

**Louis Riel  
Teachers' Association  
Council Representative Handbook  
Updated 2025-2026**



**LRTA**

LOUIS RIEL  
TEACHERS'  
ASSOCIATION

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## Message from the LRTA President

Welcome to the Louis Riel Teachers' Association Council!

Thank you for agreeing to represent the members of your worksite this year in the capacity of Council Representative or as the Alternate Council Representative.

Your role is multi-faceted and crucial to the health of our organization. Our Council Representatives play a pivotal role in the Association's Communication strategy.

This handbook defines your role and responsibilities, contains resources, and practical tips to assist you.

On behalf of the LRTA, I would like to thank you for volunteering your time to serve your fellow members.

Should you have any questions or concerns, please feel free to contact me at the LRTA Office at 204-929-5782 or by e-mail at [president@lrta.mbteach.org](mailto:president@lrta.mbteach.org).

With thanks,

Jay McGurran

President - Louis Riel Teachers' Association

## **What is the LRTA?**

The Louis Riel Teachers' Association represents over 1300 members and is the third largest Teacher Association in the Province of Manitoba. Our union represents the teachers, principal teachers, coordinators, and clinicians employed by the Louis Riel School Division.

The LRTA is dedicated to protecting and advancing the rights and well-being of our members.

### **Louis Riel Teachers' Association**

101-919 St. Anne's Road

Winnipeg, MB, Canada R2N 4K8

Phone: 204-929-5782

## **What is MTS?**

The LRTA is one of thirty-eight local Associations which belong to the Manitoba Teachers' Society. MTS is the collective bargaining and professional development organization for all of Manitoba's more than 16 600 public school teachers.

Founded in 1919, the Society helps local associations in collective bargaining, offers professional development workshops and lobbies government on legislation that affects education, students and teachers.

As well, MTS provides a range of wellness services including the Disability Benefits Plan and Kii.

MTS also provides publication services for the Special Area Groups of Educators, produce the MB Teacher magazine and an extensive range of brochures and handbooks.

### **The Manitoba Teachers' Society**

191 Harcourt Street

Winnipeg, MB, Canada R3J 3H2

Phone: 204-888-7961

## **The Role of the LRTA Council**

The LRTA Council is made up of a set number of representatives from each worksite based on the number of members at that location. The Council has various responsibilities as per our Association Constitution. The Council which is made up of the council representatives and members of the LRTA Executive conduct this oversight through the monthly meetings which take place from September to June.

The responsibilities of the Council include:

1. Supervising the affairs of the Association.
2. Approving Executive appointments to vacancies that may occur during a term of office or directing that a by-election be held to fill such Table Officer vacancies as may occur during a term of office.
3. Naming an external auditor annually.
4. Approving the financial institution where all monies are kept.
5. Setting and approving a special membership levy in an emergency.
6. Establish ad hoc committees as needed and approve guidelines.
7. Appointing committee members.
8. Approving resolutions for consideration at the Annual General Meeting of Provincial Council of the Manitoba Teachers' Society.
9. Creating interim policy.
10. Naming delegates to the Annual General Meeting of the MTS Provincial Council.

## **Council Representative Duties and Responsibilities**

The benefits of serving as a Council Representative are multiple. By doing so, one gains a knowledge and awareness of professional issues, fulfills a professional responsibility to support one's peers, helps to support collegial well-being, and gains the opportunity to network with colleagues from other schools.

The duties and responsibilities of a Council Representative include:

- Attending monthly LRTA Council meetings.
- Presenting the LRTA report at staff meetings.
- Forwarding emails from the LRTA to the members at your worksite to ensure they are informed.
- Serving as a liaison between members at your worksite and Council.
- Directing members to appropriate resources/contacts.
- Contacting the LRTA Office as needed.
- Voting on motions brought forward at Council meetings.
- Guiding the Executive decisions that reflect the will of the membership.
- Serving on LRTA committees as required.
- Promoting LRTA events to staff.
- Having the opportunity to serve as a LRTA delegate to the Manitoba Teachers' Society Provincial Council Meeting.
- Supporting the Collective!

## Council Meeting Procedures

Typically, the LRTA Council meets at 4:30PM on the third Wednesday of the month from September to June. We meet in person at the Louis Riel Arts and Technology Centre (5 deBourmont Ave.) Members arrive 10-20 minutes prior to sign in and grab a free meal prior to the start of the meeting.

The meeting package will be circulated via email prior to the meeting. If a council representative cannot attend, ensure the email containing the meeting package is forwarded to the alternate rep at your worksite.

The Chair (president or designate) will run the meeting. Please wait to ask questions until the chair has asked for questions. Meeting participation by Council Reps is encouraged at the appropriate times. Motions at the meeting require movers and seconders. Please share your name and school when moving and seconding a motion.

After the meeting, the LRTA Office will send out a copy of the LRTA Council Highlights to assist you in sharing key material at your staff meeting. This practice helps to ensure consistent information is communicated to all worksites. The email containing the Council Highlights **must be** shared with your staff before or after the staff meeting.

## **Directing a Member**

Chances are that folks on your staff will approach you with questions as the LRTA Council Representative. Often people think that you are an expert on all things related to the union and to the Collective Agreement.

The truth is you do not need to be an expert. What is important is to know where to direct members - LRTA or to MTS.

LRTA office (204) 929-5782

LRTA website [www.lrta.ca](http://www.lrta.ca)

MTS office (204) 888-7961

MTS Website [www.mbteach.org](http://www.mbteach.org)

PPDF Questions – Vice President PD LRTA [vp-pd@lrta.mbteach.org](mailto:vp-pd@lrta.mbteach.org)

General Member Concerns – President LRTA [president@lrta.mbteach.org](mailto:president@lrta.mbteach.org)

Benefits Questions – President LRTA [president@lrta.mbteach.org](mailto:president@lrta.mbteach.org)

Leave Questions – President LRTA [president@lrta.mbteach.org](mailto:president@lrta.mbteach.org)

Contract Questions – President LRTA [president@lrta.mbteach.org](mailto:president@lrta.mbteach.org)

## **Member to Member Concerns**

If a member approaches you regarding a conflict between them and another member, it is best to stop them from sharing details with you as that would not be in keeping with the Code of Professional Practice. Instead, tell the member that they should call MTS (204-888-7961) and ask to speak with a staff officer in the Teacher Welfare Department.



## Information on Leaves of Absence

**Sick Leave (article 7.01)** – This leave is used for both short- and longer-term illnesses. This leave accumulates at the rate of twenty (20) days each year to a maximum of 130 days. A member's regular salary is paid until the number of sick days is exhausted.

**Family Medical Leave (article 7.02)** – A member shall be entitled to use up to five (5) days of sick leave per year to attend to illness, injury or medical appointment to that member's spouse/partner, parent, child or relative permanently residing with the member. Such leave is non-cumulative from one school year to the next school year.

**Bereavement Leave (article 7.04)** – This provides up to five (5) days leave in the event of the death of a family member (parent, step-parent, spouse/partner, child/step-child/ward of the member, sibling, grandparent, grandchild, or a relative permanently residing with the member. A leave of up to three (3) days in the event of the death of a child-in-law, sibling-in-law, or parent-in-law. A leave of up to one (1) day in the event of the death of the member's aunt or uncle. Provided the member has not received the above bereavement for the individual, a leave of up to one (1) day for attending a funeral as a pallbearer. Additional leave of up to two (2) days may be granted where travel is necessary at no more than the cost of a substitute.

**Compassionate Leave (article 7.04)** – This provides up to five (5) days leave with pay in the event of a life-threatening illness of a family member (parent, step-parent, spouse/partner, child/step-child/ward of the member, sibling, or a relative permanently residing with the Teacher.

**Birth or Adoptive Leave (article 7.05)** – This provides up to two (2) days leave upon the occasion of a member's spouse/partner/surrogate giving birth to a child or the adoption of a child for the occasion of birth or adoption.

**Maternity and Parental Leave (article 7.06)** – Maternity Leave for birthing members provides up to 85 teaching days of top-up to 90% of salary. Parental Leave is available to any member and provides up to 50 teaching days of top-up to 90% of salary. See article 7.06 for eligibility, terms, and conditions. If you are pregnant or planning an adoption, contact the Louis Riel Teachers' Association office for more information regarding this leave.

**Personal Leave (article 7.07)**– *Formerly Discretionary Leave*. This leave provides up to two (2) days per school year for a teacher to attend to personal business. Both leave days are at no cost to the member. Members must book a sub through Absence Management AND submit the HR leave form request to the Board Office a minimum of 5 days in advance. A member may carry over one (1) day to the next school year. The maximum number of personal leave days which a member may take in any school year is three (3) days.

**Religious Holy Leave (article 7.08)** – This leave provides up to three (3) days per school year without loss of pay for a member to attend to religious holy days. Of note, for religious leave, the Human Resources Form must be submitted no later than ten (10) teaching days prior to the date for events before October 15<sup>th</sup>, and prior to September 30<sup>th</sup> for dates October 15<sup>th</sup> or later.

**Indigenous Ceremonial, Cultural, Spiritual Observance Leave (article 7.09)** – This leave provides up to three (3) days per school year without loss of pay for a member to engage in traditional Indigenous ceremonies, cultural, or spiritual observances (e.g., pow-wow, Sundance and Sweat Lodge ceremonies, traditional food gathering, traditional land or language based education, elder led education, or ceremonies held following a significant family event). Written notice shall be provided by the member seven (7) days in advance, where possible. For more information about the terms of this leave please see article 7.09 in the provincial collective agreement.

**Jury and Witness Duty (article 7.10)** – This leave allows a member to fulfill their civic responsibilities as a juror or witness without loss of pay.

**Examination Leave (article 7.11)** – This leave allows a member one (1) day for each post-secondary examination written during school hours, up to a maximum of two (2) days per year.

**Leave of Absence Without Pay (article 7.12)** – This allows for an extended leave without pay at the discretion of the School Division.

**Deferred Salary Leave Plan (article 7.14)** – The School Division shall administer a Deferred Salary Leave Plan in accordance with the plan document. Contact the Louis Riel Teachers' Association office for more information regarding this leave.

**Leave of Absence for Association or Society Business (article 7.15)** – This leave is used by LRTA Executive members, AGM delegates, and MTS provincial committee members to attend to business of the Association and the Society. See article 7.15 in the provincial collective agreement for terms and conditions.

**Leave of Absence for Association President or Vice President (article 7.16)** – This leave is used by LRTA President and Vice President to work in the office. It would also cover an LRTA member who is elected to the office of President of ÉFM or Chairperson of COSL.

**Leave of Absence for Provincial Executive (article 7.17)** – This leave is used by members who have been elected to the Provincial Executive of MTS.

**Leave of Absence for President or Vice President of MTS Leave (article 7.18)** – This leave is used by members who have been elected as President or Vice President of MTS.

**Reinstatement After Leave (article 7.19)** – When a member returns from leave they shall return to the same or a comparable teaching position as designated by the School Division.

**Temporary Reduction in Contract Time (article 7.13)** – This leave without pay is used to reduce contract time and requires mutual agreement between the teacher and the Division.

**Extra-Curricular Activities (article 6.04)** – This clause entitles members who run extra-curricular activities, with written approval of school administration, outside the normal School Day to paid leave of absence of one (1) day for performing fifty (50) hours or one half (1/2) day for every twenty-five (25) hours. There is a maximum of three (3) days leave. One (1) day may be carried forward to the next school year if the hours were accumulated after April 30<sup>th</sup>. Please see article 6.04 for all the terms and condition.