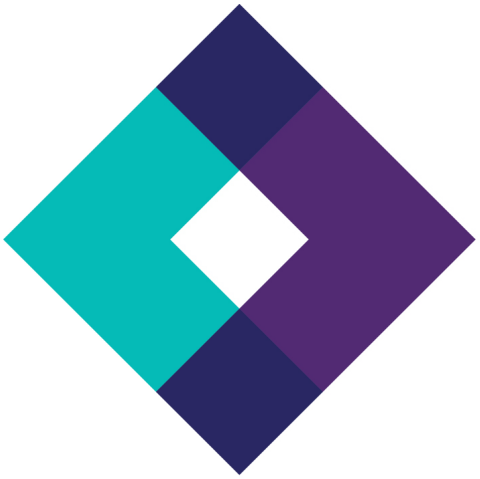

ODYSSEY | ODYSSÉE

ADMINISTRATIVE AND FINANCIAL GUIDE

cmec

Council of Ministers of Education, Canada

Funded by the Government of Canada

Canada

The information is similar in both the English and French versions. Therefore, the English text is intended for language assistants, teachers, instructors, and supervisors working in English. The French text is intended for those working in French.

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NOTE TO LANGUAGE ASSISTANTS

Congratulations! You have been selected from among many candidates to take up a position as a language assistant. Provincial and territorial coordinators,[1] the Council of Ministers of Education, Canada (CMEC), and the Department of Canadian Heritage are very happy to welcome you among some 400 language assistants who will participate in the program across the country.

You will play a key role in the lives of many young people. You have a unique opportunity to share your culture with them as well as to enhance their second language skills. This experience will also help you practice your own second language and discover another of Canada's cultural communities. Your horizons will be broadened, and doors will be opened to you.

We hope that you will take full advantage of your Odyssey experience, that you will take the time to get to know the culture of the province or territory where you will be working, and that you will make new friends.

We wish you a very successful Odyssey!

NOTE TO TEACHERS, INSTRUCTORS, AND SUPERVISORS

The success of Odyssey is contingent upon the dedication of all involved. We would like to take this opportunity to acknowledge the very important role that you have played and continue to play in this program. Across the country, teachers, instructors, and supervisors like you work tirelessly to ensure that the Odyssey program runs smoothly.

Thank you for the ongoing commitment that has ensured the continued success of the program for over 45 years.

[1] Hereinafter called "coordinators."

NOTE: A glossary explains the terms used in this guide (see page 19).

BACKGROUND

History

To promote Canada's official languages, the Official-Language Monitor Program (OLMP) was created in 1973 for part-time monitors and in 1977 for full-time monitors. Since its inception, the program has welcomed over 37,000 participants.

In 2004, the name and image of the program were modernized, and OLMP became Odyssey for full-time language assistants.

Odyssey remains an excellent example of collaboration between provinces and territories and the Government of Canada. It aims to foster the use of Canada's official languages by giving young people an opportunity to share their language and culture with students in other provinces and territories.

Objectives of Odyssey

There are three streams within Odyssey: English as a second language (ESL), French as a second language (FSL), and French as a first language (FFL).

English and French as a second language (ESL and FSL)

In the ESL and FSL streams, language assistants are assigned to an educational institution to help second-language teachers or instructors encourage students to interact in the language they are studying and to raise their awareness of the culture associated with that language.

French as a first language (FFL)

In the FFL stream, language assistants are assigned to regions where francophones live in a language minority setting but where French is used at all times in educational institutions. Together with teachers, language assistants for French as a first language help to develop students' knowledge of their language and culture and build their cultural identity by instilling pride and a sense of belonging to the francophone world.

This guide applies to the ESL stream.

Management of Odyssey

Funded by the Department of Canadian Heritage, Odyssey is administered at three levels: pan-Canadian, provincial/territorial, and local.

CMEC is responsible for management at the pan-Canadian level. Decentralized administration of the program is provided by the provinces and territories. Local administration is the responsibility of supervisors, who, in cooperation with coordinators, oversee the work of the language assistants.

ROLE AND RESPONSIBILITIES OF LANGUAGE ASSISTANTS

Your role as a language assistant

You will be considered a staff member and will be setting an example for the students. Therefore, your behaviour must be exemplary, and you must observe the rules of the educational institution in which you are working.

Elementary and secondary levels

At the elementary and secondary levels, you will work mostly to prepare activities focusing on oral comprehension and oral expression. You are called upon to create activities reflecting everyday communication situations to help students improve their language skills while experiencing relevant situations in English. These activities will also offer cultural content to those who use English as a second language. You will lead these classroom activities working with the teacher, or you may work with a small group of students in a separate room.

Postsecondary level

In Quebec, some language assistants in the ESL stream may be working at the college level. At the provincial training session that takes place in the fall, specific training on program promotion in language classes is provided to language assistants assigned to work in cégeps.

At the postsecondary level, your role as a language assistant will be somewhat different. You may not necessarily work in a classroom with an instructor. You might be called upon to create and lead activities that will allow students to express themselves in English. You will also need to stimulate exchanges between students to promote language and culture.

Description of tasks

Under the supervision of the teacher or instructor, your tasks may include the following:

- encouraging students to participate in oral communication activities;
- preparing activities that focus on conversation skills and on learning the culture in order to complement the curriculum taught by the teacher or instructor;
- leading small groups of two to 10 students in conversation activities in order to complement the curriculum taught by the teacher or instructor;
- motivating students to learn the language;
- encouraging students to appreciate your culture while respecting other cultures;
- participating in evening and weekend cultural activities;
- leading online language learning activities;
- helping students in the language lab, at the postsecondary level, although this task must be kept to a minimum; helping in the lab is just meant to reinforce students' conversation skills. The teacher or instructor must also be present and remains solely responsible for supervising students.

In addition, you should be available to meet the teacher or instructor at least once a week.

*As a language assistant, **you must not undertake** tasks normally reserved for teachers, such as:*

- taking full responsibility for an entire classroom;
- replacing a teacher or instructor in a task specific to their position: preparing and delivering course content and supervising students;
- supervising groups of more than 10 students while the teacher or instructor is not in the classroom;
- providing tutoring;
- performing administrative tasks expressly assigned to the teacher or instructor;
- marking assignments or tests or taking part in examination-related tasks;
- taking responsibility for special-needs students or students with behavioural or learning difficulties.

You must be able to work independently, take initiative, and show a strong sense of responsibility. You must inform your supervisor immediately of any problem that might arise in the course of your work.

NOTE: Language assistants do not have the required qualifications to provide services for special-needs students. If you are asked to work with students who have behavioural/emotional disorders or other special needs, your role must be limited to performing language activities. Furthermore, the institution must have received prior approval from the coordinator. Ultimately, the role of language assistants is first and foremost to enrich students' learning, whether in the classroom in the presence of the teacher or instructor or outside the classroom working with small groups, and is never to perform teaching tasks assigned to teachers or instructors.

How activities are planned and organized

Under the supervision of the teacher or instructor, you will work closely on the preparation of cultural and linguistic activities. We strongly recommend that you cultivate a good relationship with this person and meet with them regularly to talk about the outline of your activity plan. They will guide you in your choice of activities and will encourage new ideas.

Students' level of language skills, the frequency of meetings, the availability of instructional materials and facilities, and your flexibility in choosing activities will vary from one institution to another. You should plan activities according to the size of the group of students, and you should be prepared to adjust to each situation to the best of your ability.

Need ideas? Your coordinator will provide you with login credentials to access the Activity Portal where you will be able to sort through fellow language assistants' tried and true activities! (www.englishfrench.ca/odyssey/activity-portal/)

POSSIBLE TASKS FOR LANGUAGE ASSISTANTS

IN GENERAL, YOU CAN HELP STUDENTS	AT THE KINDERGARTEN AND ELEMENTARY LEVELS, YOU CAN HELP STUDENTS	AT INTERMEDIATE AND SECONDARY LEVELS, YOU CAN	AT THE POSTSECONDARY LEVEL, YOU CAN HELP STUDENTS
review the vocabulary acquired through different activities you have prepared	review the vocabulary acquired through different activities you have prepared	undertake projects with students to make them more aware of Anglophone culture	improve their oral communication skills
learn songs	learn songs	set up an English club, a student radio program in the target language, a debating or reading club, etc.	learn certain terms and expressions (vocabulary enrichment) in small groups
learn games that you will prepare and lead	learn games that you will prepare and lead	put on plays or improvisation activities and keep a personal journal, etc.	become familiar with Anglophone culture through sociocultural activities
take part in conversations in student groups	take part in conversations in student groups	create a correspondence project	set up an Anglophone circle
learn more about the culture of your own region	learn more about the culture of your own region	set up a dance group, lead a sport activity, etc.	set up a student radio program in English
	improve their pronunciation		
	practice speaking during extracurricular activities (e.g., immersion in another class such as physical education)		

Remember to bring along anything that could help you tell students about your home province or territory: posters, videos, music, postcards, tourist brochures, books, slides, photographs, magazines, and other materials.

Training sessions

Pan-Canadian Training Session*

If you cannot attend a training session, let your coordinator know as soon as possible. Absence without justification may lead to a reduction in pay or other disciplinary measures, up to and including dismissal.

In late August or early September, first-time language assistants participating in Odyssey must attend the **compulsory** Pan-Canadian Training Session. You should also attend the provincial and territorial sessions organized during the year.

The objectives of the Pan-Canadian Training Session are:

- to give you a better understanding of your role as a language assistant
- to give you some key pedagogical tips and techniques to prepare you to work with your students
- to introduce you to your Odyssey support network (coordinators,[2] workshop leaders, current and former language assistants)

Participation in activities and workshops at the Pan-Canadian Training Session is compulsory.

* Please note that due to the COVID-19 pandemic, the in-person Pan-Canadian Training Session will be replaced with a digital online training session in September. Specific details will be communicated to language assistants by their respective provincial and territorial coordinators.

Please note the following:

- Attendance will be taken at the beginning of each workshop.
- Smoking is not allowed in the rooms.
- Language assistants may not keep pets in their rooms.
- Rooms are double occupancy, and you will be paired with another language assistant as a roommate. This is compulsory and determined by the coordinator.
- If your permanent residence is 350 km or more from the training session venue, you may stay at the hotel the evening prior to the opening of the session.

Hotel arrangements are made by the coordinator. You will have another language assistant as a roommate. **It's part of the experience!** For any additional questions or information, you must contact your coordinator prior to arriving at the session.

Provincial/territorial and local training sessions

During the program year, provinces and territories also organize training sessions in which you must participate. Coordinators count in-year training hours as regular working hours. Get in touch with your coordinator to obtain more information.

[2] Lists of coordinators is found in Appendix I.

Evaluation of Odyssey

During the program year, you will receive one or more evaluation questionnaires that you must complete as directed by your coordinator. These evaluations help your coordinator evaluate your work. In addition, the CMEC Secretariat sends out an electronic survey to help gauge participants' experience in the program.

Personal information

You must provide your coordinator or supervisor with your mailing address, email address, and telephone number. It is important that you inform them as quickly as possible of any change in your personal information. If you have special needs during your stay, please contact your coordinator or supervisor. Language assistants are asked to keep their Odyssey online profile up-to-date, should any changes occur to their contact information.

What happens in case of withdrawal or resignation?

If you decide to withdraw your application *prior to* taking up your position (withdrawal) or to leave your position *during the program year* (resignation), you must immediately inform your educational institution, your supervisor, and your coordinator by providing written notice of your reasons and, in the case of resignation, the date of your departure. In addition, if you resign, you must settle all your financial obligations at the time of your resignation.

Language assistants who leave their positions prior to the end of the program year will not receive a travel allowance to return home. There may be further implications in other provinces or territories.

What happens in case of dismissal?

If a supervisor determines that you are not properly carrying out your tasks, you will be informed in person and in writing that you have been placed on probation. If no improvement is noted during the probationary period, the supervisor will consult the coordinator to decide on the next steps.

In the case of dismissal, the supervisor will provide you with at least two weeks' written notice, setting out the reasons for your dismissal and the date you are to leave your position. If the supervisor determines that it is preferable for you to leave immediately, you will receive two weeks' salary in lieu of notice.

ROLES AND RESPONSIBILITIES OF TEACHERS, INSTRUCTORS, AND SUPERVISORS OF LANGUAGE ASSISTANTS

Teachers and instructors of language assistants

As a teacher or instructor responsible for a language assistant, your first task is to ensure that the language assistant fits in comfortably in the workplace.

You are also responsible for the following:

- giving the language assistant a tour of the institution and introducing them to the staff and administration
- helping the language assistant become familiar with the guidelines of the educational institution
- providing the language assistant with information about the education system of the host province or territory
- briefing the language assistant on language learning activities organized in the educational institution
- coordinating and planning the language assistant's schedule in collaboration with them
- discussing the role of the language assistant and that of the teacher or instructor within Odyssey
- providing liaison with other teachers or instructors
- advising the language assistant on the choice of activities, while encouraging them to explore new ideas
- meeting the language assistant at least once a week

NOTE: Language assistants do not have the required qualifications to provide services for special-needs students. If they are asked to work with students who have behavioural/emotional disorders or other special needs, their role must be limited to performing language activities. Furthermore, the institution must have received prior approval from the coordinator.

Supervisors of language assistants

The supervisor is designated by the employer to coordinate the language assistant's activities and to administer Odyssey at the local level.

As a supervisor, you must ensure that the language assistant is treated fairly and equitably. You must also stay in close contact with the educational institution and the coordinator.

As the person responsible for relations between the language assistant and the employer, you are required to do the following:

Don't forget to congratulate language assistants for a job well done. Encourage them in their efforts!

- assign the language assistant to an educational institution in consultation with the coordinator
- ensure that the language assistant is greeted at the workplace
- inform staff, especially the principal of the school or the head administrator of the postsecondary institution and the faculty, of the language assistant's role and the role of the teacher(s) or instructor(s) who will work with them
- ensure regular follow-up with the language assistant and teaching staff throughout the year at the educational institution
- facilitate processes related to payroll, reimbursement of expenses, and all other administrative matters

If the language assistant is not performing appropriately in their position, you must follow these steps:

1. discuss the expectations of the establishment and the rules of the program with the language assistant to ensure that all parties understand the role of a language assistant
2. advise the language assistant in person and in writing that they have been placed on probation
3. consult the coordinator to decide on the next steps if no improvement occurs during the probationary period
4. if the situation continues, give the language assistant a dismissal notice* with the coordinator's approval, specifying the reasons for dismissal

*Language assistants are to receive two weeks' salary following the notice of dismissal. It is up to the educational institution to decide whether the language assistant will continue working during those two weeks or leave the position immediately.

Supervisors are to ensure that language assistants **do not perform the work** normally assigned to teaching staff, for example:

- taking full responsibility for an entire classroom
- replacing a teacher or instructor in a task specific to their position
- supervising groups of more than 10 students while the teacher or instructor is not in the classroom
- providing tutoring
- performing administrative tasks expressly assigned to the teacher or instructor
- marking assignments or tests or taking part in examination-related tasks
- taking responsibility for special-needs students or students with behavioural or learning difficulties

NOTE: Language assistants may help students with language labs at the postsecondary level, but this task must be kept to a minimum.

ODYSSEY

ROLES AND RESPONSIBILITIES

This document is a reminder of the different roles within the Odyssey program. The content has been pulled from the 2022–23 Odyssey Administrative and Financial Guide, to which you may refer for more detailed information.

FOR TEACHERS, INSTRUCTORS, AND PRINCIPALS

As a teacher, instructor, or principal responsible for a language assistant, your first task is to ensure that the language assistant fits in comfortably in the workplace, including:

- giving the language assistant a tour of the institution and introducing them to the staff;
- helping the language assistant become familiar with the institution's guidelines;
- providing information about the education system;
- briefing the language assistant on language learning activities, and advising them on the choice of activities, while encouraging them to explore new ideas;
- coordinating and planning the language assistant's schedule with them;
- discussing their role, and the role of the teacher or instructor, within Odyssey;
- providing opportunities to liaise with other teachers or instructors; and
- meeting with the language assistant at least once a week.

FOR LANGUAGE ASSISTANTS

DOS

Under the supervision of the teacher, instructor, or principal, the language assistant's tasks may include:

- encouraging and motivating students to participate in oral communication activities;
- preparing activities that focus on conversation skills and learning the culture, which complement the curriculum taught by the teacher or instructor;
- leading small groups of 2 to 10 students in conversation activities;
- initiating students to their own culture, while respecting other cultures;
- participating in evening and weekend cultural activities;
- leading online language learning activities; and
- meeting with the teacher or instructor at least once a week.

DON'TS

A language assistant must not undertake tasks reserved for teachers, such as:

- taking full responsibility for an entire classroom;
- replacing a teacher or instructor in a task that is specific to their position (e.g., preparing and delivering course content; supervising students);
- supervising groups of more than 10 students if the teacher or instructor is not in the classroom;
- providing tutoring during school hours;
- performing administrative tasks expressly assigned to the teacher or instructor;
- marking assignments or tests, or taking part in examination-related tasks; and
- taking responsibility for students with special needs (e.g., learning difficulties; behavioural/emotional disorders). Language assistants do not have the required qualifications to provide these services. Language assistants who are asked to work with special-needs students must limit their role to performing language activities. Furthermore, the institution must have received prior approval from the coordinator.

IMPORTANT: For safety and liability insurance reasons, language assistants **should never** perform tasks that pose a risk to others or themselves, such as taking students to an activity outside of school without the appropriate release forms, or working one-on-one with a student. First and foremost, the role of language assistants is to enrich students' learning—whether in the classroom in the presence of the teacher or instructor, or outside the classroom, working with small groups. Language assistants are never to perform teaching tasks assigned to teachers, instructors, or other staff members. Please contact your Odyssey coordinator if you have any questions.

GENERAL ADMINISTRATION

Working hours (25 hours per week)

Language assistants work at an educational institution for nine months (early September to late May), 20 hours per week of work with students and up to 5 hours per week of preparation, for a total of 25 hours per week.

The educational institution may count time spent by language assistants on other activities with students (e.g., theatre club, leading a lunch-hour student radio program, immersion weekend, field trips, and cultural evenings) as working hours.

NOTE: Verify with the coordinator the policy in place concerning recess and short breaks between classes.

Schedule

- Language assistants must provide their coordinator with their timetable no later than September 30. The schedule must be signed by the language assistant and their supervisor.
- Language assistants must inform their supervisor of any subsequent change to their schedule.
- Language assistants should inform their supervisor of any issue related to hours or working conditions (e.g., too many students, excessive hours).

Housing

The coordinator of the province that you will be working in may be able to assist you in finding accommodation. Many language assistants have used websites like Kijiji and Craigslist, local newspapers, or online housing postings to find appropriate accommodation. Be proactive in your search to find housing! Please note that some landlords may require a letter of reference and the first and last month's rent.

Holidays and days off

Holidays, days off, and institutional closings due to unforeseen circumstances (weather, strikes, etc.), or sick days are determined by the coordinator, with the educational institution's approval.

Criminal records

Language assistants must provide criminal record and vulnerable sector checks to the hiring school board. Language assistants will not be able to start working without this verification. The administrative process for obtaining criminal record and vulnerable sector checks will vary for each school board. It is therefore recommended that language assistants contact their respective school board before obtaining their documents. The acceptance letter will provide language assistants with the name of the agent responsible for the verifications required at their school board.

The agency check should be obtained in the region where the permanent residence of the language assistant is located. It may be that your police department requests a document of understanding for the criminal record check. If that is the case, if you live in Quebec, please contact your school board in order to obtain a personal invitation requesting a criminal record check with the registry of vulnerable people. The invitation should contain the date, the contact information of the school board outside Quebec, the name of the language assistant and a confirmation that this language assistant is hired.

Please note that a criminal record check may require eight to 10 weeks to obtain and that you cannot start work without it. A fee is generally charged for the check. The criminal record check must be provided prior to the start of your employment; however, you can apply for the program before receiving it. Should you have further questions about criminal record check, please contact your provincial or territorial coordinator.

Conditions and release

By accepting a position with Odyssey, language assistants explicitly undertake to do the following:

- accept and abide by the policies and regulations of the host educational institution that employs them
- respect and abide by any and all laws of Canada and of the province or territory and the municipality in which the educational institution is located
- release the Corporation of the Council of Ministers of Education, Canada (CCMEC), the provinces and territories, their agents, and staff from any claim, action, loss, or damage that the language assistant may have against the CCMEC, CMEC, and its Secretariat in any way related to Odyssey.

Odyssey may be considered as a co-op placement. If you are continuing your studies, you may receive credits for it. Check with the institution where you wish the credits to be transferred.

Renewal

It is possible for a language assistant to participate in Odyssey a second time. It should be noted that this privilege is not granted automatically and that renewal is not guaranteed since priority may be given to first-year applicants.

A language assistant who wants to apply for a second time should do the following:

- update their online profile for the following school year
- provide two copies of one or two letters of recommendation if applicable from the teacher or instructor or the principal of the educational institution where they are currently employed

The letter of recommendation must be sent directly to the coordinator of the province or territory in which the language assistant is currently working.

Second-year candidates will be notified if they have been accepted at the same time as first-year candidates.

If a language assistant wants to participate in Odyssey the following year, they will not have to take part in an interview. However, language assistants who wish to participate *in the other official language* will be required to attend an interview. If an experienced language assistant is re-applying after several years of not participating, they may be requested by the coordinator to submit a recommendation letter from Odyssey and participate in an interview.

FINANCIAL INFORMATION – SALARY AND BENEFITS

Employer[3]

The employer is the school board, division, district, authority, or the educational institution where the language assistant works. Every language assistant signs an employment contract with his/her employer. Therefore, the languages assistants will need to follow any code of conduct, code of ethic, social media policy, bullying, harassment policy, and any other policies currently in place by the employers. **Please note that language assistants are not unionized.**

Salary

The gross salary is $27,000, covering September to May. It includes vacation or holiday pay, as well as any other benefits paid by the employer to the language assistant.

Payment terms may vary depending on the employer, but language assistants are to receive a payment **at least** once a month. The first payment is to be made only after the language assistant has started work, but no later than one month after they take up the position.

Although payment for statutory holidays, the holiday season, spring break/reading week, and professional development days varies among provinces and territories, language assistants **must be** remunerated for those periods.

Employer's contributions

The employer will pay the employer's contributions to the Canada Pension Plan (CPP) or the Régime des rentes du Québec (RRQ), Employment Insurance (EI), and any other compulsory provincial/territorial plans. Employer's contributions are not refundable. Language assistants' contributions are deducted from their salary.

Interprovincial/territorial travel allowance[4]

Beginning- and end-of-year travel

At the beginning and end of their placements, language assistants, including those taking up their positions after December 31, are eligible for the interprovincial/territorial travel allowance if they must move outside their home province or territory to work and if their permanent residence is more than 200 km from their workplace. This allowance will

Any language assistant assigned to work in a location (outside Quebec and the territories) situated more than 300 km from an airport serviced by a major airline would receive an additional amount of $100 when travel allowances are calculated in Appendix B.

[3] The table of disbursements for the employer indicates the salary and the allowances is found in Appendix A.

[4] The amount of the travel allowance is set out in Appendix B.

NOTE: For administrative purposes, both Ontario and Quebec are divided into two regions (see Appendix D and Appendix E).

compensate part of the travel costs incurred between their permanent residence and their workplace.

Language assistants who are from out of province/territory but who are recruited locally are not eligible for the beginning-of-year travel allowances. However, they are eligible for the end-of-year travel allowance.

Language assistants who leave their positions prior to the end of the program year will not receive a travel allowance to return home.

Coordinators will inform the employer and the office of the Official Languages unit, CMEC Secretariat, **by September 15 at the latest**, of the amount of the travel allowances to be paid.

Employers will **automatically** pay the beginning-of-year travel allowance to eligible language assistants **within 20 working days following the beginning of their employment,** according to the rates set out in Appendix B.

Similarly, employers will **automatically** pay the end-of-year travel allowance to eligible language assistants **15 days prior to the end of their employment,** according to the rates set out in Appendix B.

Language assistants who start **after December 31** will receive the beginning- and end-of-year travel allowances.

NOTE: The beginning- and end-of-year travel allowances are non-taxable.

Mid-year travel allowance

Language assistants who are required to move outside their home province or territory to work and whose permanent residence is more than 200 km from their workplace are entitled to a mid-year travel allowance.

Coordinators will inform the employer and the office of the Official Languages unit, CMEC Secretariat **by September 15 at the latest,** of the total amount of mid-year travel allowances to be paid.

Employers must **automatically** make the following payments to eligible language assistants:

- the first portion of the mid-year travel allowance in early December
- the second portion of the mid-year travel allowance in January after the academic year resumes

The mid-year travel allowance is taxable and must be entered on the T-4 (Relevé 1 in Quebec) issued by the employer.

Depending on budget availability, coordinators may have a limited budget amount available to assist language assistant placements in remote regions. If awarded in a given year, this amount is taxable and must be reported by the employer in the miscellaneous column in Appendix H1.

Allowance for the Pan-Canadian Training Session

Compulsory Pan-Canadian Training Session*
(First-year language assistants)

*Please note that due to the COVID-19 pandemic, the in-person Pan-Canadian Training Session will be replaced with a digital online training session in September. Specific details will be communicated to language assistants by their respective provincial and territorial coordinators. **Therefore, the travel allowance for the Pan-Canadian Training Session will not be applicable in the 2022–23 school year.**

Language assistants will be eligible for a $225 (taxable benefit) allowance to assist with online learning, technology, and equipment needs. Employers shall **automatically** pay this allowance to language assistants, as soon as possible and within 20 working days following their official start date.

Please disregard the rest of this section, as it is not applicable for the 2022–23 school year.

Language assistants are reimbursed for part of the expenses they incur to travel from their permanent residence to the Pan-Canadian Training Session and then to their workplace.

Travel expenses incurred between a language assistant's permanent residence and the training session venue are deemed to be training expenses. The part of the travel expenses from the training session to the workplace is covered by the beginning-of-year travel allowance. For language assistants returning to work in their home province or territory following the Pan-Canadian Training Session, the total amount of expenses is considered a training expense.

Language assistants who live outside the province of Quebec are eligible for a travel allowance, according to the rates set out in Appendix B.

Language assistants residing in Quebec and assigned to work outside the province will be compensated **according to the schedule below** for their travel to the training session. Expenses incurred to travel from the Pan-Canadian Training Session to the workplace are considered to be travel allowances as set out in Appendix B.

- **0 to 200 km: no reimbursement**
- **between 201 km and 400 km: $75**
- **between 401 km and 600 km: $100**
- **between 601 km and 850 km: $175**
- **more than 851 km: $300.**

Language assistants assigned to work in Quebec will be compensated, as set out above, for their travel from the Pan-Canadian Training Session to their workplace.

Language assistants will not be reimbursed for extra costs incurred to return home before taking up their duties.

Coordinators will inform the employer and the office of the Official Languages unit, CMEC Secretariat, **by September 15 at the latest**, of the total amount of each travel allowance to be paid.

Here are three examples of travel from a language assistant's residence to the session and then to the host province.

Example 1

Language assistant with a permanent address in Ontario South assigned to work in Newfoundland and Labrador

From Ontario South to Quebec South: $225
– training session allowance

From Quebec South to Newfoundland and Labrador: . . . $650
– interprovincial travel

$225 + $650 = $850

Example 2

Language assistant with a permanent address in British Columbia assigned to work in Quebec North (Saguenay)

From British Columbia to Quebec South: $750
– training session allowance

From Quebec South to Saguenay: $75
– travel within Quebec (211 km)

$750 + $75 = $825

Example 3

Language assistant with a permanent address in Quebec South (Montreal) assigned to work in Quebec South (Sherbrooke)

From Montreal to Quebec (254 km): $75
– training session allowance

From Quebec to Sherbrooke (237 km): $75
– travel within Quebec

$75 + $75 = $150

NOTE: When accommodation expenses for language assistants are paid directly by the province or territory, they are not reimbursed by CMEC.

Allowance for provincial/territorial or local training sessions

Most expenses are reimbursed at fixed rates indicated by coordinators. These expenses must not exceed the established rates of CMEC's reimbursement policy. Exceptional requests must be authorized by the Official Languages unit, CMEC Secretariat.

Language assistants **must** fill out a *Request for reimbursement* (Appendix F) to obtain the reimbursement of costs incurred when attending provincial/territorial or local training sessions. This form must be provided to the employer, along with original receipts for accommodation and transportation, as indicated by the coordinator. Receipts are not required for meals.

Coordinators will set out in writing the requirements in respect of accommodation, meals, and travel expenses and provide these to employers and to the CMEC. No advance payments will be made for travel and accommodation expenses incurred to participate in training sessions. The

employer will reimburse language assistants for expenses incurred as soon as possible following receipt of the *Request for reimbursement*.

Language assistants must provide the *Request for reimbursement* to their employer within 15 days following the end of the training session.

Taxes

Salary

The salary is **taxable** and must be included on the T-4 (Relevé 1 in Quebec) issued by the employer to the language assistant.

Travel allowances

Travel allowances paid at the beginning and at the end of the employment period and those paid for attendance at provincial or territorial training sessions **are not taxable** nor are they subject to CPP or RRQ, EI, or any other provincial or territorial plan because the travel is required for the job. However, mid-year travel allowances are taxable and subject to CPP, RRQ, EI, and any other provincial or territorial plan because the trips are vacations or for pleasure.

TABLE OF TAXABLE AND NON-TAXABLE PAYMENTS

SALARY	TRAVEL AT BEGINNING AND END OF YEAR	MID-YEAR TRAVEL	TRAVEL FOR TRAINING SESSIONS
Taxable	Non-taxable	Taxable	Non-taxable
T-4 (Relevé 1 in Quebec) issued by the employer	Not subject to CPP* or RRQ,** EI,*** or any other provincial or territorial plan	T-4 (Relevé 1 in Quebec) issued by the employer	Not subject to CPP* or RRQ,** EI,*** or any other provincial or territorial plan

*Canada Pension Plan (CPP) ** Régime des rentes du Québec (RRQ) *** Employment Insurance (EI)

Procedure for reimbursement to employer

CMEC will make three payments to the employer during the program year. The gross monthly salary is not to exceed $3,000, and the gross total salary is not to exceed $27,000 for the mandate.

REIMBURSEMENT PROCEDURE

STEPS	1st PAYMENT (ADVANCE)	2nd PAYMENT	3rd AND LAST PAYMENT
	This payment is an advance to cover the estimated eligible expenses associated with the employment of a language assistant from September to the end of November.	This payment covers the actual eligible expenses associated with the employment of a language assistant from September to the end of March (less advance received) and is included in the fiscal year of the program from April 1 to March 31.	This payment covers the balance of actual eligible costs associated with the employment of the language assistant for the months of April and May that are included in the fiscal year of April 1 to March 31.
1st step	The **coordinator prepares** the *Confirmation of completed duties up to November 30* (Appendix G) and approves it in the database. Once approved, CMEC automatically receives an email notification.	The **educational institution** completes the *Summary of disbursements* (Appendix H1) for the actual expenses from September to March (less the advance received) and **sends a signed and scanned copy to the coordinator** for approval **by April 15**.	The **educational institution** completes the *Summary of disbursements* (Appendix H2) for the actual expenses of the months of April and May and **sends a signed and scanned copy to the coordinator** for approval **by June 15**.
2nd step	**CMEC** verifies Appendix G and prepares an Electronic Funds Transfer (EFT) for payment to the **educational institution**.	The **coordinator verifies** the content of the *Summary of disbursements* (Appendix H1), approves it in the database, and **forwards a signed and scanned copy to CMEC by email**.	The **coordinator verifies** the content of the *Summary of disbursements* (Appendix H2), approves it in the database, and **forwards a signed and scanned copy to CMEC by email**.
3rd step	No further action is required.	**CMEC** compares the information provided in Appendix H1 with that in the database, prepares an EFT for payment to the **educational institution**.	**CMEC** compares the information provided in Appendix H2 with that in the database, prepares an EFT for payment to the **educational institution**.
Remarks		If applicable, enclose a copy of the **Appendix F** *(Request for reimbursement) along with the receipts*. The employer must keep all original receipts for any subsequent audit.	

It is important to forward the *Summary of disbursements*, as well as the *Confirmation of completed duties up to November 30*, within the timelines indicated above. Please note that if this is not complied with, the institution may not be assigned a language assistant the following year.

GLOSSARY

Beginning- and end-of-year travel allowances
Allowances paid to eligible language assistants toward the cost of one return trip from their permanent address to their workplace. Travel must take place at the beginning and at the end of the year.

Coordinator
Person responsible for the administration of Odyssey at the provincial/territorial level.

Email address
Language assistant's email address to allow for easy communication.

Educational institution
Establishment where the language assistant works.

Employer
The school board, division, district, authority, or educational institution for which a language assistant works.

Employer's contributions
Contributions paid by the employer to the Canada Pension Plan (CPP) or the Régime des rentes du Québec (RRQ), Employment Insurance (EI), and any other compulsory provincial/territorial plan.

Language assistant
Person hired by an educational institution to participate in Odyssey for a period of nine months, for 25 hours per week (20 hours working with students and 5 hours of preparation).

Mid-year travel allowance
Allowance paid to eligible language assistants to compensate the cost of one return trip to their home from their workplace.

Official Languages unit, CMEC Secretariat
Team responsible for the administration of Odyssey at the Council of Ministers of Education, Canada.

Pan-Canadian Training Session
A compulsory training activity, held at the end of August or early September(if in-person) and during two weeks of September (if online), organized by the Council of Ministers of Education, Canada and reserved for language assistants taking part in Odyssey for the first time.

Pan-Canadian Training Session travel allowance
Allowance paid to eligible language assistants for travel expenses incurred to attend the compulsory Pan-Canadian Training Session.

Permanent address
Address of the candidate's permanent residence as indicated on the application form. This address is used to determine travel-related reimbursements.

Provincial/territorial or local training sessions
Training activities organized by each respective coordinator on behalf of their ministry or department of education for language assistants. These sessions usually take place in the host province or territory but can also take place in another province or territory at the coordinator's discretion.

Provincial/territorial or local training session travel allowance
Allowance set by the coordinators and paid to eligible language assistants to reimburse travel and accommodation expenses incurred to attend provincial/territorial or local training sessions. These expenses must not exceed the established rates of CMEC's reimbursement policy.

Salary
Salary paid to language assistants. Language assistants receive a maximum of $27,000 for nine months at 25 hours of work per week.

Supervisor
Person who supervises a language assistant and administers Odyssey at the local level.

Temporary address
A language assistant's address in the host province or territory during the employment period.

APPENDIX A

Table of disbursements for the employer

ITEM	AMOUNT	PAYMENTS	DEDUCTIONS*	RECEIPTS
Salary	$ 27,000 for nine months	First payment no later than one month after the language assistant takes up their duties	yes	n/a***
Interprovincial/ territorial travel allowances	Travel between province/territory of permanent residence and host province/territory (beginning- and end-of-year and mid-year travel)	• First payment within 20 working days after start of employment in September • Second payment in early December • Third payment in January • Fourth payment 15 working days prior to end of employment	• no • yes • yes • no	• n/a • n/a • n/a • n/a
Travel allowance for provincial/ territorial or local training session	Determined by coordinator	As soon as possible after language assistant has submitted a request for reimbursement**	no	yes

*** The "Deductions" column indicates contributions made to the Canada Pension Plan (CPP) or the Régime des rentes du Québec (RRQ), Employment Insurance (EI), and any other compulsory provincial or territorial plan.**

**** In some provinces/territories, reimbursements are paid automatically.**

***** n/a = not applicable**

APPENDIX B

Interprovincial/territorial travel allowance

Information for coordinators and financial officers

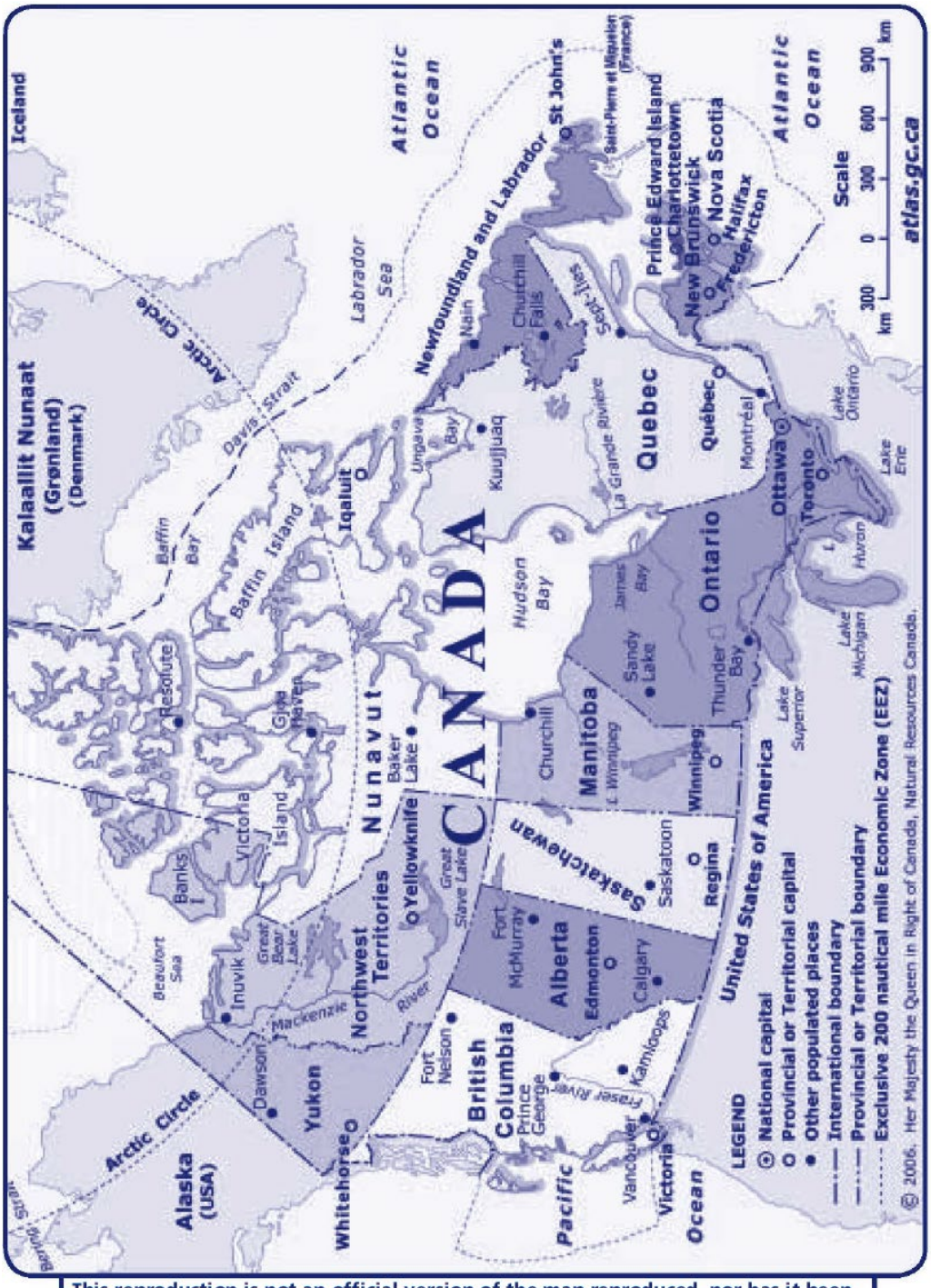
NOTE: These payments are made automatically to language assistants in September, December, January, and May. These amounts go toward **travel expenses** and have been calculated based on the average of travel costs at various times of the year.

	BC	AB	SK	MB	ONS	ONN	QCS	QCN	NB	NS	PE	NL	YK	NT	NU
BC	0	225	375	450	650	700	750	850	850	850	900	1150	625	800	1575
AB	225	0	225	375	525	650	675	775	750	775	775	1075	675	625	1425
SK	375	225	0	225	500	550	650	700	650	675	675	975	825	775	1500
MB	450	375	225	0	450	225	475	650	550	625	625	900	900	775	1300
ONS	650	525	500	450	0	0	225	475	375	400	450	675	1125	1000	900
ONN	700	650	550	225	0	0	375	500	475	500	500	775	1150	1125	1100
QCS	750	675	650	475	225	375	0	0	225	325	375	650	1225	1050	1000
QCN	850	775	700	650	475	500	0	0	225	375	375	775	1375	1350	1150
NB	850	750	650	550	375	475	225	225	0	225	225	550	1275	1250	1100
NS	850	775	675	625	400	500	325	375	225	0	225	500	1300	1275	1125
PE	900	775	675	625	450	500	375	375	225	225	0	550	1275	1300	1300
NL	1150	1075	975	900	675	775	650	775	550	500	550	0	1350	1350	1300
YK	625	675	825	900	1125	1150	1225	1375	1275	1300	1275	1350	0	800	1700
NT	800	625	775	775	1000	1125	1050	1350	1250	1275	1300	1350	800	0	1075
NU	1575	1425	1500	1300	900	1100	1000	1050	1100	1125	1300	1300	1700	1075	0

Legend			
BC	British Columbia	NB	New Brunswick
AB	Alberta	NS	Nova Scotia
SK	Saskatchewan	PE	Prince Edward Island
MB	Manitoba	NL	Newfoundland and Labrador
ONS	Ontario South	YK	Yukon
ONN	Ontario North	NT	Northwest Territories
QCS	Quebec South	NU	Nunavut
QCN	Quebec North		

APPENDIX C

Map of Canada



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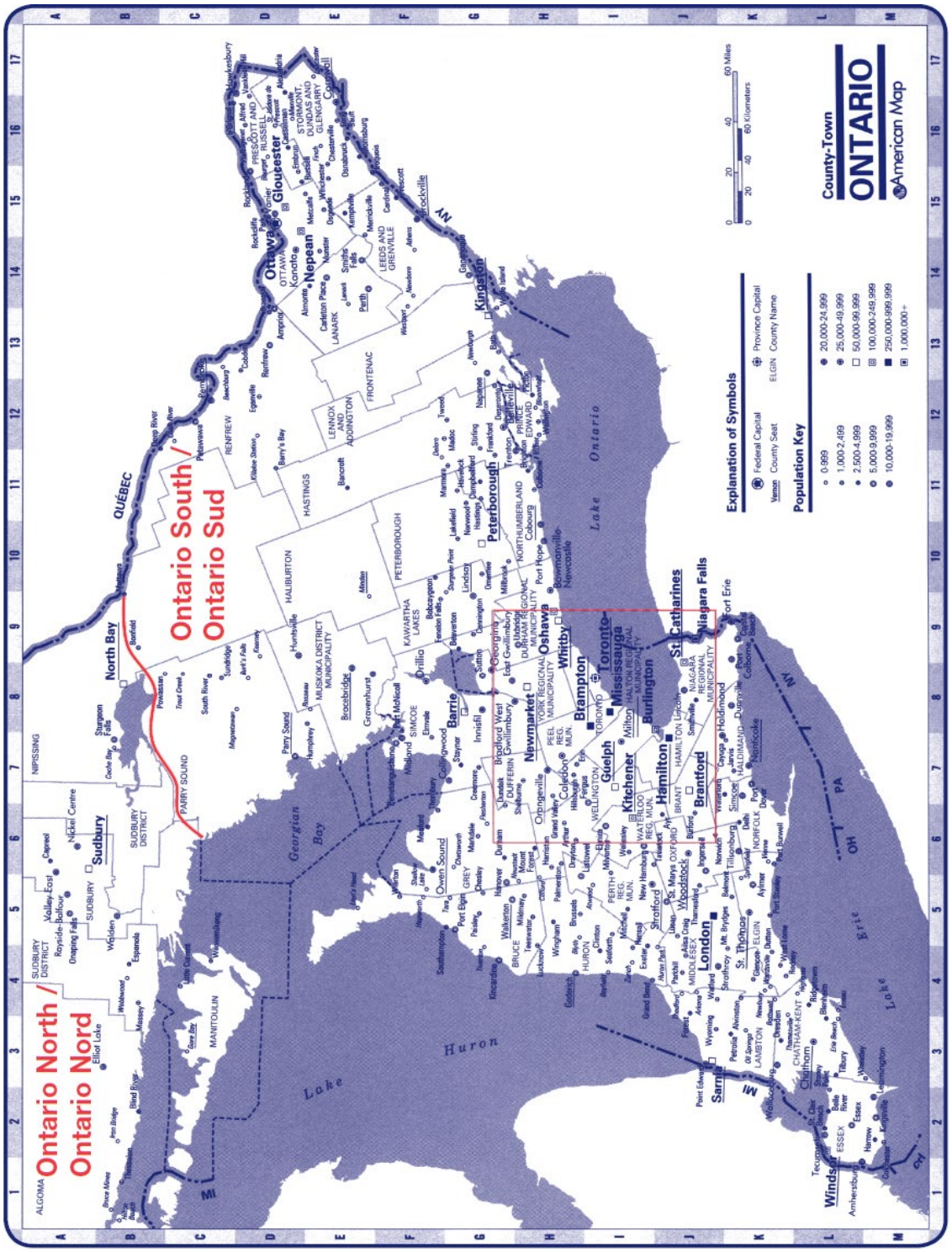
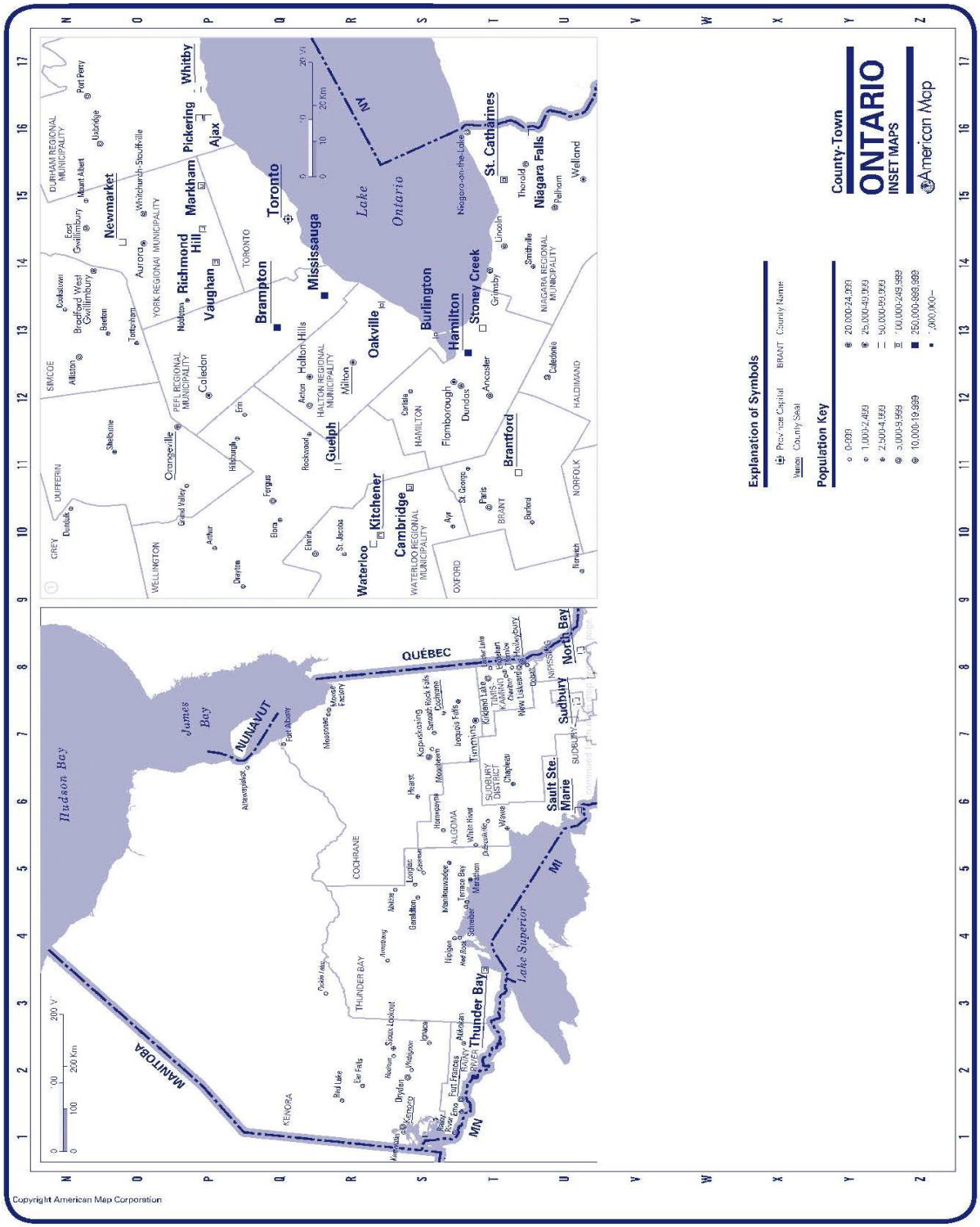
APPENDIX D

Map of Ontario - See insets, p. 25



INSETS

Ontario


ONTARIO
INSET MAPS
County-Town
American Map
Explanation of Symbols
Province Capital
Vernon County Seat
BRANT County Name
Population Key
0-999
1,000-2,499
2,500-4,999
5,000-9,999
10,000-19,999
20,000-24,999
25,000-49,999
50,000-99,999
100,000-249,999
250,000-999,999
1,000,000+
Hudson Bay
James Bay
Lake Superior
Lake Ontario
QUÉBEC
MANITOBA
MN
MI
NUNAVUT
Thunder Bay
Sault Ste. Marie
Sudbury
North Bay
Timmins
Kapuskasing
Hearst
Kirkland Lake
Cochrane
Dryden
Kenora
Fort Frances
Red Lake
Ear Falls
Sioux Lookout
Marathon
Terrace Bay
Wawa
White River
Toronto
Mississauga
Brampton
Hamilton
Burlington
Oakville
Richmond Hill
Markham
Vaughan
Pickering
Ajax
Whitby
Oshawa
Newmarket
Aurora
Barrie
Orangeville
Guelph
Kitchener
Waterloo
Cambridge
Brantford
Stoney Creek
St. Catharines
Niagara Falls
Welland
Thorold
Grimsby
Lincoln
Niagara-on-the-Lake
Port Colborne
Dunnville
Simcoe
Norfolk
Haldimand
Peterborough
Lindsay
Cobourg
Port Hope
Bowmanville
Oshawa
Whitchurch-Stouffville
Uxbridge
Port Perry
Caledon
Halton Hills
Milton
Georgetown
Acton
Dundas
Ancaster
Flamborough
Paris
Ayr
St. George
Elora
Fergus
Arthur
Owen Sound
Collingwood
Wasaga Beach
Midland
Penetanguishene
Orillia
Gravenhurst
Bracebridge
Huntsville
Parry Sound
Sturgeon Falls
North Bay
Mattawa
Deep River
Petawawa
Pembroke
Renfrew
Arnprior
Carleton Place
Almonte
Perth
Smiths Falls
Brockville
Prescott
Gananoque
Kingston
Napanee
Belleville
Trenton
Picton
Wellington
Prince Edward
Hastings
Lennox & Addington
Frontenac
Leeds & Grenville
Stormont
Dundas
Glengarry
Russell
Prescott
Renfrew
Nipissing
Parry Sound
Muskoka
Haliburton
Peterborough
Northumberland
Durham
York
Peel
Halton
Wentworth
Niagara
Haldimand
Norfolk
Brant
Oxford
Waterloo
Wellington
Dufferin
Grey
Simcoe
Bruce
Huron
Perth
Middlesex
Lambton
Essex
Kent
Chatham-Kent
Sarnia
Windsor
Leamington
Tilbury
Wallaceburg
Strathroy
London
Woodstock
Ingersoll
Tillsonburg
Simcoe
Port Dover
Delhi
Stratford
St. Marys
Goderich
Clinton
Wingham
Kincardine
Port Elgin
Southampton
Walkerton
Hanover
Owen Sound
Meaford
Thornbury
Collingwood
Wasaga Beach
Barrie
Orillia
Midland
Penetanguishene

INDEX

Map of Ontario

DIVISIONS

(50 Divisions)

Name of Division	Population	Location on Map
ALGOMA DISTRICT	125,455	T-5
BRANT COUNTY	114,564	J-6
BRUCE COUNTY	65,680	H-4
CHATHAM-KENT DIVISION	109,650	L-3
COCHRANE DISTRICT	93,240	R-5
DUFFERIN COUNTY	45,657	H-7
DURHAM REGIONAL MUNICIPALITY	458,616	H-9
ELGIN COUNTY	79,159	K-5
ESSEX COUNTY	350,329	L-2
FRONTENAC COUNTY	136,365	F-12
GREY COUNTY	87,632	G-5
HALDIMAND COUNTY	41,028	K-7
HALIBURTON COUNTY	15,321	D-9
HALTON REGIONAL MUNICIPALITY	339,875	I-8
HAMILTON DIVISION	467,799	J-7
HASTINGS COUNTY	118,744	E-11
HURON COUNTY	60,220	I-4
KAWARTHA LAKES DIVISION	67,926	F-9
KENORA DISTRICT	63,335	Q-1
LAMBTON COUNTY	128,975	K-3
LANARK COUNTY	59,845	E-13
LEEDS AND GRENVILLE COUNTIES	96,284	F-14
LENNOX AND ADDINGTON COUNTIES	39,203	E-12
MANITOULIN DISTRICT	11,413	C-3
MIDDLESEX COUNTY	389,616	J-4
MUSKOKA DISTRICT MUNICIPALITY	50,463	E-8
NIAGARA REGIONAL MUNICIPALITY	403,504	J-8
NIPISSING DISTRICT	84,832	A-7
NORFOLK COUNTY	61,547	K-6
NORTHUMBERLAND COUNTY	81,792	H-10
OTTAWA DIVISION	721,136	D-14
OXFORD COUNTY	97,142	J-6
PARRY SOUND DISTRICT	39,906	C-6
PEEL REGIONAL MUNICIPALITY	852,526	H-7
PERTH REGIONAL MUNICIPALITY	72,106	I-5
PETERBOROUGH COUNTY	123,448	F-10
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PRINCE EDWARD DIVISION	25,046	H-12
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RENFREW COUNTY	96,224	D-11
SIMCOE COUNTY	329,865	F-7
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SUDBURY DISTRICT	25,457	B-6
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THUNDER BAY DISTRICT	157,619	R-3
TIMISKAMING DISTRICT	37,807	T-7
TORONTO DIVISION	2,385,421	I-7
WATERLOO REGIONAL MUNICIPALITY	405,435	J-6
WELLINGTON COUNTY	171,395	I-6
YORK REGIONAL MUNICIPALITY	592,445	H-8
TOTAL	**10,753,573**	

CITIES AND TOWNS

Note: The first name is that of the city or town, second, that of the division in which it is located, then the population and location on the map.

Acton, *Halton Regional Municipality*, 7,632 ..... Q-12
Ailsa Craig, *Middlesex County*, 1,044 ..... J-4
Ajax, *Durham Regional Municipality*, 64,430 ..... P-16
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Arnprior, *Renfrew County*, 7,925 ..... D-13
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Hanover, *Grey County*, 6,844 ..... H-5
Harriston, *Wellington County*, 2,008 ..... H-6
Harrow, *Essex County*, 2,806 ..... M-2
Hastings, *Northumberland County*, 1,140 ..... G-11
Haveleck, *Peterborough County*, 1,352 ..... G-11
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Hearst, *Cochrane District*, 4,430 ..... S-6
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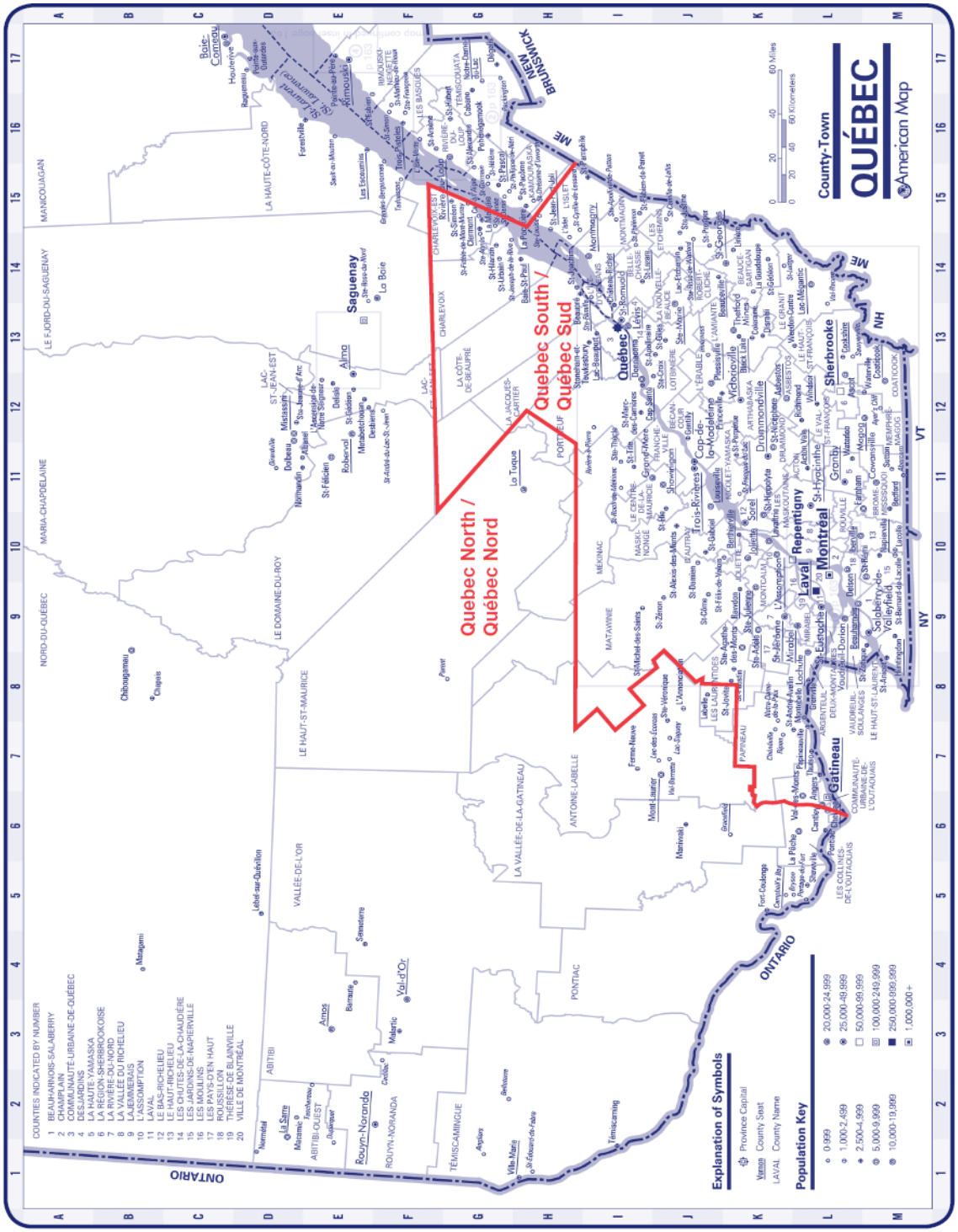
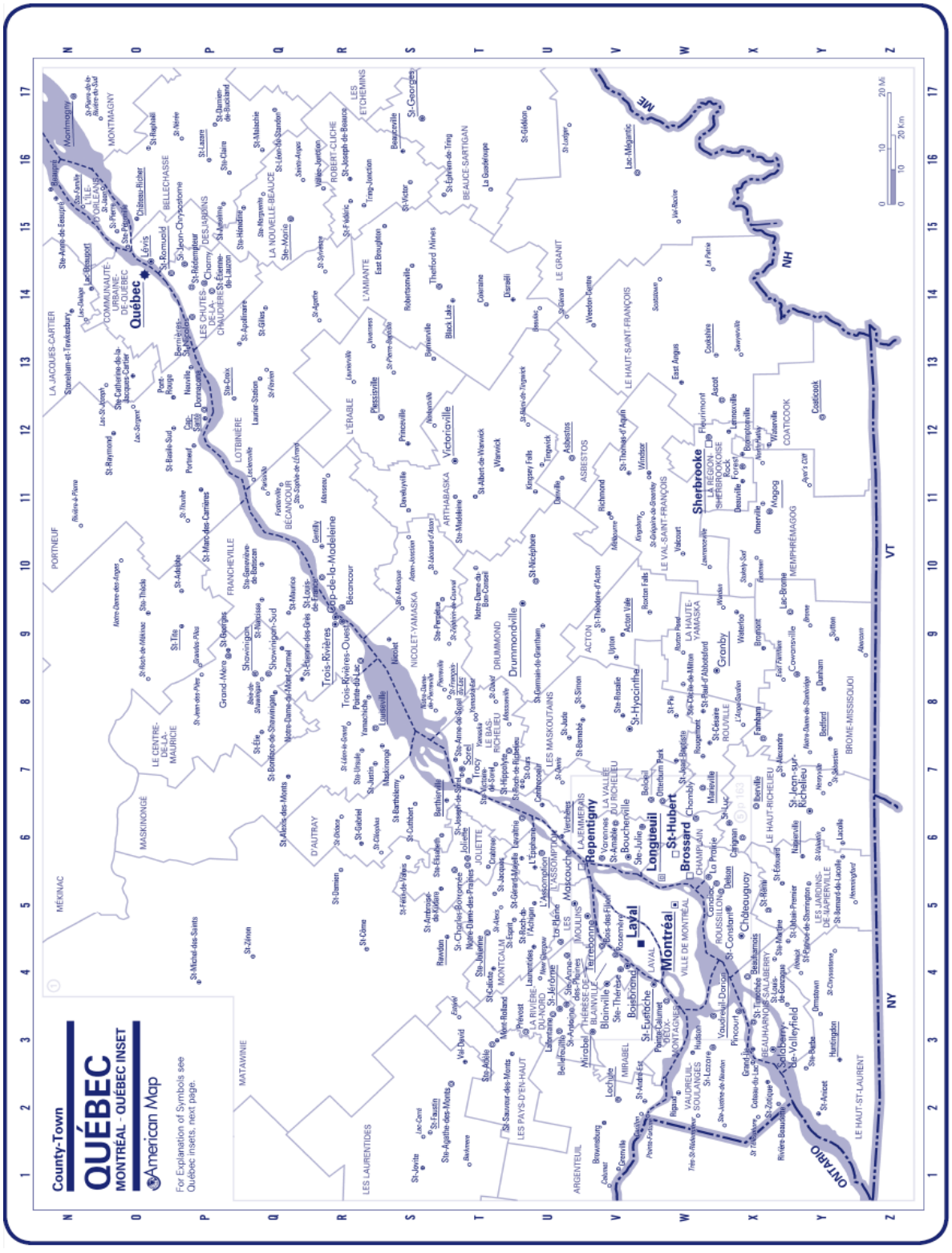
APPENDIX E

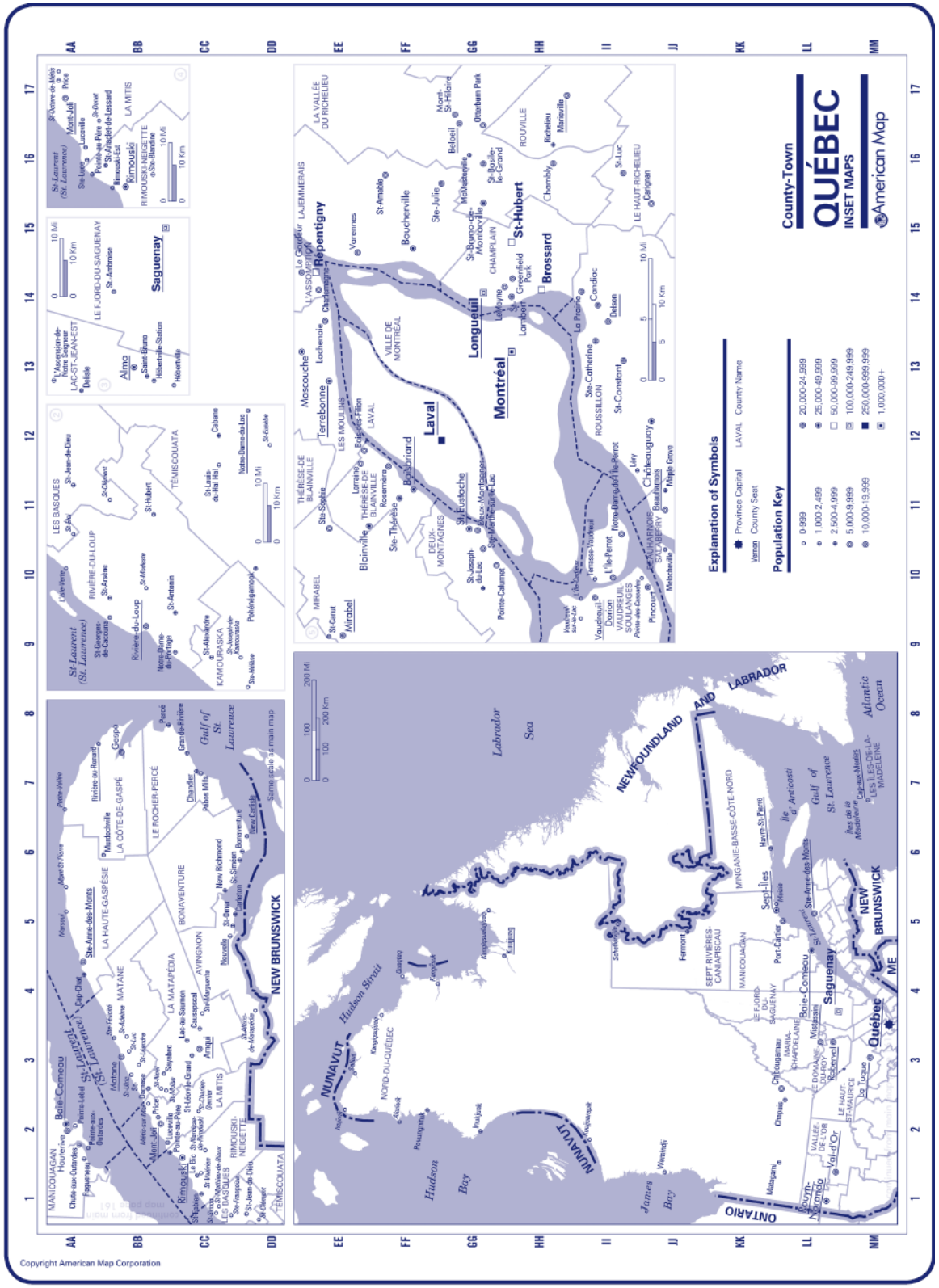
Map of Quebec - See insets, pp. 29-30



INSETS - Quebec/Montreal - Quebec South


County-Town
QUÉBEC
MONTRÉAL - QUÉBEC INSET
American Map
For Explanation of Symbols see Québec insets, next page.
Québec
Lévis
Montmagny
Beauport
Charlesbourg
Sainte-Foy
Cap-Rouge
Saint-Augustin-de-Desmaures
Lac-Beauport
Stoneham-et-Tewkesbury
Lac-Delage
Wendake
Pont-Rouge
Donnacona
Neuville
Portneuf
Saint-Basile-Sud
Saint-Raymond
Lac-Sergent
Lac-Saint-Joseph
Sainte-Catherine-de-la-Jacques-Cartier
Saint-Augustin-de-Desmaures
Saint-Apollinaire
Saint-Gilles
Saint-Agapit
Sainte-Croix
Laurier-Station
Saint-Flavien
Lotbinière
Leclercville
Parisville
Fortierville
Saint-Pierre-Baptiste
Princeville
Plessisville
Inverness
Lyster
Laurierville
Saint-Édouard-de-Lotbinière
Saint-Antoine-de-Tilly
Saint-Narcisse-de-Beaurivage
Saint-Apollinaire
Saint-Agapit
Saint-Sylvère
Sainte-Hénédine
Sainte-Marie
Saint-Lambert-de-Lauzon
Sainte-Claire
Saint-Nicolas
Saint-Romuald
Saint-Jean-Chrysostome
Saint-Rédempteur
Charny
Lévis
Saint-Lazare
Saint-Damien-de-Buckland
Saint-Raphaël
Saint-Nérée
Saint-Magloire
Saint-Léon-de-Standon
Saint-Malachie
Saint-Victor
Saint-Frédéric
Tring-Jonction
Saint-Joseph-de-Beauce
Beauceville
Saint-Georges
Saint-Éphrem-de-Tring
La Guadeloupe
Saint-Gédéon
Saint-Ludger
Lac-Mégantic
Weedon-Centre
Scotstown
Wotton
Kingsey Falls
Windsor
Richmond
Asbestos
Danville
Tingwick
Warwick
Saint-Albert-de-Warwick
Victoriaville
Saint-Nicéphore
Drummondville
Saint-Germain-de-Grantham
Saint-Cyrille-de-Wendover
Notre-Dame-du-Bon-Conseil
Sainte-Perpétue
Saint-Léonard-d'Aston
Aston-Jonction
Nicolet
Sainte-Monique
Nicolet-Yamaska
Arthabaska
Sainte-Madeleine
Danville
Asbestos
Richmond
Melbourne
Kingsbury
Saint-Grégoire-de-Greenlay
Valcourt
Le Val-Saint-François
Sherbrooke
Lennoxville
Ascot
Fleurimont
Deauville
Magog
Omerville
Stanstead-Sud
Stanstead
Ayer's Cliff
Coaticook
East Angus
Cookshire
Scotstown
Lac-Mégantic
Saint-Ludger
Saint-Théophile
Saint-Hyacinthe
Sainte-Rosalie
Saint-Dominique
Saint-Pie
Saint-Damase
Saint-Jude
Saint-Barnabé
Saint-Simon
Acton Vale
Roxton Falls
Upton
Roxton Pond
Granby
Waterloo
Bromont
Brigham
Cowansville
Bedford
Dunham
Sutton
Lac-Brome
Farnham
Saint-Alexandre
Saint-Paul-d'Abbotsford
Sainte-Cécile-de-Milton
Saint-Césaire
Rougemont
Saint-Jean-Baptiste
Chambly
Marieville
Saint-Luc
Carignan
Otterburn Park
Beloeil
Mont-Saint-Hilaire
Saint-Hubert
Longueuil
Brossard
Boucherville
Sainte-Julie
Saint-Amable
Varennes
Verchères
Contrecoeur
Saint-Denis
Saint-Antoine-sur-Richelieu
Saint-Mathias-sur-Richelieu
Saint-Marc-sur-Richelieu
Saint-Charles-sur-Richelieu
Saint-Jean-sur-Richelieu
Iberville
Saint-Édouard
Napierville
Saint-Rémi
Saint-Philippe
La Prairie
Candiac
Delson
Saint-Constant
Châteauguay
Mercier
Sainte-Martine
Howick
Ormstown
Saint-Chrysostome
Saint-Urbain-Premier
Saint-Isidore
Saint-Jacques-le-Mineur
Saint-Michel
Saint-Édouard-de-Napierville
Saint-Bernard-de-Lacolle
Lacolle
Hemmingford
Huntingdon
Sainte-Barbe
Saint-Anicet
Saint-Zotique
Saint-Télesphore
Saint-Lazare
Vaudreuil-Dorion
Pincourt
Île-Perrot
Notre-Dame-de-l'Île-Perrot
Pointe-des-Cascades
Rivière-Beaudette
Saint-Clet
Saint-Stanislas-de-Kostka
Saint-Jean-de-Matha
Saint-Damien
Saint-Paul
Saint-Alphonse-Rodriguez
Saint-Ambroise-de-Kildare
Saint-Charles-Borromée
Notre-Dame-des-Prairies
Joliette
Crabtree
Saint-Jacques
Saint-Gérard-Majella
Lavaltrie
L'Épiphanie
L'Assomption
Repentigny
Charlemagne
Le Gardeur
Terrebonne
Mascouche
Lachenaie
Saint-Sulpice
Saint-Roch-de-l'Achigan
Saint-Esprit
Saint-Lin-Laurentides
Saint-Calixte
Saint-Alexis-des-Monts
Saint-Zénon
Saint-Michel-des-Saints
Saint-Côme
Saint-Damien
Saint-Félix-de-Valois
Sainte-Élisabeth
Saint-Norbert
Saint-Cuthbert
Berthierville
Saint-Barthélemy
Saint-Gabriel
Saint-Ours
Saint-Roch-de-Richelieu
Saint-Ignace-de-Loyola
Saint-Joseph-de-Sorel
Sorel
Tracy
Saint-Joseph-de-Sorel
Saint-Ours
Saint-Aimé

INSETS - Quebec



COUNTIES

(99 Counties)

Name of County	Population	Location on Map
ABITIBI	25,280	D-2
ABITIBI-OUEST	23,571	E-1
ACTON	15,303	L-11
ANTOINE-LABELLE	33,904	H-6
ARGENTEUIL	28,505	L-7
ARTHABASKA	62,917	K-12
ASBESTOS	15,005	L-12
AVINGNON	15,898	CC-4
BEAUCE-SARTIGAN	46,318	K-14
BEAUHARNOIS-SALABERRY	59,769	X-3
BÉCANCOUR	19,683	J-12
BELLECHASSE	29,674	I-14
BONAVENTURE	19,550	CC-5
BROME-MISSISQUOI	84,359	M-10
CHAMPLAIN	314,306	GG-14
CHARLEVOIX	13,437	G-13
CHARLEVOIX-EST	16,941	F-14
COATICOOK	15,919	M-12
COMMUNAUTÉ-URBAINE-DE-L'OUTAUAIS	217,609	L-6
COMMUNAUTÉ-URBAINE-DE-QUÉBEC	504,605	O-14
D'AUTRAY	37,553	J-10
DESJARDINS	51,222	P-15
DEUX-MONTAGNES	78,960	L-8
DRUMMOND	84,250	K-11
FRANCHEVILLE	140,541	J-11
JOLIETTE	52,845	K-9
KAMOURASKA	23,215	H-15
LA CÔTE-DE-BEAUPRÉ	21,632	G-12
LA CÔTE-DE-GASPÉ	20,851	BB-6
LA HAUTE-CÔTE-NORD	13,439	D-15
LA HAUTE-GASPÉSIE	13,733	BB-5
LA HAUTE-YAMASKA	77,006	W-9
LA JACQUES-CARTIER	24,819	H-12
LA MATAPÉDIA	20,883	CC-4
LA MITIS	20,160	CC-2
LA NOUVELLE-BEAUCE	25,058	J-13
LA RÉGION-SHERBROOKOISE	132,430	W-11
LA RIVIERE-DU-NORD	83,773	U-4
LA VALLÉE-DE-LA-GATINEAU	20,262	H-5
LA VALLÉE-DU-RICHELIEU	113,832	V-6
LAC-SAINT-JEAN-EST	52,401	F-12
LAJEMMERAIS	95,618	U-6
L'AMIANTE	45,020	J-13
L'ASSOMPTION	102,188	U-5
LAVAL	330,393	EE-12
LE BAS-RICHELIEU	52,288	T-7
LE CENTRE-DE-LA-MAURICIE	67,103	J-10
LE DOMAINE-DU-ROY	33,860	D-9
LE FJORD-DU-SAGUENAY	172,343	A-13
LE GRANIT	21,287	K-13
LE HAUT-RICHELIEU	97,539	X-6
LE HAUT-SAINT-FRANÇOIS	21,946	L-13
LE HAUT-SAINT-LAURENT	22,007	M-7
LE HAUT-SAINT-MAURICE	16,293	E-7
LE ROCHER-PERCÉ	21,340	BB-7
LE VAL-SAINT-FRANÇOIS	33,422	L-11
L'ÉRABLE	24,684	J-12
LES BASQUES	10,204	F-16
LES CHUTES-DE-LA-CHAUDIÈRE	75,598	P-14
LES COLLINES-DE-L'OUTAOUAIS	33,662	L-5
LES ETCHEMINS	18,356	J-14
LES ÎLES-DE-LA-MADELEINE	13,802	MM-7
LES JARDINS-DE-NAPIERVILLE	22,936	Y-5
LES LAURENTIDES	36,335	J-7
LES MASKOUTAINS	78,754	K-10
LES MOULINS	103,213	U-5
LES PAYS-D'EN-HAUT	28,237	U-2
L'ÎLE-D'ORLEANS	6,892	I-13
L'ISLET	19,823	H-15
LOTBINIÈRE	26,921	J-12
MANICOUAGAN	36,271	A-15
MARIA-CHAPDELAINE	28,045	A-10
MASKINONGÉ	23,791	I-10
MATANE	23,723	BB-4
MATAWINIE	41,322	I-9
MÉKINAC	13,480	I-10
MEMPHRÉMAGOG	38,461	M-11
MINGANIE-BASSE-CÔTE-NORD	12,684	KK-5
MIRABEL	22,689	L-9
MONTCALM	38,053	K-9
MONTMAGNY	23,794	I-14
NICOLET-YAMASKA	23,673	K-11
NORD-DU-QUÉBEC	38,395	A-8
PAPINEAU	20,332	K-7
PONTIAC	15,576	H-3
PORTNEUF	45,185	H-11
RIMOUSKI-NEIGETTE	52,677	F-17
RIVIÈRE-DU-LOUP	32,120	G-16
ROBERT-CLICHE	18,712	J-14
ROUSSILLON	132,167	W-5
ROUVILLE	33,090	L-10
ROUYN-NORANDA	42,638	F-1
SEPT-RIVIÈRES-CANIAPISCAU	40,905	KK-4
TÉMISCAMINGUE	18,027	G-1
TÉMISCOUATA	23,082	G-16
THÉRÈSE-DE-BLAINVILLE	119,240	V-3
VALLÉE-DE-L'OR	44,389	E-5
VAUDREUIL-SOULANGES	95,318	M-7
VILLE DE MONTRÉAL	1,783,027	FF-13
TOTAL	**7,138,795**	

CITIES AND TOWNS

Note: The first name is that of the city or town, second, that of the county in which it is located, then the population and location on the map.

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Albanel, *Maria-Chapdelaine*, 1,111 ..... E-11
Alma, *Lac-Saint-Jean-Est*, 26,127 ..... E-12
Amos, *Abitibi*, 13,632 ..... E-3
Amqui, *La Matapédia*, 5,207 ..... CC-3
Angers, *Les Collines-de-l'Outaouais*, 3,914 ..... L-7
Asbestos, *Asbestos*, 6,271 ..... L-12
Ascot, *Le Haut-Saint-François*, 8,663 ..... L-12
Baie-Comeau, *Manicouagan*, 25,554 ..... C-17
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Saint-Luc, *Le Haut-Richelieu*, 18,371 ..... X-6
Saint-Malachie, *Bellechasse*, 1,355 ..... Q-16
Saint-Marc-Des-Carrières, *Portneuf*, 2,955 ..... I-12
Saint-Maurice, *Francheville*, 2,295 ..... R-10
Saint-Michel-des-Saints, *Matawinie*, 1,631 ..... I-9
Saint-Narcisse, *Francheville*, 1,937 ..... Q-10
Saint-Nicéphore, *Drummond*, 9,251 ..... K-11
Saint-Omer, *Avignon*, 1,381 ..... CC-5
Saint-Ours, *Le Bas-Richelieu*, 1,619 ..... U-7
Saint-Pacôme, *Kamouraska*, 1,177 ..... H-15
Saint-Pamphile, *L'Islet*, 2,990 ..... I-15
Saint-Pascal, *Kamouraska*, 2,504 ..... G-15
Saint-Patrice-de-Sherrington, *Les Jardins-de-Napierville*, 1,960 ..... Y-6
Saint-Paul-d'Abbotsford, *Rouville*, 2,789 ..... W-8
Saint-Pie, *Les Maskoutains*, 2,249 ..... W-8
Saint-Pierre, *L'Île-d'Orléans*, 1,982 ..... O-15
Saint-Prosper, *Les Etchemins*, 2,467 ..... J-14
Saint-Raphaël, *Bellechasse*, 1,263 ..... P-16
Saint-Raymond, *Portneuf*, 3,375 ..... O-12
Saint-Rédempteur, *Les Chutes-de-la-Chaudière*, 6,358 ..... P-14
Saint-Rémi, *Les Jardins-de-Napierville*, 5,707 ..... M-10
Saint-Roch-de-l'Achigan, *Montcalm*, 4,305 ..... U-5
Saint-Roch-de-Richelieu, *Le Bas-Richelieu*, 1,739 ..... U-7
Saint-Romuald, *Desjardins*, 10,604 ..... I-13
Saint-Sauveur-des-Monts, *Les Pays-d'en-Haut*, 2,904 ..... U-3
Saint-Siméon, *Bonaventure*, 1,211 ..... DD-6
Saint-Siméon, *Charlevoix-Est*, 1,012 ..... G-15
Saint-Simon, *Les Maskoutains*, 1,168 ..... V-8
Saint-Théodore-d'Acton, *Acton*, 1,633 ..... V-9
Saint-Thomas-d'Aquin, *Le Val-Saint-François*, 4,196 ..... W-12
Saint-Timothée, *Beauharnois-Salaberry*, 8,495 ..... Y-3
Saint-Tite, *Mékinac*, 2,555 ..... I-11
Saint-Urbain, *Charlevoix*, 1,528 ..... G-14
Saint-Urbain-Premier, *Beauharnois-Salaberry*, 1,179 ..... Y-5
Saint-Victor, *Robert-Cliche*, 1,253 ..... T-16
Saint-Zénon, *Matawinie*, 1,146 ..... J-9
Saint-Zotique, *Vaudreuil-Soulanges*, 3,683 ..... M-9
Salaberry-de-Valleyfield, *Beauharnois-Salaberry*, 26,600 ..... M-9
Sayabec, *La Matapédia*, 1,742 ..... BB-3
Senneterre, *Vallée-de-l'Or*, 3,488 ..... E-4
Sept-Iles, *Sept-Rivières-Caniapiscau*, 25,224 ..... LL-5
Shawinigan, *Le Centre-de-la-Mauricie*, 18,678 ..... J-11
Shawinigan-Sud, *Le Centre-de-la-Mauricie*, 11,804 ..... R-9
Shawville, *Pontiac*, 1,632 ..... L-5
Sherbrooke, *La Région-Sherbrookoise*, 76,786 ..... L-12
Sorel, *Le Bas-Richelieu*, 23,248 ..... K-10
Stoneham-et-Tewkesbury, *La Jacques-Cartier*, 4,842 ..... I-13
Sutton, *Brome-Missisquoi*, 1,617 ..... M-11
Témiscaming, *Témiscamingue*, 3,112 ..... I-1
Terrasse-Vaudreuil, *Vaudreuil-Soulanges*, 1,977 ..... II-10
Terrebonne, *Les Moulins*, 42,214 ..... V-5
Thetford Mines, *L'Amiante*, 17,635 ..... K-13
Thurso, *Papineau*, 2,498 ..... L-7
Tingwick, *Arthabaska*, 1,278 ..... V-12
Tracy, *Le Bas-Richelieu*, 12,773 ..... T-7
Tring-Jonction, *Robert-Cliche*, 1,387 ..... S-16
Trois-Pistoles, *Les Basques*, 3,807 ..... F-16
Trois-Rivières, *Francheville*, 48,419 ..... J-11
Trois-Rivières-Ouest, *Francheville*, 22,886 ..... S-9
Upton, *Acton*, 1,070 ..... W-9
Valcourt, *Le Val-Saint-François*, 2,442 ..... X-10
Val-David, *Les Laurentides*, 3,473 ..... T-3
Val-des-Monts, *Les Collines-de-l'Outaouais*, 7,231 ..... L-6
Val-d'Or, *Vallée-de-l'Or*, 24,285 ..... F-3
Vallée-Jonction, *La Nouvelle-Beauce*, 1,144 ..... R-16
Varennes, *Lajemmerais*, 18,842 ..... V-6
Vaudreuil-Dorion, *Vaudreuil-Soulanges*, 18,466 ..... L-9
Verchères, *Lajemmerais*, 4,854 ..... V-6
Victoriaville, *Arthabaska*, 38,174 ..... K-12
Ville-Marie, *Témiscamingue*, 2,770 ..... H-1
Warwick, *Arthabaska*, 2,904 ..... U-12
Waterloo, *La Haute-Yamaska*, 4,040 ..... L-11
Waterville, *La Région-Sherbrookoise*, 1,332 ..... M-12
Weedon-Centre, *Le Haut-Saint-François*, 1,213 ..... L-13
Wemindji, *Nord-du-Québec*, 1,013 ..... JJ-1
Windsor, *Le Val-Saint-François*, 4,904 ..... L-12
Yamachiche, *Maskinongé*, 1,314 ..... S-8

APPENDIX F

Example of *Request for reimbursement*

APPENDIX F / ANNEXE F

Request for reimbursement / Demande de remboursement

Name / Nom		Host province or territory / Province ou territoire d'accueil	
Position / Fonction		**Reimbursement for / Remboursement pour :**	
Name of employer / Nom de l'employeur		Training / Formation ☐	
Mailing address / Adresse postale		Other (specify) / Autre (préciser) ☐ _____ _____ _____	

For instructions on expenses, contact your coordinator. / Pour obtenir des renseignements sur les conditions de remboursement, communiquer avec votre coordonnateur.

Please print legibly. / Écrire lisiblement en lettres moulées s.v.p.

Date	Details / Détails	Receipts / Reçus*	Transportation / Transport	Living expenses / Frais de séjour	Other / Autre	TOTAL
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
	TOTAL		0.00	0.00	0.00	0.00

I hereby certify that this is a true statement of my expenses and that reimbursement for any of the above will not be made by any other party. /
J'atteste que le présent état de dépenses est exact et que le remboursement d'une partie quelconque du montant ci-dessus ne sera pas effectué par un tiers.

Name / Nom _____ Signature _____
(Please print. / En lettres moulées s.v.p.)

Date _____
YYYY/MM/DD AAAA/MM/JJ

For employer's use only / Réservé à l'usage de l'employeur

Name / Nom _____ Title / Titre _____
(Please print. / En lettres moulées s.v.p.)

Signature / Signature _____

Date _____ Amount paid / Montant payé _____
YYYY/MM/DD AAAA/MM/JJ

For coordinator's use only / Réservé à l'usage du coordonnateur

Coordinator / Coordonnateur _____ Date _____
YYYY/MM/DD AAAA/MM/JJ

* Language assistants: Please attach original receipts for transportation and lodging, if any.
* Moniteurs de langues : Veuillez joindre les reçus originaux du transport et de l'hébergement, s'il y a lieu.

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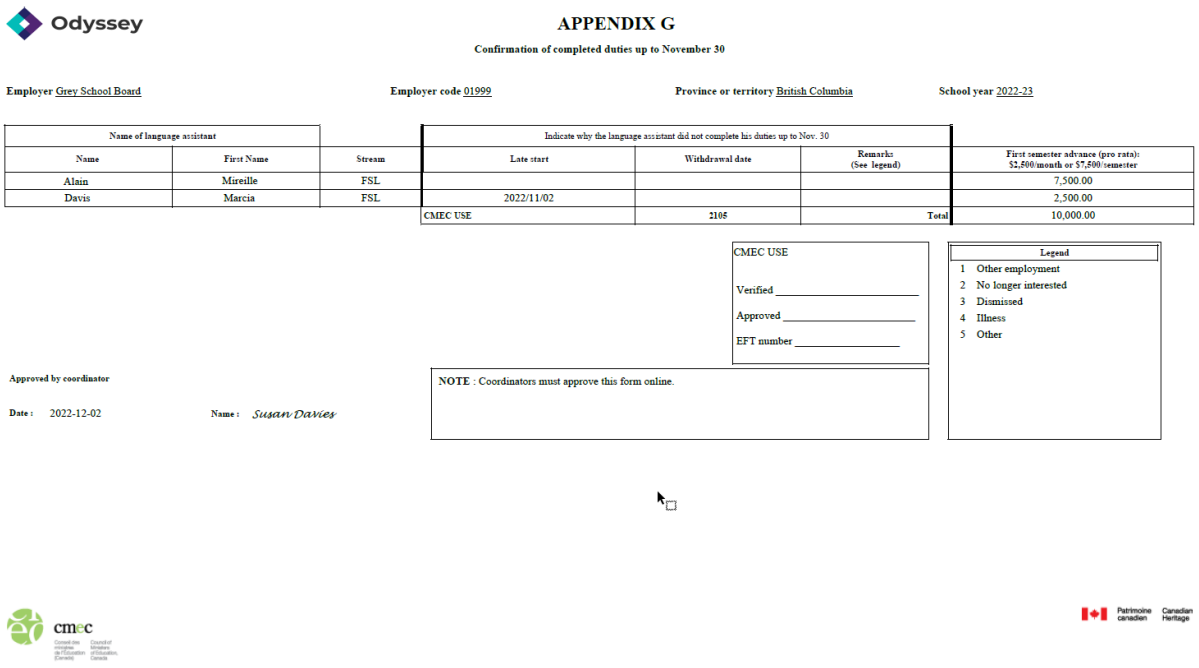
APPENDIX G

Example of *Confirmation of completed duties up to November 30*

(The exact format of this appendix is subject to change)



Odyssey

APPENDIX G

Confirmation of completed duties up to November 30

Employer Grey School Board **Employer code** 01999 **Province or territory** British Columbia **School year** 2022-23

Name of language assistant			Indicate why the language assistant did not complete his duties up to Nov. 30			
Name	First Name	Stream	Late start	Withdrawal date	Remarks (See legend)	First semester advance (pro rata): $2,500/month or $7,500/semester
Alain	Mireille	FSL				7,500.00
Davis	Marcia	FSL	2022/11/02			2,500.00
			CMEC USE	2105	Total	10,000.00

CMEC USE

Verified _____

Approved _____

EFT number _____

Legend
1 Other employment
2 No longer interested
3 Dismissed
4 Illness
5 Other

Approved by coordinator

Date : 2022-12-02 **Name :** *Susan Davies*

NOTE : Coordinators must approve this form online.

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APPENDIX H

Example of *Summary of disbursements*

(The exact format of this appendix is subject to change)

Odyssey

APPENDIX H1

Summary of disbursements - Sept. to March actual

Employer Grey School Board **Employer code** 01999 **Province or territory** British Columbia **School year** 2022-23

Name of language assistant		Stream	Salary	Beginning- and end-of-year interprovincial/ territorial travel allowance	Mid-year interprovincial/ territorial travel allowance	Provincial/ territorial or local training sessions	Pan-Canadian Training Session allowance	June salary	Promotion agents / Language assistants		Miscellaneous	Total	Remarks	Late start	Withdrawal date
Name	First name								Additional indemnity	Employer's contribution			See legend	YYYY/MM/DD	YYYY/MM/DD
Alain	Mireille	FSL	19,444.45	0.00	0.00	0.00	300.00	0.00	4,500.00	2,404.29	0.00	26,648.74			
Davis	Marcia	FSL	14,153.40	625.00	1,250.00	0.00	300.00	0.00	2,500.00	700.00	450.00	19,978.40		2022/11/02	
		Total	33,597.85	625.00	1,250.00	0.00	600.00	0.00	7,000.00	3,104.29	450.00	46,627.14			
CMEC USE			2100	2125	2125	2110	2115	2102	2500	2100		2105	2006	2090	
		Less advance										10,000.00			
		Balance										36,627.14			

Name of financial officer Brian Malcolm

Date 2023/04/05 (YYYY/MM/DD) Signature *B.Malcolm*

Title Director of Finance Telephone (604) 222-0000 ext.123

CMEC USE

Verified

Approved

EFT number

Legend
1 Other employment
2 No longer interested
3 Dismissed
4 Illness
5 Other

Approved by coordinator

Date 2023/04/12 (YYYY/MM/DD) *Susan Davies*

NOTE :

Coordinators should keep a copy of this form for their records and forward the original to CMEC Secretariat by April 15.

Make sure to include all required supporting documents.

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APPENDIX I

List of coordinators

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Director
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