

# The Apple Core

May 2019

## Upcoming Events

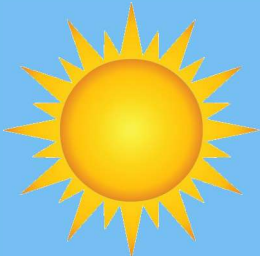
### GVTA Executive meetings:

- June 3

Held at GVC and begin at 4:00.  
All members are welcome

### Other Events:

- May 22–25—MTS AGM, Winnipeg
- May 28th—GVTA AGM, 4:00 pm, NPC
- May 31st—Deadline to participate in Education Review surveys and feedback options
- June 5th— ESJ Book Club, 4:00pm, CKs



Greeting, GVTA-ers;

Welcome to our “Annual General Meeting” issue of *The Apple Core*. At our Tuesday, May 28<sup>th</sup> Annual General Meeting this year at NPC at 4-4:30pm, we will be:

- approving a new constitution, to align ourselves better with MTS;
- approving all new bylaws: never having had bylaws before, these are now necessary in conjunction with our new constitution;
- approving updated practices and procedures: in the document attached, the changes are highlighted in yellow;
- approving the minutes of the November 2018 General Meeting;
- approving the 2019-20 budget and member fees; and
- electing a 2019-20 GVTA Executive.

To expedite the meeting, we have included all of the necessary reading information in this edition of *The Apple Core*. It adds to the length but gives you – the members – all of the information in advance. This allows us to answer any questions you may have. Babysitting can be provided, but will only be arranged if necessary, so please be in touch with me as soon as possible.

In the meantime, we’ve included our one-pager on the Manitoba K-12 Education Review Commission here. Please take some time to fill out the on-line surveys and consider writing about the state of education to the commission by May 30<sup>th</sup>. There is also one more interactive public workshop on May 25<sup>th</sup> from 9-11:30am in Winnipeg. At the workshop, there is the opportunity to discuss several of 20 different issues in education, participate in a round-table discussion, submit your thoughts via two feedback sheets, and ask questions and post

continued on next page.....

further thoughts on Slido. There are more than five different ways to provide feedback to the commission at that one event alone. You can register here: <https://www.eventbrite.ca/e/winnipeg-interactive-public-workshop-ateliers-interactifs-publics-tickets-61174987033>.

Enjoy the remaining few weeks of the year; I hope you can take some time to take part in the political processes of GVTA and Manitoba Education.

Cheers,

Joel

204-384-5635 (call or text)

gvtapresident@gmail.com

## Summer Institute: Letter of Understanding

GVTA and GVSD have arrived at an agreement regarding Summer Institute. When registering for Summer Institute you may find it helpful to know the following:

1. Participation in Summer Institute is completely voluntary.
  - a. This includes learners and leaders of sessions
2. You will receive time-in-lieu equal to the amount of time spent in a Summer Institute session
  - a. No maximum (different from previous practice)
  - b. Redeemable in half-day portions
  - c. May be used with personal and/or extra-curricular days

Please feel free to contact [mike.urichuk@gvsd.ca](mailto:mike.urichuk@gvsd.ca) if you have any further questions.

All the best as you prepare for your summer adventures,

Mike Urichuk

Garden Valley Teachers' Association members work on the traditional lands of the Anishinaabe, and the homeland of the Métis nation. GVTA respects the Treaties that were made on this territory.

# Employee Benefits

## Dental Plan

The 2019 GVTA Dental renewal indicates no change for September 2019.

The in year claims/premium ratios have been good and were;

2016 2.2%

2017 17.7%

2018 11.2%

While these indicate slightly higher premiums paid, in year, than usage by GVTA members, it also translates into moderately increasing value in the GVTA account.

2016 2.2% surplus

2017 19.9% surplus

2018 30.4% surplus

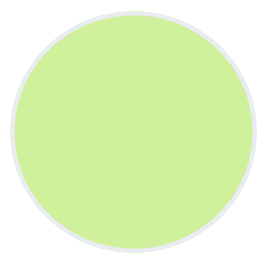
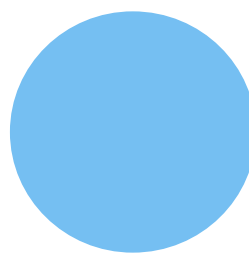
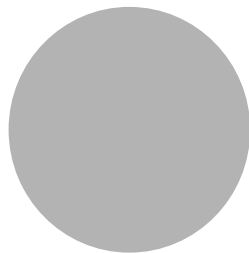
(Both the Trust and Mercer recommend a minimum value 20% for Claims fluctuation)

On April 25th, GVTA hosted a Trivia Night in celebration of MTS' 100th Anniversary. The evening included a pulled pork supper with proceeds going toward the Bunker, and a trivia competition by the Quizmasters. During the evening, there was an opportunity to pay to play some fun side games during intermissions. The money collected was given as a donation to the Winkler Family Resource Center. Thanks to everyone who came out!



Congratulations to the winning team, Bordering on Insanity! Their knowledge of all things trivia was impressive! Way to go!

**Equity and Social Justice**





Truth and Action Working Group

Presents

# Dr. Niigaan Sinclair

PROFESSOR IN NATIVE STUDIES  
UNIVERSITY OF MANITOBA



**“WE ARE ALL TREATY PEOPLE”**  
WHAT DOES THIS REALLY MEAN?

JUNE 3  
2019 / **7 PM**

**KENMOR THEATRE**  
130—7<sup>TH</sup> ST., MORDEN

**FREE ADMISSION**

# VIOLENCE is *NOT* part of the job

## SAFE Work Tips for Schools

### What is violence?

The Workplace Safety and Health Act & Regulation defines violence as:

- a) the attempted or actual exercise of physical force against a person;
- and
- b) any threatening statement or behaviour that gives a person reasonable cause to believe that physical force will be used against that person.

Threats, gestures, thrown objects, and assaults are examples of violence.

### Who is responsible?

Employers are responsible for providing a workplace as safe from the threat of violence as possible. A violence prevention policy must be developed and implemented in cooperation with the school's joint safety and health committee or worker safety and health representative. Ensure you are aware and knowledgeable of your school's violence prevention policy, and that it includes:

- Risk assessments
- Prevention procedures
- Worker and supervisor training
- Procedures for reporting and investigating incidents
- Incident follow-up
- Annual report on violent incidents
- Policy review

### What do I need to do?

All workers, including school administrators, must be informed of the nature and extent of the risk of violence in the workplace and must be instructed in:

- Recognizing the potential for violence
- Procedures and policies to minimize or control the risk to workers from violence
- Appropriate responses to incidents of violence, and how to obtain assistance
- Reporting, investigating, and documenting incidents of violence

Employers must also inform workers about the risk of violence from persons who have a history of violent behaviour and whom workers are likely to encounter in the course of their work. All workers are responsible for following the violence prevention policies and procedures in their workplace. Immediately report any injuries or unsafe conditions to your supervisor.

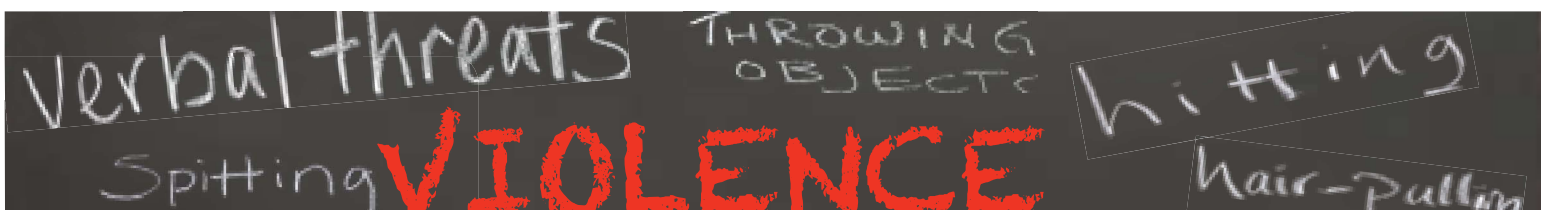
### For more information

SAFEManitoba.com offers publications to assist you in understanding violence in the workplace and taking steps to prevent it.

You should refer to Part 11 of the Workplace Safety and Health Regulation to ensure that you are meeting your legal requirements for workplace safety and health.

Please see the following publications for more information:

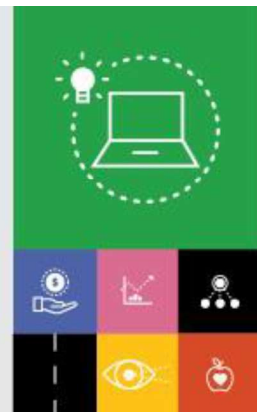
- Guide for Preventing Violence in the Workplace
- Guide for Training Young and New Workers
- Workplace Safety and Health Regulation – Part 11 – Violence in the Workplace
  - Part 11.1 – Employer must assess risk of violence
  - Part 11.4 – Content of a Violence Prevention Policy
  - Part 11.7(1) – Annual Report on Violent Incidents





## Help Shape Our Education System.

Participate in the Manitoba Government K-12 Education Review.



Manitoba Education is seeking input from the public and from educational professionals as they review the K-12 Education system, particularly in the areas of:

- Long Term Vision
- Student Learning
- Teaching
- Governance
- Accountability for Student Learning
- Finance

You can visit the Commission's website at <https://www.edu.gov.mb.ca/educationreview/index.html>

### Complete the Online Surveys:

- **Teachers and Retired Teachers** have a survey at

<https://forms.gov.mb.ca/education-review-teacher/>

There are four open questions about teaching and professional learning, plus the option for additional comments.

- **Members of the General Public** have a survey at

<https://forms.gov.mb.ca/education-review-public/>

The questions are very different from the questions on the Teacher Survey. Please take time to do *both* surveys.

- **Collection of Exemplary Practices**

Teachers can provide as many examples as they wish of Exemplary Practices resulting in increased student achievement.

<https://www.edu.gov.mb.ca/educationreview/collection.html>

### Attend a Consultation Session:

- **Interactive Public Workshops** have been scheduled throughout MB.

The closest is at

**Carman Collegiate**  
**Monday, May 13<sup>th</sup>**  
**6:00pm-8:30pm**

Registration is necessary:  
<https://www.eventbrite.ca/e/carman-interactive-public-workshop-ateliers-interactifs-publics-tickets-59927315213>

**Participants are encouraged to bring a smart phone or tablet; Free Wi-Fi available** (devices are not mandatory)

**The flexible format is informal and interactive.**

Sessions are also scheduled for Steinbach (May 14) & Winnipeg (May 15 & 25)

### Send a Written Submission:

**GVTA will host a letter-writing session on Tuesday, May 21<sup>st</sup> at Parkland School at 4pm.**

**RSVP to [Joel Swaan](#)**

This is an open, flexible event. Come to write your own letter, add ideas to a GVTA letter, or use the time to complete the online surveys.

Submissions can be sent to: [K12educationcommission@gov.mb.ca](mailto:K12educationcommission@gov.mb.ca)

or mailed to:

Manitoba's Commission on Kindergarten to Grade 12 Education  
470 – 800 Portage Avenue  
Winnipeg, MB R3G 0N4

You can also make a presentation which may be selected for a

**Public Hearing:**

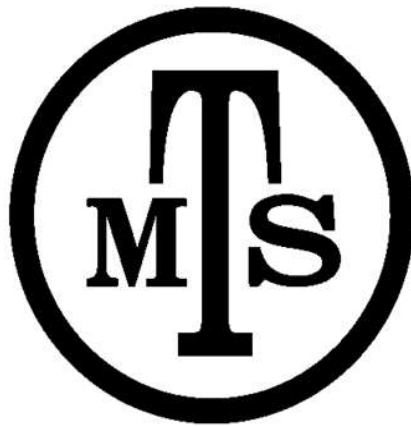
<https://forms.gov.mb.ca/brief-k12-commission/>

Visit the Manitoba Teachers' Society's K-12 Education Review page at:

<http://www.mbteach.org/mtscms/2019/04/15/k-12-education-review/>

Read the MTS Submission here: [http://www.mbteach.org/pdfs/news/MTS\\_CommissionSubmission\\_2019.pdf](http://www.mbteach.org/pdfs/news/MTS_CommissionSubmission_2019.pdf)

**PRTA**  
*Prairie Rose Teachers' Association.*



**The  
Manitoba  
Teachers'  
Society**

## **Annual Golf Tournament 2019**

**Saturday, June 15, 2019 12:00 pm Shotgun Start**

**Presented by the  
Prairie Spirit & Prairie Rose Teachers' Associations  
Scotswood Links, Elm Creek, MB**

**\$100/golfer – includes 18 holes, ½ power cart, and dinner**

Individual golfers and foursomes welcome

Lots of great prizes available!

**Entry deadline is May 31, 2019**

**First 36 paid teams guaranteed spots**

**Make cheques payable to Prairie Rose Teachers' Association**

**Mail entry form to**

**Prairie Spirit, Box 486, St Claude, MB, R0G 1Z0**

For more information, email [partaker@mymts.net](mailto:partaker@mymts.net) or call 204-379-2088

or [mbenner@prta.ca](mailto:mbenner@prta.ca) 204-745-0840





The  
Manitoba  
Teachers'  
Society

## MTS Golf Tournament

# Entry Form

Association: \_\_\_\_\_

School(s): \_\_\_\_\_

**Golfers (please indicate contact person):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Contact Person's Phone: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Contact Person's Address: \_\_\_\_\_

\_\_\_\_\_

**Mail entries along with  
\$100 per golfer to:**

Prairie Spirit Teachers' Association  
Box 486  
St Claude, MB  
R0G 1Z0

**Accommodation:**

**Oxbow Inn – Carman, Manitoba 204-745-6176**

**Campground – St. Claude Mile 60 Park 204-379-2469**



1. **GVTA 2019-20 Election & AGM:** There will be some vacancies on the GVTA Executive for next year. We are still seeking nominations for Education Finance Co-Chair and Workplace Safety & Health Liaison. Nominations are accepted until May 17<sup>th</sup> by James Driedger (NPC), and also from the floor of AGM which will be held Tuesday, May 28<sup>th</sup> at 4pm at NPC Rm 113. We will also be adopting a new constitution, new bylaws, some revised policies, and the 2019-20 Budget.
2. **Equity & Social Justice Book Club CLG:** The group is currently reading All American Boys by Jason Reynolds and Brendan Kiely. They discussed the first half in May and will discuss the rest on June 5<sup>th</sup>.
3. **Write to the Review:** Joel Swaan (President; PLS) and Karla Roortaert (PR Chair, SWD) attended a “Write to the Review” event, co-hosted by the University of Manitoba, Manitoba Association of School Superintendents, and Manitoba Teachers’ Society. There, we were provided with input and ideas about generating a letter to the government’s Education Review Commission. The GVTA Executive has considered whether we should write our own locally-focused submission (in addition to the voice of MTS, and of individual teachers). We will be hosting a “Write to the Review” event on Tuesday, May 21<sup>st</sup> at Parkland School at 4pm where teachers can plan to add their voice to a GVTA letter, use the time to write their own letters, or respond to the on-line surveys.
4. **GVTA/MTS 100<sup>th</sup> Anniversary Event:** Many thanks to Karla Rootsart (SWD), Joanne Unrau (HES), Caitlin Parr (GVC), and Amanda Rempel (PDS), chairs of the PR and Social & Teacher Wellness Committees on the success of the Trivia Night in April. Thanks also to MTS Vice-President James Bedford for joining us!
5. **GVTA School Visits:** The GVTA President will conclude the third round of school visits through May and early June:
  - a. EDW – May 21
  - b. JRW – May 22
  - c. GVC – May 27
  - d. PLS – May 28
  - e. Fresh Start – May 28 @ 12:50pm
  - f. PCS – May 31 @ CKs
  - g. GVCTec – Jun 3
  - h. NPC – Jun 5
  - i. DO – Jun 6 @ 4pm @ CKs
  - j. PDS – Jun 7
  - k. SUBs – Jun 12 @ 4pm @ CKs
6. **MTS Spring Council 2019:** In addition to the GVTA President, thanks to Mike Urichuk (ECS), Raffaele Bagnulo (NPC), Gwen Heinrichs (DO), Anny Froese (PDS), James Driedger (NPC), Roxanne Baraniski (WES), and Kirsten Carmen (GVC) who will be representing GVTA members at MTS’s 100<sup>th</sup> Anniversary Spring Council on May 22<sup>nd</sup>-25<sup>th</sup> in Winnipeg.
7. **2019-20 GVTA Professional Development:** The GVTA Executive has chosen Dare to Lead by Brené Brown as Professional Development for next year’s GVTA Executive. We will be sharing this book with other leaders in the division.
8. **April GVTA President-Superintendent Mtg:** At their meeting in March, topics of discussion included Pine Ridge School (an ongoing agenda item), The Ideal Team Player and how it has affected the division’s hiring practices, and the selection process for the Education Review Student Summit.
9. **June GVTA Executive Meeting:** Please note that due to school concerts taking place on Tuesday, June 4<sup>th</sup>, the June Executive Meeting has been moved to **Monday, June 3<sup>rd</sup>** – same time and location. This meeting is for all out-going and in-coming members of the Executive. All members are welcome, please RSVP to Joel.



# GVTA AGM

Free Babysitting  
available on  
request. Contact  
Joel in advance.

**Tuesday, May 28<sup>th</sup> ~ 4-4:30pm**  
**Room 113, Northlands Parkway**

**Check the May *Apple Core* for Reports & Nominations**

- Run for and Elect your 2019-20 Executive
- Approve a *new* Constitution, Bylaws, and updated Policies & Procedures
- Approve the 2019-20 Budget & Set the Annual Fees
- Receive Updates on Provincial Matters
- Eat Snacks, Win Prizes



**Executive Members Present:**

Raffaele Bagnulo ( <b>NPC</b> ) – PD Chair	Caitlin Parr (GVC) – Social/Teacher Wellness Chair
Roxanne Baraniski ( <b>WES</b> ) – Indigenous Ed Chair	Rhonda Peters (NPC) – Treasurer
Kirsten Carman ( <b>GVC</b> ) – Ed Finance Co-Chair	Cindy Phillips (WES) – ESJ Co-Chair
James Driedger (NPC) – ESJ Chair	Amanda Rempel (PDS) – Social/Wellness Co-Chair
Ashly Dyck ( <b>JRW</b> ) – Indigenous Ed Co-Chair	Karla Rootsart ( <b>SWD/HES</b> ) – PR Chair
Mary Eberling-Penner ( <b>PCS/EDW</b> ) – Secretary	Marty Siemens ( <b>BES/BVS</b> ) – WS&H Liaison
Anny Froese ( <b>PDS</b> ) – Ed Finance Chair	Joel Swaan ( <b>PLS</b> ) – President
Dave Goertzen II ( <b>SUB</b> ) – Member-at-Large	Joanne Unrau ( <b>HES/SWD</b> ) – PR Co-Chair
Jennifer-Laura Heide ( <b>DO</b> ) – PD Co-Chair	Mike Urichuk ( <b>ECS</b> ) – Vice-President; CB Chair
Gwen Heinrichs (DO) – Employee Benefits Chair	Moyra Vallelly (JRW) – CB Co-Chair

**Members Present:**


**Regrets:**

--	--	--	--

1.0 Call to Order @ 4: \_\_ pm by J. Swaan

1.1 *As is customary before each of our meetings, we recognize our history as an organization and as settlers to these lands in the Red River Valley.*

*Garden Valley School Division buildings are located on Treaty 1 lands and the original lands of the Anishinaabe people, and on the homeland of the Métis nation.*

*Garden Valley Teachers' Association respects the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to moving forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.*

2.0 Additions to the Agenda:

- 2.1
- 2.2
- 2.3

3.0 Acceptance of the Agenda: **MOVED/SECONDED** \_\_\_/\_\_\_ **CARRIED?**

4.0 Adoption of November 6, 2018 General Meeting Minutes

4.1 APPROVED by GVTA Executive on December 4, 2018



#### 4.2 MOVED/SECONDED \_\_\_/\_\_\_ . CARRIED?

#### 5.0 Business Arising

##### 5.1 Executive Updates:

###### 5.1.1 Outgoing Executive since November 5<sup>th</sup>, 2018

5.1.1.1 Sarah Coates (GVC) left Collective Bargaining Co-Chair and Employee Benefits Co-Chair – November 5<sup>th</sup>, 2018

###### 5.1.2 New Executive since November 5<sup>th</sup>, 2018

5.1.2.1 Moyra Vallely (JRW) was appointed to Collective Bargaining Co-Chair – January 8<sup>th</sup>, 2019

#### 6.0 GVTA 2019-20 Executive Elections

##### 6.1 First Call for Nominations

#### 7.0 Prize Winners (1<sup>st</sup> of 3):

---

### Executive Reports

---

#### 8.0 President – J. Swaan

8.1 GVTA has been asking the Board for a Treaty Acknowledgement statement; in recent press they announced that they would begin to do so soon

8.2 GVTA asked the board for support around Orange Shirt Day (Sept 30), which they have given for schools to make their own plans

8.3 A big job this year was to create a Bylaws document to pair with our new constitution; many thanks to Mike for spearheading this effort with Karla and Joel

8.4 Mechanisms have been created to ease Substitute Teacher access to the divisional laptop on GVSD devices, as well as sharing files with Subs and with Student Teachers

8.5 We continue to advocate for equity with admin time, which would mean an increase for K-8 schools, and for an Indigenous Coordinator

8.6 The *Balance* Magazine is being discontinued; replaced with LifeSpeak, available through MTS MyProfile portal

8.7 Provincial Collective Bargaining – Legislation was going to be introduced, but the deadline was missed to pass this session in the usual manner, so has been delayed. Government has not shared the contents of the legislation with MTS, but MTS has developed a process for determining member engagement in a provincial process

8.8 Manitoba Education K-12 Education Review Commission has created several mechanisms for communication from the public and from teachers:

8.8.1 Teacher & Retired Teacher Survey: <https://forms.gov.mb.ca/education-review-teacher/>

8.8.2 Public Survey: <https://forms.gov.mb.ca/education-review-public/>

8.8.3 Collection of Exemplary Practices:  
<https://www.edu.gov.mb.ca/educationreview/collection.html>

8.8.4 Interactive Public Workshops: Carman, May 13<sup>th</sup> and others

8.8.5 Written Submissions: [k12educationcommission@gov.mb.ca](mailto:k12educationcommission@gov.mb.ca)

8.8.6 Public Hearing Submissions: <https://forms.gov.mb.ca/brief-k12-commission/>

8.9 MTS Spring Council/AGM: GVTA brought two resolutions:

- 8.9.1 Proposing Bylaw changes to change the structure of Provincial Executive to include Regional Representation
- 8.9.2 Proposing the General Secretary investigate other methods of holding Spring Council to allow for additional voices to be heard

## 8.10 GVTA Executive is using Dare to Lead by Brené Brown as Leadership PD in 2019-20

### 8.11 Meetings:

- |   |   |   |
|---|---|---|
| 8.11.1 Nov 6 – GVTA Fall General Meeting  | 8.11.43 Jan 29 – Bylaw Sub-Committee Mtg  | 8.11.89 Mar 12 – Superintendent Mtg   |
| 8.11.2 Nov 6 – MTS Regional Priorities Mtg  | 8.11.44 Jan 30 – Bylaw Sub-Committee Mtg  | 8.11.90 Mar 12 – MTS Collective Bargaining Standing Committee Mtg, Winnipeg |
| 8.11.3 Nov 6 – GVSD Board Mtg Observer  | 8.11.45 Feb 1 – Vice-President Mtg  | 8.11.91 Mar 13 – Mel Myers Labour Conference, Winnipeg                      |
| 8.11.4 Nov 7 – ESJ Book Club CLG  | 8.11.46 Feb 1 – GVSD-GVTA K-8 PD Day  | 8.11.92 Mar 14 – Mel Myers Labour Conference, Winnipeg                      |
| 8.11.5 Nov 8 – Mtg with PD Chairs   | 8.11.47 Feb 4 – Teacher Mtg – PDS   | 8.11.93 Mar 15 – MTS Collective Bargaining Spring Seminar, Winnipeg         |
| 8.11.6 Nov 14 – Knowledge Exchange for Educators: Acknowledging Violence in Manitoba Schools, WorkSafe Manitoba | 8.11.48 Feb 4 – Teacher Mtg – NPC   | 8.11.94 Mar 18 – WS&H 11 Elements Review Sub-Committee Mtg                  |
| 8.11.7 Nov 15 – CB Chair mtg  | 8.11.49 Feb 5 – GVTA Executive Meeting  | 8.11.95 Mar 19 – GVSD-GVTA PD Cmte Mtg                                      |
| 8.11.8 Nov 15 – Mtg w/West.T.A. President   | 8.11.50 Feb 6 – JRW School Visit  | 8.11.96 Mar 21 – GVSD-GVTA Liaison Mtg                                      |
| 8.11.9 Nov 15 – Superintendent Mtg  | 8.11.51 Feb 6 – ESJ Book Club CLG   | 8.11.97 Mar 21 – Western T.A. President                                     |
| 8.11.10 Nov 20 – PD Committee Mtg   | 8.11.52 Feb 7 – WES School Visit  | 8.11.98 Mar 21 – Summer Institute CB Mtg                                    |
| 8.11.11 Nov 20 – Collective Bargaining Mtg  | 8.11.53 Feb 8 – PLS School Visit  | 8.11.99 Mar 22 – Vice-President Meeting                                     |
| 8.11.12 Nov 21 – Mtg with Member  | 8.11.54 Feb 11 – NPC School Visit   | 8.11.100 Apr 1 – Treasurer & VP Budget Mtg                                  |
| 8.11.13 Nov 22 – GVSD-GVTA Liaison Mtg  | 8.11.55 Feb 12 – PCS School Visit   | 8.11.101 Apr 2 – GVTA April Exec Mtg  |
| 8.11.14 Nov 22 – WSH Inspections: Parkland, Edelweiss, Plum Coulee  | 8.11.56 Feb 13 – PDS School Visit   | 8.11.102 Apr 3 – ESJ Book Club CLG  |
| 8.11.15 Nov 29 – Mtg with VP  | 8.11.57 Feb 14 – Superintendent Meeting   | 8.11.103 Apr 4 – Winker & Area Chamber of Commerce Gala                     |
| 8.11.16 Nov 29 – MTS Regional WSH Mtg, Elm Creek  | 8.11.58 Feb 19 – PD Committee Mtg   | 8.11.104 Apr 9 – Mtg w/Sub Teacher MAL                                      |
| 8.11.17 Nov 30 – CBSC Mtg, Winnipeg   | 8.11.59 Feb 19 – HES School Visit   | 8.11.105 Apr 11 – Superintendent Meeting                                    |
| 8.11.18 Dec 4 – Winkler Chamber Advisory Board Mtg  | 8.11.60 Feb 19 – CB Chair Mtg   | 8.11.106 Apr 13 – CBSC Meeting, Winnipeg                                    |
| 8.11.19 Dec 4 – GVTA Exec Mtg   | 8.11.61 Feb 20 – Summer Institute Negotiation Mtg                                       | 8.11.107 Apr 16 – Mtg with PD Chair   |
| 8.11.20 Dec 5 – ESJ CLG Book Club   | 8.11.62 Feb 21 – Teacher Mtg – RRTVA  | 8.11.108 Apr 16 – Mtg with CB Chairs  |
| 8.11.21 Dec 6 – GVSD WSH Training   | 8.11.63 Feb 21 – Western President Mtg  | 8.11.109 Apr 25 – Mtg w/West.T.A. President                                 |
| 8.11.22 Dec 6 – GVSD WSH Committee Mtg  | 8.11.64 Feb 21 – PLS, EDW, PCS WHS Inspections  | 8.11.110 Apr 25 – GVTA/MTS 100 <sup>th</sup> Anniversary Trivia Night       |
| 8.11.23 Dec 10 – MTS Collective Bargaining Regional Meeting (Elm Creek)   | 8.11.65 Feb 22 – RRTVA & Principal Mtg  | 8.11.111 Apr 27 – MTS Presidents’ Council, Winnipeg                         |
| 8.11.24 Dec 10 – Collective Barg. Chair Mtg   | 8.11.66 Feb 22 – GVTA Bowling Night   | 8.11.112 Apr 30 – MTS South Central Regional Binder Meeting, Elm Creek      |
| 8.11.25 Dec 13 – Superintendent Meeting   | 8.11.67 Feb 23 – MTS WS&H Mtg, Winnipeg   | 8.11.113 May 1 – ESJ Book Club CLG  |
| 8.11.26 Dec 17 – Ed Finance Chairs Meeting  | 8.11.68 Feb 25 – BVS School Visit   | 8.11.114 May 3 – Mtg with Vice-President                                    |
| 8.11.27 Dec 17 – GVTA S&TW Movie Night  | 8.11.69 Feb 26 – EDW School Visit   | 8.11.115 May 4 – “Write to the Review” PD, Winnipeg                         |
| 8.11.28 Dec 18 – PD Committee Meeting   | 8.11.70 Feb 26 – WS&H 11 Elements Sub-Committee Mtg                                     | 8.11.116 May 7 – Member Mtg @ JRW   |
| 8.11.29 Dec 20 – Mtg w/West.T.A. President  | 8.11.71 Feb 27 – GVC School Visit   | 8.11.117 May 7 – Member Mtg @ GVC   |
| 8.11.30 Dec 21 – VP Meeting   | 8.11.72 Feb 27 – HR Meeting   | 8.11.118 May 7 – GVTA Executive Meeting                                     |
| 8.11.31 Jan 8 – GVTA Executive Meeting  | 8.11.73 Feb 27 – Teacher Mtg – RRTVA  | 8.11.119 May 8 – PD Long-Term Planning Mtg                                  |
| 8.11.32 Jan 9 – ESJ Book Club   | 8.11.74 Feb 27 – DO “School Visit”  | 8.11.120 May 9 – School Visit – BVS   |
| 8.11.33 Jan 11 – MTS Collective Bargaining Standing Committee, Winnipeg   | 8.11.75 Feb 28 – Winkler & District Chamber of Commerce AGM & State of the City Address | 8.11.121 May 10 – School Visit – BES  |
| 8.11.34 Jan 16 – GVSD-GVTA PD Cmte Mtg  | 8.11.76 Feb 28 – Substitute Teachers Mtg  | 8.11.122 May 13 – School Visit – ECS  |
| 8.11.35 Jan 16 – GVSD Superintendent Mtg  | 8.11.77 Feb 28 – GVSD Public Budget Consultation  | 8.11.123 May 13 – MTS ESJ Regional Mtg, Carman                              |
| 8.11.36 Jan 17 – Western President Mtg  | 8.11.78 Mar 1 – Pres/VP Meeting   | 8.11.124 May 13 – K-12 Education Review Interactive Public Workshop, Carman |
| 8.11.37 Jan 17 – Ed Finance Chair Mtg   | 8.11.79 Mar 1 – GVC Tec School Visit  | 8.11.125 May 14 – School Visit – HES  |
| 8.11.38 Jan 19 – MTS Presidents’ Council, Winnipeg  | 8.11.80 Mar 4 – Fresh Start School Visit  | 8.11.126 May 15 – School Visit – SWD  |
| 8.11.39 Jan 24 – GVSD-GVTA Liaison Mtg  | 8.11.81 Mar 5 – ECS School Visit  |   |
| 8.11.40 Jan 24 – Women in Leadership in our Changing Society CLG  | 8.11.82 Mar 5 – GVTA Executive Meeting  |   |
| 8.11.41 Jan 24 – Bylaw Sub-Committee Mtg  | 8.11.83 Mar 6 – BES School Visit  |   |
| 8.11.42 Jan 26 – MTS Collective Bargaining Standing Committee, Winnipeg   | 8.11.84 Mar 6 – ESJ Book Club CLG   |   |
|   | 8.11.85 Mar 7 – WS&H - 11 Elements Review Sub-Committee Mtg                             |   |
|   | 8.11.86 Mar 7 – WS&H Committee Mtg  |   |
|   | 8.11.87 Mar 8 – SWD School Visit  |   |
|   | 8.11.88 Mar 11 – Employee Benefits Regional Meeting, Carman                             |   |

8.11.127 May 16 – Mtg w/WestT.A. President	8.11.133 May 22 – School Visit – JRW	8.11.139 May 25 – Manitoba Labour Solidarity Forever Parade, Wpg
8.11.128 May 16 – WSH Inspections	8.11.134 May 22 – MTS AGM – LGBTQ* Caucus, Winnipeg	8.11.140 May 27 – School Visit – GVC
8.11.129 May 17 – School Visit – WES	8.11.135 May 23 – MTS AGM, Winnipeg	8.11.141 May 28 – School Visit – PLS
8.11.130 May 21 – School Visit – EDW	8.11.136 May 24 – MTS AGM, Winnipeg	8.11.142 May 28 – School Visit – Fresh Start
8.11.131 May 21 – Superintendent Mtg	8.11.137 May 24 – MTS 100 <sup>th</sup> Anniversary Gala, Winnipeg	8.11.143 May 28 – GVTA AGM
8.11.132 May 21 – GVTA Write to the Review	8.11.138 May 25 – MTS AGM, Winnipeg	

## 9.0 Vice-President – M. Urichuk

9.1 The role of the vice president is to assist the president as needed. Throughout this year in the role of Vice President, I have attended MTS Presidents’ Council, provided accountability at monthly meetings with GVTA president, and chaired the Policy and Bylaw Committee. The Policy and Bylaw Committee has submitted an updated policy and procedure document for approval of the membership at this Spring AGM. Please note changes to current practice highlighted throughout the submitted document.

## 10.0 Secretary – M. Eberling-Penner

10.1 Regular agendas and meeting minutes are saved electronically for the year. President, Treasurer and Committee chairs submit monthly reports to me for inclusion into the minutes.

## 11.0 Treasurer – R. Peters

11.1 Budget notes included as an appendix.

## 12.0 Collective Bargaining – M. Urichuk / M. Vallyelly

- 12.1 This year of collective bargaining has involved a lot of waiting. After completing our opening package our committee met a few times in the fall to ensure that all raised concerns had been captured in the package. Events such as GVSD Board of Trustees elections, the Public Services Sustainability Act (Bill-28), other school divisions going to arbitration, and the tabling of Bill-26: The Public Schools Amendment Act (Centralized Teacher Bargaining) has led to a delayed beginning to bargaining between GVTA and GVSD.
- 12.2 GVTA has bargained a change to the previously in place LOU regarding Summer Institute. The largest change is that all participants and leaders of sessions will receive time in lieu equal to the time spent at summer institute (removal of one day cap).
- 12.3 Bargaining is still happening across the province although most divisions that started bargaining are now in the process of setting and waiting for arbitration dates. Interest Arbitration Boards have been established in Louis Riel (Nov. 25-Dec. 5, 2019) and Pembina Trails (April 23-24, 2020). Winnipeg has also applied for arbitration. These boards have met impasse largely due to disagreements around Bill 28: Public Services Sustainability Act and how it interferes with the Right to Associate that is protected in the Charter of Rights and Freedoms. Aside from the aforementioned divisions, Seine River is currently bargaining, Western has met once, and GVTA has met informally once.
- 12.4 Centralized Bargaining or Provincial Bargaining are currently being seen as an inevitable future if this government stays in power. Before consultations took place during the K-12 Education Review, Education Minister Kelvin Goertzen tabled legislation titled “Bill-26: The Public Schools Amendment Act (Centralized Teacher Bargaining)”. Its original timeline was set to have it pass before the end of June. However, the opposition in the legislature delayed the introduction of this bill now sending the first reading of Bill-26 to somewhere in

the Fall in the next session of government. In preparation of Bill-26 the Collective Bargaining Standing Committee of MTS has created internally consistent protocol to follow in the case of Bill-26 being proclaimed into law. This protocol is in draft form as I write this report but will likely be passed without further amendment at MTS AGM (May 23-25).

12.5 I have attached The Manitoba Teachers' Society Provincial Bargaining Protocol 2018-19 to this report.

### 13.0 Education Finance – A. Froese / K. Carman

13.1 Chair and Co-Chair attended a number of Education Finance meetings throughout the year. These have included the Fall Seminar (November 2018), Winter Seminar (February 2019), and Spring Regional Seminar (May 2019). These meetings have focused on Manitoba's economic outlook and factors that contribute to education needs, resources, and budgets. Given the current political climate, MTS can only speculate on financial implications and forecasts. The trends indicate increased needs, however, financial supports have not kept up with the needs, especially with those related to immigration.

13.2 At a local level, Chair and Co-chair, together with GVTA President and Vice-president, presented the GVTA Education Finance perspective at the GVTA-GVSD Liaison meeting (January 2019). We feel our message was respectfully heard. Given the financial restraints faced by GVSD in the coming school year, our recommendations will be weighed and/or implemented as opportunity arises.

### 14.0 Employee Benefits – G. Heinrichs / VACANT

14.1 Co-Chair Sarah Coates from September until November 2018

14.2 The Chair and Co-Chair engaged in activities to stay current on benefits information as well as connecting with GVTA members. The following is a list of activities that the committee engaged in since September 2018:

- 14.2.1 Chair and co-chair attended the MTS Benefits seminar on October 13, 2019
- 14.2.2 Chair and co-chair attended the GVTA retreat on November 6, 2018
- 14.2.3 Chair and co-chair attended meeting with GVTA president
- 14.2.4 Chair attended a TRAF Webinar on February 27, 2019
- 14.2.5 Chair attended the South Central Regional Group Benefits meeting on March 11, 2019
- 14.2.6 Chair attended the GVSD/GVTA liaison bi-monthly meetings
- 14.2.7 Provided information to members through *The Apple Core* and monthly executive reports
- 14.2.8 Responded to member inquiries

### 15.0 Equity & Social Justice – J. Driedger / C. Phillips

15.1 Chair attended ESJ summer seminar in Hecla from Aug. 20-22. Topics included:

- 15.1.1 Exploring the role of ESJ Chair
- 15.1.2 Presentation of Women in Education Leadership Commission Report
- 15.1.3 Equity and Diversity Education: Which Approach?

15.2 Chair attended ESJ fall seminar in Winnipeg on Nov. 23-24. Topics included:

- 15.2.1 Peace Literacy by Paul K. Chappell
- 15.2.2 Intersectionality by QPOC

15.3 Chair attended ESJ winter seminar in Winnipeg on March 1-2. Topic was:

- 15.3.1 Authentic Equity by Paul Gorski



15.4 The ESJ book club has continued to grow with 20 active members meeting on the first Wednesday of each month. All members receive a copy of each book for themselves thanks to a CLG grant through the Professional Development committee. Books read this year were:

15.4.1 Indian Horse by Richard Wagamese

15.4.2 Women Talking by Miriam Toews

15.4.3 Days of Destruction, Days of Revolt by Chris Hedges

15.4.4 All American Boys by Jason Reynolds

15.4.5 Summer reading of member choice within the Equity and Social Justice theme.

#### 16.0 Indigenous Education – R. Baraniski / A. Dyck

16.1 Committee made a presentation to the GVSD board on reconciliation awareness and Orange Shirt Day. GVSD board has now agreed that each school in our division may recognize Orange Shirt Day, in a capacity that suits them, on or around September 30, of each year.

16.2 IE committee shared presentation with Western Teacher's Association IE committee

16.3 Committee attended the IE training seminar in Winnipeg in November

16.4 Presented CBC reconciliation teaching packages to each school in our division

16.5 Beyond 94 website

16.6 Attended Authentic Equity Seminar in Winnipeg in March. Seminar take-aways: Presenter Paul Gorski says the real way to change practice is to first change ideology. His definition of equity. "Inequity is unfair or privileging and dispossessing distribution of access and opportunity, including access and opportunity to material and non-material resources. So, Equity requires a redistribution, not a mitigation, not an add-on program, but a redistribution of access and opportunity." Good will (desire for justice) + Depth of Knowledge (understanding how inequity operates and how to cultivate equity) + Will (commitment to action, not just belief) = The possibility of Equity

16.7 Book purchases (available for borrow through the IE committee):

16.7.1 Indigenous Writes

16.7.2 Is Everybody Really Equal?

16.8 GVSD board adopted procedure of reading Treaty recognition statement

#### 17.0 Professional Development – R. Bagnulo / J.-L. Heide

17.1 The GVTA/GVSD Joint PD Committee meet monthly to support and plan school-based PD, divisional PD and collaborative learning groups (CLG). The committee is made of one or two school representatives from each school, principal representative, Jacqui Kusnick, and the assistant superintendent, Janice Krahn

17.2 This year the PD committee organized two divisional PD days for K-8 teachers, October PD topic: PLC and RTI, speaker Dennis King and February PD, with sessions in the morning and in the afternoon

17.3 The 9-12 teacher had sessions on Deep Learning for both their PD days, November and December

17.4 This year the PD committee approved and supported nineteen CLG's

17.5 The PD Committee met on Wednesday May 8, 2019 to discuss long-term professional development

17.6 PD Dates for 2019-2020

17.6.1 K-8 Schools:

- 17.6.1.1 School Based PD Friday October 11, 2019
- 17.6.1.2 Divisional PD Friday January 31, 2020
- 17.6.2 9-12 Schools:
  - 17.6.2.1 Friday November 15, 2019
  - 17.6.2.2 Friday November 29, 2019
- 17.6.3 PLC Dates K-12:
  - 17.6.3.1 Wednesday, October 2, 2019 Noon Dismissal
  - 17.6.3.2 Friday, November 22, 2019 Noon Dismissal
  - 17.6.3.3 Friday, February 7, 2020 Noon Dismissal
  - 17.6.3.4 Wednesday, May 6, 2020 Noon Dismissal
- 17.6.4 Early Dismissal K-12:
  - 17.6.4.1 April 2020
  - 17.6.4.2 One other, TBD

#### 18.0 Public Relations – K. Rootsart / J. Unrau

- 18.1 In October, the PR chair attended the annual MTS PR seminar
- 18.2 In December, PR provided some free snacks to some attendees of the movie screening put on by the Social Committee.
- 18.3 In April, PR and the Social committee celebrated the 100th anniversary of MTS by hosting a Trivia Night with a pulled pork supper. Around 80 people were in attendance.
- 18.4 *The Apple Core* newsletters were prepared and distributed monthly to GVTA members through the GVTA website.
- 18.5 In May, the PR chairs and a selection committee will review GVTA scholarship applications and hold interviews with candidates in early June. Winners will be announced at high school graduation ceremonies and announced in the September *The Apple Core*.
- 18.6 Books from GVTA for incoming Kindergarten students will be distributed in June.
- 18.7 We purchased prizes for both general meetings.

#### 19.0 Social & Teacher Wellness – C. Parr / A. Rempel

- 19.1 Social and Wellness has been busy at work organizing events that we hope will reach as many members as possible. Since our fall GM, we have:
  - 19.1.1 Organized a free movie night at Landmark Cinema for a viewing of “Spiderman: Into the Spider-verse”
  - 19.1.2 Organized a 2-month long Wellness expo including guest speakers, fitness classes and de-stressing tips.
  - 19.1.3 Organized our annual Bowling Night along with free pizza dinner.
  - 19.1.4 Helped Public Relations to organize and run the 100th anniversary of MTS celebratory trivia night.
- 19.2 We hope to do even more next year.

#### 20.0 Substitute Teacher Member-At-Large – D. Goertzen II

- 20.1 No substitute teachers contacted me to bring up issues, which could be considered a good thing.
- 20.2 Three times throughout year, once near the start of the school year, once in the middle, and once near the end, President Joel Swaan invited all substitutes to Country Kitchen to discuss issues concerning substitutes. Issues discussed included salaries, logging on while

subbing, passwords and email issues. The talks on these issues are ongoing. These meetings with our president are appreciated by all subs.

20.3 Attended a school board meeting in April. It was a well-run meeting, very open dialog by board with teachers and principals in attendance.

21.0 Workplace Safety & Health Liaison – M. Siemens

21.1 Workplace Safety and Health school representatives have continued to inspect our schools and identify potential risks.

21.2 The Divisional WSH committee meets quarterly throughout the year and discusses issues/risks in our schools, as well as division-wide risks that need to be discussed.

21.3 This year the WSH divisional committee formed a sub-committee to review the GVSD 11 Elements document. The committee is in the process of completing the review and will be sharing their recommendations with school division representatives.

22.0 Acceptance of Reports – **MOVED/SECONDED** \_\_\_/\_\_\_ . **CARRIED?**

23.0 Prize Winners (2<sup>nd</sup> of 3):

24.0 GVTA 2019-20 Executive Elections – Second Call for Nominations

25.0 Acceptance of 2019-20 Budget and Membership Fees. **MOVED/SECONDED** \_\_\_/\_\_\_ . **CARRIED?**

25.1 Fees remain unchanged at \$15/month or \$180/year

26.0 Acceptance of New Constitution Document. **MOVED/SECONDED** \_\_\_/\_\_\_ . **CARRIED?**

27.0 Acceptance of Bylaws Document. **MOVED/SECONDED** \_\_\_/\_\_\_ . **CARRIED?**

28.0 Acceptance of Changes to Practice & Procedures document. **MOVED/SECONDED** \_\_\_/\_\_\_ .

**CARRIED?**

28.1 ~~D.3 *President/GVSD Superintendent*. The GVTA president meets monthly with the GVSD Superintendent to discuss salient issues.~~ MOVED TO K.1

28.2 E.3 *Notice*. AGM information will typically be sent out in the May *The Apple Core*.

28.3 E.4 *Logistics*. All other logistics, information, and notice for general meetings shall be the responsibility of the GVTA president to organize or delegate

28.4 F.4 *Teachers on Leave*. Teachers on leave must directly arrange for payment of fees to the society and the local. Full-time leave members require no payment of fees to the local.

28.5 G.5 *Resolutions*. Proposals for resolution submissions to Provincial Council will be submitted to the GVTA President before the Local Executive Meeting in February. All proposals for resolution submissions will be reviewed by the local executive in the February Executive Meeting. Resolution submissions must be approved by the Local Executive before the President can submit them.

28.6 G.6 *Provincial Elections*. A member running for Provincial Executive, President of the society, or Vice-President of the society must be approved by the local executive. Each approved candidate(s) will receive up to \$500 to be spent on posters, hospitality rooms, and/or donations in lieu of “swag”.

28.7 K. President’s Meetings

- 28.7.1 K.1 *GVSD Superintendent*. The GVTA president meets monthly with the GVSD superintendent to discuss salient issues.
- 28.7.2 K.2 *Advisory Committee*. The GVTA president meets monthly with the past-president and vice-president to review meeting agenda and discuss issues.
- 28.7.3 K.3 *GVTA Executive*. The GVTA President should meet separately with GVTA executive committee chairs & co-chairs, representatives, and members-at-large at least once a year.
- 28.7.4 K.4 *School Visits*. The GVTA President visits members at schools and administrative units at least twice a year.
- 28.7.5 K.5 *Other Local Presidents*. The GVTA President can meet with other local-area presidents as applicable, for advisory and accountability purposes.

## 29.0 GVTA 2019-20 Executive Elections

29.1 President: Joel Swaan (PLS) was re-elected by acclamation on March 15<sup>th</sup>, 2019

29.2 The following nominations were accepted for the 2019-20 academic year by the May 17<sup>th</sup> deadline:

- 29.2.1 Vice-President: Mike Urichuk (SUB)
- 29.2.2 Secretary: Mary Eberling-Penner (PCS/EDW)
- 29.2.3 Treasurer: Rhonda Peters (NPC)
- 29.2.4 Collective Bargaining
  - 29.2.4.1 Chair: Mike Urichuk (SUB)
  - 29.2.4.2 Co-Chair: Moyra Valleley (JRW)
- 29.2.5 Education Finance
  - 29.2.5.1 Chair: Anny Froese (PDS)
  - 29.2.5.2 Co-Chair: \_\_\_\_ (\_\_\_\_)
- 29.2.6 Employee Benefits
  - 29.2.6.1 Chair: Gwen Heinrichs (DO)
  - 29.2.6.2 Co-Chair: Kirsten Carman (GVC)
- 29.2.7 Equity & Social Justice
  - 29.2.7.1 Chair: James Driedger (NPC)
  - 29.2.7.2 Co-Chair: Donna McCausland (NPC)
- 29.2.8 Indigenous Education
  - 29.2.8.1 Chair: Roxanne Baraniski (PRS)
  - 29.2.8.2 Co-Chair: Ashly Dyck (PRS)
- 29.2.9 Professional Development
  - 29.2.9.1 Chair: Raffaele Bagnulo (NPC)
  - 29.2.9.2 Co-Chair: Jennifer-Laura Heide (DO)
- 29.2.10 Public Relations
  - 29.2.10.1 Chair: Jonathan Cullen (NPC)
  - 29.2.10.2 Co-Chair: Kayly Letkeman (DO)
- 29.2.11 Social & Teacher Wellness
  - 29.2.11.1 Chair: Caitlin Parr (GVC)
  - 29.2.11.2 Co-Chair: Amanda Rempel (PDS)
- 29.2.12 Workplace Safety & Health Liaison: \_\_\_\_ (\_\_\_\_)

### 29.3 Final Call for Nominations from the floor:

29.3.1

### 29.4 Elections, if needed:



29.4.1

29.5 **Acclaimed/Elected:** That the current slate of officers be accepted as presented.

**MOVED/SECONDED \_\_\_/\_\_\_ . CARRIED?**

29.6 **Members-At-Large:** Schools/Administrative Units who are not represented on the executive are entitled to a Member-At-Large, elected by those they represent.

29.6.1 Schools/Administrative Units should seek to elect their representative at the June staff meeting, if possible

29.6.2 Schools/Administrative Units requiring a Member-at-Large:

29.6.2.1 Border Valley/Blumenfeld

29.6.2.2 Emerado

29.6.2.3 Southwood/Hochfeld

29.6.2.4 Winkler Elementary School

29.7 **Executive Leaving:** With gratitude, we thank those who have served on the executive in 2018-19 who will not be returning for the 2019-20 year:

29.7.1 Sarah Coates (GVC) (July 1<sup>st</sup>, 2018 - November 5<sup>th</sup>, 2018)

29.7.2 Dave Goertzen II (SUB)

29.7.3 Cindy Phillips (WES)

29.7.4 Karla Rootsart (SWD)

29.7.5 Marty Siemens (BES)

29.7.6 Joanne Unrau (HES)

**30.0 Next Meeting – Tuesday, May 26, 2019 @ 4pm.**

31.0 Prize Winners (3<sup>rd</sup> of 3):

32.0 Adjournment: 4:\_\_\_ pm. **MOVED \_\_\_ . CARRIED?**

# GVTA BUDGET NOTES

## 2019-2020

All amounts rounded to nearest dollar

### 1. GVTA Membership Fees (Revenue)

---

GVTA dues will continue to be pro-rated according to the fraction of employment.

2019 - 2020 rate based on Estimated 325 Full Time Equivalent

325 FTE's x \$15.00/month x 12 months =

\$58 500.00

Plus fees from subs:

Average of \$150.00 per month x 10 months =

1 500.00

Total Fees of

\$60 000.00

### 2. EI Rebate (Revenue)

---

\$26 000 Estimated similar to last year

### 3. Bank Interest (Revenue)

---

\$200 Estimated based on previous year's actual amount

### 4. President's Release Time Subsidy (Revenue)

---

\$0 Emailed Dave Tate at MTS and he estimated \$0 based on reserve

### 5. GVSD/Provincial PD Funds (Revenue)

---

\$35 000 GVSD contributes \$32 000 of PD budget

### 6. Grant Revenue

---

\$500 PR

\$500 Executive Training

### 7. AGM-GVTA Expense

---

\$200 Food

\$300 Prizes for AGM (\$300 split between the two events used at the discretion of PR - no GM 2019?)

### 8. Fall GM

---

\$0 Possibly no Fall General Meeting in 2019-2020, depending if the suggested change is passed at the 2019 AGM

\$200 Food for possible ratification meeting

### 9. AGM-MTS Expense

---

\$2595 See Appendix A. One additional delegate over previous year bringing the number to eight people.

### 10. Accountant Review Expense

---

\$2500 Estimated cost based on previous year

**11. Benevolence and Gifts Expense**

---

\$120 Stanley Ag Society  
\$130 Benevolence  
\$15/Outgoing executives x estimated 6 people  
\$30 x 24 Executive gift

**12. Collective Bargaining Expense**

---

\$243 Chair meetings - 10  
\$1988 Committee meetings - 10  
\$172 MTS regional meeting  
\$541 Table team meetings  
\$298 MTS seminars  
\$1000 Hecla  
\$12 Membership meeting

**13. Dependent Care**

---

\$250 Estimate

**14. Education Awards Expense**

---

\$3000 Two scholarships will be awarded in June of 2019 for \$1500.00 each  
\$75 Food for interviewers  
\$70 Students 7 x \$10 gift card  
\$1500 Deferred scholarship

**15. Education Finance Expense**

---

\$100 Mileage

**16. Employee Benefits Expense**

---

\$22.50 GVTA committee chair meetings  
\$60 Committee meetings  
\$94 MTS regional meetings  
\$319 MTS seminars for co-chair expenses

**17. Executive Honorarium Expense**

---

\$6800 Honorariums

**18. Executive Meetings Expense**

---

\$1800 Twenty people x \$10 x 9 monthly meetings  
\$60 A few more attendees for the June meeting due to both past and future members being present

**19. Executive Retreat Expense**

---

\$372 Lunch November meeting \$15.50 x 24  
\$50 Meeting room rental  
\$150 Snacks  
\$500 Speaker

**20. Executive Retreat Sub Fees Expense**

---

\$2584 Sub fee \$152/day x 17 attendees

**21. Liaison Meetings Expense**

---

\$160 Food for meetings

**22. Professional Development Expense**

---

\$3 500 PD joint committee meetings/planning meeting  
\$10 000 PD days  
\$13 000 CLG  
\$4 700 Refreshments on PD days  
\$800 Supplies, photocopying and office expenses  
\$3 000 Transportation PD Chair/Co-Chair MTS seminars

**23. Portable Office Expense**

---

\$882 Cell phone for president  
\$1017 Internet access for president  
\$981 Internet access for treasurer  
\$235 Mailbox rental  
\$384 Survey Monkey  
\$130 Website

**24. President's Meetings / Sub Expense**

---

\$1496 Food for meetings  
\$1905 Mileage  
\$391 Hecla  
\$500 PD

**25. President's Release Expense**

---

\$50 150 based on previous year

**26. Public Relations Expense**

---

\$400 PR seminar  
\$2600 Gift for teachers  
\$1000 External PR projects

**27. Social / Wellness Expense**

---

\$600 1<sup>st</sup> yr BBQ  
\$1000 Divisional picnic  
\$292 MTS seminars co-chair  
\$2000 GVSD bowling night  
\$800 Retirement gifts  
\$600 World Teacher Day  
\$1100 GVTA movie night  
\$500 GVSD free skate  
\$600 Wellness Expo

**28. Supplies Expense**

---

\$80 Paper, tape, stamps, ink cartridges  
 \$35 Binders  
 \$50 Miscellaneous

**29. Equity & Social Justice Expense**

---

\$2270 MTS seminars  
 \$125 ESJ committee chair meetings  
 \$1000 ESJ committee meetings  
 \$24 MTS regional meeting  
 \$116 pride parade mileage

**30. Indigenous Education**

---

\$650 MTS fall seminar (sub, hotel, mileage & meals for co-chair)  
 \$650 MTS winter seminar (sub, hotel, mileage & meals for co-chair)  
 \$200 Books and resources

**31. Vice-President**

---

\$488 Hecla  
 \$446 President's Council

**32. Nominations Committee**

---

\$100 Food for meetings

**33. Supper with the Board**

---

\$792 Meal

**34. Principals**

---

\$440 Gift for principals and vice-principals

**35. Mileage**

---

\$200 Approximate mileage of \$100 for executive meetings x 20 people

**Appendix A:**

AGM - MTS Expenses		
Binder Meeting subs (half days)	6	
AGM Subs (2 full days)	1	
2019-2020	5	
8 subs x \$152/sub		760.00
Binders @ \$20/each beyond 2		120.00
(MTS pays mileage except for alternate)		
1 vehicle to Binder Meeting (Portage?)	71.92	
1 vehicle to AGM	134.56	
Milage for 2018-2019		206.48
Alternate Hotel room 3 nights @ Blue Form Cost	411.51	
Hotel rooms 3 nights @ dif btwn Blue Form & 1/2 Fairmont	521.43	
Total Hotel rooms		932.94
Hospitality (\$1/member)		325.00
Snacks		120.00
Alternate meals (Wed/Sup, Thurs/Bkfst&Lnch, Frid/3, Sat/Bkfst&Lnch)		
Sup: \$24, Lun: \$15.5, Bkfst: \$12		130.50
Total		2,594.92

## Garden Valley Teachers' Association

### Budget 2019-2020

	Budget 2018-2019	Actual 2018-2019 <i>as at May 17, 2019</i>	Budget 2019-2020	Difference 18-19 & 19-20
<b>Revenues:</b>				
1 GVTA Fees	55,500.00	35,347.88	60,000.00	4,500.00
2 EI Rebate	20,400.00	25,942.18	26,000.00	5,600.00
3 Bank Interest	500.00	0.00	200.00	-300.00
4 President's Release Time Subsidy	0.00	28.25	0.00	0.00
5 GVSD/Provincial PD Funds	32,000.00	32,000.00	32,000.00	0.00
6 Grant Revenue	0.00	3,530.50	1,000.00	1,000.00
<b>Total Revenue</b>	<b>108,400.00</b>	<b>96,848.81</b>	<b>119,200.00</b>	<b>10,800.00</b>
<b>Expenses:</b>				
7 AGM-GVTA Expense	350.00	0.00	500.00	150.00
8 GM (possibly ratification meeting)	1,000.00	92.89	200.00	-800.00
9 AGM-MTS Expense	2,258.00	0.00	2,594.92	336.92
10 Accountant Review Expense	4,500.00	2,288.25	2,500.00	-2,000.00
11 Benevolence and Gifts Expense	850.00	317.15	1,060.00	210.00
12 Collective Bargaining Expense	4,347.00	262.20	4,253.00	-94.00
13 Dependent Care	500.00	60.00	250.00	-250.00
14 Education Awards Expense	4,645.00	1,500.00	4,645.00	0.00
15 Education Finance Expense	100.00	0.00	100.00	0.00
16 Employee Benefits Expense	600.00	133.10	495.00	-105.00
17 Executive Honorarium Expense	6,800.00	250.00	6,800.00	0.00
18 Executive Meetings Expense	2,400.00	400.00	1,860.00	-540.00
19 Executive Retreat Expense	400.00	1,512.25	1,072.00	672.00
20 Executive Retreat Sub Fees Expense	2,533.00	0.00	2,584.00	51.00
21 Liaison Meetings Expense	160.00	51.81	160.00	0.00
22 Professional Development Expense	35,000.00	29,238.88	35,000.00	0.00
23 Portable Office Expense	3,311.00	2,352.05	3,629.00	318.00
24 President's Meetings / Sub Expense	4,292.00	1,266.96	3,562.00	-730.00
25 President's Release Expense	50,150.00	0.00	50,150.00	0.00
26 Public Relations Expense	4,000.00	2,362.96	4,000.00	0.00
27 Social / Wellness Expense	6,892.00	5,706.74	7,491.72	599.72
28 Supplies Expense	165.00	0.00	165.00	0.00
29 Equity & Social Justice	3,669.00	771.42	3,535.00	-134.00
30 Indigenous Education	1,500.00	88.94	1,500.00	0.00
31 Vice-President	2,250.00	266.68	934.00	-1,316.00
32 Nominations Committee	100.00	0.00	100.00	0.00
33 Clothing for Exec	550.00	0.00		-550.00
34 Supper with the Board	792.00	0.00	792.00	0.00
35 Principals	440.00	0.00	480.00	40.00
36 Mileage	2,000.00	0.00	2,000.00	0.00
37 Bylaws	300.00	142.07	0.00	-300.00
<b>Total Expenses</b>	<b>146,854.00</b>	<b>49,064.35</b>	<b>142,412.64</b>	<b>-4,441.36</b>
<b>Net Income</b>	<b>-38,454.00</b>	<b>47,784.46</b>	<b>-23,212.64</b>	<b>15,241.36</b>

## 2019-2020 GVTA EXECUTIVE NOMINATIONS

GVTA positions do not have term limits so, while some persons will be letting their names stand – the following positions are annually open for nominees and subject to any subsequent election:

Position	Nominee & School (You can self-nominate too!)	
<b>Nominees by: 3:00pm – Thurs. March 14, 2019</b>	<b>President</b>	<b>Joel Swaan (PLS)</b>
<b>Nominees by 12:00pm – Friday May 17, 2019</b>	Vice-President	<b>Mike Urichuk (SUB)</b>
	Treasurer	<b>Rhonda Peters (NPC)</b>
	Secretary	<b>Mary Eberling-Penner (PCS/EDW)</b>
	Collective Bargaining	Chair <b>Mike Urichuk (SUB)</b>
		Co-Chair <b>Moyra Vallely (JRW)</b>
	Education Finance	Chair <b>Anny Froese (PDS)</b>
		Co-Chair
	Employee Benefits	Chair <b>Gwen Heinrichs (DO)</b>
		Co-Chair <b>Kirsten Carman (GVC)</b>
	Equity & Social Justice	Chair <b>James Driedger (NPC)</b>
		Co-Chair <b>Donna McCausland (NPC)</b>
	Indigenous Education	Chair <b>Roxanne Baraniski (PRS)</b>
		Co-Chair <b>Ashly Dyck (PRS)</b>
	Professional Development	Chair <b>Raffaele Bagnulo (NPC)</b>
		Co-Chair <b>Jennifer-Laura Heide (DO)</b>
	Public Relations	Chair <b>Jonathan Cullen (NPC)</b>
		Co-Chair <b>Kayly Letkeman (DO)</b>
	Social/Wellness	Chair <b>Caitlin Parr (GVC)</b>
		Co-Chair <b>Amanda Rempel (PDS)</b>
	Workplace Safety & Health Liaison	





**Executive Members Present:**

Roxanne Baraniski ( <b>WES</b> ) – Indigenous Ed Chair	Gwen Heinrichs ( <b>DO</b> ) – Employee Benefits Chair
Kirsten Carman ( <b>GVC</b> ) – Ed Finance Co-Chair	Caitlin Parr ( <b>GVC</b> ) – Social/Teacher Wellness Chair
James Driedger ( <b>NPC</b> ) – ESJ Chair	Rhonda Peters ( <b>NPC</b> ) – Treasurer
Ashly Dyck ( <b>JRW</b> ) – Indigenous Ed Co-Chair	Cindy Phillips ( <b>WES</b> ) – ESJ Co-Chair
Mary Eberling-Penner ( <b>PCS/EDW</b> ) – Secretary	Karla Rootsart ( <b>SWD</b> ) – PR Chair
Anny Froese ( <b>PDS</b> ) – Ed Finance Chair	Joel Swaan ( <b>PLS</b> ) – President
Dave Goertzen II ( <b>SUB</b> ) – Member-at-Large	Joanne Unrau ( <b>HES/SWD</b> ) – PR Co-Chair

**Members Present:**

Derek Baschuk ( <b>NPC</b> )	Donovan Giesbrecht ( <b>GVC</b> )	Lesley Kasdorf ( <b>DO</b> )	Ryan Schroeder ( <b>JRW</b> )
Melanie Becker ( <b>JRW</b> )	Karen Giesbrecht ( <b>NPC</b> )	Carly Krahn ( <b>JRW</b> )	Brandy Springer ( <b>JRW</b> )
Bryce Bergman ( <b>JRW</b> )	Merl Giesbrecht ( <b>GVCTec</b> )	Dale Martens ( <b>NPC</b> )	Carol Suderman ( <b>SWD</b> )
Sarah Buhler ( <b>NPC</b> )	Cecilia Gil ( <b>JRW</b> )	John Mayhew ( <b>NPC</b> )	Laura Unger ( <b>DO</b> )
Jonathan Cullen ( <b>NPC</b> )	Jenn Hamp ( <b>JRW</b> )	Jacque Mitchell ( <b>SUB</b> )	Moyra Vallyelly ( <b>JRW</b> )
Kelsey Dyck ( <b>JRW</b> )	Scott Hiebert ( <b>JRW</b> )	Wes Neufeld ( <b>WES</b> )	Kathy Warkentine ( <b>NPC</b> )
Laura Friesen ( <b>JRW</b> )	Melanie Howe ( <b>GVC</b> )	Jim Parry-Hill ( <b>SUB</b> )	Lincoln Wiebe ( <b>WES</b> )
Carmelle Gerein ( <b>NPC</b> )	Bernie Janzen ( <b>PLS</b> )	Bill Prazak ( <b>WES</b> )	

**Regrets:**

Raffaele Bagnulo ( <b>NPC</b> ) – PD Chair	Amanda Rempel ( <b>PDS</b> ) – Social/Wellness Co-Chair
Sarah Coates ( <b>GVC</b> )	Marty Siemens ( <b>BES/BVS</b> ) – WS&H Liaison
Jennifer-Laura Heide ( <b>DO</b> ) – PD Co-Chair	Mike Urichuk ( <b>ECS</b> ) – Vice-President; CB Chair

1.0 Call to Order @ 4:05 pm by J. Swaan

1.1 *As is customary before each of our Executive and General meetings, we recognize our history as an organization and as settlers to these lands in the Red River Valley.*

*Garden Valley School Division buildings are located on Treaty 1 lands and the original lands of the Anishinaabe people, and on the homeland of the Métis nation.*

*Garden Valley Teachers' Association respects the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to moving forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.*

2.0 Additions to the Agenda:

2.1 None

3.0 Acceptance of the Agenda: MOVED/SECONDED by James Driedger/Caitlin Parr. CARRIED.

4.0 Adoption of May 29, 2018 Annual Meeting Minutes: MOVED/SECONDED by Kristen Carman/Gwen Heinrichs. CARRIED.

## 5.0 Business Arising

### 5.1 Executive Updates:

5.1.1 New Executive as of July 1<sup>st</sup>, 2018, appointed at the June 5<sup>th</sup> Executive Meeting:

5.1.1.1 Kirsten Carman as the Education Finance Co-Chair

5.1.1.2 Dave Goertzen II as Substitute Teacher Member-at-Large

5.1.2 New Executive as of September 11<sup>th</sup>, 2018

5.1.2.1 Jennifer-Laura Heide as PD Co-Chair

5.1.3 Upcoming Vacancies:

5.1.3.1 Executive member Sarah Coates will be going on Maternity Leave in the middle of her term. Her position is vacant as of November 5<sup>th</sup>, 2018.

5.1.3.2 Implications: Any member interested in stepping into the following roles, please speak with Joel Swaan. Vacancies are filled by Executive appointment:

5.1.3.2.1 Collective Bargaining Co-Chair

5.1.3.2.2 Employee Benefits Co-Chair

## 6.0 New Business

### 6.1 Find us on:

6.1.1 Twitter: @GardenValleyTA

6.1.2 Instagram: gvteach

6.2 2019 Comprehensive Review coming in January, led by former Ed. Minister Ian Wishart

6.3 Government is dropping the “amalgamation” buzz-word

6.3.1 Ipsos poll is asking opinion of public on 5 school divisions provincially

6.3.2 Current Education Minister was responsible for Health Region amalgamations

6.4 MTS Collective Bargaining Standing Committee is developing the MTS plan around Provincial Collective Bargaining

6.4.1 How the provincial table team will be formed, and how members will be able to participate in the process:

6.4.1.1 Locals elect a Provincial Bargaining Rep, brings local issues to Regional and Provincial meetings, and who communicates with local members

6.4.1.2 Provincial Representation Committee has representation by population

6.4.1.3 Provincial Bargaining Committee has 5 teacher reps from Provincial Rep Committee, plus 4 Provincial Exec members (one as the non-voting chair), and President

6.4.1.4 Table Team is Chair of PBC, 2 teacher reps from PBC, President, 2 Staff Officers, Economic Analyst, General Secretary

6.4.1.5 All members vote on ratification package, or possibly strike vote (dispute mechanism needs to be agreed upon with government team during initial discussions)

---

## Executive Reports

7.0 President – J. Swaan

## 7.1 Accountability:

### 7.1.1 I continue to meet with:

7.1.1.1 Committee chairs at the start of the year

7.1.1.2 Vice-President monthly

7.1.1.3 Western Teachers' Association President monthly

7.1.1.4 Superintendent monthly

7.1.1.5 School visits Oct, Feb, May

### 7.1.2 Exec meetings reported monthly in *Apple Core*

### 7.1.3 Superintendent meetings reported monthly in *Apple Core*

### 7.1.4 Staff meeting announcements written for School Reps, posted to Social Media

## 7.2 Meetings:

7.2.1	May 29 – Superintendent Retirement Tea	7.2.26	Aug 25 - Mtg w/member & MTS General-Secretary	7.2.54	Oct 4 – WES School Visit
7.2.2	May 30 – HFS School Visit	7.2.27	Aug 29 – New Teacher Orientation @ DO	7.2.55	Oct 5 – World Teachers' Day event
7.2.3	May 30 – Scholarship Committee Mtg	7.2.28	Sept 7 – Mtg w/VP	7.2.56	Oct 9 – PD Committee Mtg
7.2.4	May 31 - Mtg w/Past Prez & VP	7.2.29	Sept 7 – MLA Cameron Friesen Annual Picnic	7.2.57	Oct 9 – SWD School Visit
7.2.5	May 31 – PCS School Visit	7.2.30	Sept 11 – GVTA Executive Mtg	7.2.58	Oct 10 – PDS School Visit
7.2.6	May 31 – SUB Meeting	7.2.31	Sept 13 – Meet w/Western T.A. President	7.2.59	Oct 11 – PCS School Visit
7.2.7	Jun 1 – PDS School Visit	7.2.32	Sept 13 – Meet w/Superintendent	7.2.60	Oct 12 – MTS CBSC Mtg
7.2.8	Jun 4 – BVS School Visit	7.2.33	Sept 14 – Meet w/Social & Teacher Wellness Chairs	7.2.61	Oct 13 – MTS CB Fall Seminar
7.2.9	Jun 5 – GVTA Exec Mtg	7.2.34	Sept 17 – Meet w/EF Chairs	7.2.62	Oct 15 – NPC School Visit
7.2.10	Jun 6 – ESJ Book Club	7.2.35	Sept 18 – WSH Inspections: PLS, EDW, PCS	7.2.63	Oct 15 – New Teacher Event
7.2.11	Jun 14 – BES School Visit			7.2.64	Oct 16 – JRW School Visit
7.2.12	Jun 14 – GVTA Exec Member Mtg			7.2.65	Oct 16 - CB Committee Mtg
7.2.13	Jun 14 – Superintendent Mtg			7.2.66	Oct 17 – Winkler Chamber of Commerce Small Business Lunch
7.2.14	Jun 18 – Western Prez Mtg	7.2.36	Sept 20 – Meet w/WSH Rep	7.2.67	Oct 18 – GVCTec School Visit
7.2.15	Jun 18 – CB Chairs Mtg	7.2.37	Sept 21 – Meet w/IE Chairs	7.2.68	Oct 18 – Western Prez mtg
7.2.16	Jun 19 – PD Committee Mtg	7.2.38	Sept 21 – Member Mtg re: Harassment Policy	7.2.69	Oct 19 – MTS PD Day - MELIT
7.2.17	Jun 19 – CB Table Team mtg w/GVSD Table Team	7.2.39	Sept 22 – MTS CBSC Mtg	7.2.70	Oct 20 – MTS Presidents' Council
7.2.18	Jun 19 – Mtg w/ CB Chair, Incoming Superintendent, GVSD Secretary Treasurer	7.2.40	Sept 24 – Meet w/PR Chairs	7.2.71	Oct 22 – HES School Visit
7.2.19	Jun 27 – ESJ Book Club	7.2.41	Sept 25 – PD Committee mtg	7.2.72	Oct 23 – GVC School Visit
7.2.20	Jul 12 – CB Chair mtg w/MTS Teacher Welfare Chair & GVTA Staff Officer	7.2.42	Sept 25 – CB Committee mtg	7.2.73	Oct 24 – Fresh Start School Visit
7.2.21	Aug 8 – Member mtg re: Medical Accommodation	7.2.43	Sept 26 – Meet w/EB Chairs	7.2.74	Oct 24 – DO GVTA Members Visit
7.2.22	Aug 21 – Mtg w/CB Chair, Superintendent, GVSD Secretary Treasurer	7.2.44	Sept 27 – Divisional WS&H Committee mtg	7.2.75	Oct 25 – ECS School Visit
7.2.23	Aug 22 – MTS Presidents' Summer Training	7.2.45	Sept 27 – Meet w/PD Chairs	7.2.76	Oct 25 – SUB Mtg
7.2.24	Aug 23 – MTS Presidents' Summer Training	7.2.46	Sept 27 – Divisional GVTA Fall BBQ	7.2.77	Oct 26 – EDW School Visit
7.2.25	Aug 24 – MTS Presidents' Summer Training	7.2.47	Sept 28 – Meet w/Vice-President	7.2.78	Oct 27 – BVS School Visit
		7.2.48	Sept 28 – Meet w/GVTA Secretary & Treasurer	7.2.79	Nov 1 – BES School Visit
		7.2.49	Oct 1 – Meet w/SUB MAL	7.2.80	Nov 2 – Meet w/VP
		7.2.50	Oct 1 – Meet w/CB Chairs	7.2.81	Nov 2 – PLS School Visit
		7.2.51	Oct 2 – GVTA Executive Mtg	7.2.82	Nov 3 – MTS WSH Fall Seminar
		7.2.52	Oct 3 – Mtg w/PD Chair	7.2.83	Nov 6 – GVTA Exec Retreat
		7.2.53	Oct 3 – ESJ Book Club	7.2.84	Nov 6 – GVTA Exec Mtg
				7.2.85	Nov 6 – GVTA Fall GM

8.0 Vice-President – M. Urichuk

8.1

Over the summer the President and I were able negotiate with the board two letters of understanding for our membership.

The first letter of understanding retained past practice regarding the classification of technical vocational teachers. The professional certification branch in Russell enacted an old policy that, when applied, had an impact of a reduction of \$20K in annual salary for technical vocational teachers enrolled in the Red River certification program. GVSD was happy to make sure specific individuals would not be impacted by this change. Whereas GVTA ensured that all affected members would not be impacted by this change in classification policies.

The second letter of understanding referenced the GVSD 2018 Summer Institute. One of the primary aspects we worked to address was ensuring appropriate time in lieu, i.e. the time that teachers invested in Summer Institute could be reclaimed during the school year. These negotiations took place over a matter of months but have been simplified on the table below:

	Initial	End
Participant ½ day	No time in lieu	½ day time in lieu
Instructor ½ day	No time in lieu	½ day time in lieu
Participant 1+ day	1 day time in lieu	1 day time in lieu
Instructor 1+ day	1 day time in lieu	1+ day time in lieu (equal to time at SI)

Unfortunately, we were unable to reach our ideal goal of “time for time” for all members participating in the Summer Institute. However, we did agree on additional language with the division that required us to have a voice in the review of this year’s Summer Institute. Negotiations ended on a positive note and we look forward to continuing to address issues such as substitute teacher availability and divisional professional development with GVSD.

Going into this next year, I look forward to advocating for GVTA’s local voice at presidents’ council meetings and bringing concerns to the Provincial AGM in May. As Pine Ridge Elementary is staffed and provincial changes to education approach I encourage you all to stay focused, stay positive, stay calm, and to have a great school year.

9.0 Secretary – M. Eberling-Penner

9.1 I continue to work to record items discussed and reported as accurately as possible.

10.0 Treasurer – R. Peters

10.1 Motion that the Treasurer’s be accepted as presented. MOVED/SECONDED by Rhonda Peters/David Goertzen II CARRIED

# GARDEN VALLEY TEACHERS' ASSOCIATION

Trial Balance As at 09/30/2018

Ac...	Account Description	Debits	Credits
1010	WCU Chequing	72,124.47	-
1012	WCU Savings	13,820.66	-
1020	GIC #1 (5690)	9,850.00	-
1036	GIC #2 (9934)	11,267.37	-
1050	WCU Share	5.00	-
1201	Accounts Receivable	4,615.80	-
2010	Education Awards	-	3,000.00
2015	Accounts Payable	-	49.26
3030	Reserve Fund	-	20,000.00
3560	Retained Earnings	-	93,701.62
4070	Miscellaneous PD Income	-	1,800.00
5380	PD Expense	6,867.58	-
		<u>118,550.88</u>	<u>118,550.88</u>

# GARDEN VALLEY TEACHERS' ASSOCIATION

## Comparative Income Statement

	Actual 09/01/2018 to 09/30/2018	Budget 09/01/2018 to 08/31/2019	Difference
<b>REVENUE</b>			
<b>REVENUE</b>			
GVTA Fees	0.00	55,500.00	-55,500.00
EI Rebate	0.00	20,400.00	-20,400.00
Bank Interest Revenue	0.00	500.00	-500.00
G.V.S.D. /Prov. PD Funds	0.00	32,000.00	-32,000.00
Miscellaneous PD Income	1,800.00	0.00	1,800.00
<b>TOTAL REVENUE</b>	<u>1,800.00</u>	<u>108,400.00</u>	-106,600.00
<b>TOTAL REVENUE</b>	<u>1,800.00</u>	<u>108,400.00</u>	-106,600.00
<b>EXPENSE</b>			
<b>EXPENSES</b>			
AGM-GVTA Expense	0.00	350.00	-350.00
FallGM - GVTA Expense	0.00	1,000.00	-1,000.00
AGM-MTS Expense	0.00	2,258.00	-2,258.00
Accountant Review Expense	0.00	4,500.00	-4,500.00
Benevolence and Gifts Expense	0.00	850.00	-850.00
Collective Bargaining Expense	0.00	4,347.00	-4,347.00
Bylaws	0.00	300.00	-300.00
Dependent Care Costs	0.00	500.00	-500.00
Education Awards Expense	0.00	4,645.00	-4,645.00
Education Finance Expense	0.00	100.00	-100.00
Employee Benefits Expense	0.00	600.00	-600.00
Executive Honourarium Expense	0.00	6,800.00	-6,800.00
Executive Meeting Expense	0.00	2,400.00	-2,400.00
Executive Mileage	0.00	2,000.00	-2,000.00
Executive Retreat Expense	0.00	400.00	-400.00
Executive Retreat Sub Fees Expense	0.00	2,533.00	-2,533.00
Liaison Meetings Expense	0.00	160.00	-160.00
Meetings with Principals	0.00	440.00	-440.00
Miscellaneous & Clothing Expense	0.00	550.00	-550.00
Nominations Committee	0.00	100.00	-100.00
PD Expense	6,867.58	35,000.00	-28,132.42
Portable Office Expense	0.00	3,311.00	-3,311.00
President's Meetings / Sub Expense	0.00	4,292.00	-4,292.00
President's Release Time Expense	0.00	50,150.00	-50,150.00
Public Relations Expense	0.00	4,000.00	-4,000.00
Social / Wellness Expense	0.00	6,892.00	-6,892.00
Supper with the Board	0.00	792.00	-792.00
Supplies Expense	0.00	165.00	-165.00
Equity Social Justice	0.00	3,669.00	-3,669.00
Indigenous Education	0.00	1,500.00	-1,500.00
Vice-President	0.00	2,250.00	-2,250.00
<b>TOTAL EXPENSES</b>	<u>6,867.58</u>	<u>146,854.00</u>	-139,986.42
<b>TOTAL EXPENSE</b>	<u>6,867.58</u>	<u>146,854.00</u>	-139,986.42
<b>NET INCOME</b>	<u>-5,067.58</u>	<u>-38,454.00</u>	33,386.42

### 11.0 Collective Bargaining – M. Urichuk / S. Coates

11.1 GVTA's Collective Bargaining Committee has been preparing for bargaining through the completion of its opening package and the creation of a table team. A consultation from members was held last Spring and edits were made to reflect the feedback. Throughout the 2018-19 school year, GVTA's Collective Bargaining Committee will establish bargaining dates and work toward a new collective agreement with GVSD.

- 11.2 GVTA’s table team met with GVSD’s table team informally to discuss letters of understanding regarding GVSD’s Summer Institute and provincial changes to technical vocational teacher salary classification. Two letters of understanding have been agreed to and signed by both parties.
- 11.3 Many changes are anticipated in 2019 that will affect our bargaining structure. Sarah Coates and Moyra Vallelly attended the MTS Summer Bargaining School (Aug 22-24) to stay updated on the provincial landscape. Mike Urichuk attended the Fall Seminar on October 13 to receive up to date. It is GVTA’s goal to bargain effectively at a local level and to communicate how any of these changes may end up affecting us here in Garden Valley.
- 11.4 The Collective Bargaining Committee for the 2018-19 school year is as follows: Sarah Coates, Joel Swaan, Melanie Howe, Jessica Askin, Mary-Anna Aaldyk-Doerksen, Joanne Unrau, Dale Martens, Mike Urichuk, Anny Froese, Jim-Parry Hill, Moyra Vallelly, and Terri Hill from MTS.
- 11.5 We are currently looking to fill the vacancies for a Plum Coulee/Edelweiss School representative and a Border Valley/Blumenfeld School representative.
- 11.6 The Collective Bargaining Table Team for the 2018-19 school year is as follows: Sarah Coates (2018), Joel Swaan, Anny Froese, Moyra Vallelly, Mike Urichuk, and Terri Hill.

12.0 Ed Finance – A. Froese / K. Carman

12.1 Anny Froese (Chair) and Kirsten Carman (Co-Chair) will be attending the MTS Education Finance Fall 2018 Meeting on Saturday, October 27, 2018 in Winnipeg.

12.2

MTS Fall Seminar (Nov/17) attended by Anny Froese (Chair)

GVTA-GVSD Liaison (Jan/18) EF presentation by Anny (prepared by Anny and Rick, with input from Joel Swaan (GVTA President) and Mike Urichuk (GVTA Vice President/Collective Bargaining Chair), highlighting:

Stars	Wishes
<ul style="list-style-type: none"> <li>• We appreciate the fiscal responsibility and transparency demonstrated by GVSD;</li> <li>• Expenditures are carefully determined and carried out</li> <li>• Enrolment growth (2016-17: +1.5% from 2015-16, 2017-18: +2.8% from 2016-17)</li> </ul>	<ul style="list-style-type: none"> <li>• Educators are on the frontlines – we see areas of opportunity (reduction of class sizes because GVSD has the Highest Student to Educator/Teacher Ratios in the Province;</li> <li>• Clinician Allocation (in practice but missing in policy)</li> <li>• Reconciliation &amp; Indigenous Perspectives (coordinator/leader)</li> </ul>

MTS Winter Seminar (Feb/18) attended by Rick Schroeder (Co-Chair)

MTS Regional Seminar (June/18) attended by Anny and Rick

\*MTS seminars focused on the impact on education due to provincial government decisions and practices.

13.0 Employee Benefits – G. Heinrichs / S. Coates



- 13.1 The Chair and Co-Chair engaged in activities to stay current on benefits information as well as connecting with GVTA members. The following is a list of activities that the committee engaged in since the GVTA AGM in May 2018:
- 13.2 Organized and attended the Maternity & Parental Leave Seminar on May 10, 2018
- 13.3 Chair attended the GVSD/GVTA liaison meeting on May 17
- 13.4 Chair attended the MTS AGM from May 23 to May 26
- 13.5 Chair and Co-Chair attended a meeting with GVTA president September 26, 2018
- 13.6 Co-Chair attended the GVTA Fall Picnic September 2018
- 13.7 Chair and Co-Chair attended the MTS Employee Benefits Seminar on October 13, 2018
- 13.8 Chair connected with new members at Division Office
- 13.9 Chair and Co-Chair attended the Employee Benefits Seminar on October 13, 2018
- 13.10 Placed Blue Cross and life insurance forms on the gvteach.org website to facilitate easy access for members.
- 13.11 Chair and Co-Chair attended GVTA monthly executive meetings
- 13.12 Committee responded to member inquiries
  
- 14.0 Equity & Social Justice – J. Driedger / C. Phillips
  - 14.1 Chair attended ESJ summer seminar from Aug. 20-22
  - 14.2 Topics included:
    - 14.2.1 Exploring role as an advocate and facilitator for ESJ for teaches in your Local
    - 14.2.2 Equity and Diversity Education
    - 14.2.3 Regional Meetings
    - 14.2.4 Will be attending ESJ fall seminar on Nov. 23-24
  - 14.3 We continue to engage teachers in the GVTA with ESJ topics through our monthly book club. Currently have 20 members. Members receive a minimum of 5 books throughout the year. First book for the year is *Indian Horse* by Richard Wagamese
  
- 15.0 Indigenous Education – R. Baraniski / A. Dyck
  - 15.1 Over-arching goal: To build Access, Agency, Advocacy, Solidarity Action
  - 15.2 Short Term Goal for 2018-19:
    - 15.2.1 To ensure all students have access to all programs and educational opportunities.
    - 15.2.2 Create culturally safe spaces for children and families based on trust and mutual respect
    - 15.2.3 Ensure that aboriginal education is for all students
  - 15.3 Strategies/Actions:
    - 15.3.1 Attend IE training in Winnipeg in Fall and Spring
    - 15.3.2 Network with other divisions to find out strategies that worked for them
    - 15.3.3 Review document Creating Racism Free Schools through Critical/Courageous Conversations on Race  
[https://www.edu.gov.mb.ca/k12/docs/support/racism\\_free/full\\_doc.pdf](https://www.edu.gov.mb.ca/k12/docs/support/racism_free/full_doc.pdf)
    - 15.3.4 Checklist of School indicators of school inclusiveness with respect to FNMI students (from tools)
    - 15.3.5 Discussion with Board to acknowledge Orange Shirt Day divisionally (at liaison meetings)

- 15.3.6 Encourage some of budget money be considered for diversity in literature materials
- 15.4 Purchase books on IE topics for professional reading, *Is Everyone Really Equal?* (Amazon or Indigo ebook), and *Indigenous Write* (Portage and Main Press).
- 16.0 Professional Development – R. Bagnulo / J.-L. Heide
  - 16.1 This year school year the PD committee approved nineteen CLG applications. A list of CLG's and the group contacts were sent out to PD Reps. GVSD teachers had option to join a CLG group by October 9, 2018. Estimated expense of CLG applications 2018- 2019 \$ 16 0000.00.
  - 16.2 K-8 Divisional PD was on October 12, 2018 at Prairie Day School, Speaker Dennis King, Topic: PLC and RTI. We hosted teachers from other divisions at this event: Western School Division, Portage La Prairie School Division, Prairie Rose School Division, Prairie Spirit School Division and Pine Creek School Division.
  - 16.3 On October 19, 2018 Garden Valley School Division Hosted two MTS PD Day Sessions. A livestream Manitoba Council of Exceptional Children (MCEC) SAGE session. Topic - Mental Health and Well-being and Self-Regulation Strategies, Speaker: Dr. Susan Hopkins, ManACE , Topic - Delve into Technology - Refine Your Skills
  - 16.4 Upcoming PD dates
    - 16.4.1 School Based PD 9-12 November 16 and November 30, 2018
    - 16.4.2 Divisional Based PD k-8 February 1, 2018
  - 16.5 At the beginning of 2018, the PD committee purchased books for each school's PD library on Professional Learning Communities (PLC) and Response to Intervention (RTI).
- 17.0 Public Relations – K. Rootsart / J. Unrau
  - 17.1 In the spring, the PR committee offered GVTA hoodies for purchase to those members who were interested in ordering one. In May, the scholarship committee met with each student that applied for the GVTA scholarship. This scholarship provides \$1500 for students entering post secondary Education studies. The recipients were Damaris Guenther from NPC and Reghyn Wall from GVC. We wish them all the best in their studies
  - 17.2 In June, the committee provided every incoming Kindergarten student with a book courtesy of GVTA. These students either received them in June or this fall. The co-chairs met with the president in September to discuss goals for PR for the upcoming year. Monthly editions of the Apple Core have been distributed to members. The chair attended the fall MTS PR seminar on October 13th.
- 18.0 Social & Teacher Wellness – C. Parr / A. Rempel
  - 18.1 Retirement Gifts have been given to all GVTA members who retired in 2017-2018. Members received a large, personalized, cooler bag.
  - 18.2 Social Committee and President met to discuss our plans for the upcoming year.
  - 18.3 GVTA Picnic was well hosted by Border Valley School. They organized a games evening with karaoke and games. A fantastic time was had by all!
  - 18.4 World Teacher Day Poutine Bar occurred. 20 members were in attendance.
  - 18.5 1st year Teacher Event has been organized and occurs on Monday, October 15th.

- 18.6 Social and Wellness is planning on a movie evening (similar to last year's Star Wars Showing) in late December.
- 18.7 We are planning for an even more far reaching Wellness expo where we work with members of the community to bring wellness to more GVTA members.
- 18.8 We will be organizing the Bowling and Free Skate again this year.
- 18.9 Keep your eyes open for other new and different events.
- 19.0 Substitute Teacher Member-at-Large – D. Goertzen II
- 19.1 My name is David Goertzen II and I am the representative for substitute teachers on the GVTA executive. I'm here for any substitute that may have any issues or concerns they would wish to bring up and have looked at. I will advise you as the best course of action to follow with your concerns, in consultation with others on the executive or administration who can best help you. My email is davegee2@yahoo.ca and my cell phone number is 204 332-9057.
- 19.2 I have agreed to disseminate information necessary for substitute teachers via email.
- 19.3 Previously, our GVTA presidents had sent the information to substitutes directly, but now when I receive information relevant to substitutes, I will ensure that the information will be forwarded.
- 19.4 I had a very productive meeting with President Joel Swaan recently in which it became clear how I could best fulfill my role as a substitute teacher representative.
- 19.5 Short bio: This is my first stint on GVTA executive since I retired from GVC in 2006. Previously I had served as chair of the PD committee, chair of the social committee, the chair of liaison committee, as well as other committee work on the GVTA executive. I have taught in a number of schools in GVSD, from grade 1 to 12. When I was in the elementary schools, I taught all the subjects in a multi-grade setting. I even taught in a one-room school at the Blumengart Hutterite colony for 3 years, grades 1 to 10. In 10 years at GVC I was mostly teaching geography and social studies, though I also did English, science, typing and math. I have been subbing in about 10 different schools at all levels in both Garden Valley and Western School divisions for the last 12 years.
- 19.6 Please don't hesitate to contact me if you have any concerns.
- 20.0 Workplace Safety & Health – M. Siemens
- 20.1 Marty Siemens has returned as the GVTA Workplace Safety and Health Representative. Throughout the school year, four inspections will be completed at each school/site. WSH Divisional Committee members will also can participate in training sessions that will improve their understanding of safety in the workplace. Abe Wiebe (Employer Representative) and Marty Siemens (Worker Representative) are Co – Chairs of the GVSD Main Committee.
- 20.2 The WSH representative attends two MTS training sessions throughout the year to learn about important and new information that relate to Workplace Safety and Health.
- 20.3 The GVSD WSH committee has formed a subcommittee that will focus on reviewing the 11 Elements (Policies that apply to Workplace Safety and Health) during the 2018-2019 school year.
- 21.0 Acceptance of Reports – MOVED/SECONDED Laura Unger/Sarah Buhler. CARRIED.

22.0 Prizes drawn. Winners: Wes Neufeld, Bernie Janzen, Derek Baschuk, Roxanne Baraniski, Jennifer Hamp.

23.0 **Next Meeting – Tuesday, May 28, 2019, AGM & Elections.**

24.0 Adjournment: 4:20pm. Moved by Dale Martens. CARRIED.

**DRAFT CONSTITUTION  
OF  
THE GARDEN VALLEY TEACHERS' ASSOCIATION  
OF  
THE MANITOBA TEACHERS' SOCIETY  
January 9, 2018**

**1. Authority and Name of the Local**

- 1.1. In accordance with the Constitution and Bylaws of the Manitoba Teachers' Society (hereinafter referred to as "the Society"), the Constitution of the Society being *The Manitoba Teachers' Society Act*, and the Bylaws of the Society being the Bylaws authorized thereunder, and pursuant to the Charter granted by the Society to form a local of the Society, the Garden Valley Teachers' Association of the Manitoba Teachers' Society was formed and has adopted this Local Constitution, which became effective on the date it was approved by the Provincial Executive.
- 1.2. The name of this Local shall be the Garden Valley Teachers' Association of the Manitoba Teachers' Society (hereinafter referred to as "the Local").
- 1.3. The Local is permitted to: carry on the work of the Society; enact this Constitution and enact Bylaws for the Local subject to the approval of the Provincial Executive; elect an Executive in accordance with the Constitution and Bylaws of the Local; elect or appoint Delegates to the Provincial Council; and adopt Policies for the Local without the approval of the Provincial Executive, where those Policies are of a purely Local nature.

**2. Objects of the Local**

- 2.1. The objects of the Local are determined by the Constitution and Bylaws of the Society, and the Charter granted by the Society to form the Local, and include the following:
  - (a) carrying out the mission, goals and objects of the Society;
  - (b) bargaining collectively on behalf of Members;
  - (c) ensuring effective communications between the Society and Members;
  - (d) providing mechanisms for Members to be effectively represented by the Society; and
  - (e) supporting professional growth opportunities for Members.
- 2.2. Additional objects of the Local not inconsistent with the Constitution and Bylaws of the Society may be established pursuant to the Bylaws of the Local.

### **3. Definitions and Interpretation**

3.1. For the purpose of the Constitution, Bylaws, and Policies of the Local, unless the context requires otherwise, or a separate definition is provided, terms when capitalized shall have the same meanings as in the Constitution, Bylaws and Policies of the Society, and grammatical variations of such terms shall have corresponding meanings. The following terms when capitalized shall have the meanings set out below, and grammatical variations of such terms shall have corresponding meanings:

- (a) “Agreement with the Employer” shall mean a Form of Agreement with the Employer as provided for in *The Public Schools Act* and regulations passed thereunder;
- (b) “Employer” shall mean Garden Valley School Division;
- (c) “Local” shall mean the Garden Valley Teachers’ Association of the Manitoba Teachers’ Society;
- (d) “Member” shall mean a Member of the Local;
- (e) “Membership Meetings” shall mean meetings of the Members of the Local duly called in accordance with the Constitution and Bylaws of the Local;
- (f) “Political Processes” shall mean the process of nominating a Member to run in an election for a position on the Executive, running for a position on the Executive, voting in elections for the Executive, voting on removal of a Member on the Executive from office or signing a related petition, seeking election or appointment to a Standing Committee, or seeking to be a Delegate on Provincial Council for the Local, but does not include participating in a vote to ratify a collective agreement, or voting on any other business affecting the Local;
- (g) “Provincial Council” shall mean the Provincial Council of the Manitoba Teachers’ Society;
- (h) “Provincial Executive” shall mean the Provincial Executive of the Manitoba Teachers’ Society;
- (i) “Society” shall mean the Manitoba Teachers’ Society; and
- (j) “Standing Committee” shall mean such Standing Committees established by the Local pursuant to the Bylaws of the Local.

- 3.2. Where any provision of the Constitution, Bylaws or Policies of the Local is inconsistent with the Constitution, Bylaws, or Policies of the Society, the provision of the Constitution, Bylaws or Policies of the Local is automatically void and of no force and effect to the extent of the inconsistency.
- 3.3. The article and section headings in the Constitution, Bylaws, and Policies of the Local are for reference purposes only and shall not affect the meaning or interpretation of the Constitution, Bylaws, and Policies.
- 3.4. Words importing the singular number only shall include the plural as the context may require. Where the feminine or masculine or neutral is used, the word or words shall be interpreted to include the masculine or feminine or neutral as the context may require. Words importing persons shall include firms, governments, and corporations as the context requires. These principles shall apply to the Constitution, Bylaws, and Policies of the Local.

#### **4. Membership, Rights and Obligations of Membership**

##### Membership in the Local

- 4.1. “Active members in good standing” and “associate members in good standing” with the Society as defined in the Constitution and Bylaws of the Society who are employed by the Employer under an Agreement with the Employer for the School Year or a portion thereof shall be Members of the Local.

##### Obligations of Membership

- 4.2. Members shall pay Required Membership Fees to the Society and the Local;
- 4.3. Members have such other obligations contained in the Constitution and Bylaws of the Society, and any further obligations contained in the Constitution and Bylaws of the Local.
- 4.4. Where a Member, in addition to being employed by the Employer, is also employed by a school division, school district, First Nation or First Nation Education Authority other than the Employer, and is by virtue of that employment a member of one or more other locals of the Manitoba Teachers’ Society, that Member is only entitled to participate in the Political Processes of one local.
  - (a) Such a Member must declare, in accordance with the procedures set by the Society, the name of all other locals of the Manitoba Teachers’ Society to which the Member is also a member, and must declare one local in which the Member chooses to participate in Political Processes. Such a declaration is binding on the Member for the duration of the School Year.



- (b) Such a Member who declares the choice to participate in the Political Processes of another local of the Society, or who fails to declare a choice to participate in the Political Processes of this Local in accordance with the procedures set out in the Bylaws of the Local, is not entitled to participate in the Political Processes of this Local, for the duration of the School Year, but such Member maintains other Member rights as provided for in the Constitution and Bylaws of the Local;

#### Rights of Membership

- 4.5. Subject to article 4.4, Members, duly assembled in a Membership Meeting properly called in accordance with the Bylaws of the Local, are the highest authority for deciding the policies and affairs of the Local.
- 4.6. Subject to article 4.4, and where it is not feasible to hold a Membership Meeting to conduct a vote, Members may vote on Local business outside of Membership Meetings in accordance with any procedures set out in the Bylaws, provided that adequate information is provided to all Members in advance.
- 4.7. Members enjoy the rights contained in the Constitution and Bylaws of the Society, and the rights contained in the Constitution and Bylaws of the Local.
- 4.8. A Member who does not maintain Membership in good standing by ceasing to pay Required Membership Fees to the Society and the Local at any period of time, including but not limited to a leave of absence, shall cease to enjoy the rights of Membership under the Constitution and Bylaws of the Local during the period of time that Required Membership Fees are not paid. This includes, but is not limited to, cessation of the right to participate in Political Processes of the Local during any period of time where Required Membership Fees are unpaid. A Member has the onus to ensure that Required Membership Fees are paid to the Society and the Local in order to maintain rights of Membership, including, but not limited to making arrangements for payment of Required Membership Fees during a leave of absence.

#### Cessation of Membership

- 4.9. Membership in the Local ceases if:
  - (a) a Member ceases to be employed by the Employer or does not sign an Agreement with the Employer for the School Year, except that where proceedings are brought to challenge the justness of a Member's termination by the Employer, Membership continues pending the outcome of the proceedings;
  - (b) a Member has voluntarily terminated membership in the Society or elected not to be a member of the Society;

- (c) a Member has membership suspended or terminated by the Society in accordance with the Society's Constitution or Bylaws.

## **5. Relationship between MTS and the Local**

- 5.1. The Local was established by Charter granted by the Society, and is bound by the Constitution and Bylaws of the Society.
- 5.2. The Local shall appoint or elect its Delegates to the Provincial Council in accordance with the procedures set out in the Bylaws of the Local.

## **6. Required Membership Fees**

- 6.1. Members must pay Required Membership Fees to the Society as determined by the Society, and must pay Required Membership Fees to the Local as determined by the Local in accordance with the Bylaws of the Local.
- 6.2. Required Membership Fees may be deducted at source in a manner agreed upon by the Local and the Employer, subject to the Constitution and Bylaws of the Society regarding payment of Required Membership Fees directly to the Society.

## **7. Executive and Officers of the Local**

### **Executive of the Local**

- 7.1. There shall be an Executive of the Local whose Membership shall consist of those positions required by this Constitution, and such other positions as determined in the Bylaws of the Local.
- 7.2. The Executive shall be responsible to direct, supervise and carry out the affairs of the Local between Membership Meetings, subject to direction from Members obtained in accordance with Articles 4.5 and 4.6, and subject to the Constitution and Bylaws of the Local and the Society. Without limiting the generality of the foregoing, the Executive shall have the power to interpret the Constitution and Bylaws of the Local, to adopt a budget for the Local subject to approval by the Members, to appropriate money, and to appoint Standing Committees or *ad hoc* committees of the Local.
- 7.3. Each Member of the Executive shall act in the best interests of the Local, shall declare any actual or possible conflicts of interest, and shall use their best efforts to perform duties assigned under the Constitution, Bylaws and Policies of the Local.

- 7.4. Any Member of the Executive who reasonably believes that business of the Local is being conducted contrary to the Constitution, Bylaws or Policies of the Local, or that another Member of the Local is acting contrary to the Constitution, Bylaws or Policies of the Local, shall disclose the concern to the Executive, which shall conduct such investigation and take such action as appropriate. A Member making such disclosure shall not be subject to repercussions.
- 7.5. The Executive shall conduct its business at meetings of the Executive duly called in accordance with the Bylaws of the Local, or by other means authorized by the Bylaws of the Local.
- 7.6. The Executive is authorized to delegate any of its powers to one or more Members of the Executive, as it sees fit. The Executive is authorized to approve the hiring of staff to assist in carrying out the affairs of the Local and to supervise and direct the work of any such staff.
- 7.7. The Executive is empowered to act notwithstanding any vacancy on the Executive. Decisions of the Executive are not invalid by virtue of an irregularity in the election or appointment of any Member of the Executive.

#### Members of the Executive

- 7.8. Subject to any limitations on Membership rights set out in the Constitution and Bylaws of the Society and the Constitution and Bylaws of the Local, and subject to any limits on consecutive terms contained in the Bylaws of the Local, any Member of the Local is eligible to sit on the Executive.
- 7.9. With the exception of a Past President, if such a position is provided for in the Bylaws of the Local, Members of the Executive shall be elected by and from Members of the Local who are eligible to participate in the Political Processes of the Local pursuant to article 4.4, for a one year term or such longer term set out in the Bylaws of the Local, in accordance with procedures in the Bylaws of the Local.
- 7.10. The Members of the Executive must include the following positions:
  - (a) A President of the Local, who shall be the representative and official spokesperson for the Local in its affairs, and shall perform such duties as may be assigned by the Executive and the Bylaws and Policies of the Local;
  - (b) One or more Local Officers responsible for:
    - a. assuming the duties of the President in the absence of the President, as delegated by the Executive;

- b. ensuring that minutes are kept of all meetings provided for in the Constitution or Bylaws of the Local, and preservation of records of the Local other than financial records, which minutes and records belong to the Local;
- c. overseeing the financial affairs of the Local, and the preservation of the financial records of the Local, which financial records belong to the Local; and

(c) Any such other Members of the Executive as established in the Bylaws of the Local.

7.11. Duties of the Members of the Executive shall be contained in the Bylaws of the Local.

7.12. All Members of the Executive shall serve their terms unless removed from office, or a vacancy otherwise occurs as defined in the Bylaws of the Local.

7.13. Unless an election is called in accordance with the Article 8.3 of this Constitution, vacancies on the Executive may be filled in accordance with the Bylaws of the Local.

## **8. Elections of Members of the Executive**

8.1. The General Secretary of the Society, or designate, is the Chief Electoral Officer of the Local and has the authority to oversee the conduct of elections to the Executive, and to resolve disputes about such elections.

8.2. There shall be a Local Electoral Officer or Local Elections Committee established in accordance with the Bylaws of the Local which has the authority to conduct the elections to the Executive, in accordance with the Bylaws and Policies of the Local, and subject to the direction of the Chief Electoral Officer. A Member seeking election to the Executive shall not be eligible to be the Local Electoral Officer or a member of the Local Elections Committee.

8.3. The Chief Electoral Officer has the discretion to call an election should a vacancy occur in any position on the Executive, at any time during the term of that position, and may determine the rules applicable to such an election.

## **9. Standing Committees**

9.1. There shall be such Standing Committees and any other *ad hoc* committees that the Executive determines are required to carry out the work of the Local, in accordance with the Bylaws of the Local.

9.2. The Local shall appoint Workplace Safety and Health Representatives and worker members of any and all Workplace Safety and Health Committees required by *The Workplace Safety and Health Act* in accordance with the procedures in the Bylaws of the Local.

## **10. Removal from Office**

10.1. A Member of the Executive may be removed from office pursuant to this article on the basis that there are reasonable grounds to believe that the Member is unwilling or unable to act in the best interests of the Local and its Members, and the business interests of the Local would be compromised by the Member continuing to serve the Member's term.

10.2. A Meeting to consider a Member of the Executive's removal from office may be called by the General Secretary of the Society upon receipt of a written request signed by either:

(a) the number of Members of the Local required for quorum for a Membership Meeting, as set out in the Bylaws of the Local, which must include members who work in more than one school or worksite, or

(b) two-thirds (2/3) of Members of the Executive,

which written request must identify the Member whose removal is sought and provide reasons for the requested removal.

10.3 Upon receipt of a written request, and being satisfied that the request has the requisite support pursuant to article 10.2, and that the requirement that there are reasonable grounds for removal pursuant to article 10.1 is met on a *prima facie* basis, the General Secretary or designate shall do as follows:

(a) Where the written request is made pursuant to article 10.2(a), schedule a Membership Meeting, or where the written notice is made pursuant to article 10.2(b), schedule an Executive Meeting, such meeting to be scheduled within five (5) working days;

(b) Provide written notice of the meeting to the Member whose removal from office is sought, and ensure that notice of the meeting is provided in accordance with the Bylaws of the Local;

(c) Act as chairperson of the meeting where the following process occurs:

a. a representative of those seeking the Member's removal presents reasons in support of a motion that the Member ought to be removed from office;

b. the Member whose removal is sought is provided an opportunity to fully respond; and

- c. a vote is conducted by secret ballot.
- 10.4 A vote to remove the Member from the Executive requires the support of either two-thirds (2/3) of the Local's Members present at the Membership Meeting (which requires quorum) or two-thirds (2/3) of the Members of the Executive present at the Executive Meeting (which requires quorum.)
- 10.5 A Member who has been removed from office may appeal the decision to the Provincial Executive, by providing a written request to the General Secretary and the President of the Local, or another Member of the Executive if the President is the Member being removed from office, within five (5) working days from the date of the vote to remove the Member from office.
- 10.5 An appeal to the Provincial Executive will be scheduled to be heard at its next regularly scheduled meeting. Provincial Executive shall determine the procedure for the appeal. The issue on appeal is whether the standard required for removal in article 10.1 has been met. The Provincial Executive shall issue a decision and shall confirm the Member's removal, or confirm the Member's reinstatement to office accordingly. The decision of the Provincial Executive shall be final and binding on the Local and the Member in question.

## **11. Local Finances**

- 11.1. The Fiscal Year of the Local shall be the same as that of the Society.
- 11.2. The Local shall administer and invest the Local's assets and reserve fund in accordance with the objects of the Society and the Local, the Society's financial and operational policy guidelines, and the Bylaws of the Local.
- 11.3. The Executive shall be responsible for the day-to-day administration and investment of the Local's assets and shall ensure that the Local's assets are protected and used to carry out the mission, goals, and objects of the Society.
- 11.4. The Executive shall prepare an annual budget for the Local and shall obtain approval for the annual budget in accordance with the procedure set out in the Bylaws of the Local. The Executive shall be responsible to ensure that the proposed budget complies with the Society's Bylaws and Policies, and the Bylaws and Policies of the Local.
- 11.5. The Executive shall ensure that the Budget, once approved, is followed, in accordance with the Bylaws of the Local.

11.6. The Local shall retain a qualified external auditor at the end of each Fiscal Year to annually undertake an independent financial audit or review of the Local's financial records and shall submit a copy of the audit to the Society within thirty (30) days of its receipt from the auditor.

## **12. Amendments to the Constitution and Enactment of Bylaws**

12.1. Amendments to this Local Constitution or Bylaws may be proposed by any Member of the Local, in accordance with the procedures in the Bylaws of the Local.

12.2. Amendments to this Local Constitution or Bylaws must be approved by a vote of two-thirds (2/3) of Members present at a duly convened Membership Meeting, in accordance with the Bylaws of the Local.

12.3. Within ten (10) days of approval, a copy of the amended Constitution of the Local must be provided to the General Secretary of the Society.

12.4. An amendment to the Constitution or Bylaws of the Local takes effect on the date the Provincial Executive approves the amendment.

## **13. Enactment of Local Policies**

13.1. The Local is authorized to establish Policies with respect to matters of a purely local nature, which are not subject to approval by the Provincial Executive. A decision of the Provincial Executive as to whether a matter is of a purely local nature is final and binding on the Local and all Members unless altered by Provincial Council.

13.2. Policies for the Local may be approved in accordance with the Bylaws of the Local.



# **GARDEN VALLEY TEACHERS' ASSOCIATION LOCAL BYLAWS**

## **Part 1 – Membership**

1.1 Members who are eligible to participate in Political Processes of the Local pursuant to article 4.4 of the Constitution have the following rights:

- a) to attend and participate in Membership Meetings, and vote on business;
- b) to attend Executive meetings, with the exception of any part declared to be in-camera;
- c) to seek election to the Executive, seek election or appointment to any
- d) Committees of the Local, and seek to be a Delegate to Provincial Council;
- e) to nominate other Members to run for a position on the Executive, or Provincial
- f) Council;
- g) to vote in any elections conducted by the Local; and
- h) to participate in a ratification vote.

1.2 Members who are ineligible to participate in the Political Processes of the Local pursuant to article 4.4 of the Constitution have the following rights:

- a) to attend and participate in Membership Meetings, and vote on business with
- b) the exception of business that meets the definition of Political Processes;
- c) to attend Executive meetings with the exception of any part declared to be in-camera;  
and
- d) to participate in a ratification vote.

1.3 Members who cease to pay Required Membership Fees shall cease to enjoy the rights of Membership under the Constitution and Bylaws of the Local during the period that the Required Membership Fees are not paid.

## **Part 2 – Provincial Council**

2.1 The Executive shall appoint the Local's Delegates to Provincial Council.

2.2 The Local's Delegates to Provincial Council shall be appointed using the GVTA MTS Delegate Selection Procedure.

### **Part 3 – Membership Meetings**

#### **Annual General Meeting**

3.1 An Annual General Meeting of the Membership shall be held once per year within the last seventy-five Days of the School Year.

3.2 The agenda for the Annual General Meeting shall include:

- a) elections;
- b) the approval of the annual budget of the Local for the following School Year;
- c) the approval of the Required Membership Fees of the Local; and
- d) such other general and new business as determined by the Members.

#### **Special Membership Meetings**

3.3 Subject to article 10 of the Constitution, a Special Membership Meeting may be called in one of the following ways:

- a) by the President of the Local;
- b) by the Provincial Executive or General Secretary of the Society; or
- c) by any Member of the Local entitled to participate in the Political Processes of the Local, if a request in writing is submitted to the President, which written request states the reason for the meeting and is supported by at least twenty-five (25) signatures of Members entitled to participate in the Political Processes of the Local.

3.4 Subject to article 3.5 of these Bylaws, the Membership must receive a minimum of seven (7) Days' written notice of a Special Membership Meeting, and a meeting called pursuant to article 3.3(c) of these Bylaws shall be scheduled within seven (7) to fourteen (14) Days following the Day on which the written request is submitted to the President. The General Secretary of the Society shall be provided with an electronic copy of all written notices of special membership meetings, as soon as possible.

3.5 The President has the discretion to waive the minimum notice of a Special Membership Meeting required by article 3.4 in urgent circumstances, in which case the Special Membership Meeting shall be scheduled with as much notice to the Membership and General Secretary as is reasonably possible.

3.6 The agenda for a Special Membership Meeting shall be limited to the business for which it was called.

#### **Provisions Applicable to all Membership Meetings**

3.7 The quorum for Membership Meetings shall be thirty-five (35) Members entitled to participate in the Political Processes of the Local.

3.8 If quorum for a Membership Meeting is not met, the Membership Meeting may continue on an informational basis but no votes or decisions on business matters shall be conducted. The President has the discretion to schedule a Special Membership Meeting to conduct the required business.

3.9 If the Annual General Meeting does not have quorum, and it is not feasible to schedule a Special Membership Meeting, the membership may vote on the Budget of the Local and the Fees of the Local in accordance with the procedures set out in articles 3.11 through 3.12 of these Bylaws. The General Secretary shall be provided written electronic notice of the Local's intention to conduct a vote in accordance with the procedures set out in articles 3.11 through 3.12 of these Bylaws, as soon as possible in advance of the vote.

3.10 With the exception of article 10 of the Constitution and article 12 of the Constitution, which require a two-thirds (2/3) vote of Members entitled to participate in the Political Processes of the Local, business at a Membership Meeting shall be conducted by a majority vote of the Members present and entitled to vote pursuant to Part 1 of these Bylaws.

### Canvassing the Membership outside of Membership Meetings

3.11 In between Membership Meetings, the Membership may vote on an issue through either a paper ballot or a secure electronic vote, in the following circumstances:

- a) a vote on changes to Benefits;
- b) a vote on the Budget or Fees of the Local in accordance with Article 3.9;
- c) a vote on the President of the Local;
- d) a vote on the election of the Members of the Executive, if quorum was not met at the Annual General Meeting.

3.12 It is the discretion of the Executive to decide whether the vote under article 3.11 is held through paper ballot or secure electronic means.

3.13 A vote in accordance with Article 3.11(a) shall be done in accordance with the following process:

- a) An informational meeting shall be scheduled to provide information about the proposed Benefits change, at least thirty (30) Days before a vote will take place;
- b) An information package regarding the proposed Benefits change shall be distributed to all Members, at least thirty (30) Days before a vote will take place;
- c) A vote shall be held after having provided at least seven (7) Days' notice of the vote to the Members.

3.14 At least seven (7) Days' notice of a vote held in accordance with Article 3.11(b), (c), and (d) shall be provided to Members.

3.15 A vote held in accordance with Article 3.11(d) shall be held within thirty (30) Days of the Annual General Meeting at which quorum was not met.

3.16 A vote conducted pursuant to articles 3.11 through 3.14 requires at least thirty-five (35) Members to vote to be valid, and the decision shall be determined by majority of votes cast.

#### **Part 4 – Ratification and Interest Arbitration Votes**

4.1 The Executive shall direct the President to call a Ratification Meeting for the purposes of ratifying a renewed collective agreement, and shall cause to be held a ratification vote in accordance with the requirements of The Labour Relations Act.

4.2 The Executive shall ensure that:

- a) all Members are provided reasonable notice of the vote;
- b) all Members are provided a reasonable opportunity to vote; and
- c) the vote is conducted by secret ballot or secure electronic vote.

4.3 A secret ballot or secure electronic vote of the Membership conducted at a Membership Meeting must occur to approve any recommendation to proceed to interest arbitration pursuant to the Bylaws of the Society.

4.4 Prior to referring a matter to interest arbitration or conducting a ratification vote, pursuant to the Bylaws of the Society, the Society shall be provided with the opportunity to discuss its views about the advisability of referring the matter to interest arbitration or accepting any collective agreement, and no ratification vote or vote to proceed to interest arbitration shall be held by the Local until after the Society has been provided with the opportunity to present its views to the Members.

#### **Part 5 – Executive**

5.1 The Members of the Executive shall consist of the following:

- a) President;
- b) Vice-President;
- c) Past-President, subject to article 5.4;
- d) Secretary;
- e) Treasurer;
- f) Workplace Safety and Health Liaison;
- g) Committee Chairpersons of the Standing Committees set out in these Bylaws;
- h) Members-at-large, subject to article 5.8; and
- i) Any Member of the Local who serves on the Provincial Executive not otherwise sitting on the Executive.

5.2 The duties of the Members of the Executive shall include the following:

- a) The President is the representative of the Local and shall communicate on behalf of the Local; shall call and preside at all Membership and Executive Meetings; shall be an ex-officio member of all Standing Committees and ad hoc committees of the Local; shall delegate duties and supervise any duties so delegated; and shall perform such duties as the Executive shall assign.

- b) The Vice-President shall: assume the duties of the President in the absence of the President, unless unwilling or unable to do so, as delegated by the Executive; and perform such duties as the President or Executive shall assign.
- c) Subject to article 5.4, the Past-President shall provide mentorship to the current president; provide accountability; provide information about Local business to the President and Executive upon request.
- d) The Secretary shall: prepare and preserve, or appoint a designate to cause to be prepared and preserved, an accurate record of the proceedings of all Membership meetings and Executive meetings, including a record of decisions made during in-camera portions of meetings; ensure that in-camera minutes of meetings are taken and kept sealed; make minutes of Membership meetings (other than in-camera minutes) available to Members upon request; produce minutes of meetings, including in-camera minutes, and other records upon request to the General Secretary of the Society; preserve records of the Local, which records shall belong to the Local; and perform such other duties as the Executive shall assign.
- e) The Treasurer shall: oversee the proper conduct of the financial affairs of the Local pursuant to the requirements of the Society; preserve the financial records of the Local, which records shall belong to the Local; ensure that financial records are preserved for at least seven (7) years; report on the financial affairs of the Local to the Executive and the Membership; and perform such duties as the Executive shall assign.
- f) Committee Chairpersons shall: ensure that the Committee carries out its aims and duties in accordance with the Constitution, Bylaws and Policies of the Society, the Constitution, Bylaws and Policies of the Local, and any additional duties or terms of reference assigned by the Executive; keep minutes of Committee meetings and a record of the Committee's work; report on the work of the Committee upon request by the Executive; and perform such duties as the Executive shall assign.
- g) Committee Co-chairpersons shall: perform duties as the Committee Chairperson assigns
- h) Members-at-large shall: perform such duties as the Executive shall assign.

5.3 All Members of the Executive shall be elected positions except for the Past-President.

5.4 The most recent President of the Local who does not seek re-election or is defeated after one (1) or more terms in office is eligible to serve on the Executive as Past-President, provided the Past-President remains a Member who is entitled to participate in the Political Processes of the Local at all times during their term.

5.5 Subject to article 5.4, Members of the Executive shall hold a one (1) year term of office beginning July 1 following the Annual General Meeting.

5.6 The Members shall determine the release time of the President of the Local and any other Members of the Executive, subject to the terms of the Collective Agreement and the Budget of the Local.

5.7 Subject to the approved Budget of the Local, the Local shall endeavor to provide compensation for release time to the Member, as though the Member of the Executive teaches or works for the equivalent of the release time, and no Member of the Executive shall suffer a reduction in salary that would be earned pursuant to the Collective Agreement as a result of occupying a position on the Executive with release time.

#### Executive Representation

5.8 Administrative units that are not represented on Executive shall each elect a member to attend each Executive meeting as a Member-at-Large. At an Executive meeting, a Member-at-Large shall have the same rights and privileges as any Executive member.

For information purposes, an Administrative Unit is a grouping of members supervised by the same principal, including that principal. Clinicians, coordinators, directors, and other members who are not supervised by a principal shall form one (1) additional administrative unit. Substitute teachers shall form one (1) additional administrative unit;

#### Vacancies

5.9 A vacancy on the Executive shall occur in any of the following circumstances:

- a) the resignation or retirement of a Member of the Executive; or
- b) the executive position remains unfilled after the Annual General Meeting; or
- c) the Member of the Executive being unable to act; or
- d) the removal from office of a Member of the Executive, pursuant to article 10 of the Constitution of the Local; or
- e) by Executive Motion if a Member of the Executive misses two consecutive Executive meetings without reasonable explanation satisfactory to the Executive.

5.10 Unless the Chief Electoral Officer decides to call an election to fill a vacant position, the Executive may appoint a Member to fill the vacant position(s) as soon as reasonably possible. In the event of a vacancy in the position of President, the General Secretary of the Society shall be provided written notice of the vacancy as soon as possible and the Vice-President shall assume the position of President, unless unwilling or unable to do so.

### **Part 6 – Executive Meetings**

#### Regular Executive Meetings

6.1 The Executive shall meet at the call of the President no fewer than eight (8) times per year.

6.2 Members of the Executive shall be given at least seven (7) days' notice of Executive Meetings.

#### Special Executive Meetings

6.3 Special Executive Meetings may be called:

- a) by the President of the Local; or
- b) by any Member of the Executive, if a request in writing is submitted to the President, which request states the reason for the meeting and is supported by at least one-half (1/2) of the Members of the Executive.

6.4 Special Executive Meetings shall be scheduled upon as much notice to the Members of the Executive as is reasonably possible.

6.5 The agenda for a Special Executive Meeting shall be limited to the business for which it was called. Applicable to all Executive Meetings

6.6 The quorum for Executive Meetings shall be one-half (1/2) plus one (1) of the Members of the Executive.

6.7 If quorum for an Executive Meeting is not met, the Executive Meeting may continue, but no votes on business matters shall be conducted.

6.8 Each Member of the Executive shall have one vote and business shall be decided by a majority vote of the Members of the Executive present at the Executive Meeting, with the exception of a motion to remove a Member from office on the Executive, which requires a two-thirds (2/3) vote of Members of the Executive present at the Executive Meeting. Proxy voting shall not be permitted, subject to article 6.10.

6.9 Executive Meetings are open to Members to attend and observe, other than any portions that the Executive determines will be held in-camera.

6.10 The Executive may hold portions of an Executive Meeting in-camera that concern:

- a) labour contract discussions, labour management relations, or personnel issues;
- b) financial matters where negotiations with a third party are involved;
- c) matters involving building or personal security where disclosure could reasonably be expected to seriously compromise Society personnel or assets;
- d) matters concerning information that a person has requested be provided to the Provincial Executive in private, such as a situation involving allegations of harassment or whistle-blowing.

6.11 Local business concerning subject matter identified in article 6.10 shall, upon motion which states the general subject matter of the business, be discussed in an in-camera portion of an Executive Meeting. In-camera minutes of deliberations about the business shall be taken and kept sealed. A record of any decision made in-camera shall be reflected in the minutes of the Executive Meeting.

6.12 Where a Member of the Executive believes that discussion of an item of business within an in-camera portion is not appropriate in-camera subject matter that Member shall immediately rise on a point of order to that effect. The Executive shall immediately rule on whether the discussion may be continued in-camera or shall be deferred to the regular portion of the Executive Meeting.



Conducting Executive Business between Executive Meetings

6.13 In lieu of calling a Special Executive Meeting in accordance with article 6.3, the Executive may conduct business between Executive Meetings by taking a vote of Executive Members through e-mail or secure electronic vote:

- a) by the President of the Local; or
- b) by any Member of the Executive, if a request in writing is submitted to the President, which request states the reason for the meeting and is supported by at least one-half (1/2) of the Members of the Executive

6.14 Business conducted in accordance with article 6.11 shall be passed by a majority vote of the Members of the Executive.

**Part 7 – Elections**

Nominating Committee

7.1 The executive shall, by the February Executive Meeting, appoint a special committee called the Nominating Committee, which shall be appointed by the outgoing Executive.

7.2 The nomination and campaign period for the election of the Members of the Executive shall begin the day after the February Executive Meeting.

7.3 The Nominating Committee shall prepare the election of the Executive, ensure that all candidates are eligible to participate in the Political Processes of the Local, and are willing to serve.

7.4 The Nominating Committee shall select a chairperson from amongst its members. Subject to article 5.4, the chairperson of the Nominating Committee will typically be the immediate past-president provided they are teaching in the division.

7.5 The Nominating Committee shall present a list of nominees for all executive positions at the Annual General Meeting. After the presentation of this list, the members at the meeting may make further nominations for the Executive from the floor.

7.6 If two or more candidates run for an Executive position, a secret ballot vote of the Members present at the Annual General Meeting shall be held by the Nominating Committee to determine the successful candidate. The successful candidate in a vote amongst two candidates wins by the majority vote. The successful candidate in a vote amongst three or more candidates wins by the plurality of votes.

7.7 Following the opportunity to accept nominations from the floor, if there is only one candidate for an Executive position, that candidate is deemed the successful candidate by acclamation.



7.8 Members shall elect the President by secret ballot before March 30 of each year. The Nominating Committee shall prepare a list of nominees for this secret ballot and conduct this election. The nominating committee shall also invite members to submit nominees for this list at least fourteen (14) days prior to this election. The Nominating Committee shall ensure that nominees are willing and able to accept their nomination before including them on the ballot.

7.9 Members of the Executive seeking re-election shall not utilize the benefits of their current office to campaign for re-election. A dispute about whether this prohibition has been violated, and the consequences of the violation, shall be referred to the Chief Electoral Officer of the Society

7.10 Newly elected Members of the Executive shall take office beginning July 1 following the Annual General Meeting.

7.11 The Nominating Committee Chairperson shall retain all ballots until the election results are confirmed by a duly recorded motion of the Members, and then shall introduce a motion to destroy the ballots.

7.12 The President shall provide the General Secretary of the Society a list of the Members of the Executive within ten (10) Days of their election.

## **Part 8 – Required Membership Fees**

8.1 The Required Membership Fees of the Local shall be in such amounts as approved by the Membership.

8.2 Required Membership Fees shall be deducted by the Employer in equal installments from the pay cheques of all Members and remitted to the Local. Fees shall be prorated for Members with part-time employment. In the case of substitute teachers, the Required Membership Fee shall be deducted on a per diem basis.

8.3 Members have the onus to ensure that Required Membership Fees are paid to the Local and the Society during any period of absence where Required Membership Fees are not deducted from pay.

## **Part 9 - Standing Committees**

9.1 The following are the Standing Committees of the Local:

- a) Collective Bargaining Committee;
- b) Education Finance Committee;
- c) Employee Benefits Committee;
- d) Equity and Social Justice committee;
- e) Indigenous Education Committee;
- f) Liaison Committee;

- g) Professional Development Committee;
- h) Public Relations Committee; and
- i) Social and Teacher Wellness;

9.2 The Executive may create and disband ad hoc committees as needed. The Executive shall establish terms of reference for any ad hoc committees, which include the responsibilities, composition, budget, and term of the Committee, and shall appoint a Chairperson for the Committee.

9.3 The President of the Local shall be an ex-officio member of all Standing Committees and ad hoc committees of the Local. Every Standing Committee shall be chaired by the Member of the Executive that is the elected Committee Chairperson for that Committee.

9.4 A staff officer of the Society must be a member of the Local Table Team. The staff officer must be able to participate in all collective bargaining meetings of the Local.

9.5 The Workplace Safety and Health Liaison shall be the representative of the GVTA Executive. The other Worker Safety and Health Representatives are elected pursuant to the Workplace Health and Safety Act.

## **Part 10 - Finances**

10.1 The Local shall retain a qualified external auditor to annually undertake an independent financial audit or financial review of the Local's financial records. The Executive shall ensure that such audit or review takes place as soon as reasonably possible following the date of the election of the Members of the Executive.

10.2 The Executive shall make available the annual independent financial audit or financial review to Members.

10.3 The Executive shall present its proposed annual budget for the next Fiscal Year for approval at the Annual General Meeting. Subject to Article 3.9, approval of the proposed annual budget shall require a majority vote of the Members present at the Annual General Meeting. The budget must be distributed to the members a minimum of seven (7) Days prior to the Annual General Meeting.

10.4 At least two of the following may have signing authority on Association accounts: President, Vice-President, Secretary, Treasurer and Past-President.

10.5 All disbursements require the signature of two registered signing authorities. No person shall be authorized to sign cheques payable to oneself.

10.6 The Local shall maintain a reserve not exceeding 75% of the Local's operating budget based on the previous year's financial audit to cover deficits and to allow for normal fluctuations in cash flow. Should the fund be reduced to less than twenty thousand dollars (\$20 000) the approved Local budget for the following year shall reflect a sufficient surplus so that the associated reserve fund be in excess of twenty thousand dollars (\$20 000).



### **Part 11 - Amendments to the Constitution, Bylaws, or Policies of the Local**

#### **Constitution and Bylaws Amendments**

11.1 A Member of the Local may submit proposed amendments to the Constitution and Bylaws of the Local, by providing a draft amendment and written explanation to the President. Amendments shall be reviewed by the Executive and shall be placed on the agenda for the next Membership Meeting.

11.2 Notice of proposed amendments to the Constitution and Bylaws of the Local shall be sent to all Members at least seven (7) Days prior to the Membership Meeting at which the amendments are to be voted on by the Membership.

#### **Policy**

11.3 Amendments to Policies of the Local shall be made by the Executive.

11.4 Notice of amendments shall be sent to all Members prior to the Executive Meeting at which the amendments are to be voted on by the Executive.



## GARDEN VALLEY TEACHERS' ASSOCIATION PRACTICES AND PROCEDURES

---

When Policies and Procedures are revised at an Executive or General meeting, the revisions are effective immediately.

### A. Executive Honoraria and Reimbursements

1. *Honoraria*. Honoraria are paid to Executive Members (officers, committee chairs and co-chairs) at the June executive meeting as follows:

All executive members that hold a portfolio and the Workplace Safety & Health Liaison receive an annual \$250 honorarium; except for the president, professional development chair, collective bargaining chair, and treasurer, who receive an honorarium of \$500 each. Members-at-Large will receive an annual honorarium of \$100 each.

Executive members that receive honoraria that meet or exceed \$500 dollars due to multiple executive roles and responsibilities in a fiscal year, will receive no more than \$500 as their honoraria. Refer to 4. Cell Phone for those amounts over \$500.

Executive members are expected to attend meetings on a regular and punctual basis. There must be cause for absence. Absences without cause result in a reduction in honoraria equal to the amount of meeting costs incurred as a result of missed meetings. The amount will not exceed the total of the honoraria that would normally be received.

Executive members are elected at the Annual General Meeting by a group of their peers and executive roles are for the benefit of all GVTA members. Executive members who determine they are unable to complete their commitments to the members, or are unable to complete their term, are to inform the executive as soon as possible so that a suitable replacement can be appointed.

2. *Expenses and mileage*. Executive members or designates are reimbursed for expenses and mileage incurred while conducting GVTA business at the same levels and under the same parameters designated by the most current MTS reimbursement form.
3. *Internet*. The president and treasurer receive reimbursements-for their home internet service- until such time as the GVTA maintains permanent office space. Reimbursement shall be at the basic level for the carrier of their choice.
4. *Cell phone*. The GVTA provides the president with a cell phone or reimburses the president for using their personal cell phone at the basic rate of their chosen service provider. This includes unlimited text, a talk, & a data plan - to sufficiently

serve the association.

Executive members that exceed their rightful honoraria beyond the \$500 per fiscal year threshold will receive support for their personal telecommunications services up to the honoraria they would have received beyond the \$500 threshold, if left unrestricted

5. *Receipts.* Receipts are required for reimbursements of expenses, internet, and cell phones. Expense claims must follow the process as set out by the GVTA Treasurer. Remittance is initiated upon accurate submission of the approved GVTA Request for Funds Form attached to this document.
6. *Technology.* The GVTA provides the president with a computer and the treasurer with a computer and printer. At the end of their respective executive terms, the hardware may be purchased at a pro-rated value as approved by the executive or, transferred to the incoming executive member holding the same or similar position. All data remains the property of GVTA.
7. *PD expenses and honoraria.* PD expenses and honoraria are reimbursed according to the joint GVSD/GVTA PD Policy and Procedure Handbook.
8. *Reimbursement for substitute and part-time teachers.* Because they may be passing up work as a substitute, substitute teachers shall be compensated at GVSD substitute wages for their participation in a GVTA or MTS event during a regular school day. For the same reason, part-time teachers will be similarly compensated for their participation in a GVTA or MTS event that takes place during a regular school day but outside of their regular teaching schedule. For details, see the GVSD procedure entitled, "Administration of Part Time Teachers and Substitute Teachers Serving on the GVTA Executive."
9. *President's Leave.* On a day when the GVTA president has been granted leave from their teaching duties by GVSD, the GVTA shall grant the president equivalent leave from their duties as GVTA president.

## **B. Events**

1. *Fall picnic.* The fall picnic is hosted and organized by the teaching staff at a different school each year according to a rotational order kept by the Social Wellness Committee Chair. The fall picnic is open to all divisional staff.
2. *Retirement recognition.* The social committee purchases gifts from the GVTA for the retirees.
3. *1<sup>st</sup> Year Teachers BBQ.* Each fall, the Social & Teacher Wellness Committee organizes this event to welcome new teachers to the GVTA.

4. *MTS sports events.* The GVTA reimburses the entry fees of-GVTA teams entered in MTS sanctioned sporting events.
5. *Executive training / grant.* During the fall, an executive training workshop takes place. The President applies to MTS for an executive training grant to help cover the costs.

### **C. Scholarships and Awards**

1. *Education scholarships.* Scholarships may be announced at the respective graduation ceremonies of each high school. A \$1500 scholarship is awarded to one graduate entering Education or training for the purpose of entering into a Faculty of Education. The PR Chair coordinates the application process, while the president is the contact for the winners.
2. *Stanley Agricultural Society donation.* \$120 is donated to the Stanley Agricultural Society as prize money for education-related competitions held at the Winkler Harvest Festival.

### **D. Executive and Committee Meetings**

1. *Frequency.* The Executive generally meets the first Tuesday of each month during the school year.
2. *Meals.* The GVTA usually supplies meals or snacks at its meetings.
3. *School closures.* If the division closes schools, executive or committee meetings on that day will be postponed by one (1) week unless consensus on another date is reached.

### **E. General Meetings**

1. *Food/Refreshments.* The Social / Wellness Committee organizes and arranges this for attendees. \$200 is usually set aside for this purpose for each meeting; monies are drawn from the *General Meeting* budget line.
2. *Prizes/Draws.* The Executive may from time to time, direct the Public Relations Committee to purchase and provide incentive items for distribution at General Meetings. \$300 annually is usually set aside for this purpose; monies are drawn from the *General Meeting* budget line.
3. *Notice:* AGM information will typically be sent out in the May *AppleCore*.
4. *Logistics.* All other logistics, information, and notice for general meetings shall be the responsibility of the GVTA president to organize or delegate.

### **F. Fees**

1. *Substitutes*. The daily fee of a substitute is pro-rated based upon the fraction of the school year that day represents.
2. *Part-time teachers*. GVTA fees for part-time teachers are pro-rated based upon the portion of time they work.
3. *Limited term contracts*. The fees of teachers on limited term contracts are pro-rated based on the fraction of the total school year they work.
4. *Teachers on Leave*. Teachers on leave must directly arrange for payment of fees to the society and the local. Full-time leave members require no payment of fees to the local.
5. *Informing the division*. In the spring, the president informs the division what GVTA fees are to be deducted for the next school year.
6. *President's Extra Hours*. The President is to submit an Additional Hours Worked form to the Division, who shall deduct the additional compensation to be paid from the Division's reimbursement invoice to the GVTA.
7. *Budget lines*. When voting on fees at a general meeting, the treasurer presents all the lines in the GVTA budget to the general membership

#### **G. MTS Annual General Meeting**

1. *Alternate delegate*. The GVTA sends one alternate delegate at its own expense.
2. *Hospitality room*. The GVTA contributes to a regional hospitality room at a rate set by the teachers' associations involved.
3. *Rooms for GVTA delegates*. If GVTA delegates are unable to share accommodations, the GVTA will reimburse its delegates for single rooms.
4. *Delegate Selection*. Delegates to the Society's Annual General Meeting will be selected using the GVTA MTS Delegate Selection Procedure attached to this document.
5. *Resolutions*. Proposals for resolution submissions to Provincial Council will be submitted to the GVTA President before the Local Executive Meeting in February. All proposals for resolution submissions will be reviewed by the local executive in the February Executive Meeting. Resolution submissions must be approved by the Local Executive before the President can submit them.
6. *Provincial Elections*. A member running for Provincial Executive, President of the society, or Vice-President of the society must be approved by the local executive. Each approved candidate(s) will receive up to \$500 to be spent on posters, hospitality rooms, and/or donations in lieu of "swag".

## H. Benefit Plans

1. *Benefit plans.* The membership votes in deciding whether to adopt a benefit plan that costs members. The executive determines the appropriate majority required to win the vote prior to the vote.

## I. Transition Meeting

1. *Attendance.* The June executive meeting includes outgoing, incoming, and continuing executive members.
2. *Gifts.* Outgoing members are presented with a gift (approximate value = \$15). The president is in charge of purchasing these gifts from the Benevolences and Gifts budget line.

## J. Gifts

1. *Loss or illness.* The GVTA believes it is important to acknowledge a significant loss or illness in a members' family with a card and/or gift.
2. *Presenters.* Those who present on behalf of GVTA outside their regular duties receive a small gift of the PR Committee's choosing.

## K. President's Meetings

1. *President/GVSD Superintendent.* The GVTA president meets monthly with the GVSD superintendent to discuss salient issues.
2. *Advisory Committee:* The GVTA president meets monthly with the past-president and vice-president to review meeting agenda and discuss issues.
3. *GVTA Executive:* The GVTA President should meet with separately with GVTA executive committee chairs & co-chairs, representatives, and members-at-large at least once a year.
4. *School Visits:* The GVTA President visits members at schools and administrative units at least twice a year.
5. *Other Local Presidents:* The GVTA President can meet with other local presidents as applicable, for advisory and accountability purposes.

## L. Standing Committee Responsibilities

### 1. General

- a. The president or designate shall speak for the Association.
- b. If Chairs, Co-Chairs, or Liaisons are unable to attend an MTS sponsored event or meeting indicated in their committee policy, they are to inform the GVTA President.



- c. All GVTA Executive Members are to attend one GVSD Board Meeting per year, on a rotational basis such that there is always a GVTA presence. Attendees shall submit a report to the GVTA Executive at the next Executive Meeting.

## **2. Collective Bargaining**

- a. To negotiate a new collective agreement based on provincial and regional bargaining goals and the needs of the membership;
- b. To establish a Table Team consisting of the President, MTS Representative, Collective Bargaining Chair, Collective Bargaining Co-Chair, and others as selected by the Collective Bargaining Chair and Co-Chair. The Table Team will be constructed with the diversity of the membership in mind. The Table Team shall not exceed the number of individuals sent by the employer to the bargaining table by more than one. The Table Team must be approved by the GVTA Executive and the Collective Bargaining Committee.
- c. To promote knowledge of the collective agreement and/or bargaining procedures amongst the Association;
- d. To assist in the implementation of the collective agreement;
- e. Chair and Co-Chair to attend regional and provincial Bargaining Meetings and report back to those respective committees;
- f. The Chair is to attend GVTA-GVSD Liaison Meetings
- g. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

## **3. Education Finance**

- a. To be accorded consultation and participation by the local Board of Trustees in the annual FSP (entitlement) and FRAME budget process;
- b. Tracking trends in Education Finance field;
- c. Gathering information to present to local Executive and General Meetings;
- d. Chair and Co-Chair to attend regional and provincial Education Finance meetings and report back to those respective committees;
- e. The Chair is to attend GVTA-GVSD Liaison Meetings
- f. Give monthly reports at GVTA Executive meetings and semi-annual and

annual reports at general membership meetings.

#### **4. Employee Benefits**

- a. To develop awareness and maintain files of all employee benefits;
- b. To identify and investigate local needs for which the Employee Benefits committee can provide assistance;
- c. To organize and host Employee Benefits Seminars relative to GVTA members;
- d. Chair and Co-Chair to attend regional and provincial Employee Benefit Meetings and report back to those respective committees;
- e. The Chair is to attend GVTA-GVSD Liaison Meetings
- f. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

#### **5. Equity & Social Justice**

- a. Develop awareness of social justice and, equity issues in classroom materials, teacher attitudes, school policies and programs;
- b. Share information and resources, such as book club opportunities;
- c. Identify local needs for which the committee may provide assistance;
- d. Cooperate with the Professional Development Committee to provide in-service programs;
- e. Cooperate with the Indigenous Education Committee when appropriate;
- f. Publish *Apple Core* articles every other month;
- g. Utilize the Association's social media as appropriate to engage with members;
- h. Act as a liaison between the local Association and the Society;
- i. Chair and Co-Chair to attend regional and provincial Equity and Social Justice meetings and report back to the committee;
- j. The Chair is to attend GVTA-GVSD Liaison Meetings

- k. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

## 6. Indigenous Education

- a. To develop awareness and promote Indigenous education in schools, classrooms, in policies and programs, and in resources available to teachers;
- b. To identify local needs for which the committee may provide assistance;
- c. To act as a liaison between the local Association and the Society;
- d. To cooperate with the Professional Development Committee in providing local teachers in-service training related to Indigenous education;
- e. Communicate to local members through a monthly submission to the *Apple Core*;
- f. Chair and Co-Chair to attend regional and provincial Indigenous Education meetings and report back to local Association;
- g. The Chair is to attend GVTA-GVSD Liaison Meetings
- h. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

## 7. Liaison

- a. Meet with representatives of the Garden Valley School Division Board of Directors at least three (3) times per year.
- b. Build a relationship with the Board, Share successes and appreciation, Share concerns and provide pertinent information.
- c. Communicate Association perspectives and consider Garden Valley School Division perspectives on salient topics.
- d. The Liaison Committee shall consist of the President (chair), Vice President, and the chairs of Collective Bargaining, Education Finance, Employee Benefits, Equity & Social Justice, Indigenous Education, and Professional Development.

## 8. Professional Development

- a. To initiate, organize and implement a program of in-service training to provide

opportunities for the GVTA membership to continue improvement of their educational practices;

- b. To inform GVTA teachers of PD opportunities;
- c. To engage such resource persons as are deemed necessary for the in-service program;
- d. To prepare, administer, and evaluate the GVTA PD budget;
- e. To work in cooperation with the senior administration office in the planning and implementation of PD programs for the division;
- f. To liaise with the Society, Manitoba Education, and the senior administration of the Garden Valley School Division, recognizing them as partners in delivering professional development to teachers;
- g. Chair and Co-Chair to attend regional and PD meetings and report back to those respective committees;
- h. The Chair is to attend GVTA-GVSD Liaison Meetings
- i. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

## **9. Public Relations**

- a. Purchase prizes for General Meetings;
- b. To publish a membership newsletter;
- c. To promote GVTA events for all committees;
- d. To purchase and distribute an annual GVTA 'gift' for members;
- e. Chair and Co-Chair to attend regional and provincial PR meetings and report back to those respective committees;
- f. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

## **10. Social & Teacher Wellness**

- a. To promote unity and build morale;
- b. To plan, budget for and execute a minimum of three (3) events throughout the

school year - at least one (1) of these events will include all GVSD employees. These events shall be relevant and serve our diverse community of needs throughout the year;

- c. To plan, budget and execute a recognition for retiring teachers as needed;
- d. To purchase prizes for social / teacher wellness events;
- e. To develop awareness of wellness issues in teacher attitudes, school policies and programs;
- f. To share information and resources regarding social events and wellness. This shall be done primarily through the monthly publication of the *Apple Core*;
- g. To identify local needs for which the committee may provide assistance;
- h. To act as a liaison between the local Association and the Society;
- i. To cooperate with the Professional Development Committee to provide in-service programs;
- j. Chair and Co-Chair to attend regional and provincial Social / Wellness meetings and report back to those respective committees;
- e. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings.

#### **11. Workplace Safety and Health Liaison**

- a. WSH representative should submit a writeup for the Apple Core following the Divisional Workplace Safety & Health Meeting. The report should highlight important information that pertains to teachers. The committee meets four times, so the WSH representative should submit regular reports.
- b. The WSH GVTA representative is also encouraged to Co-Chair the committee with the employer representative.
- c. WS&H Liaison to attend regional and provincial MTS WS&H meetings and report back to those respective committees;
- d. Give monthly reports at GVTA Executive meetings and semi-annual and annual reports at general membership meetings

## **Attachments**



**2018-2019 GARDEN VALLEY TEACHERS' ASSOCIATION  
REQUEST FOR FUNDS  
Complete & Submit to the GVTA Treasurer**

1. **Attach invoices** for items or services that are billed to the GVTA
2. **Attach receipts or copies of charge card purchases** for items or services already paid – strike out your personal I.D. number/s
3. **Tap** small receipts/invoices to the back of this form - **Staple** 8.5" x 11" receipts/invoices to the back of this form
4. Once completed, **Submit this form along with attachments to your Treasurer**

DATE: \_\_\_\_\_ REQUESTED BY: \_\_\_\_\_

COMMITTEE	REIMBURSEMENT	REASON FOR REIMBURSEMENT	
<input type="checkbox"/> Collective Bargaining	<input type="checkbox"/> Accommodations	<input type="checkbox"/> 5210 AGM – GVTA Spring	<input type="checkbox"/> 5330 Executive Retreat Sub
<input type="checkbox"/> Education Finance	<input type="checkbox"/> Communications	<input type="checkbox"/> 5211 AGM – GVTA Fall	<input type="checkbox"/> 5350 Liaison Meetings
<input type="checkbox"/> Employee Benefits	<input type="checkbox"/> Executive Meeting	<input type="checkbox"/> 5220 AGM – MTS	<input type="checkbox"/> 5360 Miscellaneous
<input type="checkbox"/> Equality & Social Justice	<input type="checkbox"/> Food	<input type="checkbox"/> 5230 Accountant Review	<input type="checkbox"/> 5375 Nominations Committee
<input type="checkbox"/> Indigenous Awareness	<input type="checkbox"/> General Meeting	<input type="checkbox"/> 5240 Bank Charges	<input type="checkbox"/> 5380 Professional Development
<input type="checkbox"/> Liaison	<input type="checkbox"/> Gifts / Draws	<input type="checkbox"/> 5250 Benevolence & Gifts	<input type="checkbox"/> 5410 Portable Office
<input type="checkbox"/> Nominating	<input type="checkbox"/> Mileage	<input type="checkbox"/> 5260 Collective Bargaining	<input type="checkbox"/> 5420 President's Meetings/Subs
<input type="checkbox"/> President's Council	<input type="checkbox"/> Photocopying	<input type="checkbox"/> 5265 Dependent Care	<input type="checkbox"/> 5430 President's Release
<input type="checkbox"/> President	<input type="checkbox"/> Release Time	<input type="checkbox"/> 5270 Education Awards	<input type="checkbox"/> 5440 Public Relations
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Scholarship	<input type="checkbox"/> 5280 Education Finance	<input type="checkbox"/> 5450 Social/Wellness Justice
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Sponsorship	<input type="checkbox"/> 5290 Employee Benefits	<input type="checkbox"/> 5460 Supplies
<input type="checkbox"/> Social & Wellness	<input type="checkbox"/> Stationary	<input type="checkbox"/> 5300 Executive Honourarium	<input type="checkbox"/> 5470 Equity & Social Justice
<input type="checkbox"/> South Central Regional	<input type="checkbox"/> Substitute Costs	<input type="checkbox"/> 5310 Executive Meetings	<input type="checkbox"/> 5480 Indigenous Education
	<input type="checkbox"/> Other	<input type="checkbox"/> 5320 Executive Retreat	<input type="checkbox"/> 5490 Vice-President

Reason for Request (List Items / Fees): \_\_\_\_\_

TOTAL AMOUNT: \_\_\_\_\_

Make Cheque Payable to: \_\_\_\_\_

Mail or Deliver Cheque to: \_\_\_\_\_

Address (only if mail out): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**FOR TREASURER'S USE ONLY**

VERIFIED BY \_\_\_\_\_ AND \_\_\_\_\_

DATE OF PAYMENT \_\_\_\_\_ CHEQUE NUMBER \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_



**2018-2019 GARDEN VALLEY TEACHERS' ASSOCIATION  
REQUEST FOR FUNDS  
Complete & Submit to the GVTA Treasurer**

**2018 TRANSPORTATION – \$0.55/KM (1<sup>st</sup> 5000 km, then \$0.49) – ADD’L FOR PASSENGERS \$0.03/KM \$ Totals ↓**  
**2019 TRANSPORTATION – \$0.58/KM (1<sup>st</sup> 5000 km, then \$0.52) – ADD’L FOR PASSENGERS \$0.03/KM \$ Totals ↓**

1. From address \_\_\_\_\_ To address \_\_\_\_\_ Return km \_\_\_\_\_
2. From address \_\_\_\_\_ To address \_\_\_\_\_ Return km \_\_\_\_\_
3. From address \_\_\_\_\_ To address \_\_\_\_\_ Return km \_\_\_\_\_
4. List Passengers \_\_\_\_\_ Return km \_\_\_\_\_
  - Kilometer distance is calculated using standard map tools. The amount will be adjusted if it exceeds this calculated amount – allowing 20 km for long distance and Perimeter travel.
  - Public Transportation – Economy Class, take advantage of excursion sales, attach receipts
  - Ground Transportation – claim actual costs for bus, taxi, etc. – attach receipts

**ACCOMMODATION – MAX. CLAIMS – SINGLE \$137.17 OR SHARED \$68.59 – ATTACH DETAILED RECEIPTS**

1. Hotel Charge \_\_\_\_\_ Dates of stay – Listed \_\_\_\_\_
2. Other - up to \$68.59 / day – staying with friends / relatives on dates \_\_\_\_\_
  - May be claimed if travel time exceeds 1 hr. and a meeting begins by 09:00 am – a meeting ends 09:30 pm or later

**MEALS – ATTACH ITEMIZED RECEIPTS**

1. Breakfast – up to \$12.00 on dates \_\_\_\_\_
2. Lunch – up to \$15.50 on dates \_\_\_\_\_
3. Dinner – up to \$24.00 on dates \_\_\_\_\_
  - Meals outside of seminar times are **NOT** covered unless time/distance is a factor - e.g. drive exceeds 1 hr.
  - Claim actual amount or per diem – whichever is lesser – includes gratuities
  - Meals for committee work should not exceed the per diem rate per person

**DEPENDENT CARE – UP TO \$11.35 / HR – DOES NOT INCLUDE SPOUSE**

Name of Caregiver / Facility \_\_\_\_\_

- Dates \_\_\_\_\_ from \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm \_\_\_\_\_
- Claim actual expenses up to \$11.35 per hr. and to a maximum of \$200.00 per day for dependents requiring specialized care - attach itemized receipts
  - This is for care required on evenings and weekends – outside of normal working hours
  - A dependent as defined by MTS Provincial Council is a person who cannot socially, emotionally or medically look after oneself and may be in physical, social or emotional danger if left alone

**RELEASE TIME – WAS A SUBSTITUTE REQUIRED**

Charge to GVTA? Yes  No  If Yes, how many days? Half Day  One Day  Two Days  Other \_\_\_\_\_





## GVTA MTS AGM DELEGATE SELECTION PROCEDURE

---

Based on FTE, GVTA sends seven (7) Delegates to MTS AGM at MTS's expense plus one (1) Alternate Delegate paid by GVTA. This policy establishes the order that the GVTA Executive will use to invite and select participants from amongst its executive members.

**Seven (7) Official GVTA MTS AGM Delegates** are chosen using the *Delegate List*, and **one (1) Alternate Delegate** is selected using the *Alternate Delegate Selection Procedure*.

### **Official GVTA MTS AGM - Delegate List**

1. President
2. Vice-President
3. Provincial Standing Committee Members
4. Collective Bargaining Chair
5. Professional Development Chair
6. Employee Benefits Chair
7. Education Finance Chair
8. Equity & Social Justice Chair
9. Indigenous Education Chair
10. Workplace Health & Safety Liaison
11. If the respective chairs cannot attend, then the co-chairs of:
  - a. Collective Bargaining
  - b. Professional Development
  - c. Employee Benefits
  - d. Education Finance
  - e. Equity & Social Justice
  - f. Indigenous Education
12. Treasurer
13. Secretary
14. Drawn at Random:
  - a. Chair of Public Relations
  - b. Chair of Social & Teacher Wellness
15. Notwithstanding respective chairs attending, the following co-chairs drawn at random:
  - a. Collective Bargaining
  - b. Education Finance
  - c. Employee Benefits
  - d. Equity & Social Justice
  - e. Indigenous Education
  - f. Professional Development
16. Notwithstanding respective chairs attending, the following co-chairs drawn at random:
  - a. Public Relations
  - b. Social & Teacher Wellness
17. Past President
18. Members-at-Large, drawn at random



## GVTA MTS AGM DELEGATE SELECTION PROCEDURE

---

### Alternate Delegate - Selection Procedure

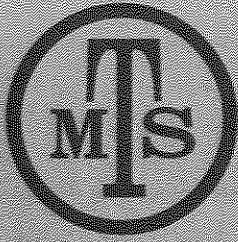
Drawn teachers not already attending are selected in order of GVTA service - from least to greatest - based on full years of service.

Teachers who tie for length of service shall be divided into 3 groups:

1. Table officers & teachers chairing a committee, including Workplace Safety & Health Liaison
2. Teachers co-chairing a committee
3. Members-at-Large

Teachers will be randomly sorted within their groups and asked in order.

If the first person who is able to attend is already attending based on the Delegate List, then the Alternate spot reverts to the next person available on the Delegate List.



The  
Manitoba  
Teachers'  
Society

THE MANITOBA TEACHERS' SOCIETY  
**Provincial Bargaining Protocol**  
2018–2019

# TABLE OF CONTENTS

<b>PROVINCIAL BARGAINING PROTOCOL .....</b>	<b>3</b>
<b>I. DEFINITIONS .....</b>	<b>3</b>
<b>II. TIMELINES .....</b>	<b>4</b>
<b>III. LOCALS .....</b>	<b>4</b>
<b>IV. THE REGIONS .....</b>	<b>8</b>
<b>V. THE SOCIETY .....</b>	<b>10</b>
<b>VI. PROVINCIAL SEMINAR ONE .....</b>	<b>14</b>
<b>VII. PROVINCIAL SEMINAR TWO .....</b>	<b>17</b>
<b>VIII. THE TABLE TEAM .....</b>	<b>21</b>
<b>IX. AGREEMENT IN COMMITTEE .....</b>	<b>22</b>
<b>X. IMPASSE .....</b>	<b>24</b>
<b>APPENDIX A .....</b>	<b>25</b>

## **PROVINCIAL BARGAINING PROTOCOL**

*The Provincial Bargaining Protocol shall govern any legislated provincial bargaining process. At the 2018 Provincial Council, the Collective Bargaining Standing Committee was tasked by BA1 with defining the operational details of the Provincial Bargaining Model passed at the 2011 Provincial Council. The Provincial Bargaining Protocol is the outcome of that task. The effective date of this Protocol will be the coming into force date of any Legislation that may be passed implementing provincial bargaining, or such earlier date as determined by the Society in order to meet the timelines in Appendix A to this Protocol. This Protocol is intended to apply to single tiered provincial bargaining, or any provincial parts of a two tiered provincial bargaining model.*

### **I. DEFINITIONS**

- A. Capitalized terms in this document that are defined in the Constitution and Bylaws of the Society shall have that meaning.**
- B. The following terms when capitalized in this document shall have the meanings set out below, and grammatical variations of such terms shall have corresponding meanings:**
1. "Candidate Questionnaire" shall mean the questionnaire prepared by the Collective Bargaining Standing Committee to be filled out by Local Delegates seeking election to the Provincial Bargaining Committee;
  2. "Federal Local" shall mean a Local whose members are employed by a First Nation or First Nation Education Authority and are governed by federal laws;
  3. "Local Bargaining Representative" shall mean the Local Delegate selected to be the "Local Bargaining Representative" in accordance with this document;
  4. "Local Delegates" shall mean Members of the Local elected or appointed by the Local to be delegates of the Local to the Provincial Seminars and/or Regional Meetings;
  5. "Local Members" shall mean Members of a Local as defined in the Constitution and Bylaws of the Local;
  6. "Provincial Bargaining Committee" shall mean the committee as established in section V.B.3. of this document;
  7. "Provincial Seminar One" shall mean the meeting described in section VI of this document;
  8. "Provincial Seminar Two" shall mean the meeting described in section VII of this document;
  9. "Provincial Seminars" shall mean Provincial Seminar One and/or Provincial Seminar Two as context requires;
  10. "Regional Coordinator" shall mean the member of the Collective Bargaining Standing Committee appointed to be a Regional Coordinator as set out in this document;
  11. "Regional Meetings" shall mean the meetings described in section IV.B of this document;

12. "Replacement Delegate" shall mean a new Local Delegate elected or appointed by a Local to replace a previously elected or appointed Local Delegate who is unable to continue to act as a Local Delegate at a Provincial Seminar or Regional Meeting;
13. "Survey" shall mean the Provincial Collective Bargaining Survey of MTS Members prepared by the Collective Bargaining Standing Committee;
14. "Table Team" shall mean the team assigned responsibility to engage in collective bargaining as described in section VIII of this document;
15. "Chief Negotiator" shall mean the person assigned by the General Secretary to serve as the primary spokesperson of the Table Team.

## **II. TIMELINES**

### **A. A detailed time line may be found in Appendix A**

### **B. Adjustment of timelines**

1. All timelines and deadlines in this document may be adjusted by the Provincial Executive when circumstances so demand.
2. The length (number of days) of Regional Meetings and Provincial Seminars may be increased by the Provincial Executive when
  - a. circumstances so demand; and
  - b. reasonable notice of the change has been provided.

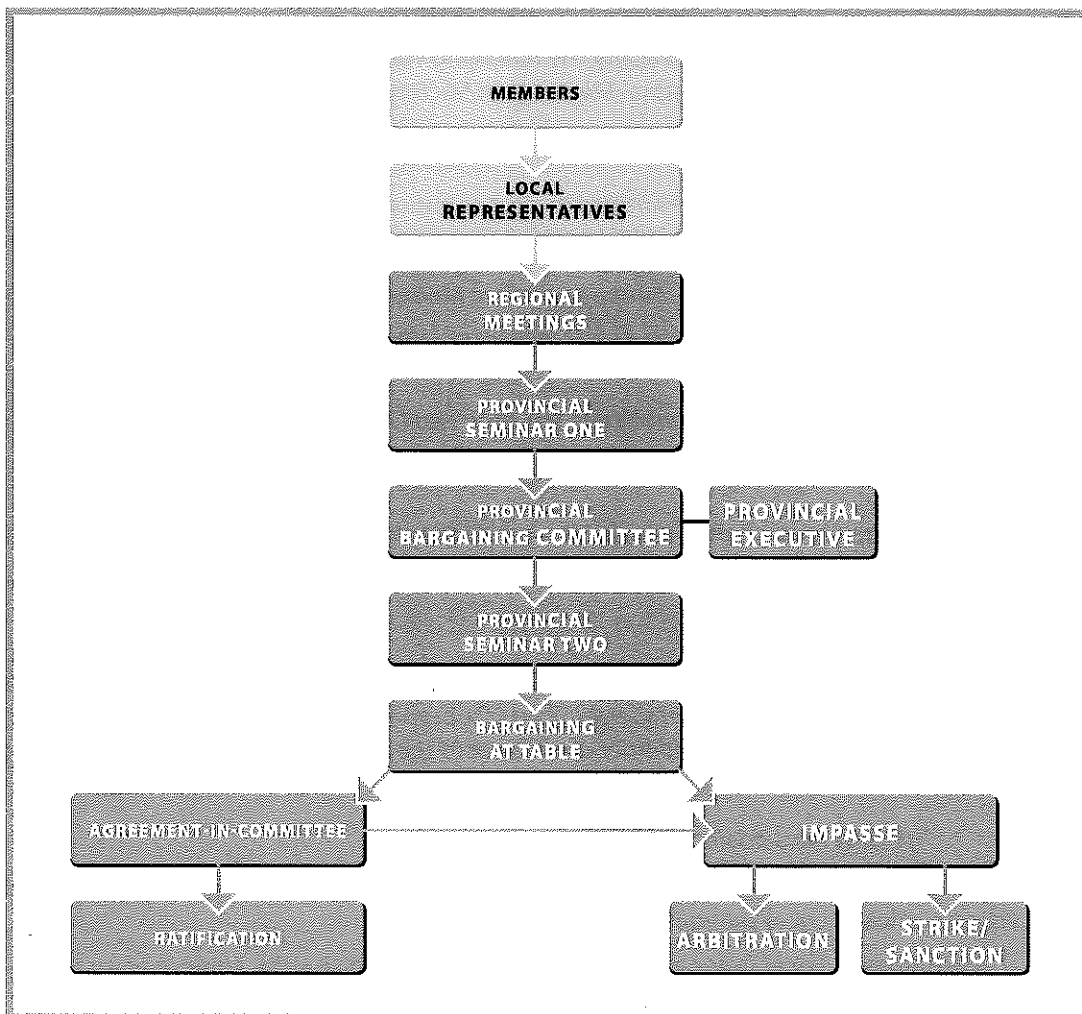
## **III. LOCALS**

### **A. Contributions from Locals**

1. Locals shall gather bargaining information from Local Members including but not limited to
  - a. local concerns;
  - b. local priorities; and
  - c. dispute resolution preferences.
2. Local timelines
  - a. Local information gathering is done before the Regional Meeting.
  - b. The Regional Meeting shall take place at least 365 days prior to the expiration of the collective agreement.

### 3. Local information gathering methodology

- a. The Collective Bargaining Standing Committee shall prepare the Survey and provide the Survey to Locals.
- b. Locals may add items to the Survey.
- c. Locals may not remove items from the Survey.
- d. All Local Members shall be given a reasonable opportunity to complete the Survey.
- e. The Society may collect aggregate data on the Survey results to inform bargaining.
- f. The Survey shall be anonymous and aggregate data shall not be traced back to individual Members.
- g. The Society shall collate data from the Survey.
- h. Locals may hold additional meetings, town halls, etc. to gather further information from Local Members.
- i. Locals shall collate data collected from other data sources.





## B. Local Delegates: Regional Meetings and Provincial Seminars

### 1. Naming of Local

- a. Each Local shall elect or appoint from its membership, Local Delegates to the Regional Meeting and Provincial Seminars.
- b. Each Local shall create and follow procedures in the Policies of the Local to select Local Delegates to the Regional Meetings and Provincial Seminars.
- c. In the event that a Local Delegate to a Regional Meeting and/or the Provincial Seminars is unable to continue to serve in that role, the affected Local shall appoint or elect a Replacement Delegate according to the Local Constitution, Bylaws and/or Policies.
- d. The name of any Replacement Delegate, along with the Local Delegate they are replacing, shall be submitted to the Society by the Local president or designate shortly after the Replacement Delegate is named.
- e. Local and Replacement Delegate appointments and elections are subject to Society Bylaw I, Part III, Article 3.12(3).

### 2. Regional Meeting Delegates

- a. The General Secretary shall apply the following rules to determine the number of Delegates entitled to attend the Regional Meetings at Society expense:
  - (i) *membership dues from the previous membership year shall be used in the formula;*
  - (ii) *each Local shall be entitled to elect or appoint from its membership one Local Delegate for each one hundred (100) Local full-time equivalent Members;*
  - (iii) *if the number of full-time equivalent Members in a Local when divided by one hundred (100) leaves a remainder of fifty-one (51) or more, the Local shall be entitled to elect or appoint one (1) additional Local Delegate;*
  - (iv) *no Local shall be entitled to less than two (2) Local Delegates at Society expense.*
- b. Delegates at Local Expense
  - (i) *each Local shall be entitled to elect or appoint from its membership exactly one (1) additional Local Delegate to attend the Regional Meetings at Local expense.*
- c. Federal Locals
  - (i) *Subject to Bylaw I, Part III, Article 3.12(3), each Federal Local shall be entitled to elect or appoint from its membership two (2) observers to attend Regional Meetings at Society expense and one (1) additional observer to the Regional Meeting at Local expense for a maximum of three observers.*
  - (ii) *Observers do not hold voting status.*

### 3. Submitting names of Local Delegates

- a. The names of Local Delegates to the Regional Meeting shall be submitted to the Society by



the Local president or designate at least 395 days prior to the expiration of the collective agreement and at least 30 days before the Regional Meeting.

#### 4. Provincial Seminar Delegates

- a. The General Secretary shall apply the following rules to determine the number of Local Delegates entitled to attend the Provincial Seminars at Society expense:

*(i) membership dues from the previous membership year shall be used in the formula;*

*(ii) each Local shall be entitled to elect or appoint from its membership one Local Delegate for each two hundred (200) Local full-time equivalent Members;*

*(iii) if the number of full-time equivalent Members in a Local when divided by two hundred (200) leaves a remainder of one hundred-one (101) or more, the Local shall be entitled to elect or appoint one (1) additional Local Delegate;*

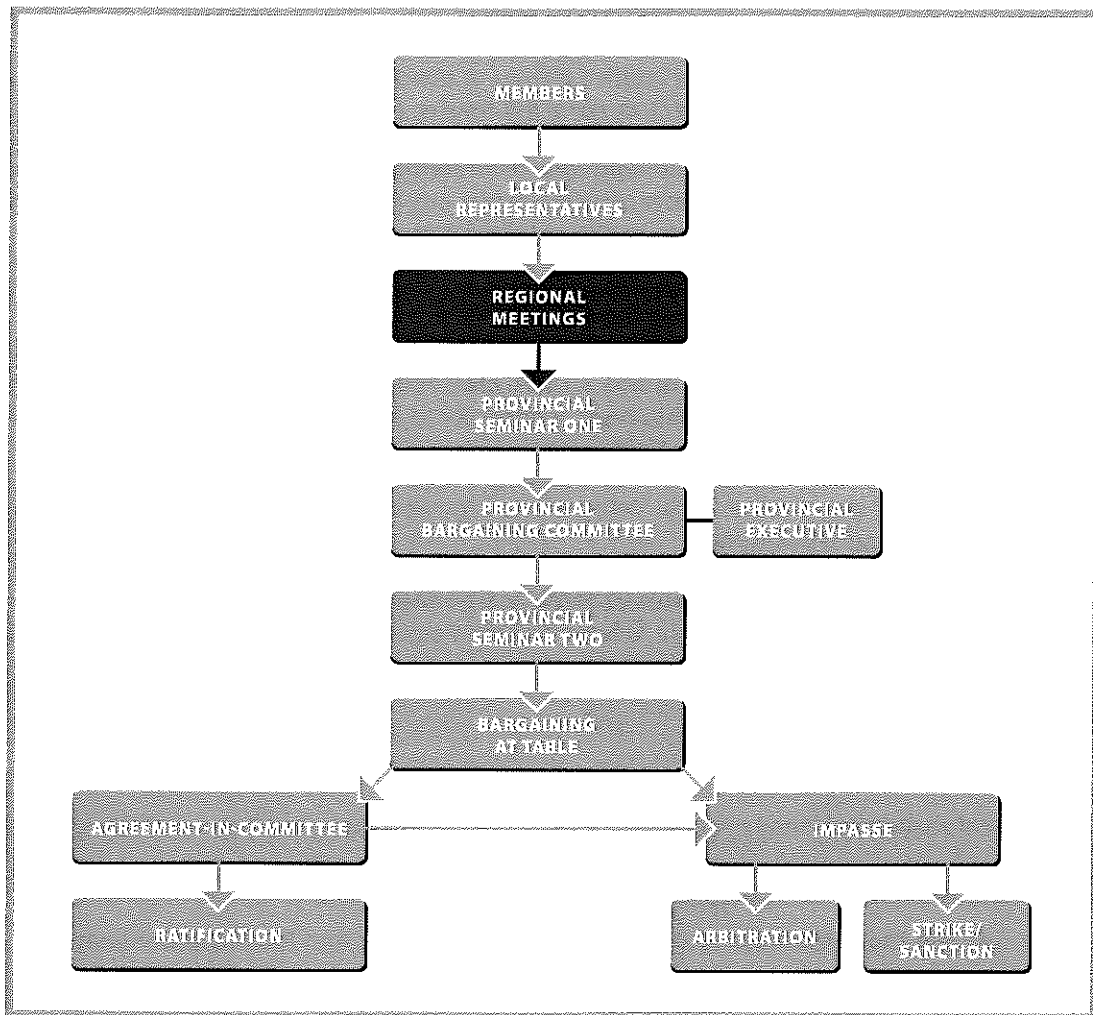
*(iv) each Local shall be entitled to a minimum of one (1) Local Delegate at Society expense.*

- b. Subject to Bylaw I, Part III, Article 3.12(3), each Federal Local shall be entitled to elect or appoint from its membership one (1) observer to attend the Provincial Seminars at Society expense. Observers do not hold voting status.
- c. As far as is practicable, Local Delegates to Provincial Seminars shall also be Local Delegates to the Regional Meetings.
- d. The names of Local Delegates to Seminar One shall be submitted to the Society by the Local president or designate at least 300 days prior to the expiration of the Collective Agreement.

#### C. Local Bargaining Representative

1. Each Local shall select one Local Delegate to be the Local Bargaining Representative.
2. The responsibilities of the Local Bargaining Representative are to:
  - a. attend the Regional Meeting, Provincial Seminar One, and Provincial Seminar Two;
  - b. coordinate the local distribution and collection of the Survey;
  - c. coordinate any other data gathering activities initiated by the Local;
  - d. communicate with Local Members by distributing information received from the Provincial Bargaining Committee and the Table Team; and
  - e. coordinate the Local voting process with respect to ratification and/or sanctions.
3. In the case where the Local Bargaining Representative ceases to be a Local Delegate,
  - a. the Local shall elect or appoint a replacement Local Bargaining Representative in accordance with the Policies of the Local;

- b. Locals are encouraged to select a replacement Local Bargaining Representative who has been involved in the Regional Meetings and Provincial Seminars;
- c. the name of the replacement Local Bargaining Representative, along with the Local Bargaining Representative they are replacing, shall be submitted to the Society by the Local president or designate shortly after the replacement is named.



## IV. THE REGIONS

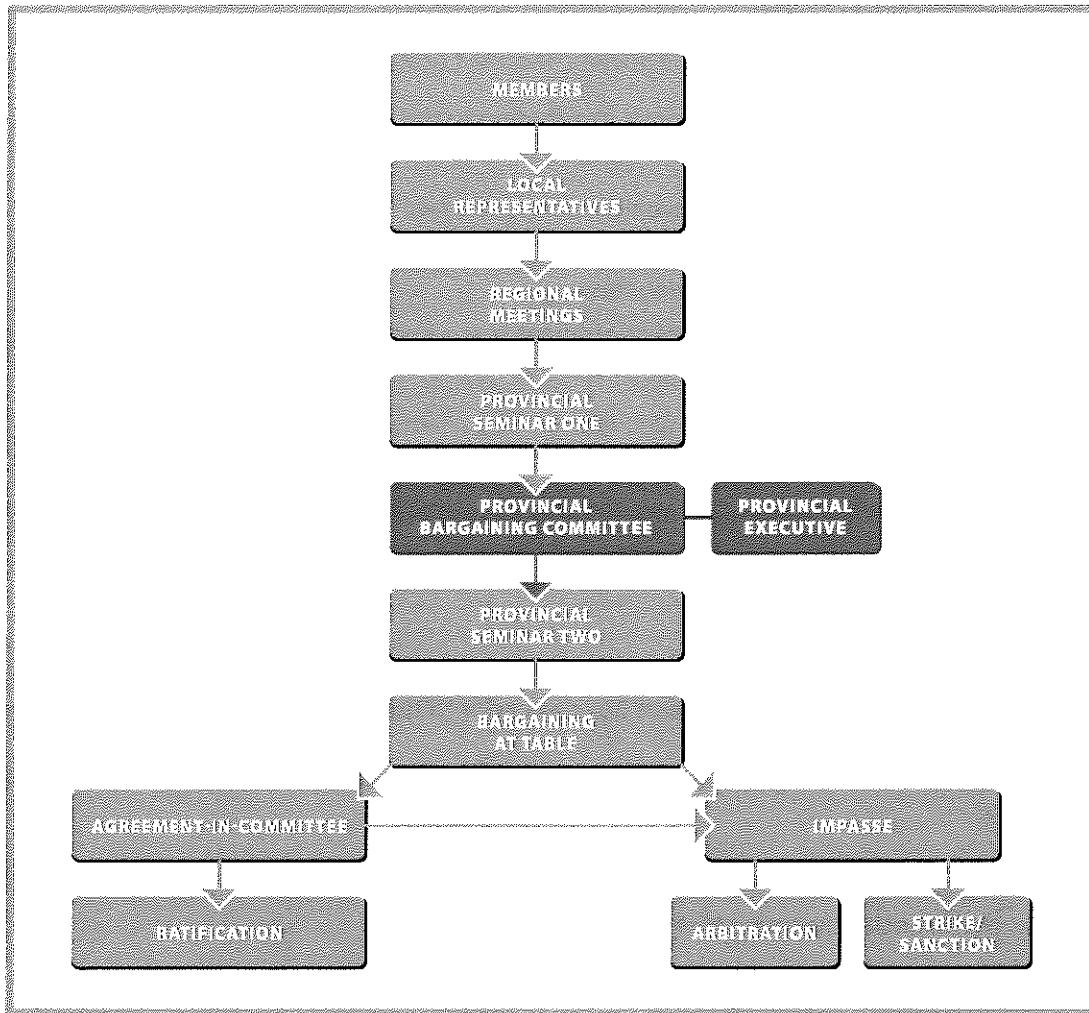
### A. Regional Coordinators

1. The Provincial Executive, upon recommendation of the Chair of the Collective Bargaining Standing Committee, shall appoint a Regional Coordinator for each region of the Society.
2. Regional Coordinators shall be members of the Collective Bargaining Standing Committee.

3. Regional Coordinators shall
  - a. act as a liaison between the Society and the Locals regarding the bargaining process;
  - b. communicate and assist Locals in adhering to the bargaining preparation timelines set out in Appendix A to this document; and
  - c. arrange for a mutually convenient time and place for the Regional Meeting.
  
4. Regional Coordinators as Local Delegates
  - a. A Local may name a Regional Coordinator as a Local Delegate to the Regional Meeting and Provincial Seminars One and Two.
  - b. Any Regional Coordinator who has not been named a Local Delegate may attend the Regional Meeting, Provincial Seminar One, and Provincial Seminar Two as an observer.
  - c. Any Regional Coordinator attending as an observer shall not be counted as a Local Delegate of the Local at the Regional Meetings or Seminars One and Two.

## **B. Regional Meetings**

1. Regional Meetings shall occur at least 365 days prior to the expiration of the collective agreement.
2. Provincial Executive Members, as appointed by the Provincial Executive, shall chair Regional Meetings.
3. In attendance at the Regional Meeting shall be
  - a. A Provincial Executive Member (chair);
  - b. the Regional Coordinator for the region (as observer or Local Delegate);
  - c. Local Delegates from within the region;
  - d. Federal Local observers (as applicable); and
  - e. Society staff.
  
4. Regional Meetings shall be one day in length and shall have on the agenda
  - a. a review of data gathered by Locals and the Society;
  - b. Local and regional concerns;
  - c. Local and regional priorities; and
  - d. dispute resolution and potential sanctions.



## V. THE SOCIETY

### A. The Collective Bargaining Standing Committee

1. The purpose of the Collective Bargaining Standing Committee in a provincial bargaining process is to
  - a. act as an advisory body to the regions, the Provincial Bargaining Committee, and the Table Team; and
  - b. to make recommendations for amendments to this document or processes contained herein.
2. Duties:
  - a. The Collective Bargaining Standing Committee shall, with the assistance of Society staff, perform and coordinate activities surrounding bargaining including, but not limited to
    - (i) organizing Regional Meetings;

*(ii) creating the Survey;*

*(iii) creating the Candidate Questionnaire for election to the Provincial Bargaining Committee; and*

*(iv) communicating with Locals and regions on issues such as bargaining preparation timelines in Appendix A, meeting protocols, election procedures, and deadlines.*

b. The Collective Bargaining Standing Committee will regularly examine the bargaining process and suggest improvements

*(i) to Society staff for editorial adjustments;*

*(ii) to Provincial Executive for minor changes; and*

*(iii) to Provincial Council for major changes.*

c. Provide advice, when requested, to Locals, regions, the Provincial Bargaining Committee, and the Table Team.

### 3. The Survey

a. The Collective Bargaining Standing Committee shall create the Survey.

b. All Members shall be given a reasonable opportunity to complete the Survey.

c. The Survey shall include

*(i) Regional and provincial issues;*

*(ii) Dispute resolution and sanctions; and*

*(iii) Local issues added by Locals.*

d. For clarity, the Survey shall be separate and distinct from the MTS provincial workload survey.

### 4. The Candidate Questionnaire

a. The Collective Bargaining Standing Committee shall create a Candidate Questionnaire to be completed by all candidates for election to the Provincial Bargaining Committee.

b. The Candidate Questionnaire shall be structured to allow candidates to communicate the skills, attributes, and experience that qualifies them to be a member of the Provincial Bargaining Committee.

c. The Candidate Questionnaire will include space for a photograph.

### 5. A member of the Collective Bargaining Standing Committee shall not also be

a. a member of the Provincial Bargaining Committee; or

b. a member of the Table Team

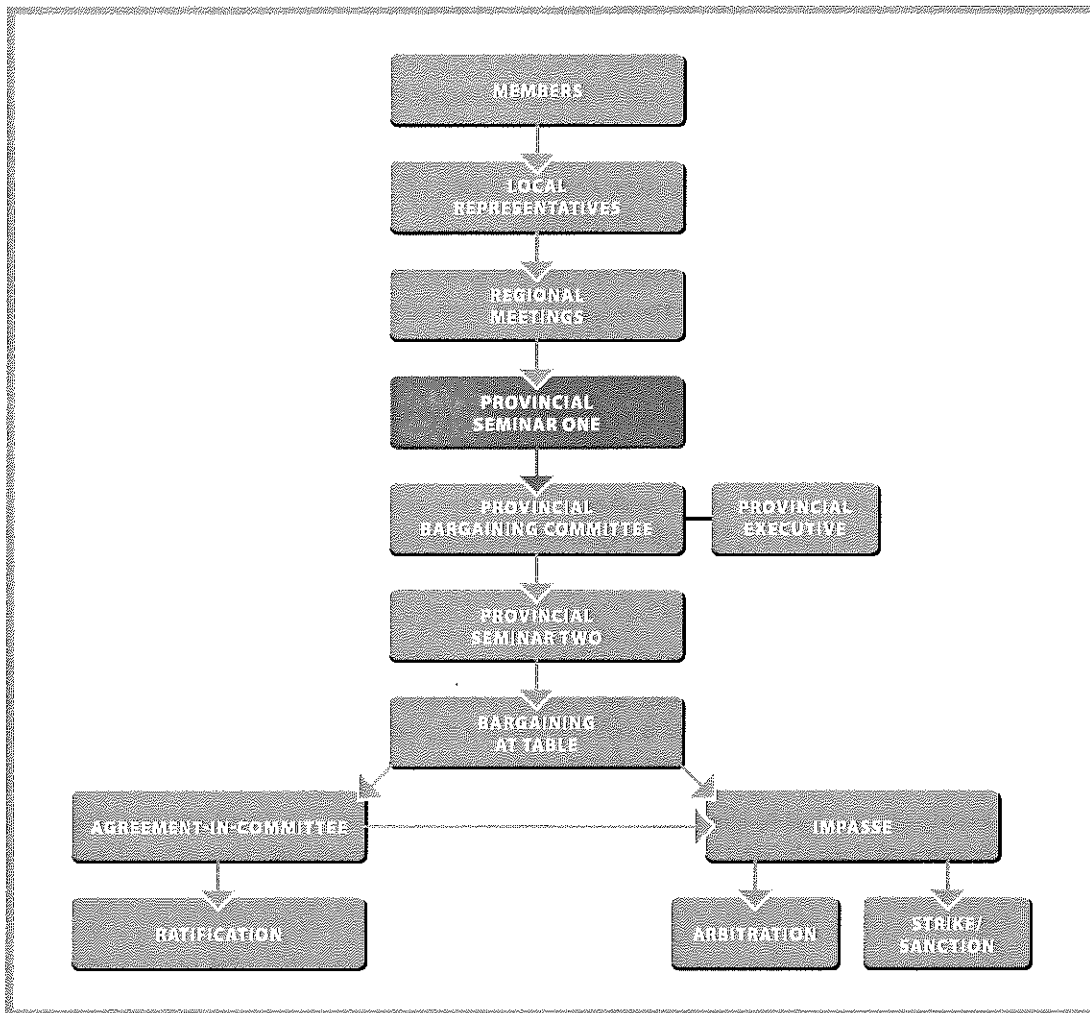
c. Notwithstanding the above, the Chair of the Collective Bargaining Standing Committee shall be a member of the Provincial Bargaining Committee.

6. The Society will fund release time as appropriate to allow members of the Collective Bargaining Standing Committee to perform their duties.

## **B. The Provincial Bargaining Committee**

1. The Provincial Bargaining Committee shall
  - a. review information gathered at Provincial Seminar One;
  - b. prepare an opening package with rationale for each article for presentation at Provincial Seminar Two;
  - c. discuss and/or recommend a dispute resolution mechanism and/or sanction should impasse occur;
  - d. reserve the right to add and amend to the bargaining proposal topics for inclusion in the opening package as needed prior to the first collective bargaining meeting (e.g. in the event of Legislation changes); and
  - e. provide advice, if requested by the Table Team, during negotiations.
2. The Provincial Bargaining Committee and Seminar Two
  - a. The Provincial Bargaining Committee shall prepare a list of bargaining proposal topics to be distributed to the Local Delegates in advance of Seminar Two.
  - b. The list of bargaining proposal topics shall indicate which articles are included in the opening package but shall not include the detailed language of the articles nor the accompanying rationale.
  - c. The list of bargaining proposal topics shall be distributed to Seminar Two Local Delegates approximately fourteen (14) days before Seminar Two.
3. The Provincial Bargaining Committee shall be comprised of
  - a. the Chair, who is a member of, and appointed by, the Provincial Executive;
  - b. the President of the Society (or designate);
  - c. the Chair of the Collective Bargaining Standing Committee;
  - d. two (2) additional members of the Provincial Executive appointed by the Provincial Executive; and
  - e. five (5) additional Local Delegates elected at Provincial Seminar One;
  - f. For clarity:
    - (i) *Neither the President of the Society nor the Collective Bargaining Standing Committee Chair shall be the chair of the Provincial Bargaining Committee.*
    - (ii) *No other member of the Provincial Executive shall be a member of the Provincial Bargaining Committee except as those described above.*
  - g. The Chair of the Provincial Bargaining Committee shall not cast a vote except where a tiebreaker is required.

4. The Provincial Executive Members of the Provincial Bargaining Committee
  - a. At least 60 days prior to Seminar One, the Provincial Executive shall appoint a Provincial Executive Member to chair the Provincial Bargaining Committee.
  - b. At least 60 days prior to Seminar One, the Provincial Executive shall appoint the Collective Bargaining Standing Committee chair and two (2) additional Provincial Executive Members to the Provincial Bargaining Committee.
  - c. In the case where a Provincial Executive Member has been selected as a Local Delegate to Provincial Seminar One by their Local and then is subsequently appointed to the Provincial Bargaining Committee by Provincial Executive, the affected Local will be asked to name a Replacement Delegate.
  
5. Collective Bargaining Standing Committee and Provincial Bargaining Committee
  - a. The Collective Bargaining Standing Committee chair shall act as liaison between the Collective Bargaining Standing Committee and the Provincial Bargaining Committee.
  
6. Terms of Service
  - a. Provincial Executive appointees to the Provincial Bargaining Committee shall serve on the Provincial Bargaining Committee from the time that they are appointed to the Provincial Bargaining Committee until a new collective agreement is signed or their term of office on Provincial Executive ends, whichever is sooner.
  - b. Members elected to the Provincial Bargaining Committee at Seminar One shall serve on the Provincial Bargaining Committee from the time that they are elected until a new collective agreement is signed.
  
7. Where a vacancy occurs on the Provincial Bargaining Committee, the following shall apply:
  - a. Where a vacancy occurs in one of the Provincial Executive seats of the Provincial Bargaining Committee, the Provincial Executive shall appoint a replacement. That person shall be a member of the Provincial Executive.
  - b. Where a vacancy occurs in one of the five seats reserved for non-Provincial Executive members, the Provincial Executive, in consultation with the Collective Bargaining Standing Committee, shall appoint a replacement. That person shall not be a member of the Provincial Executive.
  - c. In all cases, the term of the replacement shall be the same as the person being replaced.



## VI. PROVINCIAL SEMINAR ONE

### A. The purpose of Provincial Seminar One is to

1. collate, refine, and discuss information from the regions and Locals;
2. discuss Local, regional, and provincial priorities;
3. discuss dispute resolution and job action; and
4. elect five (5) Local Delegates to become members of the Provincial Bargaining Committee.

### B. Organization and Timelines

1. Provincial Seminar One shall be organized by the Provincial Executive Members named to the Provincial Bargaining Committee, the Collective Bargaining Standing Committee, and Society staff as required.



2. The location of Provincial Seminar One shall be McMaster House.
3. Provincial Seminar One shall be a minimum of two (2) days in length.
4. Provincial Seminar One shall occur at least 270 days prior to the expiration of the collective agreement.

**C. Attendees to Provincial Seminar One shall be**

1. an independent Chair selected by the President;
2. Local Delegates;
3. Observers
  - a. Observers from Federal Locals;
  - b. Members of the Collective Bargaining Standing Committee who are not Local Delegates; and
  - c. Members of the Provincial Executive who are not Local Delegates.
4. MTS Staff in an advisory role including
  - a. The General Secretary; and
  - b. Other staff as required; and
5. Provincial Executive appointees to the Provincial Bargaining Committee.

**D. Candidates for Election to the Provincial Bargaining Committee**

1. Five (5) of the Local Delegates to Provincial Seminar One shall be elected to the Provincial Bargaining Committee.
2. At least forty (40) days prior to Provincial Seminar One, the General Secretary shall issue a call for nominations to the Provincial Bargaining Committee.
3. The call for nominations shall be made to all Local Delegates to Provincial Seminar One.
4. At least ten (10) days prior to Provincial Seminar One, candidates for election to the Provincial Bargaining Committee shall submit to the General Secretary
  - a. a nomination form with signatures of fifteen (15) Active Members in Good Standing; and
  - b. a written response to the Candidate Questionnaire in electronic format.

5. Close of Nominations

- a. Nominations shall close ten (10) days prior to Provincial Seminar One.
- b. After nominations are closed, the General Secretary shall publish a list of bona fide candidates.
- c. Bona fide candidates shall:

*(i) be Active Members in Good Standing.*

*(ii) be Local Delegates to Provincial Seminar One.*

*(iii) have completed and submitted the required signatures and Candidate Questionnaire before the deadline.*

6. Completed Candidate Questionnaires shall be provided to all Local Delegates to Provincial Seminar One five (5) days before Provincial Seminar One.

7. Running from the Floor

- a. Local Delegates to Provincial Seminar One may nominate a candidate for election to the Provincial Bargaining Committee on the first day of Provincial Seminar One.
- b. By 12:00pm (noon) of the first day of Provincial Seminar One, candidates for election to the Provincial Bargaining Committee shall submit to the General Secretary

*(i) a nomination form with signatures of ten (10) Local Delegates to Provincial Seminar One; and*

*(ii) a written response to the Candidate Questionnaire in electronic format.*

- c. Completed Candidate Questionnaires of those running from the floor shall be provided to all Local Delegates to Provincial Seminar One by 2:00pm of the first day of Provincial Seminar One.

8. Members not Eligible

- a. The following Members may not run for election to the Provincial Bargaining Committee

*(i) Members of the Collective Bargaining Standing Committee.*

*(ii) Members of the Provincial Executive.*

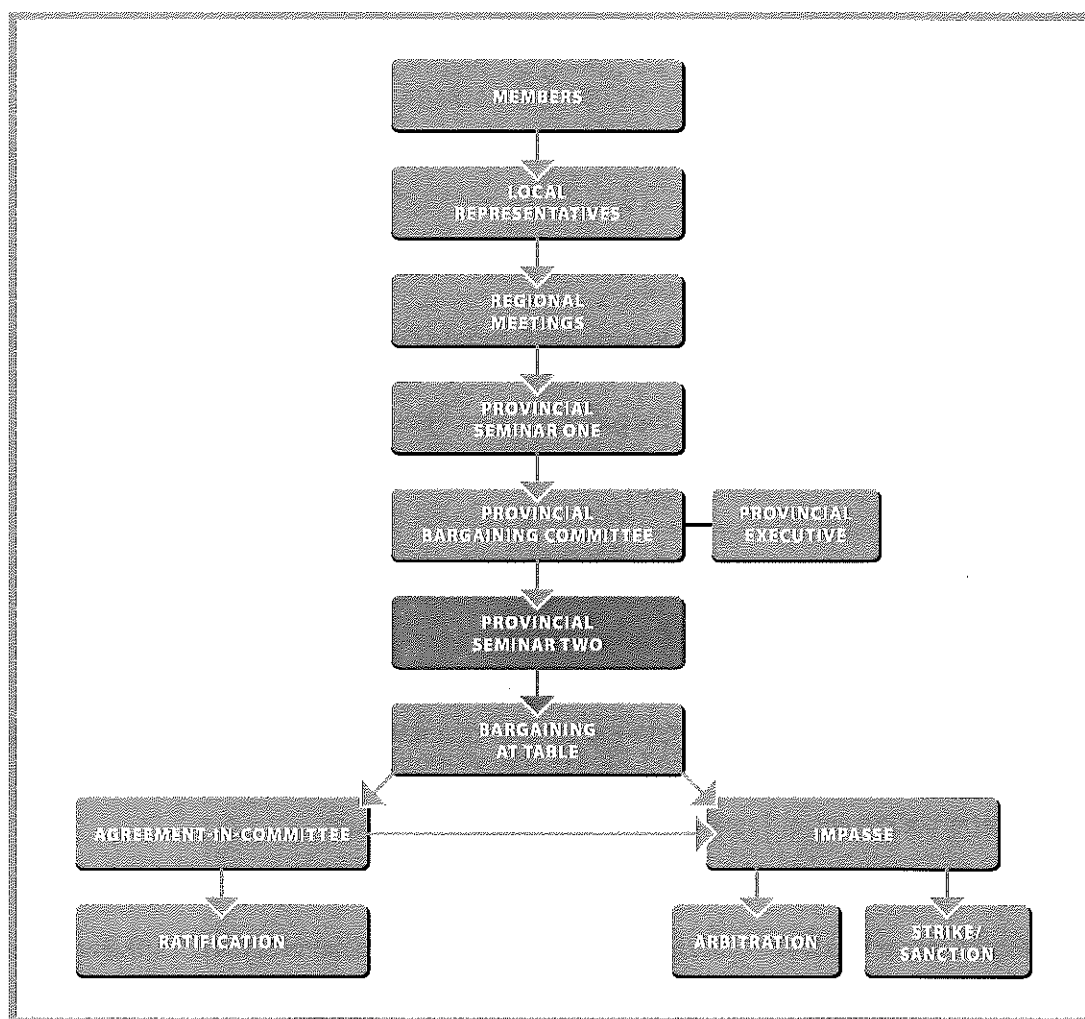
9. No campaign materials, posters, or other campaign paraphernalia shall be permitted at Provincial Seminar One.

**E. Election Forum**

1. An election forum shall be held on the first day of Provincial Seminar One during which the candidates will be given an opportunity to address the Local Delegates.
2. The election forum guidelines are those of the election forum at Provincial Council.

## F. Voting Procedures

1. Voting shall take place as a timed item at the start of the second day of Provincial Seminar One.
  - a. A simple ballot shall be used.
  - b. Each Local Delegate shall be allowed to vote for up to five (5) candidates.
  - c. The five (5) candidates with the most votes shall be declared elected.
  - d. Recounts shall be triggered by the same methods as Provincial Council.



## VII. PROVINCIAL SEMINAR TWO

### A. The purpose of Provincial Seminar Two is to

1. Approve the opening package; and
2. Discuss and/or approve dispute resolution and sanctions.

## **B. The following shall attend Provincial Seminar Two**

1. An independent chair appointed by the President
2. Local Delegates
  - a. As far as is practicable, Local Delegates shall be the same persons as attended Provincial Seminar One (see III.B.1.c and III.B.1.d for when this is not possible).
  - b. Where a Local Delegate has been elected or appointed to the Provincial Bargaining Committee the provisions of III.B.1.c and III.B.1.d shall apply.
3. Members of the Provincial Bargaining Committee
  - a. Members of the Provincial Bargaining Committee shall attend Provincial Seminar Two to present, explain, and clarify the opening package.
  - b. All members of the Provincial Bargaining Committee shall be voting Local Delegates at Provincial Seminar Two.
4. Observers
  - a. Observers from Federal Locals;
  - b. Members of the Collective Bargaining Standing Committee who are not Local Delegates; and
  - c. Members of the Provincial Executive who are not Local Delegates.
5. MTS Staff in an advisory role including
  - a. The General Secretary; and
  - b. Other staff as required.

## **C. Organization and Timelines**

1. Provincial Seminar Two shall be organized by the Provincial Bargaining Committee, the Collective Bargaining Standing Committee, and Society staff as required.
2. The location of Provincial Seminar Two shall be McMaster House.
3. Provincial Seminar Two shall be a minimum of two (2) days in length.
4. Provincial Seminar Two shall occur at least 90 days prior to the expiration of the collective agreement.

## **D. The Agenda of Provincial Seminar Two shall include:**

1. Registration
  - a. The Society will ensure that only Local Delegates, permitted observers, and Society staff are in attendance at Provincial Seminar Two.
  - b. The proceedings of Provincial Seminar Two are confidential and are not to be disclosed by attendees at Provincial Seminar Two.
  - c. Numbered copies of the draft opening proposal will be given to Local Delegates upon registration. These are to be returned at the conclusion of Provincial Seminar Two.

## 2. Walkthrough

- a. After preliminaries, the first order of business of Seminar Two will be a walkthrough of the draft opening proposal and accompanying rationale.
- b. Clarifying questions may be asked during the walkthrough; however, Local Delegates may not enter into debate regarding the merits of particular articles.

## 3. Regional Meetings

- a. After the draft opening proposal walkthrough, Local Delegates from each region will conduct a regional meeting.
- b. Regional Coordinators shall chair each regional meeting.
- c. At least one member of the Provincial Bargaining Committee shall attend each regional meeting.
- d. The purpose of the regional meetings is
  - (i) to examine the draft opening proposal;
  - (ii) gather additional clarification and rationale from the Provincial Bargaining Committee member in attendance; and
  - (iii) recommend any amendments.
- e. Any recommended amendments agreed to by a majority of the Local Delegates in the regional meeting shall be forwarded to the Provincial Bargaining Committee.

## 4. Amendments and the Provincial Bargaining Committee

- a. The Provincial Bargaining Committee shall meet to consider all recommended amendments generated by the regional meetings.
- b. Any recommended amendments which, in the opinion of the Provincial Bargaining Committee, improve the wording in the opening proposal, shall be incorporated into the opening proposal by the Provincial Bargaining Committee.
- c. Any recommended amendments that, in the opinion of the Provincial Bargaining Committee, jeopardize or degrade the opening proposal or are contrary to legal counsel shall be rejected by the Provincial Bargaining Committee.
- d. Any recommended amendments which, in the opinion of the Provincial Bargaining Committee, require further consideration by the Local Delegates, shall be placed before the Local Delegates as an article for debate at Provincial Seminar Two.
- e. The decision, by the Provincial Bargaining Committee, to accept, reject, or put recommended amendments for debate is final.

## 5. Walkthrough of Revised Proposal:

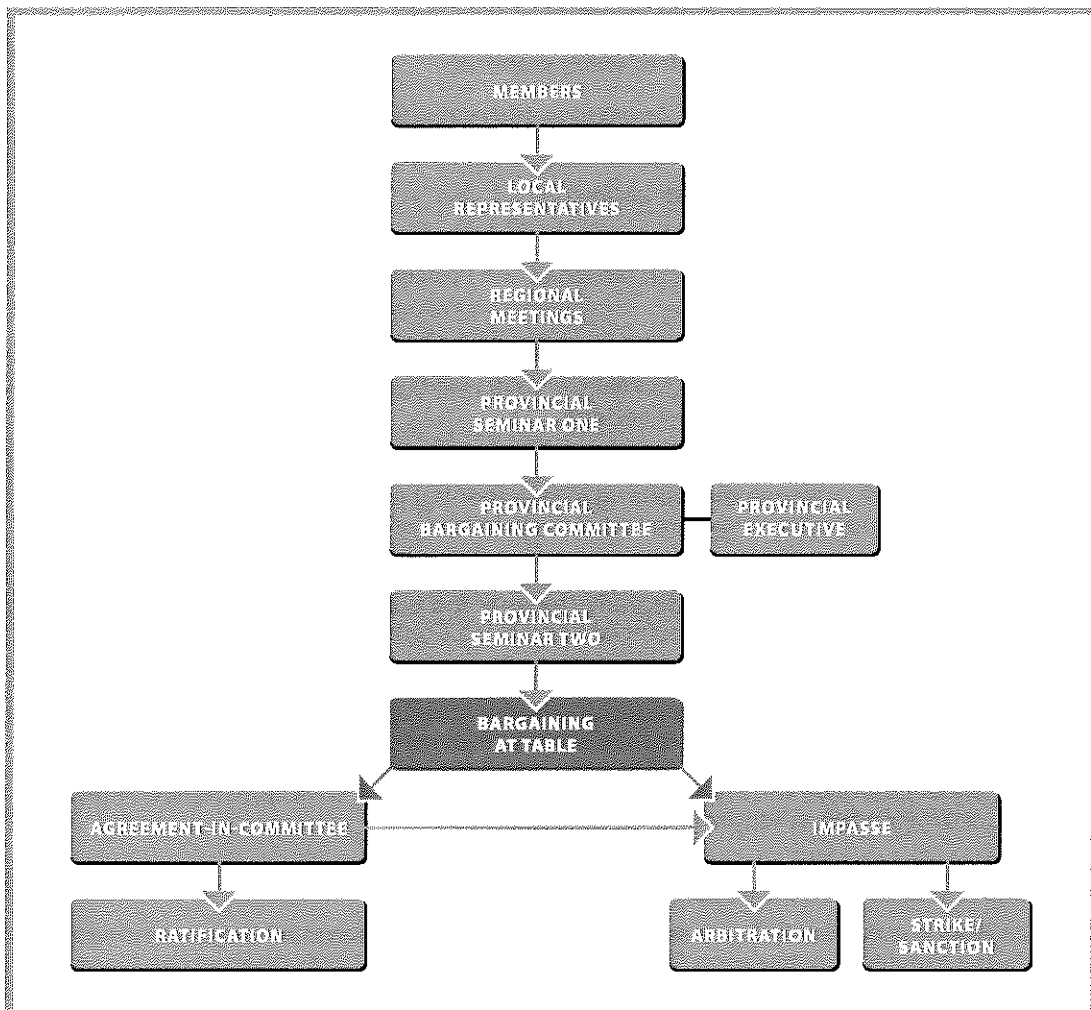
- a. After the Provincial Bargaining Committee has considered all recommended amendments, the Provincial Bargaining Committee will conduct a walkthrough of the recommended amendments to the opening proposal in the following order.
  - (i) Accepted amendments, with rationale for acceptance.
  - (ii) Rejected amendments, with rationale for rejection.
  - (iii) Articles for debate.

6. Articles for Debate.

- a. Each article for debate shall be proposed to the Local Delegates, by motion.
- b. Local Delegates may enter into debate regarding the merits of the Article.
- c. Any motions to amend the Article for debate which alter its substance shall be ruled out of order.
- d. Articles for debate shall be approved by simple majority.

7. Opening Proposal Approval

- a. Once all articles for debate have been considered, a motion to approve the opening proposal shall be put.
- b. The opening proposal shall be approved by simply majority.



## **VIII. THE TABLE TEAM**

### **A. The Table Team is empowered to**

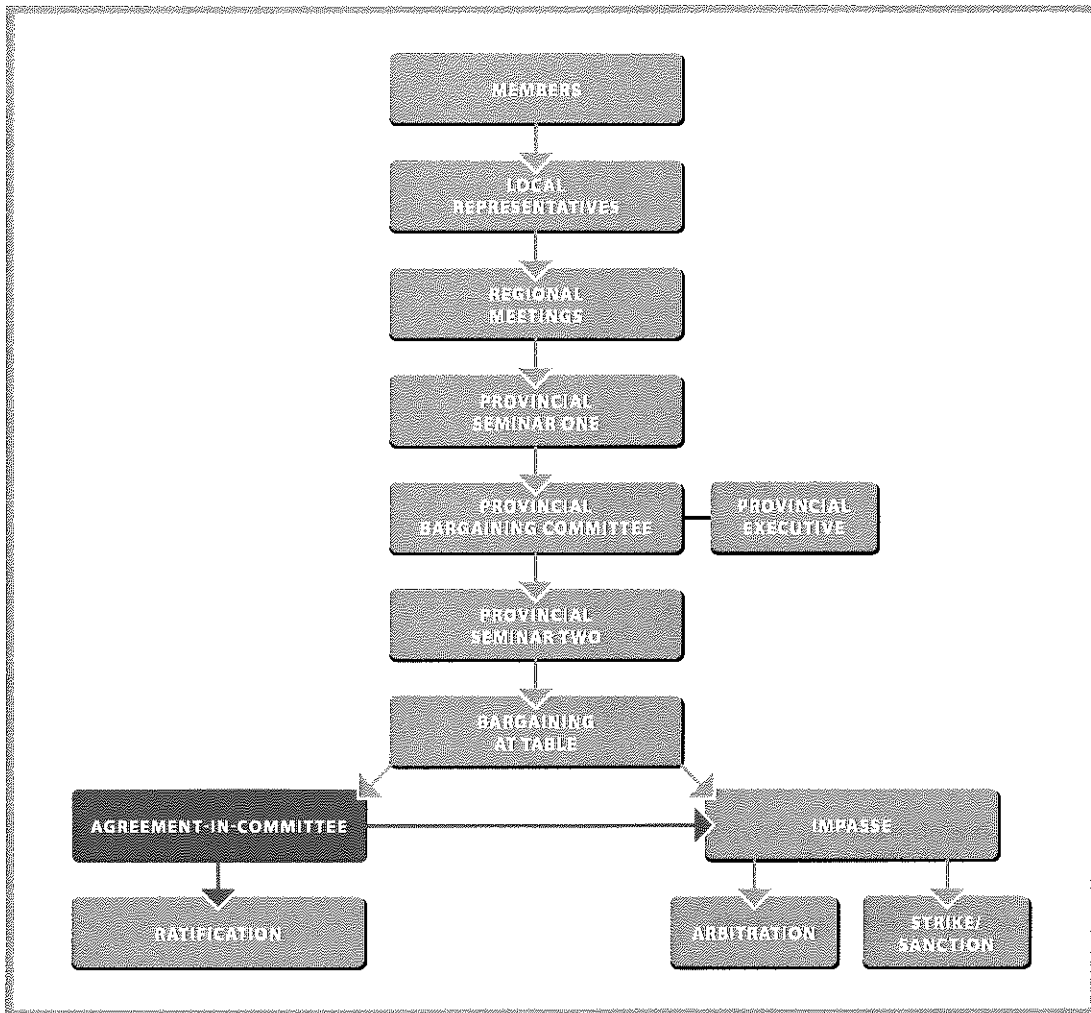
1. Reach an agreement in committee;
2. Initiate the Ratification Protocol;
3. Declare impasse;
4. Identify which sanctions to undertake, if any; and
5. Initiate the Sanctions Protocol.

### **B. Composition: the Table Team shall be comprised of**

1. The President of the Society (or designate)
2. The General Secretary of the Society
3. The Chief Negotiator: the General Secretary shall name one member of the Teacher Welfare Staff to be the Chief Negotiator
4. The Chair of the Provincial Bargaining Committee
5. Two (2) members of the Provincial Bargaining Committee, who are not members of the Provincial Executive, selected by the Provincial Bargaining Committee
6. The Society's economic analyst
7. Other Society staff as required

### **C. The Duties of the Table Team shall be to**

1. negotiate in good faith;
2. report progress to the Provincial Executive via the Provincial Bargaining Committee chair;
3. consult with the Provincial Bargaining Committee and/or Collective Bargaining Standing Committee as required (For clarity, it is the Table Team that will initiate consultation with the Provincial Bargaining Committee and/or Collective Bargaining Standing Committee).
4. distribute information to Local Bargaining Representatives when updates are available; and
5. in the event of impasse, initiate appropriate action including, but not limited to
  - a. mediation;
  - b. conciliation;
  - c. interest arbitration; and/or
  - d. sanctions, through the Sanctions Protocol.



## IX. AGREEMENT IN COMMITTEE

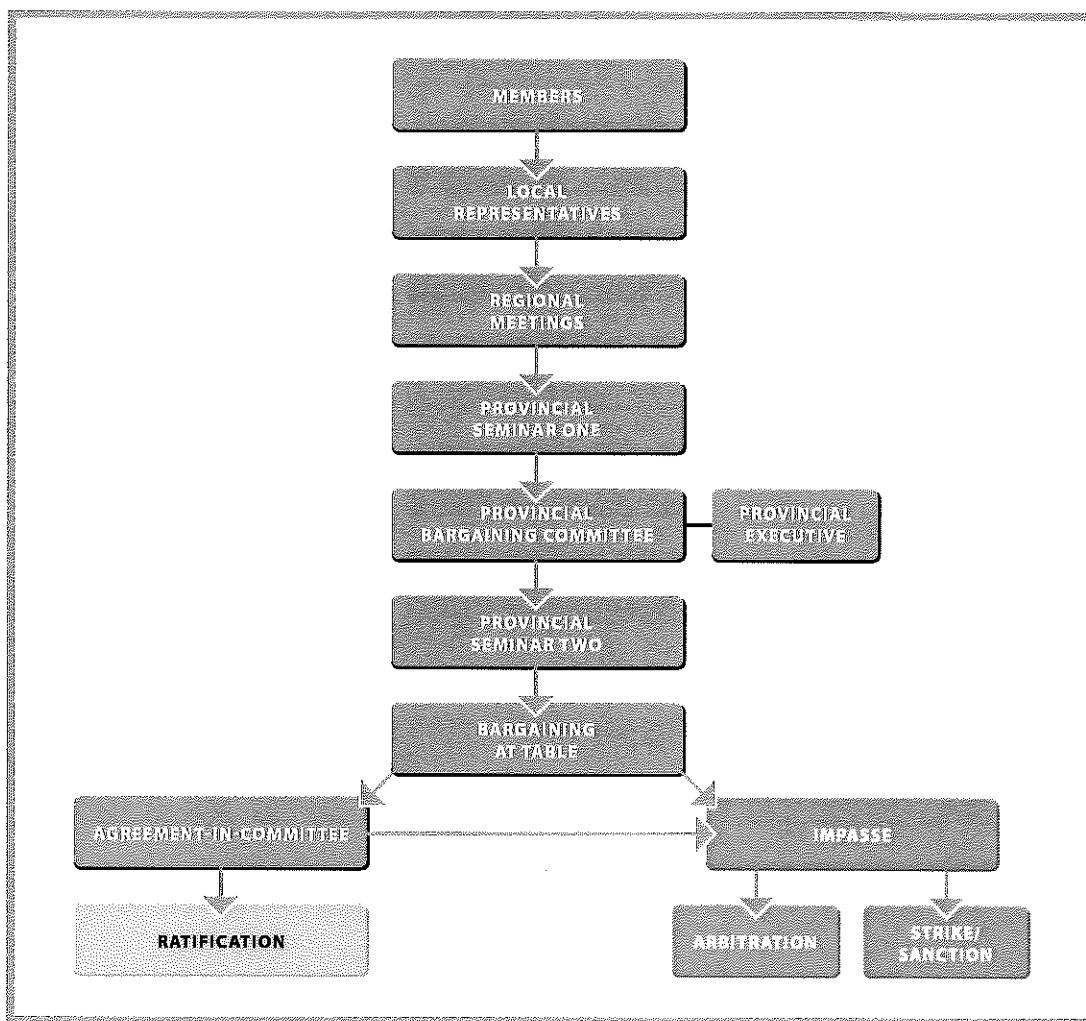
### A. Communication

1. Once an agreement in committee on renewal of the collective agreement is reached, the Table Team shall report details via the Provincial Bargaining Committee Chair to the:
  - (i) Provincial Executive; and
  - (ii) Local Bargaining Representatives.
2. Each Local Bargaining Representative shall, in consultation with the Society and before a ratification vote, communicate to Local Members the substance of the agreement in committee.



## B. Ratification Protocol

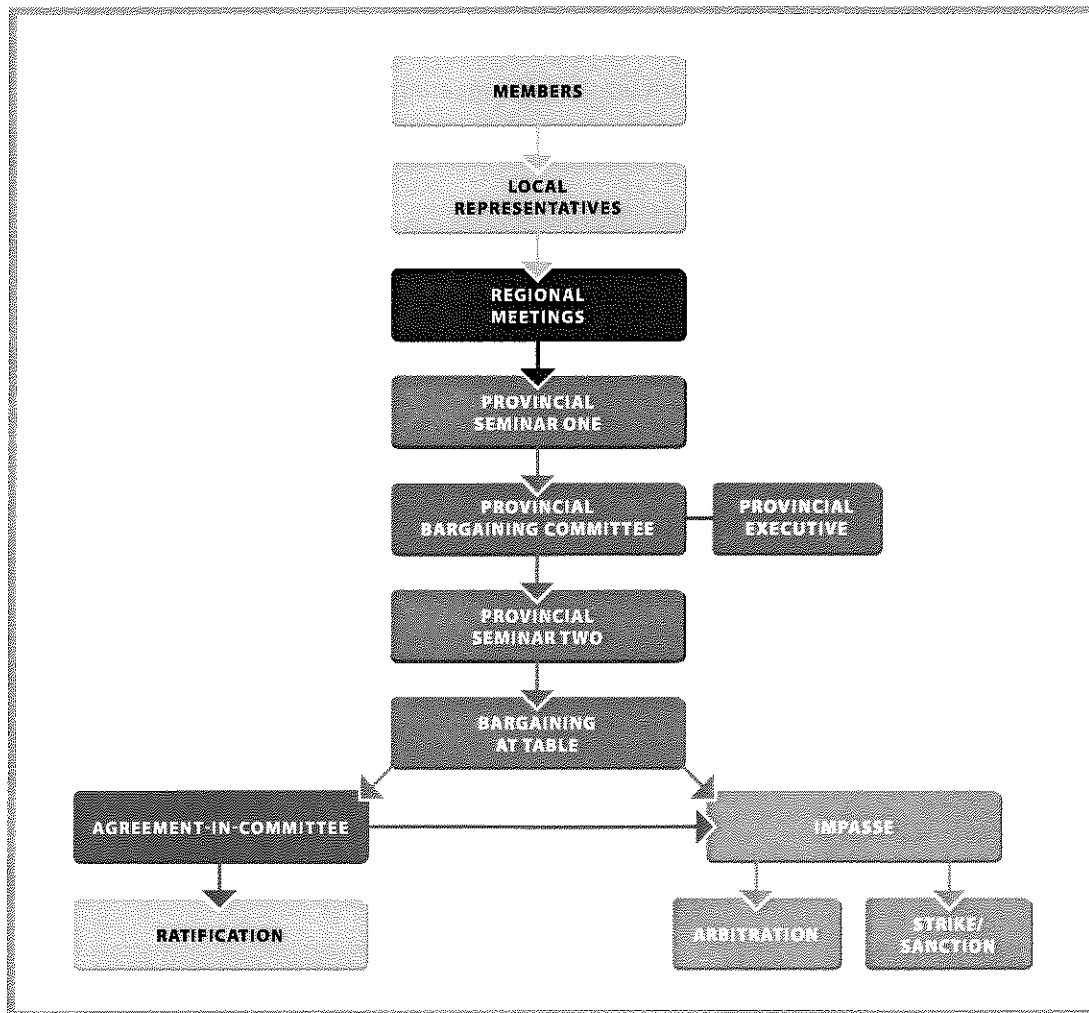
1. A detailed Ratification Protocol has not yet been created, however, ratification of the renewed collective agreement shall occur in compliance with the requirements of The Labour Relations Act and legislation governing provincial bargaining. The following principles shall apply to the process:
  - a. The General Secretary shall oversee the ratification process.
  - b. Each Local shall facilitate the ratification vote from amongst Members of the Local.
  - c. The ratification vote shall be based on the principles of fairness, accessibility, accountability, and accuracy.
  - d. Ratification votes shall be one Member, one vote, with the General Secretary determining how Members working in more than one Local shall vote.
  - e. Local matters, in the case of two-tiered bargaining, shall be ratified locally.



## X. IMPASSE

### A. The Sanctions Protocol

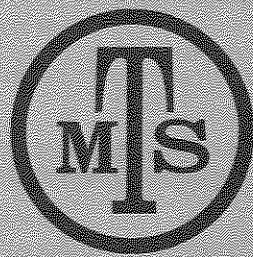
The Sanctions Protocol has not yet been created. It is envisioned that sanctions might take place during negotiations and/or after impasse is declared. The Sanctions Protocol will allow the Table Team to initiate sanctions and to receive a mandate from the Members for sanctions. No sanctions shall be undertaken without a Province-wide mandate. When contemplating sanctions, the Table Team shall take under advisement the information and recommendations collected at the Regional Meetings and Provincial Seminars.



## APPENDIX A

<b>CBSC Prepares MTS Provincial Bargaining Survey (PBS)</b>	
<ul style="list-style-type: none"> <li>• Locals may add items</li> <li>• Members given time to complete</li> <li>• Society collects Data from Surveys</li> </ul>	
<b>Provincial Society Appoints Regional Coordinators (from CBSC)</b>	
<b>Local Information Gathering</b>	Reasonable time before expiration of CA
<ul style="list-style-type: none"> <li>• Locals may hold town halls/meetings</li> <li>• Locals collate local data for MTS</li> </ul>	
Locals elect Local RM delegates	At least 395 days before expiration of CA
Locals elect Local Seminar One & Two delegates	At least 300 days before expiration of CA
<b>Regional Meetings</b>	At least 365 days before expiration of CA
<b>PX Members of PBC</b>	
<ul style="list-style-type: none"> <li>• Appoint PX member to Chair PBC</li> <li>• Appoint CBSC chair &amp; 2 PX to PBC</li> </ul>	At least 60 days before PB Seminar One
CBSC creates PBC Candidate Questionnaire	At least 60 days before PB Seminar One
<b>PBC PX Members, CBSC, Society Staff Organize Seminar One</b>	
General Secretary calls for PBC nominations	At least 40 days before PB Seminar One
Deadline for PBC nominations to GS	At least 10 days before PB Seminar One
GS Publishes list of PBC nominees	
Seminar One Delegates receive PBC Candidate Questionnaire responses	At least 5 days before Seminar One
<b>Seminar One</b>	At least 270 days before expiration of CA
<ul style="list-style-type: none"> <li>• Final call for PBC nominees to GS</li> <li>• Completed PBC Candidate Questionnaire for floor nominees to delegates</li> <li>• Candidate Forum</li> <li>• PBC election for 5 members</li> </ul>	Noon, day 1 of PB Seminar One 2 pm, day 1 of PB Seminar One Day 1 of PB Seminar One Day 2 of PB Seminar One
<b>PBC</b>	
<ul style="list-style-type: none"> <li>• Reviews information gathered at Seminar One</li> <li>• Prepares opening package</li> </ul>	
<b>Seminar Two</b>	At least 90 days before expiration of CA
<ul style="list-style-type: none"> <li>• Walkthrough of opening package</li> <li>• Clarifying questions</li> <li>• Regional Meetings, proposal of changes</li> <li>• PBC reviews Regional Feedback</li> <li>• PBC presents changes to opening package to delegates for vote</li> </ul>	Day 1, PB Seminar Two Day 1, PB Seminar Two Day 1, PB Seminar Two Day 2, PB Seminar Two
<b>Expiration of Collective Agreement</b>	





**The  
Manitoba  
Teachers'  
Society**

