

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

Thursday, November 9, 2023 at 5:00 p.m.

Via Zoom

Parliamentarian- Ruth Ann Morley

Present- Gail James, Rinat Evron, Sarah Boomhower, Laura Barrett, Christina Meynell, Sharon Brown, Caini Outtara Sano, Marisa Gallippi, Jeishan Rajakulasingham, Gabrielle Blais-Jones, Jennifer Dietert, Efstathia Sotiropoulos

Regrets- none

- 1) **Welcome** – Ruth Ann Morley, Parliamentarian
- 2) **Land Acknowledgement Statement** - read by Laura Barrett
- 3) **Reading of the ETFO Human Rights** - read by Gail James
- 4) **Human Rights Officer** - Ruth Ann Morley
- 5) **Approval of Executive Meetings Minutes**

Motion 23/24 - 15

Moved by Laura Barrett Seconded by Sharon Brown
BIRT the October 4, 2023 Executive Meeting Minutes be approved.

CARRIED

- 6) **Approval of the Agenda**

Motion 23/24 - 16

Moved by Gabrielle Blais-James Seconded by Gail James
BIRT the November 9, 2023 Executive Meeting Agenda be approved as amended.
Add to 7a) Terms of Reference update - Budget Committee
Add to 9. Nut free Local events

CARRIED

- 7) **Time Sensitive Business:**

- a. **Committee Members List** – additional members / changes for approval

Motion 23/24 - 17

Moved by Sharon Brown Seconded by Laura Barrett

BIRT the following changes be made to Committee Members list for the following Standing Committees:

Budget Committee - Rita McCann to replace Rajesh Rungta who has resigned, addition of Marisa Gallippi

Professional Learning Committee - Zara Bellavia who has resigned

Equity and Social Justice Committee - Zara Bellavia who has resigned

Social Committee - Loreen Gale has resigned

Constitution - Addition of Marisa Gallippi, Laura Barrett

CARRIED

Committee Terms of Reference Updates:

Motion 23/24 - 18

Moved by Gail James Seconded by Christina Meynell

BIRT the Budget Committee Terms of Reference be amended with the addition of a new section 9 to read:

9. Endeavour to present a budget that falls within the ETFO definition of a balanced budget.

CARRIED

b. Elections Committee

i. Update on Elections Officer search

Ruth Ann contacted two recommendations provided through a committee member's contact with Canada Federal / Provincial elections. The contact, Michael Ballard recommended Max Berdowski and Mark Derry as they both had experience in doing the same roles as Sean Graney in Canadian elections. Max Berdowski reviewed all our procedures and Constitution and declined the position. Three messages have been left for Mark Derry with no response to date. We are contacting Michael Ballard again to see if he has any further recommendations.

James Taylor, ETFO Staff Officer suggested contacting ETT as they have a Returning Officer that they use. Ruth Ann contacted Nigel Barriffee, ETT Executive Officer. He provided the contact information for the Returning Officer that ETT has used for the past three years, Jack Siegal. Contact has been made with Jack Siegal and he has responded with interest but identified that he worked a set maximum of hours for ETT at a substantially discounted rate but once that max hours is exceeded he bills at his regular rate (he is a lawyer). Further discussions with James Taylor led to considering Lynn Buckley of the Waterloo Region ETFO, as she is experienced as the Returning Officer for ETFO Annual Meeting. Contact has been made with her to gauge her interest / availability. The Committee hopes to bring a recommendation to the Executive for the December Executive Meeting.

Proposed changes to Election Officer Compensation in the Procedure Manual:

Motion 23/24 - 19

Moved by Sharon Brown Seconded by Christina Meynell

BIRT Procedure Elections Officer Guidelines 4.2,

“4.2.4 For receiving any nominations for any local elections during the school year, acknowledging receipt of these by email to the candidates and providing candidate guidelines, the Elections Officer shall be paid \$300.00”

Be amended to read:

“4.2.4 For each set of nominations for Local elections the Elections Officer shall be paid \$300 to receive the nominations, verifying the candidates are members in good standing and meet requirements of the Local Constitution, acknowledging receipt of these by email to the candidates and providing candidate guidelines. The sets of nominations are for:

- a) By-elections held under By-Law 4.1
- b) Delegates to the ETFO Annual Meeting
- c) Executive elections held at the Local Annual Meeting”

CARRIED

Motion 23/24 - 20

Moved by Christina Meynell Seconded by Laura Barrett

BIRT Procedure Elections Officer Guidelines 4.2,

“4.2.5 If attendance is required at a Local General Meeting to run an Executive by-election or ETFO Annual Meeting delegate election, Elections Officer shall be paid \$250.00”

Be amended to read

“4.2.5 The Elections Officer shall attend and be paid \$250 for each of the following:

- a) A Local General Meeting to run a By-Elections required by By-Law 4.1;
- b) The Winter General Meeting to run the election of Delegates to the ETFO Annual Meeting and to introduce Executive candidates and moderate the speeches;
- c) Candidates’ Night(s) to moderate questions to candidates if organized by the Elections Committee;
- d) Each session of the Local Annual Meeting where Executive Elections are being conducted.”

CARRIED

Motion 23/24 - 21

Moved by Christina Meynell Seconded by Gail James
BIRT Procedure Elections Officer Guidelines 4.2,

- 4.2.6 For receiving, investigating, reporting, and ruling on alleged violations of the:
- a. Executive Election Campaign Guidelines
 - b. Executive By-Election Campaign Guidelines; and
 - c. Campaign guidelines for ETFO Annual Meeting Delegate Candidates:
 - d. the Elections Officer shall be paid additional monies at an hourly rate of \$40/hr.
 - e. Payment shall be based upon a report that the Elections Officer would submit to the Local's Executive no later than June 15 of each year.
 - f. This report would document all additional hours that were required in their role beyond what is stated here
 - g. For responsibilities related to online balloting, the Elections Officer shall be paid \$350.00

4.2.7 The Elections Officer will ensure that the election process is followed as per the election documents provided.

4.2.8 In the event the Elections Officer is unable to complete their duties, the Executive shall appoint a designate. **October 29, 2020**

4.2.9 The Elections Officer be compensated as per the Elections Officer Guidelines in the Local Policy and Procedures Manual "to a maximum of \$15,000 in the offer to Sean Graney."
Motion 21/22 -72A, Updated November 2022

Be amended to read:

"4.2.6 For all other required duties, the Elections Officer shall be paid at an hourly rate of \$40/hour to a maximum of \$15,000 **total payment for all services**. To receive payment, the Elections Officer shall submit an invoice to document date, time and reason for all hours worked to ensure that all election procedures and campaign guidelines are followed. This includes communication with candidates / membership about elections, and receiving, investigating, reporting, and ruling on alleged violations of the:

- a. Executive Election Campaign Guidelines
- b. Executive By-Election Campaign Guidelines; and
- c. Campaign guidelines for ETFO Annual Meeting Delegate Candidates

4.2.7 In the event the Elections Officer is unable to complete their duties, the Executive shall appoint a designate."

CARRIED

ii. **Nomination forms for approval**

The Committee met on October 23, 2023 and reviewed the Nomination forms for Delegates to the 2024 ETFO Annual Meeting and for the 2024-2025 Executive Positions. These forms have been amended by the Committee and are being presented today for your approval. (see Appendix for forms)

Motion 23/24 - 22

Moved by Sarah Boomhower Seconded by Jennifer Dietert
BIRT the ETFO Delegates to 2024 Annual Meeting Nomination Form be approved as amended. (See appendix for text of form)

CARRIED

Motion 23/24 -23

Moved by Sarah Boomhower Seconded by Jennifer Dietert
BIRT the 2024-2025 Local Executive Positions Nomination Form be approved as amended. (See appendix for text of form)

CARRIED

c. **Fall General Meeting Follow Up:**

i. **Auditor's Report – approval for distribution**

Motion 23/24 -24

Moved by Gail James Seconded by Christina Meynell
BIRT the 2022 – 2023 Fiscal Year Audit and Financial Statements prepared by Norton McMullen Professional Chartered Accounts be received by the Executive and approved for distribution to the membership for their receipt at the Winter General Meeting.

CARRIED

See the Treasurer's Report at the end of these minutes for more details and comments on the audit.

ii. **Approved Budget**

1. Current Actuals - these reports were emailed out to the Executive by the Treasurer in advance of the meeting for their review. See the Treasurer's Report at the end of these minutes for details.

iii. **Tech Support Issues / Feedback**

Concerns about tech login issues that prevented the use of Poll Vote function. Messaging to members logging in was good.

iv. **Member vote for in person / virtual Winter General Meeting**

Motion 23/24 -25

Moved by Marisa Gallippi Seconded by Gabrielle Blais-Jones

BIRT that all-member electronic vote will be conducted by November 30 to determine if the February 13, 2024 Winter General Meeting is held in person or via zoom.

CARRIED

8) **Executive Committee (Released Officers)**

a. **Any Recommended Actions / Updates on Outstanding Issues:**

i. **Office Hours Study and Report**

This report is not ready yet. There is a Google Slides document that all released Executive have access to to add information in the following categories set up so far: References, Physical Offices, Comparative Study, Equipment, Pros/Cons of Remote work. Slides will be presented at the December 5 Executive Meeting.

ii. **Prep Time Grievance**

Marisa reported there has been no cooperation from the Board so the Local is proceeding to Step 2 Arbitration in the Grievance process. Another Local had a settlement in their favour on this issue, so the Local hopes to use this precedent in our favour. Seeking for the OTs that lost prep time to be paid back in time or compensated.

iii. **Health & Safety**

Jeishan, Health and Safety Inspector, reported there has been a major increase in the number of health and safety forms coming in from members to the JHSC. Jeishan sought clarification if there is release time to complete review of these forms as done in the past. It is different now that the OTs have a full time inspector. Christina / Marisa to seek clarification. Another issue is when Jeishan is doing other work, such as ETFO business, the Board does not use an alternate to complete his inspections while he is away and the Board says alternates are only for if you are sick or on holidays.

Marisa reported that Violence in schools is an increasing pattern across Canada. There is an upcoming meeting of the Violence in Schools sub committee.

There are some issues with reporting that need addressing. One is that members need to ensure they select the correct union for their form to be sent to on the electronic form. The other is principals not properly directing members to use forms or provide required notification (e.g., principal did not properly report a critical injury of a member denying that she was unconscious).

iv. Phone / Tech for Office

Laura reported that the Released Executive have been completing a trial run of Ooma Office which allows for remote changing of call forwarding, call transfer to other officers, and virtual reception with automated message (including emergency contact to ETFO) outside of regular office hours. Members can still call directly to cell phones that each released officer has. The Released Executive would like to move forward with canceling the land line and using Ooma Office.

Motion 23/24 -26

Moved by Laura Barrett Seconded by Marisa Gallippi
BIRT that Local office transition to Ooma Office for phone services and connection with cell phones.

CARRIED

vi. Elder consult on Land Acknowledgement

Laura Barrett sent email with PDF around land acknowledgements, following up on an action item from last meeting.

<https://etfofmi.ca/wp-content/uploads/2019/10/Going-Beyond-A-Land-Acknowledgement-FINAL-VERSION.pdf>

Also, since November is Indigenous Education Month, and this week is Treaties Recognition Week, the following resources could be helpful to us all in our work, both inside and outside of the classroom:

- [An Introduction to Treaties: Compilation of Online Resources](#) (compiled by ETFO)
- [Resources from TDSB's Urban Indigenous Education Centre \(UIEC\)](#)

The Local does not currently have a budget amount for meeting with an Elder.

vii. Safe Space Agreement

The Executive Committee has not made any progress on this issue.

Motion 23/24 -27

Moved by Gabrielle Blais-Jones Seconded by Jeishan Rajakulasingam
BIRT up to \$5000 from Budget 626 Meetings Other be used to hire a third party mediator to meet with the Released Officers about safe space.

CARRIED

b. Elementary OT Concerns Committee (EOTCC) Issues

Meeting has to be rescheduled with the Board.

i. Use of ERP

Christina reported that the OCT is allowing use of faculty students to work as OTs. They are not requiring ETT members to supervise these students. They will pay dues as OTs. ETFO is keeping an eye on this "Certificate of Qualification" that allows for this.

There were 986 unfilled jobs in September.

There were 4600 unfilled jobs in October.

There were 303 ERPs used. The Board has NOT hired to the OT Cap in the Collective Agreement. There are currently 520 members in LTOs.

From 2015 - 2020 OT work cost the board around 350,000 days worked per year. In 2021 this was 450,000, 2022 was 422,000 and so far in 2023 450,000. There are now way more jobs available than 5 years ago.

Christina needs to discuss the cap with Derek ETFO Staff Officer. Having retired teachers recognized as only .5 towards the cap would help as they are limited by the OTPP in how much they can work anyway and could never work everyday. Also need to discuss steps, including filing a grievance, if the board doesn't hire to the cap. The volume of work has changed substantially.

Sharon said there was difficulty getting members back on the list that were removed for failing to do an electronic check that they wanted to continue on the list at the end of last school year. How do we help with their reinstatement to the list?

ii. Google Drive

Another issue that will need to be brought up at EOTCC is how the board is currently limiting the Google Drive space for OTs to 10GB as of November 21.

c. New Issues

i. President's Report

The ETFO Strike Vote as 95% in favour. Presidents / Chief Negotiators have had a meeting with ETFO and consensus was they want there to be fewer work to rule phases, that the stages don't start too quickly or change too quickly to avoid confusion and that they are longer to have more impact.

No Strike timeline information is available at this time.

Local Collective Bargaining - Sharon Brown

The all day CB meeting took place on October 24, 2023. It was a successful meeting where the team were able to express themselves freely, and dive deep into each preliminary

argument. There was a productive discussion producing substantive responses to add to the Chief Negotiator's already submitted arguments. A scheduled introduction and preliminary submission date was cancelled due to illness and another date was arranged with the board and is scheduled for December 6th 2023.

Motion 23/24 -28

Moved by Sharon Brown Seconded by Jeishan Rajakulasingam
Move to extend the meeting until 9:00 p.m..

CARRIED

9) Committee Liaisons Written Reports

COMMITTEE BUDGETS

original budget-what's remaining

Budget- \$5,000-\$4,969.74—share this budget with Constitution Committee and a others without their own budget

Election-\$35,000-\$29,950.00

Equity and Social Justice-\$4,000-\$3,925.00

New Members-\$3,000-\$3,000

Political Action-\$5,000-\$5,000

Professional Learning-\$15,000-\$14,774.10

Racialized Members-\$12,000-\$11,885.81

Social-\$5,000-\$4,960

Status of Women-\$7,000-\$6,836.51

Collective Bargaining-\$80,000-\$80,000

Expenses come out of Negotiations/Grievance

a) Budget Committee - Gail James

Rita McCann is the newest member of the local who has filled an empty spot on the committee. Our first committee meeting was Tues. Nov. 7/23 from 5-6 pm.

b) Constitution Committee - Sharon Brown

The Executive already passed a motion to have the unheard amendments from the 2023 Annual Meeting go forward to the 2024 Annual Meeting. The Committee won't have to do work until the spring when it is time to request any amendments from the membership and process those.

b) Elections Committee - Ruth Ann Morley

(see section 7b)

c) Equity and Social Justice Committee - Caini Ouattara Sano

Planning has started for the first meeting to hopefully be held by November 10.

d) **New Members Committee** - Rinat Evron

No report

e) **Political Action Committee** - Jeishan Rajakulasingam

The Political Action Committee has not met yet and will report back in December.

f) **Professional Learning Committee** - Laura Barrett

The PL Committee meeting was Tuesday, November 7th.

g) **Racialized Members Committee** - Sarah Boomhower

Report to come to the Executive in December.

h) **Social Committee** - Sharon Brown

A second committee meeting was held Monday, October 23 and third meeting held November 8 viz zoom. A list of working ideas are being costed and possible scheduling of events is being worked on.

Concern from the Committee:

Several committee members have come forth with concerns about the expectation of charging members a non-refundable deposit to attend Social Committee events; the consensus among this subgroup is that charging a fee to attend events will deter members from attending events and will therefore negatively impact event attendance. In addition, the committee may be viewed as collecting additional funds from its members rather than carrying out its function of dispensing member-provided funds (through member paychecks) in the form of prepaid (not particularly complimentary) events for all members to enjoy and feel welcomed at. Ergo, I would like clarification as to whether the committee is obligated to charge a non-refundable deposit to host events.

i) **Status of Women Committee** - Gabrielle Blais-Jones

The first committee meeting is being held on Wednesday, November 8. A report will come to the December Executive Meeting

Motion 23/24 -29

Moved by Jeishan Rajakulasingam Seconded by Gail James

Move to in camera session with the President as Chair.

CARRIED

13) **Adjournment** 9:00 p.m.



Treasurer Report--Welcome to the Oct. 31/23 edition of the local's Treasurer Report I

Most of this report focuses on the Audit Report. If you require any explanations, clarifications, or if you have any questions now or in the future about information in the Treasurer Report, please feel free to contact me. If, for some reason, it is not possible to answer you at the time i.e. I need to check records that are not readily available, I will get back to you as soon as possible.

Balance Sheet as of Oct. 31/23-- ASSETS

1. Chequing Account— \$326,892.28

—account needs to remain at \$75,000 or else there is \$100 fine payment due

2. Total Current Assets are \$621,892.28

-- GIC Account Holdings—\$295,000

1). 1 year prime-linked cashable for \$250,000-4.7000% at purchase, as of Oct. 1/23-4.9500%-matures July 2/24-anticipated interest \$11,814.38

2). 1 year prime-linked cashable for \$45,000- 4.5000% at purchase, as of Oct.1/23—4.7500%-matures July 2/24-anticipated interest \$2,036.10-collateral for credit cards

3. CREDIT CARDS- \$552.50 are invoices that need to be applied to credit cards and that's why they're called "clearing" and also recorded under Non Current assets

--\$312.36 is a credit on a Sept. Visa card which hasn't been applied to the Oct. statement as it was just received and will be paid shortly

Note: I've asked for all credit cards to have the same due date for easier payment. However now there are 3 different payment dates. Probably in another month the due dates will all be changed.

4. LIABILITIES AND EQUITY

1. Retained Earnings or income from last year is \$481,217.61

2. The Profit for the year is \$141,539.53

3.Total Liabilities and Equity \$622,444.78

2.Budget vs. Actuals Sheet

INCOME received this year as of Oct. 31/23 as shown in the Actual Column—\$228,986.98 or **29.52%** of budget

THE BUDGET COLUMN: shows the 2023-2024 Proposed Draft Budget of \$775,577.50- May/23.

THE OVER BUDGET COLUMN: shows that \$546,590.52 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 this fiscal year—29.52%

EXPENSES

TOTAL EXPENSES as of Oct.31/23 are \$87,447.45

THE BUDGET COLUMN: shows the 2023-2024 Proposed Draft Budget of \$998,300.00-May/23.

THE OVER BUDGET COLUMN: shows that \$910,852.55 is left to spend 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 spent so far is 8.76%

Budget lines that are over budget are:

602—Calendar- budgeted \$3,000—actual expenditures are \$4,318.01 or 143.93%

620-Meetings-ETFO AM-budgeted \$15,000—actual expenditures are \$35,861.59 or 239.08%-ETFO will reimburse the local for the delegate rooms which will reduce this amount

NET OPERATING INCOME or PROFIT - \$141,539.53 is calculated by subtracting the Total Actual Expenses (\$87,447.45) from the Total Actual Revenue (\$998,300.00). This results in -63.55%

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.

WHY DOES THE LOCAL HAVE AN AUDIT EACH YEAR? Provincial requires that locals have a yearly audit to obtain assurance as to whether the financial statements are free of material misstatement and that funds are being utilized properly. Locals with 200 or more

FTE (number of days worked) members must employ a public accountant.

HOW WERE THE LOCAL FINANCE DOCUMENTATIONS IMPROVED SINCE LAST YEAR'S AUDIT?

Last year a lack of supporting expense reimbursement forms and approvals related to members and management was of concern. According to the Procedures Manual: expense forms must be filled out completely in a timely manner and submitted with all supporting documentation before payment is made. If not, this is a violation of the Local's policy.

This year there were no issues related to reimbursement forms and their approvals. The auditors encouraged the local to continue to provide support attached to the standardized forms. Also the local should continue to evaluate and improve policies ensuring the continued good governance of the local's funds. All accounting policies adopted by the local however, are compliant with the financial reporting requirements of the Elementary Teachers' Federation of Ontario.

WHAT WERE THE GOOD ASPECTS OF THE AUDIT?

All financial information was readily available to the auditors.

There were no instances of fraud, illegal acts or possible illegal acts occurring in the local that the auditors were aware of.

There were no disagreements with management during the course of the audit.

The Treasurer was thanked by the auditors for her assistance in completing the audit.

WHAT WERE THE AUDITOR AREAS OF CONCERN THAT COULD BE IMPROVED ON?

Support be attached to all transactions in QuickBooks when recording activity, to reduce requests for additional support. This includes revenue, expenses, transfers and/or adjustments for the purpose of validity of the transactions.

Receiving supporting documentation as required for testing sometimes would take several weeks despite multiple follow-up emails. Although the audit was to begin in July/23, the final documentation did not arrive to the auditors until Sept/23. This delay impacted the auditor's ability to perform the audit in a reasonable and timely fashion required for filing deadlines with Provincial (Sept. 30/23).

The auditors also recommended having a single point of contact for communications to reduce the repeated requests, unless otherwise required. Usually this is the Treasurer of the local, but it might be the President if necessary.

Timing of Bookkeeping –Apparently the bookkeepers had not completed the year's financials for the year end accounting within 3 months post year end date. Therefore the auditors were required to hold off on the audit work until the accounting was complete. The delay complicated audit scheduling, testing and timing.

The auditors recommended that all parties communicate prior to engagements to resolve timelines, expectations and responsibilities for future audits to assist in completing work efficiently and on time.

WHAT IS THE PROJECTED ESTIMATE FOR THIS YEAR'S AUDIT?

Last year the fee was \$4,250. This year will be similar.

WHAT IS THE DIFFERENCE BETWEEN CASH BASIS ACCOUNTING AND ACCRUAL BASIS?

Provincial requires that all locals use the cash basis accounting. This occurs when invoices are recognized, recorded and actually paid out of the local account. Targeted uses accrual accounting which occurs when expenses are recognized and recorded when a transaction is billed, not paid. Sometimes with the accrual method the dates don't match the cash basis dates, and that can be a problem for the auditors.

NEXT STEPS FOR THE AUDIT.

- Audit is sent to the Executive for the upcoming meeting
- Executive reviews, questions and approves audit
- The President and Treasurer sign off on the Audit
- Audit, all signed papers and the Local Audited Financial Statement July 1/22 to June 30/23 is sent to Provincial
- the local will now be able to receive their Nov./23 fee payment

AS A RESULT OF THE AUDIT, WHAT IS THE FUTURE COURSE OF THE LOCAL FOR FINANCIALS?

- continue to get itemized receipts for reimbursement forms or explanatory emails Provincial
- ensure that all forms are completely filled out
- deadlines are strictly monitored
- both the invoice and payment receipt are submitted for office reimbursements i.e. Bell Mobility, Zoom accounts
- continue to create new, easier to use reimbursement forms
- frequent reminders to members about financial information
- June 14/23 is a hard cut off for member submissions
- conversation with Targeted about cash basis accounting and accrual accounting, as well as fillable forms
- conversation with Secretary of the Local to begin a file of minutes of Executive and Member Meetings that can be sent to the auditors June 30/24

WHAT IS THE LOCAL DOING TO SAVE MONEY THIS YEAR?

- meal money, when allocated, might be less than last year i.e. \$50
- the Strategic Meeting was not offsite, but rather on zoom for 2 nights with \$300 being paid per Executive member

- replacing the Bell land line with a cheaper, more efficient system
- asking members to accept e-transfers which cost \$1.25 each as opposed to cheques for \$2.50
- cancel Union Digital which costs \$7,000 every 3 months
- Executive Meetings are held in the evening as opposed to during the day--\$150/Executive Member as opposed to a daily salary and OT coverage
- ordering only essential office supplies needed for the moment
- not ordering necessary new equipment for the office i.e. laptops
- no payments for single room supplements

HOW MUCH MONEY HAS ETFO GIVEN TO THE LOCAL IN FEES REBATE?

Member's pay 1.6% of their gross salary to Provincial. 31.5% is given back to the local in payments in Nov., Dec., Feb. and May. Each payment is 20% of the projected rebate and in September there is a reconciliation payment (the difference of what was paid and what was owing). The calculation is based on the FTE (number of days worked by members). Payments last fiscal year were \$94,913.05 quarterly. At the end of Sept./23 the reconciliation payment of \$128,215.28 was made to the local's account, making the yearly payment a total of \$507,867.47.

HOW MUCH LEVY MONEY IS RETURNED TO THE LOCAL FROM TDSB?

According to the Constitution, TDSB deducts 0.01% of each member's salary

as dues that are given directly to the local to run it. The projected budget for this fiscal year is \$12,000. Comparing this amount to the amount that ETFO fees contribute, it is clear that most of the local's money to run the local comes from ETFO.

WHO DO I CONTACT IF I HAVE A FINANCIAL QUESTION?

If there is a financial question, please contact the Treasurer directly. Sending the email to the other Released Officers is not necessary as finances are the job of the Treasurer.

work email gailjames@ica.net

work cell 416.458.3451

Thanks,
Gail James
Treasurer
ETFO Toronto Occasional Teachers' Local gailjames@ica.net

ETFO Annual Meeting August 2024 Delegates

Voting to be held: **Tuesday, February 13, 2024 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 **16** 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 good standing 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 and 4.2 of the Local's Constitution.

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

This nomination form must be received by **4:00 p.m. on Monday, February 5, 2024**. It must be sent by email to the Elections Officer: TOROT.ElectionsOfficer@gmail.com

If more than **16** 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 13, 2024 Winter General Meeting**. Voting will take place immediately following the speeches.

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 **nomination deadline (February 5)** will be posted on the Local's website by **Wednesday, February 7, 2024**.

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

Campaign Guidelines for ETFO Annual Meeting Delegate Candidates

Candidates for the position of ETFO Annual Meeting Delegate 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 the candidates for Delegate:
 - 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 February 5, 2024** in order to be posted. **TOROT.ElectionsOfficer@gmail.com**
- 2) Candidates will have up to **1 minute*** to address members attending the **February 13, 2024 Winter General Meeting** of the Local.
- 3) Voting will occur immediately following the candidate speeches at the **February 13, 2024 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). The sharing of the hyperlink to the **Elections** page of the Local and the delegate's **message** of a candidate 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.

Alleged infractions or violations of these guidelines will be referred to the Local's Elections Officer for resolution: **TOROT.ElectionsOfficer@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 9, 2023 Executive Meeting.

NOMINATION FORM
For Local Executive Positions 2024 - 25
Annual Meeting Dates: May 14 and May 16, 2024

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 (Open/Women Only) and/or one (1) Executive Member position (Open /Women Only). 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) The Constitution (Article 6.1.3.1) currently limits candidates to five (5) years in released positions as of 2021-2022.

If you are applying for President, First Vice President, or Treasurer, please indicate the year(s) you served on the Local Executive by position.

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 via email:

TOROT.ElectionsOfficer@gmail.com Nomination deadline: **Friday, February 9, 2024 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 Thursday, February 15, 2024**. Profiles that comply with the Election Procedures and Campaign Guidelines will be posted on the Local website on **February 20, 2024**.

* All candidates must be on the TDSB Elementary Occasional Teachers List and must be an active member in good standing 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: TOROT.ElectionsOfficer@gmail.com

President

- Full-time LTO release position at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Ex-officio member of all committees, including the Collective Bargaining Committee
- Official spokesperson for the Local
- Communicates with the membership through newsletters and the Local website
- Local signing officer
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Co-chairs Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- Represents Local at ETFO Representative Council

First Vice President

- Full-time LTO release position at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Sits on Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- May attend ETFO Representative Council
- Attends and/or chairs committee meetings
- Assumes duties of President as necessary

Vice-Presidents

- Full-time LTO release position at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends numerous meetings at locations across the Toronto District School Board
- Counsels and represents members through to grievance/arbitration
- Sits on Board/Union Consultation Committee
- Attends ETFO Annual Meeting in August
- May attend ETFO Representative Council
- Attends and/or chairs committee meetings

Treasurer

- A minimum LTO release position of 0.2 at grid rate
- Access to a central office workspace
- Is paid to attend all Executive Meetings of the Local as a voting member

- Attends all Local General Meetings
- Conducts Local's banking as a signing officer
- Presents financial report at all Local meetings
- Prepares and oversees the annual budget of the Local
- Assists with the annual financial review of the Local's budget by an accounting firm
- Attends ETFO Annual Meeting in August

Secretary

- Is paid to attend all Executive Meetings of the Local as a voting member
- Attends all Local General Meetings
- Attends and/or chairs committee meetings
- Attends ETFO Annual Meeting in August
- Is paid to prepare minutes for Executive and General Meetings and emails an electronic copy to the Executive

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 committee meeting

Approval by Executive – November 9, 2023