

**LRTA**

LOUIS RIEL  
TEACHERS'  
ASSOCIATION

# **New Member Information Resource Booklet**

**2024 - 2025**

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

**204-929-5782**

**All new LRTA members must register with *MTS My Profile!*  
Go to [www.mbteach.org](http://www.mbteach.org) and sign up!**

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## **CODE OF PROFESSIONAL PRACTICE OF THE MANITOBA TEACHERS' SOCIETY**

The Code of Professional Practice establishes the required standards of conduct for all members of the Manitoba Teachers' Society. A teacher's professional behaviour must reflect the spirit as well as the letter of the Code.

1. A member's first professional responsibility is to her or his students.
2. A member acts with integrity and diligence in carrying out professional responsibilities.
3. A member avoids involvement in a conflict of interest, recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological or other advantage.
4. A member's conduct is characterised by consideration and good faith. She or he speaks and acts with respect and dignity, and deals judiciously with others, always mindful of their rights.
5. A member respects the confidential nature of information concerning students and may give the information only to authorized personnel or agencies directly concerned with the individual student's welfare.
6. A member first directs any criticism of the professional activity and related work of a colleague to that colleague in private. Only after informing the colleague of the intent to do so, the complainant may direct in confidence the criticism to appropriate officials through the proper channels of communication. A member shall not be considered in contravention of this section in the following circumstances:
  - a) consulting with the Society or the president of the member's local association;
  - b) taking any action that is allowed or mandated by legislation.
  - c) where the member is acting in good faith and without malice in the discharge of the legitimate duties of his or her appointed or elected position.
7. A member does not bypass immediate authority to reach higher authority without first exhausting the proper channels of communication.
8. A member makes an ongoing effort to improve professionally.
9. A member adheres to collective agreements negotiated by the professional organization
10. A member or group of members makes only authorized representations to outside bodies on behalf of the Society or its local associations. Without the express permission of the Society, no member(s) conferring with outside bodies may explicitly or implicitly claim that they represent the Society or its local associations.

Violations of the Code shall be addressed through application of the Bylaws (Amended at the MTS Annual General Meeting, 2012).

## CODE DE DÉONTOLOGIE DE LA MANITOBA TEACHERS' SOCIETY

Le Code de déontologie énonce les normes de conduite pour tous les membres de la Manitoba Teachers' Society, qu'il s'agisse d'un poste rémunérateur en vertu d'une Convention collective ou d'un emplacement imposé ou élu. Le comportement professionnel d'un membre doit refléter tant l'esprit que la lettre du Code.<sup>1</sup>

1. La première responsabilité professionnelle d'un membre se porte sur ses élèves.
2. Le membre s'acquitte de ses responsabilités professionnelles avec diligence et intégrité.
3. Le membre évite de se retrouver en situation de conflit d'intérêt, reconnaît l'existence de rapports privilégiés avec les élèves et s'abstient d'exploiter ces rapports en vue d'obtenir des avantages matériels, idéologiques ou autres.
4. La conduite d'un membre est caractérisée par la contrepartie et la bonne foi. Il ou elle parle et agit avec respect et dignité et se conduit judicieusement avec les autres, toujours consciencieux.se de leurs droits.
5. Le membre respecte le caractère confidentiel des renseignements recueillis au sujet des élèves et ne divulgue ces renseignements qu'aux personnes autorisées ou aux organismes chargés de veiller directement au bien-être de l'élève en question.
6. Le membre dirige d'abord toute critique de l'activité professionnelle et des travaux connexes d'un collègue à ce collègue en privé. Seulement après avoir informé le collègue de l'intention de le faire, le plaignant peut acheminer la critique, à titre confidentiel, aux autorités compétentes par l'entremise des voies appropriées de communication. Le membre n'est pas considéré en violation du présent article selon les cas suivants :
  - a) suite à une consultation avec la Société ou le président de l'association locale du membre ;
  - b) la possibilité de prendre toute action autorisée ou prescrite en vertu de la Loi ;
  - c) là où le membre agit de bonne foi et sans malice dans l'accomplissement des tâches légitimes de son poste imposé ou élu.
7. Le membre ne contourne pas l'autorité immédiate pour passer à une autorité supérieure sans avoir épuisé les voies appropriées de communication.
8. Le membre cherche constamment à se perfectionner au plan professionnel.
9. Le membre se conforme aux conventions collectives négociées par l'association professionnelle.
10. Seuls le membre ou un groupe de membres autorisés peuvent représenter la Manitoba Teachers' Society ou ses associations locales auprès d'organismes extérieurs. Sans la permission expresse de la Manitoba Teachers' Society, aucun membre du personnel enseignant discutant avec des organismes extérieurs ne pourra prétendre implicitement ou explicitement représenter la Manitoba Teachers' Society ou ses associations locales.

Toute infraction au Code doit être traitée dans le cadre de l'application des Règlements administratifs (amandés lors de l'AGA de la MTS 2012).

## Louis Riel Teachers' Association (LRTA)

The Louis Riel Teachers' Association represents over 1200 teachers who are employed by the Louis Riel School Division (LRSD). We are the third largest teachers' association in Manitoba. Our Association is dedicated to protecting and advancing the rights and well-being of our members.

**President:** Jay McGurran ([president@lrta.mbteach.org](mailto:president@lrta.mbteach.org)) is an ex-officio member of all committees as well as co-chair of the Divisional Workplace Safety and Health Committee.

**VP Collective Bargaining:** Scott Wood ([vicepresident-cb@lrta.mbteach.org](mailto:vicepresident-cb@lrta.mbteach.org)) establishes and chairs the Collective Bargaining Committee and monitors bargaining issues in Manitoba.

**VP Professional Development:** Jaclyn Porteous ([vicepresident-pd@lrta.mbteach.org](mailto:vicepresident-pd@lrta.mbteach.org)) establishes and chairs the Professional Development Committee and chairs the On-line PPDF System.

**Secretary Treasurer:** Charmaine Rudnicki keeps a record of all Association income and disbursements and presents a proposed budget at the Annual General Assembly.

**Resolutions/Nominations Chairperson:** Lindsay McDonald establishes the Resolutions and Nominations Committees and acts as Chief Electoral Officer.

**Éducatrices et Éducateurs Francophones du Manitoba Chairperson:** Paulette Sabourin attends provincial ÉFM regional meetings and Immersion School Council, shares ideas and maintains communication between local ÉFM and provincial ÉFM.

**Employee Benefits Chairperson:** Becky Lauzé monitors and provides information to members on all benefit plans.

**Equity and Social Justice Chairperson:** monitors issues and concerns relating to equity in education and social justice.

**Public Relations Chairperson:** Leah Dilworth is the Editor of the *Rielity Check* and assists the Association in areas of communication and public relations.

**Social Chairperson:** Laurie Tyndall organizes all social functions of the Association.

**Indigenous Education Chairperson:** Rosemary Bird monitors issues and concerns related to Indigenous Education in Manitoba.

**Members-at-Large:** Kim Melvin, Paul Nelson and Stephanie Timmerman chair Ad Hoc Committees as assigned by the Executive.

**Louis Riel Association of School Administrators:** Amy Warriner is the liaison between the LRTA and LRASA.

## **Manitoba Teachers' Society (MTS)**

### ***Mission***

The Manitoba Teachers' Society, as a union and professional organization, is dedicated to safeguarding the welfare of teachers, the status of the teaching profession and the cause of public education in Manitoba.

### ***My Profile***

An invaluable source of information for the Society and the Association is the "My Profile" site found on the MTS homepage [www.mbteach.org](http://www.mbteach.org). All members new to the Society must register by visiting the "My Profile" site. Please use your home computer to register.

### ***Wellness***

All members of MTS can access services offered through the HumanaCare Member and Family Assistance Program (<https://www.mbteach.org/mtscms/2022/01/17/mts-humanacare/>). Individual, marital, family and group counseling sessions in French and English are available to all members. All services are confidential and voluntary.

### ***CONTACT***

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

191 Harcourt Street Winnipeg, MB R3J 3H2

Ph: 204-888-7961 Fax: 204-831-0877

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

## LRTA Benefits

### Provincial (Manitoba Teachers' Society) Plans

Benefit Plans related to Health, Dental, and Life Insurance can be found by visiting [www.mpsebp.ca](http://www.mpsebp.ca) . This website contains the plan terms, including updates as things change within plans.

Manitoba Blue Cross administers the Extended Health and Dental plans. Customer E-service ([www.mb.bluecross.ca](http://www.mb.bluecross.ca)) is available for subscribers to register and get information on:

- Plan information
- Benefit details
- Claim information
- On-line claim forms
- Temporary ID card

MTS members are eligible for increased drug plan coverage if they use one of two Preferred Pharmacies. By shopping at Costco or through Express Scripts Canada members will receive 90% drug coverage, up from the standard 80% available at other pharmacies.

### ***Manitoba Teachers Society Disability Benefits Plan (DBP) and Short Term Disability Plan (STDBP)***

This insurance is compulsory, and covers the cost of services, income replacement, and other programs. Information regarding these plans can be found at <https://www.mbteach.org/mtscms/2016/05/23/mts-group-benefits/> .

### ***Teachers' Retirement Allowances Fund (TRAF)***

The pension plan is compulsory, and is governed by a board of directors, including MTS members. Information on the plans can be found at <https://www.mbteach.org/mtscms/2016/05/05/pension-information/> .

## Member Information on the LRSD Portal

The LRSD Portal contains a myriad of information that will be of interest to LRTA members.

When you are signed into your landing page, find the Staff Services link.

ImageLinks



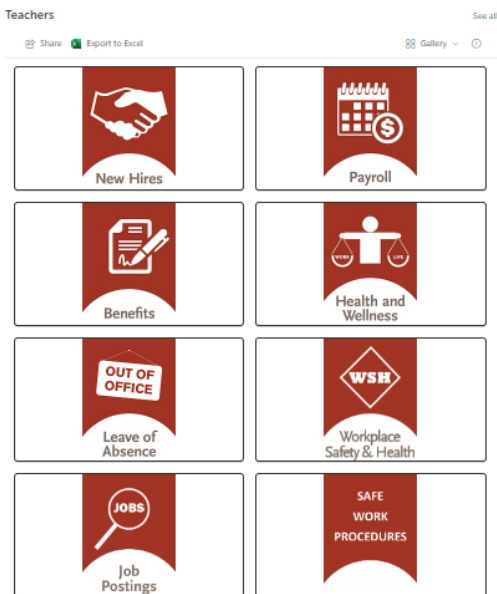
That link will take you to the Staff Services portal, where you will see this link:

Click below for information about your employee group

Share Export to Excel



This link will in turn take you to a selection of categories containing valuable information for all LRTA members.





## Personal Professional Development Fund

*The objective of the PPDF is to support autonomous personal professional growth and provide financial assistance for as many members as possible. The PPDF is committed to supporting professional growth opportunities that reflect the diverse community in which we teach.*

Applying for PPDF? Go to:  
[www.ppdf.smapply.io](http://www.ppdf.smapply.io)

### Changes to the PPDF Guidelines for 2024-2025:

- Applications must be submitted a minimum of 10 days in advance of an event.
- Appeals must be submitted within 10 days of the decision.
- Tuition will include any education related degree.

### PPDF Allocations for 2024-2025

- ✓ Up to \$1000\* for five (5) In-Town Events (In-Town, Online Professional Development or Tuition Fees)
- ✓ Up to \$200\* per 3-credit hour course
- ✓ Up to \$2500\* for one (1) Out-of-Town Event\*\*
- ✓ Up to \$50\* toward MTS PD Day registration (does not count toward In-Town allocation)
- ✓ Substitute cost for approved PPDF applications

\*Subject to available funds

\*\*Conditions apply, see PPDF Guidelines

### Important Reminders

- As a professional courtesy, inform your principal or supervisor before applying
- Applications need to be received at least ten (10) days prior to the start of the event
- A detailed and authentic Relevance Statement is essential to support an application
- Funding is not guaranteed and is on a first-come, first-served basis
- Do not make financial commitments until your application is approved

### Contact Us

Jaclyn Porteous  
LRTA Vice President, Professional Development  
121 Hazelwood Crescent  
Winnipeg, MB R2M 4E4  
**204-929-5782**  
[vp-pd@lrta.mbteach.org](mailto:vp-pd@lrta.mbteach.org)



### Term Opening Dates

Term	Dates	Opens
1	Sep 3 – Dec 31	September 3
2	Jan 1 – Feb 28	October 15
3	Mar 1 – Apr 30	November 15
4	May 1 – Aug 31	February 15

### Term Closing Dates

Term	Dates	Opens
1	Sep 6 – Dec 31	December 15
2	Jan 1 – Feb 28	February 28
3	Mar 1 – Apr 30	April 30
4	May 1 – Aug 31	June 20

### FAQs

#### *How do I know which term to apply in?*

The application term corresponds with the opening date of your event, exclusive of travel.

#### *I've used some In-Town funding this year. Can I use the rest for Out-of-Town PD?*

No. You cannot use In-Town and Out-of-Town funding in the same year.

#### *How do I amend or cancel an application?*

Please contact [vp-pd@lrta.mbteach.org](mailto:vp-pd@lrta.mbteach.org) to amend or cancel any application.

#### *Can I save a draft of an application for submission at a later time?*

Not really. While the new Online System does auto-save unsubmitted applications, application forms can only be accessed once the term opens (see above dates). It is advised to have information ready to copy into the application form when the term opens.

#### *I keep getting emails from the new system. What's going on?*

The new SMA PPDF system will send a reminder email when you need to do something to an application. This will most likely happen if you have an unsubmitted request in the Application Stage. To stop these reminders, delete any unwanted applications.

## Victor and Marie Wyatt Bursary Application

The Victor and Marie Wyatt Bursary Committee is accepting applications for bursaries from teachers and administrators to pursue studies related to public school education. The Bursary Fund which is overseen by the Winnipeg Foundation which sits around \$6000 in a given year is divided up by mathematical formula amongst the approved applicants.

### The Bursary is available to:

- Educators who are *currently* employed in the Louis Riel School Division,
- Educators who are *currently* on leave from the Louis Riel School Division. And
- Educators who have requested a leave from the Louis Riel School Division for educational purposes and who will be *returning to the division*.

### Bursary Criteria:

- Proof of course completion is required via university transcript. Applicable courses are to be highlighted.
- Applicants may apply for tuition at registered universities or colleges. Maximum eligible tuition request is \$1500.00.
- Applicants must provide a copy of their T2202A Certificate and a university-generated account summary which indicates a separate breakdown of course (education) tuition and fees. ***Applicants may not apply for such things as (re)-registration, comprehensive exam fees, parking, dental or medical insurance, or cost of books and supplies.***
- Bursary applications will not be accepted in two consecutive tax years.

### Process:

- Applications are to be submitted to the Victor and Marie Wyatt Bursary Committee prior to the deadline.
- The Victor and Marie Wyatt Bursary Committee meets in May to review applications.
- Applicants may receive an additional five business days as of the convening of the Committee to provide additional documentation if it is determined that their application is not in order. After such time, their application will be considered null and void in whole or in part.
- All approved applications will receive funding. The bursary fund which sits around \$6000 in a given year is divided up by mathematical formula amongst all of the approved applicants.
- Applicants receive a letter of confirmation from the Bursary Committee indicating the amount of bursary to be awarded to him/her.
- The Winnipeg Foundation receives notification as to the amounts to be awarded to each applicant as per the mathematical formula.
- Payment is made directly to the individual by The Winnipeg Foundation.

**Application forms will be available on the LRTA website in mid-February each year.**

**Applications must be submitted to the LRTA Office by 4:30 PM on the last Friday of April each year.**

## Useful Links

**LRTA Home Page:** [www.lrta.ca](http://www.lrta.ca)

**LRTA YouTube Link:** The LRTA YouTube Channel includes videos on a number of topics that may be useful to new members, including overviews of PPDF, Benefits Plans information, and helpful “how-to” videos.

<https://www.youtube.com/playlist?list=PLSyBH5cwSHNSgg7QFNK-LyZ6oyjmDO5gy>

**Manitoba Teachers’ Society Home Page:** [www.mbteach.org](http://www.mbteach.org)

**MTS Beginning Teachers:** This link takes you to a series of documents produced by MTS that contain useful information for all teachers new to the profession.

<https://www.mbteach.org/mtscms/2020/10/28/beginning-teachers/>

**MTS HumanaCare:** HumanaCare is the provider of wellness services for MTS.

[MTS HumanaCare – The Manitoba Teachers' Society \(mbteach.org\)](http://www.mbteach.org)

**MTS Special Area Groups (SAGE):** These groups organize events on the MTS PD Day each October, as well as other events throughout the year. A list of current SAGE groups can be found here:

<https://www.mbteach.org/mtscms/2022/09/01/mts-pd-day-2022-oct-21-2022/>

**LRSD Staff Services Page:** The LRSD has put together a comprehensive resource page for many topics of interest to teachers in the Division. This includes summaries of benefits, leaves, and payroll information. Find it here:

<https://lrscdn.sharepoint.com/sites/StaffServices/Teachers/>

# LRTA Calendar 2024-2025

## September

Wednesday, 11<sup>th</sup> LRTA Executive Meeting  
 Wednesday, 18<sup>th</sup> LRTA Council Meeting

## October

Wednesday, 2<sup>nd</sup> LRTA Executive Meeting  
 Monday, 7<sup>th</sup> LRTA New Rep Orientation  
 (virtual)  
 Wednesday, 9<sup>th</sup> LRTA New Member Celebration  
 Friday, 11<sup>th</sup> LRTA Executive Retreat/Training  
 Wednesday, 16<sup>th</sup> LRTA Council Meeting  
 Thursday, 17<sup>th</sup> Maternity/Parental Leave  
 Seminar  
 Friday, 25<sup>th</sup> MTS PD Day

## November

Wednesday, 6<sup>th</sup> LRTA Executive Meeting  
 Wednesday, 20<sup>th</sup> LRTA Council Meeting

## December

Wednesday, 4<sup>th</sup> LRTA Executive Meeting  
 Wednesday, 18<sup>th</sup> LRTA Council Meeting  
 Monday, 23<sup>rd</sup> through  
 Friday, Jan. 3<sup>rd</sup> Winter Break

## January

Wednesday, 8<sup>th</sup> LRTA Executive Meeting  
 Wednesday, 22<sup>nd</sup> LRTA Council Meeting

## February

Wednesday, 5<sup>th</sup> LRTA Executive Meeting  
 Wednesday, 19<sup>th</sup> LRTA Council Meeting

## March

Wednesday, 5<sup>th</sup> LRTA Executive Meeting  
 Wednesday, 19<sup>th</sup> LRTA Council Meeting  
 Monday, 31<sup>st</sup> through  
 Friday, April 4<sup>th</sup> Spring Break

## April

Wednesday, 9<sup>th</sup> LRTA Executive Meeting  
 Wednesday, 16<sup>th</sup> LRTA Council Meeting  
 Wednesday, 23<sup>rd</sup> LRTA Annual General Assembly  
 Thursday, 24<sup>th</sup> Maternity/Parental Leave  
 Seminar

## May

Monday, 5<sup>th</sup> LRTA Appreciation Event  
 Wednesday, 7<sup>th</sup> LRTA Executive Meeting  
 Wednesday, 14<sup>th</sup> LRTA Council Meeting  
 Wednesday, 14<sup>th</sup> MTS AGM Binder Meeting  
 Thursday, 22<sup>nd</sup> through  
 Saturday, 24<sup>th</sup> MTS AGM

## June

Wednesday, 4<sup>th</sup> LRTA Executive Meeting  
 Wednesday, 11<sup>th</sup> LRTA Council Meeting  
 Wednesday, 18<sup>th</sup> LRTA Retirement Reception

\*LRTA Social Events will be added to the calendar throughout the year



Updated June 13, 2024