**Ontario Secondary School Teachers' Federation**
**60 Mobile Drive, Toronto, Ontario M4A 2P3**

# Memorandum

**Date:** April 27, 2009 D/BU #114/2008-2009

**To:** District/Bargaining Unit Presidents

**From:** Ken Coran
President

**Re:** **Green Party of Ontario – Annual General Meeting**

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## For Information

The Green Party of Ontario will be holding their Annual General Meeting on Saturday, May 16th and Sunday, May 17th, 2009. This meeting will be held in Toronto at Metro Hall, 55 John Street, Toronto.

Registration opens at 8:00 am on the Saturday. The meeting starts at 10:00 am. As with every major provincial party in Ontario, OSSTF/FEESO provides a subsidy, for attending delegates, through account #4140. This subsidy is in the amount up to $500 in accrued costs. The acceptable submissions for the subsidy include: accommodations, travel expenses and meals.

Those members who are delegates must have the approval of their district. The form required for this approval (which includes a motion and signature) is attached.

There is a requirement that the form also be signed by a designated OSSTF/FEESO representative in attendance. Glen Hodgson has been assigned this task. A copy of your registration is required as well.

Any questions regarding this subsidy can be addressed by calling the provincial office at 1-800-267-7867 or 416-751-8300 and asking for Craig Brockwell.

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attachment
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# OSSTF member participation at political conventions

The success of our political action efforts at political party conventions depends on our ability to meet elected members, party officials and delegates, and to explain our issues and concerns. Your help in carrying our agenda to party persons is most important. Please ensure that you are familiar with our current concerns by attending the mandatory briefing session (when organized by provincial office) and please help us to get the message out.

These briefing sessions also provide an opportunity for you to share your concerns, issues and information with other CPAC persons. This helps us all to keep current. Thank you for offering to help make OSSTF more effective in the political arena.

In advance of the event, contact your district/bargaining unit (D/BU) president in order to be apprised of any scheduled meetings announced in a D/BU memorandum.

**This subsidy is available to OSSTF members who are attending political party annual general meetings and policy conventions (provincial council meetings are not eligible for this subsidy).**

Please follow the following guidelines:

- have a D/BU funding motion passed (see below). The D/BU executive or council will be expected to consider the application in light of the candidate's willingness to support OSSTF goals, principles and priorities at the convention;
- have this form signed by the D/BU official **prior** to the event;
- have this form signed by the provincial CPAC chair or executive assistant in attendance at the event;
- return this claim form **with receipts** to your D/BU officer who will forward it to Craig Brockwell at provincial office for payment of the subsidy. Eligible receipts include: meals at the convention other than laid-on (as per OSSTF expenditure guidelines), hotel accommodation during the convention, mileage (as per OSSTF expenditure guidelines) and conference registration fees (these fees are normally considered a political donation by the political parties, therefore these fees should not be claimed as a political donation if you wish them to be considered for OSSTF reimbursement- for any questions in this regard ask Provincial Office through the Communications and Political Action Department). You can also provide this to the attending provincial personnel at the event if you wish.

The following, or similar motion, has been passed by our D/BU executive ❑ or council ❑:

**BIRT funding of $500.00 be provided to: (name) _____**
**for attendance as a delegate or alternate at: *(name of function)***
**and participation in OSSTF activity at the convention.**

**Date of motion: _____**

# Political convention delegate claim form

Function: Date:

Name:

D/BU name and number:

**Delegate information:**

street address:

city: postal code:

work location phone: e-mail:

**Declaration:**

*As a member of OSSTF, I shall support the Federation's Constitution, Bylaws and Policies while representing OSSTF or when being funded by OSSTF at any external political convention, conference or other education decision-making body.*

delegate signature:

D/BU officer (please print):

D/BU officer signature: date:

provincial authorization (please print):

provincial authorization signature:

return completed two-page delegate claim form **with receipts** to:

Craig Brockwell
Executive Assistant
Communications/Political Action department
60 Mobile Drive
Toronto, ON M4A 2P3