetings and executive meetings etc.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support bookkeeping procedures as needed
- Create and update records and the member database
- Track stocks of office supplies and place orders when necessary
- Ordering catered food for in person workshops
- Assist in preparing presentations as assigned
- Assist colleagues whenever necessary

Requirements and skills

- Proven experience as an **office administrator**, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software (ERP etc.)
- Qualifications in secretarial studies will be an advantage
- High school diploma; BSc/BA in office administration or relevant field is preferred

c. Logo contest

Motion 22/23 – 03 • Moved by S. Chintakunta, seconded by M. Gallippi: The Executive hold a Contest for members to design a new logo for the Local starting in the fall of 2022 with a deadline of the November 16 Executive Meeting. The

logo must include the words “ETFO – Toronto Occasional Teachers” in its design. Submissions must be in electronic form in both colour and grayscale formats. Submissions become the property of the Local. Each participant in the contest will receive a t-shirt with the new winning logo on it. The winner of the contest will receive an iPad, and the runners-up a logo gift. The new logo will be launched in the January Newsletter and members who attend the February General Meeting will receive a gift with the new logo. The members will be asked to participate in an electronic vote to identify their favourite logo. The Executive will select the winning entry from the top three identified by the membership. Executive members who make a submission will not vote on the winning entry.

14) Motions to update housekeeping issues in the **Procedures in Reference Manual**

Moved by Gabrielle Blais-Jones Seconded by Sarah Boomhower
Motion 22/23 - 47

That 2.4 Documents in the Reference Manual, Section 2.4.2 Policy and Procedures Manual subsection b. be amended to read:

a. The local Policy and Procedures Manual shall be made available to **members in the Reference Manual on the Local website.**

and

That 3.0 Duties of the Executive in the Reference Manual, Section 3.1 be amended with the deletion of “2021- 2022” .

and

That 5.6 Expenditures in the Reference Manual, Sections 5.6.4, 5.6.5, 5.6.6 and 5.6.7 be deleted.

and

That 5.9 Corporate Credit Cards in the Reference Manual, Section 5.9.1 be amended by the deletion of “2021-2022” .

and

That 5.10 Mobile Communication in the Reference Manual, Section 5.10 and 5.10.1 be amended to read:

5.10 The Local shall provide each released officer of the Local the use of a **cell**

phone owned and maintained by the Local. This equipment is due to be returned to the Local Office, with all provided peripherals, by June 30 of the end of their term of office.

and

Section 3.7.10 – Duties of the Chief Negotiator:

3.7.10 The Chief Negotiator shall:

- a) act as Grievance Officer when designated by the President;
- b) chair or designate the chair of Collective Bargaining Committee Meetings;
- c) act as liaison with the Union Staff Officer and the Local Executive;
- d) report to General Meetings and Executive on bargaining issues and the status of negotiations;
- e) share as permitted with the Collective Bargaining Committee all communications, procedures and policies from the Union and from the Board;
- f) prepare the agenda for CBC meetings;
- g) present a draft of the proposed preliminary submission to the Local Executive for approval;
- h) work with the Union Staff Officer to ensure proposed preliminary submission has Union approval;
- i) present the preliminary submission to the membership for approval;
- j) present the approved preliminary submission to the Board;
- k) conduct negotiations based on the priorities of the Local and the Union directives;
- l) work closely with the Local President and the Union Staff Officer in all matters;
- m) assume other duties as determined by the Executive.

CARRIED

Moved by Sharon Brown Seconded by Sarah Boomhower

Motion 22/23 - 48

To change the orders of the day to discuss the single-room subsidy wording

CARRIED

Moved by Sharon Brown Seconded by Sarah Boomhower

Motion 22/23 - 49

BIRT the single room occupancy form have the following text added: "An individual member may apply for up to \$250 maximum per school year from July 1st to June 30th."

CARRIED

Note: The new logo will have to be added to all forms moving forward (once the Office Manager is on site).

- 15) Timed Item 3:00PM New Business
 - a. Intra-executive communication and team building - Gabrielle
 - b. WFH policy for the local - Gabrielle
 - c. executive members delayed payments and released time for union work - Sharon

- 16) Adjournment 4:00 p.m.

Single Room Occupancy Expense Form



ETFO-Toronto Occasional Teachers www.etfo-torots.org

17 Fairmeadow Avenue, Suite 209 Toronto, ON. M2P 1W6 Phone: 416-227-1866

According to Motion 8 - Nov. 3/22: BIRT budget line 626 Meeting - Other be extended by \$5000. This money is to be used on a first come first served basis for members who are accepted into ETFO training for designated groups to cover single room occupancy. An individual member may apply for up to \$250 maximum per school year from July 1st to June 30th.

Date of Submission: _____

Date(s) of Event: _____

Name of Event: _____

Name of Member: _____

Complete Mailing Address: _____

Non-TDSB Email _____

TDSB Employee Number: _____ Phone Number _____

SUPPORTING DOCUMENTATION: PLEASE ENSURE THAT YOU HAVE INCLUDED ALL OF THE REQUIRED DOCUMENTATION to pl@ica.net :

___ Completed 2022-2023 Single Room Reimbursement Form

___ Receipt of Hotel Payment (write and highlight your name, date, address, hotel name)

___ Certificate of Completion of ETFO Training/Workshop

___ I self-identify as a member of a designated group(s) which include: woman, First Nation, Metis, Inuit, racialized group, person with a disability, and/or LGBTQ2S+

Total amount claimed: _____

OFFICE USE ONLY: (Expense to Budget Line 626 Single Room Occupancy)

Date received in local office: _____

Approved by: _____ Date: _____

Amount Paid: _____ Amount Paid to Date: _____

Treasurer Report

1. Balance Sheet as of Nov. 15 /22

ASSETS

1. Chequing Account— \$140,793.69

—Total Current Assets are \$765,793.69

2. GIC Account Holdings—\$625,000

1). 1 year non-redeemable for \$25,000-collateral for credit cards-0.6000%-matures Jan.27/23—anticipated interest \$150.41

2). 1 year cashable for \$100,000-1.2000%-matures Apr.27/23-anticipated interest \$1,200

3). 1 year cashable for \$500,000-0.5500%-matures Nov. 24/22-anticipated interest \$2,750.00

The One-Year Cashable GIC offers a competitive interest rate and maximum flexibility, without the need for a long-term commitment. It's cashable at any time, and interest is paid right up to the date it's cashed as long as you've **held the investment for 30 days or more**. Guaranteed interest rate for one year on minimum investment of \$1,000 to a maximum of \$999,999.99.

LIABILITIES AND EQUITY

1. Retained Earnings or income from last year is \$817,284.34.

2. The Profit from last year or the Net Operating Income is -\$51,490.65.

3. Total Liabilities and Equity are:

$$\$765,793.69 (\$817,284.34 - \$51,490.65 = \$765,793.69).$$

Note: As interest rates are higher at present, the bank account manager has suggested redeeming both GICs and reinvesting them at the higher rate. \$50,000 will be kept aside as a GIC for collateral for the new credit cards and their limit increases, in addition to the local's existing credit card.

2. Budget vs. Actuals Sheet

INCOME—\$59,578.43

THE ACTUAL COLUMN: shows that \$85,764.64 has been received so far this school year.

THE BUDGET COLUMN: shows the 2022-2023 Proposed Draft Budget of \$743,330 as of May 19/22.

THE OVER BUDGET COLUMN: shows that \$657,565.36 is left to receive this year. (this is evident if the amount is in brackets or has a minus sign in front of it).

THE % of BUDGET COLUMN: shows monies in a percent of what has been received so far—11.54%

-Budget Line 405 ETFO Fee Rebates- This is the portion of ETFO union dues (31,5%) that ETFO provincial returns to locals each year-\$56,582.12 in Sept. Another 20% of the projected yearly fee rebate should be deposited Nov. 15/22.

-Budget Line 420 Local Levy- TDSB deducts 0.01% according to the Constitution from each member's salary as dues that are given back directly to the local to run it. The June/22 levy of \$1,579.56 was deposited in July/22. The July/22 levy of \$1,201.15 was deposited in August/22. The Sept./22 levy of \$1,372.76 was deposited in Oct./22.

-Budget Line 435-TDSB Professional Learning Funds- of \$25,000 was deposited on Nov. 4/22. In order to receive this funding, the local President is required to submit a request to TDSB by Sept. 30.

-Budget Line 440- budget line 440 Uncategorized Income is the cash back rewards of \$29.05 applied to the First VP's MasterCard. This amount will be applied to the new MasterCard when this card is issued. This is in progress at the moment.

EXPENSES

-Budget Line 600- Accounting-this budget line has \$6,065.28 expensed for Targeted Accounting services. At the Feb./22 Member Meeting this budget line was increased by \$15,000, from \$16,000 to \$31,000.

-Budget Line 601-Bank Charge-this budget line has an expense of \$489.06 for payments of program for dispersal of member payments, e-transfers and cheques. At the Feb./22 Member Meeting this budget line was increased by \$3,000, from \$1,000 to \$4,000.

-Budget Line 603-Children's Charities-a donation of \$600 has been made to the Canadian Red Cross for the recovery efforts in Eastern Canada following post-tropical storm Fiona. Most of the ETFO locals have donated to this cause. ETFO Provincial donated \$25,000 and matched local donations to an additional maximum of \$25,000. The donation form is on the website and donation suggestions can be submitted by Executive Members as well as Members of the Local.

-Budget Line 605-Communication -this budget line has an expense of \$18,758.13 for payments for the following: cell phone allowance- \$1,204.20: Internet Provider ICA- \$406.56: 4,000 newsletters printed \$5,847.75, Executive binder information printing \$50.85: Postage (\$9,647.43) for 3,694 calendars \$6,059.58, 3,197 newsletters \$3,479.56, Fedex delivery of Executive binder information \$22.60, stamps \$85.69: Telephone \$1,601.34. The Executive voted to increase this budget line by \$6,000, from \$36,000 to \$42,000.

-Budget Line 607-Dependent Care-this budget line has an expense of \$3,095.00 from a budget of \$9,000.

-Budget Line 611 -Executive Honouraria- this budget line has an expense of \$1,788.99. At the Feb./22 Member Meeting this budget line was increased by \$6,000, from \$3,000 to \$9,000.

-Budget Line 613 -Furniture- this budget line no expense at the moment. At the Feb./22 Member Meeting this budget line was decreased from \$3,000 to \$500.

Since the Local now has a Chief Negotiator and is deciding on an Office Manager, two desks and chairs will probably need to be purchased.

-Budget Line 616 -IT Support- this budget line has an expense of \$440.70. At the Feb./22 Member Meeting this budget line was increased by \$14,000, from \$4,000 to \$18,000. This is to cover the cost of hiring a half-time office manager.

-Budget Line 625 -Meetings-Monthly Executive- this budget line has an expense of \$2,694.68. At the Feb./22 Member Meeting this budget line was increased by \$19,000, from \$8,000 to \$27,000.

-Budget Line 626 -Meetings-Other- this budget line has an expense of \$29,386.39. At the Feb./22 Member Meeting this budget line was increased by \$5,000, from \$20,000 to \$25,000. However, the extra \$5,000 is only for Motion 8. The Strategic Meeting cost \$27,385.33 as of Nov./22. Expensed to this meeting are photocopying, AV, venue, meals, hospitality, honorarium for Executive Members and facilitator. Perhaps this meeting needs its own budget line? POTS has \$1,773.25 expensed for dinner reimbursements, fee for 2 delegates, venue, meals and Parliamentarian fee for fall and spring meetings. Released Officer Training food was \$101.88. There is still GHOTS to pay for for the President's attendance as well as other meetings throughout the year.

-Budget Line 631 -Office Equipment- this budget line has an expense of \$975.41. At the Feb./22 Member Meeting this budget line was decreased by \$5,000, from \$6,000 to \$1,000. The Executive increased this budget line by \$1,000. At the

Feb./22 Member Meeting this budget line was increased by \$3,000 for a total of \$5,000.

-Budget Line 632 Office Occupancy- July to November monthly rent is \$1,176.83 and 2022 Final Property Tax of \$2,098.03 for a total of \$7,982.18. The budget is \$35,000. Rent is paid by autopay to TDSB each month. Every February it is increased by 3%.

-Budget Line 635 -Professional Learning Rebate- this budget line has an expense of \$11,824.34 + \$5,000+ out of a budget of \$55,000. Learning Rebates for this budget line cover courses from July 1/22 to June 30/23 as long as the budget is available.

-Budget Line 641 Released Officers- At the Nov./22 Member Meeting an increase of \$30,000 was approved to make the budget \$475,000 to \$505,000. This was needed to have sufficient funds to have a replacement for the 1st VP on sick leave if needed between Nov. and the Feb./23 General Meeting and to provide the Chief Negotiator to be released .5 LTO Grid rate from Nov.3/22 to June 30/22.

-Budget Line 650 Website- \$2,983.20 has been expensed from a budget of \$8,000 for the monthly creative design fee for Union Digital to cover development, maintenance and updates of the website.

TOTAL EXPENSES are actually \$137,255.29 so far this year. Some of the expenses are a carry over from June/22, as well as expenses incurred during the summer.

NET OPERATING INCOME or PROFIT - -\$51,490.65 is calculated by subtracting the Total Expenses(\$137,255.29) from the Total Revenue (\$85,764.64). This sum is a minus as all of the income has not been received so far this year.

3. Profit and Loss Sheet

THE ACTUAL COLUMN: the Total Column is the same as the Actual Column on the Budget vs Actuals financials page.

INFORMATION: is displayed monthly from July 1 to the end of June which encompasses the fiscal year of the local.

SUB CATEGORIES: can be found in some budget lines

i.e. 605 Communication shows 605-1 Cell Phone Allowance. 605-3 Internet Provider, 605-4 Newsletter Printing, 605-5 Postage and 605-6 Telephone.

FREQUENTLY ASKED QUESTIONS

Note:

The local will follow the ETFO Guidelines for expensing alcohol and Uber, Skip the Dishes etc.—as long as all or part of the expense falls within the allotted reimbursement guidelines, they will be covered. However, an entire receipt for alcohol won't be covered. Past forms will be reviewed to check for any financial adjustments.

1. WHAT IS INCLUDED WITH THE NOV. 15/22 FINANCIALS ?

Included with the financials is a Record of Expenses from the last fiscal year that were paid in this fiscal year. A total of \$11,895.28 + one PL reimbursement for \$250 covers 11 different budget lines. Some reasons for this are invoices were received too close to the end of the fiscal year to make payment in the same year; member payments were made after the end of the fiscal year due to incorrectly filled out forms, incorrect format during late submissions, members resubmitting forms numerous times, reimbursements to inactive members who eventually were found to be on approved board leaves and therefore payments were not made in a timely manner, June Executive meeting payment, WSIB payment, Targeted Accounting Fees for work from June 18-30/22 and finally a detailed invoice for May 27/22 Women in Action weekend that could be paid.

2. WHAT IS THE PROBLEM OF SCHEDULING A LOCAL DELEGATE MEETING FOR JUNE 20/23?

A meeting scheduled this close to the end of June may make all the payments submitted and processed very difficult to be part of the 2022-23 fiscal year. If all of the charges are expensed to a credit card, paid at the bank immediately, then the credit card amount can be cleared right away. However, it can take up to at least a week for a charge to appear on a credit card.

3. WHAT IS THE DEADLINE FOR 2022-23 SUBMISSIONS FOR REIMBURSEMENTS?

June 16/23 should be the latest date for submission of expense reimbursements. This would allow for two full weeks for processing payments. Knowing this, the last member event date can be determined in order to give the members time to submit their expenses.

4. HOW DOES TARGETED ACCOUNTING PLAN TO HELP MAKE PAYMENTS IN THIS FISCAL YEAR?

Payments are scheduled to be approved by the signing officers in Approval Max and dispersed in PayEdge by the Treasurer approximately every two weeks. In the last two weeks of June, Targeted Accounting will do multiple payments to accommodate the high volume of payments expected at that time, based on data from other years. The signing officers, however, will need to spend additional days approving both Approval Max and PayEdge with tighter deadlines than normal for the last two weeks of June. Right now submissions are due within 30 days of an event or preferably sooner. In certain months, like December, January and March the time frame for approvals will be shortened slightly to accommodate the school holidays/stat days.

5. HOW DOES THE LOCAL INTEND TO MAKE THE REIMBURSEMENT PROCESS AS SUCCESSFUL AS POSSIBLE THIS YEAR?

The First Vice President and the Treasurer will be creating a financial video that will explain and show members how to fill out reimbursement forms and how to submit them

so that there need not be any resubmissions. The video will be shown to the members and a copy put on the website so that it can be referred to at any time. **ALL MEMBER REIMBURSEMENTS THIS YEAR ARE BEING PAID BY E-TRANSFER TO A NON-TDSB EMAIL ADDRESS.**

6. WHAT ARE THE FINANCIAL STATISTICS FOR THE 2022 FISCAL YEAR?
 - a) 672 cheques were issued
 - b) 738 e-transfers were sent
 - c) \$987,579.46 is the total amount of money sent to members/vendors
 - d) \$1,447.75 was the total amount of PayEdge order fees expensed
 - e) \$441.50 was the cheque transaction fees
 - f) \$1.50 is the charge for each e-transfer, \$2.50 for each cheque
 - g) direct deposits and online bill payments = \$1.00 up to 200
 - h) PayEdge monthly subscription fee = \$59.95, regularly \$89.95
 - i) There will be no need “to reverse uncleared bank items” this year as cheques are recorded in the financials when they are sent to members, not when cashed.

7. HOW CAN TARGETED ACCOUNTING FEES BE DECREASED?
 - a. by having reimbursements once or twice a month
 - b. combine member expense reimbursements and just send each member one e-transfer for multiple expenses to save money in e-transfer fees
 - c. members sending reimbursement forms promptly after events
 - d. forms filled out completely, receipts highlighting the member name, the vendor, the date and the amount of money spent and sent in using the proper format (as will be seen in the video) so that there are no resubmissions
 - e. using a non-TDSB email for all local business emails and for e-transfers
 - f. all members accepting e-transfers as opposed to more expensive cheques, which are mailed directly from Targeted Accounting and take longer to arrive at a member’s home and be deposited

8. WHY IS THE TIMELINE ON MY E-TRANSFER EMAIL SOMETIMES DIFFERENT THAN THE ACTUAL BANK DEPOSIT?

The email that a member receives from RBC does say "Expected Deposit Date". The delays are due to timing issues between banks. E-transfers can only be made to Non-TDSB email addresses. Non-TDSB emails are required if the Treasurer needs to contact members. Local business cannot be conducted on a TDSB site or a WhatsApp group. I always enter my "ica" and "rogers" email addresses on all correspondence in case one of the sites is down or not working properly.

9. HOW SOON WILL THE NEXT REIMBURSEMENT BE?

The President usually puts in the request for payment to TDSB either the same day or the day after an Executive Meeting. Depending when the request is received at TDSB will decide when the payment is made. Normally if it is received 10 days prior to pay day, then it is processed for the next pay date. Pay periods are 2 weeks in arrears- i.e. if a payment for Oct.6 is received on time, it will appear on the Oct. 27 pay date. The Oct. 27 pay date covers the period from Oct. 3-Oct.14. Neither TDSB nor the local make payments immediately as it takes time for processing. The local at present has two pay periods per month. **All local reimbursement forms are submitted to me, then they can be approved by the two signing officers, and a payment order can be processed. Once I approve this payment order, the dispersal of the next reimbursements will probably occur the beginning of December/22.**

10. WHO ARE THE SIGNING OFFICERS OF THE LOCAL?

They are Christina Meynell, the President, Sarah Boomhower, the Interim First VP and Gail James, the Treasurer. There must be two signing officers approving money payments at all times. A Signing officer may not approve their own reimbursement.

11. WHO SENDS REIMBURSEMENT FORMS TO MEMBERS OF A COMMITTEE OR TO ATTENDEES AT A COMMITTEE EVENT?

I send Executive members all of the applicable fillable reimbursement forms. I would suggest keeping them in a folder on the computer would be the easiest method of knowing where they are located. At the first committee meeting, the group can decide who will send out the forms—liaison or chair? This way neither I nor the President or Parliamentarian will be receiving emails from attendees of events/meetings to ask for reimbursement forms. At each meeting/event it might be a good idea to share reminders of how to fill out and to submit the reimbursement forms as promptly as possible after the event.

12. WHEN WILL CREDIT CARDS BE ISSUED TO THE NEW RELEASED OFFICERS?

There is only one credit card in use now and that belongs to the First VP, Marisa Gallippi. Last year's President and First VPs' cards were paid in full and closed. Now new credit cards have been requested for the President and the Interim First VP. Only one MasterCard credit card can be issued to our local. The other credit card will be a Visa card. A Letter of Direction, signed by the President and Treasurer, and a copy of the 2021 and 2022 June 30 financials were sent to RBC in order to process the new cards (7-14 days). As the credit card limits are to be increased from what they are at present, a credit application (10 days to process) is required. Also a second restrained GIC for the additional amount will be added as this is more cost effective than releasing the entire security and reregistering one for the entire amount. The Business Account Manager with RBC said that he will try to rush all of these processes.

13. WHAT MONIES HAVE EACH COMMITTEE EXPENSED SO FAR THIS FISCAL YEAR?

There are also reimbursement forms that have not as yet been approved nor included in these financials.

604- Committee-Budget—\$242.33 of \$5,000

608- Election-\$0 of \$40,000

609- Equity and Social Justice-\$187.52 of \$4,000

628- New Members-\$290.10 of \$3,000

634- Political Action-\$187.81 of \$20,000

635- Professional Learning-\$318.74 of \$20,000

638- Racialized -\$300 of \$12,000

644- Social-\$484.23 of \$15,000

645- Status of Women \$2,705.37 of \$10,000

14. WHAT ARE THE FILLABLE FORMS ON THE WEBSITE?

-Transit Travel Expense Form

-Dependent Care Reimbursement Form

15. WHICH NON-FILLABLE FORMS ARE ON THE WEBSITE?

a) 2022-2023 Professional Learning Reimbursement Form

b) 2022-2023 Professional Resources Reimbursement Form

c) Children's Charity Donation Nomination Form -donations can be made at any time as long as the budget money is valid

FILLABLE FORMS BEING UPDATED

a) Automobile Travel Expense Form

b) Executive Materials Expense Form

FILLABLE FORMS NOT ON WEBSITE

a) Committee Event Meal Expense Form

b) Planning Committee Meal Expense Form

NOTE: if any of these forms are required that are not on the website or that are being updated, please let me know and I'll send them to you.

NOTE: If there are any additional fillable forms that you would like made, please let me know.

16. WHAT IS A BUDGET?

A Budget is fluid. It is a series of educated estimates, based on past events, current prices, decisions on programming and activities and requests from committees. Money must be included to cover the costs of top priority budget items before consideration of other activities. Top priority items include:

-operating cost of the local office-rent, telephone, fax, photocopier, supplies

-salary and benefits of Released Officers to carry out the business of the local

-executive and annual meetings

-collective bargaining

A DRAFT PROPOSED BUDGET members approved this in May 19/22.

A FINAL PROPOSED BUDGET will be presented at the Fall Member Meeting with more realistic budget line monies recorded. This needs to be updated in the Constitution.

An unbudgeted expenditure is an expense not categorized within an existing budget line or a categorized expenditure resulting in a sum total that exceeds the budget for that line.

Unbudgeted Expenses between \$500 and \$999 shall be approved by the Executive prior to the expenditure.

Unbudgeted Expenses between \$1,000 and \$25,000 require Executive approval by recorded vote prior to the expenditure. The recorded vote will be reported at the next general meeting. The total of executive-approved unbudgeted expenditures shall not exceed \$25,000 per fiscal year.

Unbudgeted Expenses greater than \$25,000 require approval by membership vote at a general meeting prior to the expenditure.

Notice of the exact motion must be published to advise the membership when such a major expenditure will be tabled at the general meeting.

17. HOW DID THE ASSOCIATION BEGIN WITH TARGETED ACCOUNTING?

September 25, 2018 an Engagement Letter was set up between the Local and Targeted Accounting. Mary Morrison, who was appointed and employed by ETFO Provincial and assigned to head the Local during the takeover, was the signing officer. As a result, Provincial is actually the organization who employed Targeted Accounting. This Accounting company was employed due to the hint of mismanagement of local funds. A NEW ENGAGEMENT LETTER IS BEING REVIEWED AND WILL NEED TO BE APPROVED AND SIGNED.

18. DO ALL LOCALS HAVE A TREASURER AND A BOOKKEEPER?

Only 4 of the largest locals have both. Our Local is one of the largest. Some locals only have about 100 members. Our local has over 4,000 members.

19. IF THE LOCAL HAS A TREASURER, WHY DO WE NEED A BOOKKEEPER?

Please keep in mind that our Local at times in the last few years has had assets of about \$1,000,000.

According to Sharon O'Halloran, the ETFO Provincial General Secretary and Lorna Larmour, the ETFO Provincial Deputy General Secretary:

Several years ago ETFO Provincial had concerns about the manner in which the Local was processing financial payments/ cheques/gift cards. These concerns were discussed with the Local and a recommendation was made to hire a Bookkeeper with record keeping skills. When asked, as of September 23/21 if ETFO Provincial felt that our Local should still work with the Bookkeeping Company, Targeted Accounting, both of these personnel replied "Yes, we do. ETFO continues to feel a Bookkeeper is necessary."

According to Angie Larson, a Consultant with Targeted Accounting, when asked why it was important to have a Treasurer and a Bookkeeper responded:

Duties in large organizations should always be segregated to ensure that there is oversight and a review process to catch errors. No one person should have all the control and ability to defraud or steal from a company. Although we are all human and make mistakes, at least human error can be minimized if there is more than one individual doing and reviewing the work. There can be oversight when a single person performs every financial function.

Thanks,

Gail James

Treasurer

ETFO Toronto Occasional Teachers' Local

gailjames@ica.net



Nomination Form

for By-Election Executive Member 2022 – 2023
to fill TEMPORARY VACANCY December 1, 2022 – to approximately February 2023*
ETFO - Toronto Occasional Teachers' Local Executive
Voting to be held by Executive as per By-Law 4.2

Nomination for the position of: Executive Member 2022-2023 (December – February*)

Name of person nominated _____

***TDSB employee number:** _____ **Phone Number:** _____

Non-Board email address: _____
(For confirmation of receipt of nomination)

The candidate agrees to comply with the [Code of Conduct](#) of Elementary Teachers Federation of Ontario (ETFO), the [Ethical Standards](#) of the Ontario College of Teachers (OCT), and the [Constitution, By-Laws, Election Procedures, and Campaign Guidelines](#) of the Local.

Signature of Candidate: _____ **Date:** _____

This nomination form must be received by **4:00 p.m. on Monday, November 28, 2022**. It must be sent by email to the Elections Officer, Sean Graney: TorontoOTElections@gmail.com

An **8.5 x11** candidate profile can be submitted, in PDF format, in the candidate's choice of colour or black/white. Profiles must be emailed to the Elections Officer with the nomination form by **4:00 p.m. on November 28, 2022**.

Term of Office runs from December 1, 2022 until February 2023 to fill a temporary vacancy.*
Executive Member

- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends and/or chairs meetings of at least one Local committee

* All candidates must be on the TDSB Elementary Occasional Teachers List and must be an active member: a member who has paid dues to the Local within the last one hundred and twenty (120) working days preceding the nomination deadline or be on an approved leave of absence as per 4.1 and 4.2 of the Local's Constitution.

The Elections Officer will contact you by email to confirm receipt of your nomination form.

PLEASE NOTE: All inquiries about the Election process or the nomination form must be emailed to the Elections Officer only: TorontoOTElections@gmail.com

* The duration of this temporary vacancy may extend depending on the length of sick leave of the First Vice President.

Approved by Executive November 15, 2022.



Nomination Form & Campaign Guidelines

ETFO Annual Meeting August 2023 Delegate

For ETFO - Toronto Occasional Teachers' Local

Voting to be held: **Thursday, February 23, 2023 Winter General Meeting**

Nomination for the position of: ETFO - Toronto Occasional Teachers' Local Annual Meeting Delegate
The President, First Vice President, Vice-Presidents (2), Treasurer and Secretary are delegates by virtue of the Constitution. There are **17** additional positions to be filled at the Winter General Meeting.

Name of candidate: _____

***TDSB employee number:** _____ **Phone:** _____

Non-Board email address: _____

(For confirmation of receipt of nomination)

The candidate agrees to comply with the [Code of Conduct](#) of Elementary Teachers Federation of Ontario (ETFO), the [Ethical Standards](#) of the Ontario College of Teachers (OCT), and the [Constitution, By-Laws, Election Procedures, and Campaign Guidelines](#) of the Local. TDSB email is not to be used for Local Elections as per [TDSB PR572](#).

* All candidates must be on the TDSB Elementary Occasional Teachers List and must be an active member in ETFO and a member who has paid dues to the Local within the last one hundred and twenty (120) working days or is on an approved leave of absence preceding the nomination deadline as per 4.1.1. and 4.1.2 of the Local's Constitution.

Signature of Candidate: _____ **Date:** _____

This nomination form must be received by **4:00 p.m. on Friday, February 10, 2023**. It must be sent by email to the Elections Officer, Sean Graney: TorontoOTElections@gmail.com

Candidates for ETFO Annual Meeting Delegate are invited to include an up to **200 word message** with their emailed nomination to be shared with the members. Your message will not be edited. Messages received by **Friday, February 10, 2023** will be posted on the Local's website by **Tuesday, February 14, 2023**.

If more than 17 nominations are received and an election is required, the candidates for ETFO Annual Meeting Delegate will have up to **1 minute to address** the membership at the **February 23, 2023 Winter General Meeting**. Voting will take place immediately following the speeches.

PLEASE NOTE: All inquiries about the Election process or the nomination form must only be emailed to the Elections Officer for response: TorontoOTElections@gmail.com

Campaign Guidelines for ETFO Annual Meeting Delegate Candidates

The ETFO – Toronto Occasional Teachers' Local thanks you for your interest in representing our Local as a delegate to the ETFO Annual Meeting in August.

Candidates for office agree to comply with the [Code of Conduct](#) of the Elementary Teachers' of Ontario (ETFO), the [Ethical Standards](#) of the Ontario College of Teachers (OCT), and the [Constitution, By-Laws, Election Procedures](#), and Campaign Guidelines of the Local. TDSB email is not to be used for Local Elections as per [TDSB PR572](#).

- 1) The Local Elections Committee will post on the Local website in alphabetical order by last name for each position sought on behalf of all candidates:
 - a) the candidate's name;
 - b) the candidate's message of up to 200 words. This message must be received by the Elections Officer email by **4 p.m. on Friday, February 10** in order to be posted.
TorontoOTElections@gmail.com
- 2) Candidates will have up to **1 minute*** to address members attending the **February 23, 2023 Winter General Meeting** of the Local.
- 3) Voting will occur immediately following the candidate speeches at the **February 23, 2023 Winter General Meeting**.
- 4) No other campaign materials are permitted. Campaign materials include concrete materials (e.g., posters, bookmarks) or web-based materials (e.g., blog, webpage). Only the sharing of the hyperlink to the **Delegate Elections** page of the Local on social media is allowed. No candidate or current Executive members, or Elections Committee members shall post any comment that identifies another candidate in any way that might positively or negatively effect that candidate's candidacy.
- 5) Candidates are prohibited from using Board emails or the Local's Constant Contact information for the Candidate's campaign.
- 6) Campaign communications must comply with the ETFO Human Rights Statement and comply with the Code of Conduct for ETFO, Ethical Standards of the OCT, and provisions of the Constitution, By-Laws, Election Procedures and Campaign Guidelines of the Local.
- 7) There shall be no candidate giveaways or distribution of campaign materials.
- 8) Candidates are to refrain from using Committee email communications to campaign.
- 9) Members at large participation in the election is through their vote. Any support that a member at large provides for an individual candidate is expected to allow that candidate to comply with these rules.
- 10) Members who are collecting OTPP must save at least one (1) day of their fifty (50) day working allotment as the delegate honorarium counts towards days worked.**

Alleged infractions or violations of these guidelines will be referred to the Local's Elections Officer, Sean Graney for resolution: TorontoOTElections@gmail.com

***Candidates determined to have infractions may have these posted on the Local's web site and publicly announced at the Winter General Meeting at the beginning of the candidate's minute speech time leaving the remaining time for the candidate to address the assembly.**

Approval by Executive November 15, 2022 Executive Meeting.



ETFO – Toronto Occasional Teachers' Local Executive Nomination Form

For Executive Positions 2023 - 24

Annual Meeting Dates: May 25 and May 31, 2023

Nomination for the *position(s) of: President** _____ First Vice-President** _____
Vice-President* (Open) _____ Vice-President* (Women Only) _____ Treasurer** _____ Secretary
_____ Executive Member – Open* (3) _____ Executive Member - Women Only* (3) _____

*Members may run for up to two (2) positions with the following exceptions: Members may run for only one (1) Vice President position and/or one (1) Executive Member position.

Votes will be counted in the order of President, First Vice-President, Vice-Presidents, Treasurer, Secretary and Executive Members.

**To stand for the office of President, First Vice-President or treasurer a candidate must have served as least one (1) year on the ETFO – Toronto Occasional Teachers' Local executive unless no eligible candidate is nominated (Constitution 9.1.2) If you are applying for President, First Vice President, or Treasurer, please indicate the year(s) you served on the Local Executive.

Name of candidate: _____

***TDSB employee number:** _____ **Phone:** _____

Non-Board email address: _____
(For confirmation of receipt of nomination)

The candidate agrees to comply with the Code of Conduct of Elementary Teachers Federation of Ontario (ETFO), the Ethical Standards of the Ontario College of Teachers (OCT), and the Constitution, By-Laws, Election Procedures, and Campaign Guidelines of the Local. TDSB email is not to be used for Local Elections as per TDSB PR572.

Signature of Candidate: _____ **Date:** _____

Nomination forms are to be submitted to the Elections Officer, Sean Graney via email:

TorontoOTElections@gmail.com **Nomination deadline: Friday, February 17, 2023 by 4:00 p.m.**

An **8.5x11** candidate profile can be submitted, in PDF format, in the candidate's choice of colour or black/white. Profiles must be emailed to the Elections Officer by **4:00 p.m. on Monday, February 27, 2023.**

Profiles that comply with the Election Procedures and Campaign Guidelines will be posted on the Local website on **March 2, 2023.**

* All candidates must be on the TDSB Elementary Occasional Teachers List and must be an active member in ETFO and a member who has paid dues to the Local within the last one hundred and twenty (120) working days or who is on an approved leave preceding the nomination deadline as per 4.1 and 4.2 of the Local's Constitution.

The Elections Officer will contact you by email within three (3) school days of receiving your nomination to confirm receipt of this form and provide you with the Candidate Guidelines.

If you have not received this email within three (3) school days of submitting your nomination form, please check your Junk or Spam email folder or email the Elections Officer directly.

PLEASE NOTE: All inquiries about the Election process or the nomination form must be emailed to the Elections Officer, Sean Graney: TorontoOTElections@gmail.com

<p style="text-align: center;">President</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-time LTO release position at grid rate <input type="checkbox"/> Access to a central office workspace <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Ex-officio member of all committees, including the Collective Bargaining Committee <input type="checkbox"/> Official spokesperson for the Local <input type="checkbox"/> Communicates with the membership through newsletters and the Local website <input type="checkbox"/> Local signing officer <input type="checkbox"/> Attends numerous meetings at locations across the Toronto District School Board <input type="checkbox"/> Counsels and represents members through to grievance/arbitration <input type="checkbox"/> Co-chairs Board/Union Consultation Committee <input type="checkbox"/> Attends ETFO Annual Meeting in August <input type="checkbox"/> Represents Local at ETFO Representative Council 	<ul style="list-style-type: none"> <input type="checkbox"/> Attends numerous meetings at locations across the Toronto District School Board <input type="checkbox"/> Counsels and represents members through to grievance/arbitration <input type="checkbox"/> Sits on Board/Union Consultation Committee <input type="checkbox"/> Attends ETFO Annual Meeting in August <input type="checkbox"/> May attend ETFO Representative Council <input type="checkbox"/> Attends and/or chairs committee meetings
<p style="text-align: center;">First Vice President</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-time LTO release position at grid rate <input type="checkbox"/> Access to a central office workspace <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Attends all Local General Meetings <input type="checkbox"/> Attends numerous meetings at locations across the Toronto District School Board <input type="checkbox"/> Counsels and represents members through to grievance/arbitration <input type="checkbox"/> Sits on Board/Union Consultation Committee <input type="checkbox"/> Attends ETFO Annual Meeting in August <input type="checkbox"/> May attend ETFO Representative Council <input type="checkbox"/> Attends and/or chairs committee meetings <input type="checkbox"/> Assumes duties of President as necessary 	<p style="text-align: center;">Treasurer</p> <ul style="list-style-type: none"> <input type="checkbox"/> A minimum LTO release position of 0.2 at grid rate <input type="checkbox"/> Access to a central office workspace <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Attends all Local General Meetings <input type="checkbox"/> Conducts Local's banking as a signing officer <input type="checkbox"/> Presents financial report at all Local meetings <input type="checkbox"/> Prepares and oversees the annual budget of the Local <input type="checkbox"/> Assists with the annual financial review of the Local's budget by an accounting firm <input type="checkbox"/> Attends ETFO Annual Meeting in August
<p style="text-align: center;">Vice-Presidents</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-time LTO release position at grid rate <input type="checkbox"/> Access to a central office workspace <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Attends all Local General Meetings 	<p style="text-align: center;">Secretary</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Attends all Local General Meetings <input type="checkbox"/> Attends and/or chairs committee meetings <input type="checkbox"/> Attends ETFO Annual Meeting in August <input type="checkbox"/> Is paid to prepare minutes for Executive and General Meetings and emails an electronic copy to the Executive <p style="text-align: center;">Executive Member</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is paid to attend all Executive Meetings of the Local as a voting member <input type="checkbox"/> Attends all Local General Meetings <input type="checkbox"/> Attends and/or chairs committee meetings <p style="text-align: center;">Approval by Executive – November 15, 2022</p>