

SECTION: C

POLICIES AND PROCEDURES

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SECTION C:

POLICIES AND PROCEDURES

1. AUXILIARY SCHOOL PERSONNEL (PAID)

(Policy)

- 1.01 That the BTA work to ensure that all paid personnel in the Burnaby School District be unionized workers. (RA JUN 2007)

(Procedure)

- 1.02 That all paid personnel in Burnaby schools, during school hours, be subject to the provisions collective agreements. (GM FEB 2014)

2. BCTF ANNUAL GENERAL MEETING

(See "Resolutions Committee")

A. DELEGATION

(Procedure)

- 2.A.02 That the Chairperson of the Resolutions Committee shall be the Chairperson of the BTA delegation to the BCTF AGM. (RA JUN 1974)
- 2.A.04 That the Chairperson of the BTA Delegation solicit names at large of possible delegates, well in advance of the AGM. (RA APR 1966)
- 2.A.06 Written statements from candidates for AGM delegate will be distributed two weeks in advance of the General Meeting where delegates are elected. (RA SEP 2011)
- 2.A.08 That nominees for election as delegates to the BCTF AGM be introduced to the General Meeting prior to balloting. No candidates will give statements at the General Meeting. A question period will be permitted. Executive members not running as candidates shall be encouraged to ask questions of candidates. (RA SEP 2011)
- 2.A.10 Voting shall be by secret ballot (simple plurality). (RA JUN 2023)
- 2.A.12 All members shall be advised of the results. (RA OCT 1972)
- 2.A.14 That a list of alternate delegates be established from the remaining nominees and that the list be arranged in descending order of votes recorded. (RA SEP 2011)
- 2.A.16 That the events for the BTA delegation be as follows: (GM FEB 2014)
- a) Up to three delegates' meetings; (AGM MAY 2023)
 - b) Delegates may meet with school staffs, to discuss resolutions;

- c) Delegates to meet with BTA Representative Assembly on resolutions;
 - d) BCTF Annual General Meeting;
 - e) Delegate meetings to ensure that delegates are able to find material relevant to Recommendations and Resolutions in their Members' Guide, understand voting procedures and terminology, and have discussed the Recommendations and Resolutions; and
 - f) Delegates report back to the Representative Assembly and to school staffs as requested. (AGM MAY 2002)
- 2.A.18 That the BTA AGM delegates be allowed up to two half days of release time to meet as a delegation for the purposes of discussion and research of the BCTF AGM recommendations and resolutions. (RA JUN 1993)
- 2.A.20 That a Representative Assembly prior to the BCTF AGM to which all Burnaby teachers are invited:
- a) Discuss the Reports and Resolutions for the BCTF;
 - b) Give voting recommendations to the BTA delegation; and
 - c) Vote on the recommendations and resolutions to the BCTF Annual General Meeting prior to dealing with other Association business. (AGM MAY 1995)
- 2.A.22 That the delegation meet on the afternoon prior to the BCTF AGM to discuss Reports and Resolutions. (AGM MAY 2002)
- 2.A.24 That if candidates for a BCTF Executive position are interviewed, then ALL candidates for that position should be interviewed. (RA JUN 1977)
- 2.A.26 That a post AGM delegates' meeting be held to consider recommendations, suggestions and/or concerns. (RA MAY 1997)

B. VOTING

(Procedure)

- 2.B.02 That caucuses of the BTA delegation be held during the AGM to discuss AGM business before voting takes place. (RA MAY 1965)
- 2.B.04 That voting cards be distributed by the Chairperson at the beginning of each session and collected by the Chairperson at the end of each session. (RA APR 1966)
- 2.B.06 That unclaimed voting cards be distributed as evenly as possible among the delegates present. That unclaimed voting cards mean those of delegates taking more than a brief absence from the floor of the meeting. Delegates are not to leave the meeting room with the voting cards. (RA MAY 1997)
- 2.B.08 That the BTA delegation make a list of their voting intentions available to members at their school sites. These voting intentions shall also be presented to a Representative Assembly prior to the BCTF Annual General Meeting for discussion. (RA MAY 2013)

- 2.B.10 That the Representative Assembly be allowed to make recommendations with respect to the voting intentions of the BTA delegation at the BCTF Annual General Meeting. (RA MAY 2013)
- 2.B.12 That, when voting on recommendations and resolutions at the BCTF Annual General Meeting, delegates are asked to strongly and carefully consider both the decisions made by the delegation and the advice given by the Representative Assembly. (RA MAY 2013)
- 2.B.14 An individual delegate shall not be directed to vote in a particular manner on any recommendation or resolution brought to the BCTF AGM, either by the Representative Assembly or the BTA delegation. Any delegate, after considering the advice given by the Representative Assembly and the voting intentions of the BTA delegation, is free to vote in a manner that they see fit at the BCTF Annual General Meeting. (RA MAY 2013)
- 2.B.16 As a courtesy, a delegate will inform the delegation of their intention to vote in opposition to a BTA resolution coming to the BCTF Annual General Meeting. However, there is no requirement for the member to pass their card or refrain from voting on a BTA resolution at the BCTF Annual General Meeting. (RA MAY 2013)

C. FINANCES

(Procedure)

- 2.C.02 That the Chairperson invite the originators of all Burnaby resolutions to the applicable BCTF AGM session, with remuneration. (RA JUN 2001)
- 2.C.04 That expenses related to BCTF Annual General Meeting BTA caucus meetings and meals be approved by the BTA Executive Council. (RA SEP 2011)

D. HOSPITALITY ROOM

(Procedure)

- 2.D.02 That the BTA continue to participate in jointly hosting a hospitality suite at the BCTF Annual General Meeting. (EC MAY 2011)
- 2.D.04 That a suite be reserved well in advance of the AGM and that the keys of the room remain in the control of the chairperson of the delegation or the person specifically appointed to take charge of the hospitality room (as in Procedure Statement 2.D.06). (RA MAR 1977)
- 2.D.06 That the telephone in the suite be "plugged" to calls going outside the hotel from the suite. (RA APR 1966)
- 2.D.08 That with the approval of the Representative Assembly, a BTA member may be appointed with delegate's remuneration to take care of the BTA hospitality room. This person need not be one of the delegates to the BCTF AGM (RA JUN 2007)
- 2.D.10 That BTA members be informed that they are welcome to visit our hospitality room at the BCTF AGM (RA JUN 1977)
- 2.D.12 That the hospitality room remain closed during sessions. (RA MAY 1979)

3. BURNABY PRINCIPALS AND VICE-PRINCIPALS ASSOCIATION

- 3.A.01 That the BTA strive to maintain a cooperative working relationship with the Burnaby Principals and Vice-Principals Association.
- 3.A.03 That meetings be scheduled as needed between BTA and BPVPA Executives to discuss issues of concern.

4. BURNABY BOARD OF EDUCATION UNIONIZED EMPLOYEES

(Procedure)

- 4.02 That no BTA member shall do the work normally done by a CUPE member or other unionized staff, nor direct a volunteer aide or student to do so when a CUPE job or unionized position has been terminated or not been filled by a substitute when a CUPE member is absent. (RA JUN 2007)

(ALSO NOTE SECTION 76 "STRIKES OF NON-TEACHING EMPLOYEES")

5. CHARITABLE DONATIONS

(Policy)

- 5.01 That the BTA not be responsible for collecting monies for outside agencies. (RA NOV 1970)
- 5.03 That BTA funds not be used to support outside organizations and individuals without Representative Assembly, General Meeting or Annual General Meeting approval, except in 6.05. (RA JUN 2023)
- 5.05 That when it is appropriate for the BTA to send a retirement gift, the BTA make a charitable donation in the retiree's name to an appropriate local charity, preferably the Burnaby Children's Fund. (RA JUN 2014)

(Procedure)

- 5.07 That contributions will be limited to 0.8% of the total BTA Annual Budget in any given year. Donations may include but are not limited to:
- disaster relief;
 - registered charities that share the objectives of the BTA or BCTF;
 - advocacy groups that share the objectives of the BTA or BCTF;
 - political fundraisers when strategically advantageous to the Association; and
 - district events in support of committee work. (RA JUN 2014)
- 5.09 That any donation over \$500 be referred to the Finance Committee for review, report and possible recommendation to the next Rep Assembly or General Meeting. (GM JAN 2025)

6. COMMITTEES

A. CLASSIFICATION

(Procedure)

- 6.A.02 That when a committee develops a motion, the motion must be addressed in its entirety by the committee as a whole through democratic process. Any proposals to change policy brought by an individual will be included in a separate motion.
- 6.A.04 Upon election to a committee, the BTA Office will provide the elected member with a copy of the Policies and Procedures related to that Committee.
- 6.A.06 **STANDING COMMITTEES** shall be; Adult Educators'; Bargaining and Working and Learning Conditions; BIPOC Educators Grievance; Health and Safety; Indigenous Educators', Mentorship, Political Action/Public Relations; Professional Development; Social Justice and Teachers-on-Call and Early Career Teachers Committee.
(RA MAR 2025)
- 6.A.08 Standing Committees shall be elected by an appropriate Annual General Meeting in line with policy outlined for each committee. After July 1st, members elected to complete a vacant term shall serve the remainder of the term.
(AGM MAY 2003)
- 6.A.10 **CONTINUING COMMITTEES** are those recurring each year, but not arising out of contractual obligations, for example, Constitution; Bylaws, Policies and Procedures; District Resource Centre; Finance; Flexible Staffing; Resolutions; Salary Continuance; and Scholarship.
(GM FEB 2014)
- 6.A.12 Continuing Committees shall be elected by a Representative Assembly in line with policy outlined for each committee.
(RA APR 1972)
- 6.A.14 **CONTRACTUAL COMMITTEES** are those arising from contractual obligation, for example Ancillary Services; Assessment; Deferred Salary Leave Plan; Detached Duty; Evaluation; Joint Employee Assistance Plan; Joint Professional Development; Joint Professional Growth; Leave of Absence.
(GM NOV 2023)
- 6.A.16 Contractual Committees shall be elected by a Representative Assembly in line with policy outlined for each committee.
(RA APR 1972)
- 6.A.18 **SCREENING COMMITTEES** are established by the Board of Education for the purpose of screening applicants for any school or district positions of special responsibility and/or administration. The BTA shall participate in Screening Committees established by the Board.
(AGM MAY 1997)
- 6.A.20 The BTA believes that individuals chosen for administrative positions should possess certain qualities.
- a) The candidate should have a humanistic, non-authoritarian philosophy shown by:
- i. a desire for excellence in the development of human potential;
 - ii. a concern for the well-being, effectiveness, and individuality of teachers and pupils;
 - iii. a desire for democratic collegial, and collaborative decision-making processes;

and

iv. a global prospective on education.

- b) The candidate should exhibit intelligence and knowledge of educational philosophies, current educational issues, curriculum development, professional development, and learning and working conditions contracts.
- c) The candidate should have a wide range of abilities and experience, especially teaching experience at the level for which the candidate is applying. The candidate's experience should indicate initiative and good organizational skills.
- d) The candidate should have a thorough knowledge of current BCTF policies and some active participation in a local association and/or the BCTF.
- e) The candidate should be a strong advocate for a well-funded and resourced public education system. (GM FEB 2014)

6.A.22 That if a committee member is unable to attend two consecutive committee meetings that they be asked to resign and that the position be filled at an election by the Representative Assembly to complete the term. (EC FEB 2025)

B. STRUCTURE

(Procedure)

6.B.02 The newly-elected Chairperson and new committee members shall take office on July 1st and shall be encouraged to work with the incumbent committee from the time of their election until they take office. (RA APR 1972)

6.B.04 The BTA members of Joint Committees shall form a sub-committee that shall meet when necessary at the call of the Chairperson or any two members of the sub-committee. (RA MAY 1975)

6.B.06 In the event that the Chairperson of a Joint Committee is not a BTA member, the sub-committee shall elect one of its own members as Chairperson of the sub-committee. (RA MAY 1975)

6.B.08 That if a committee member is unable to attend two consecutive meetings that they be asked to resign and that the position be filled at an election by the Representative Assembly to complete the term. (EC FEB 2025)

C. COMMITTEE MEETINGS

(Procedure)

6.C.02 When dinner meetings are held, the Chairperson shall advise the BTA Treasurer immediately after the meeting so that they are made aware of bills outstanding. (RA APR 1972)

6.C.04 That dinners be provided at BTA expense to BTA committee members if the committee works until 7:00 p.m. or returns after dinner to complete its work. (RA MAR 1980)

6.C.06 The President shall be an ex-officio member of each committee either in person or by nominee. (RA JUN 1970)

- 6.C.08 That individuals and/or committees take time off at BTA expense only after Executive Council approval or President's approval and Executive Council ratification.
(RA JUN 1976)
- 6.C.10 That the BTA cover reasonable dependent care expenses for members who attend Executive Council, Representative Assembly, and committee meetings. Request for payment should be submitted to the Treasurer after dependent care has been received.
(RA MAY 1990)
- 6.C.12 That the BTA will also organize and fund on-site child care for the Representative Assemblies and the General Meetings when requested to do so by a member, and when this request is made well in advance of the meeting. Childcare arrangements will be made in keeping with BCTF current protocols.
(RA NOV 2015)

D. MISCELLANEOUS

(Procedure)

- 6.D.02 Resource personnel may be appointed or invited to meetings of any BTA committee or any committee on which the BTA has representation. Such resource personnel shall have voice but no vote.
(RA APR 1972)
- 6.D.04 BTA committees must submit all questionnaires of the membership to the Executive Council for endorsement before they are sent out.
(RA APR 1980)
- 6.D.06 That all BTA committees report at least twice each year to the Executive Council on their activities and that any recommendations flowing from their activities also be reported.
(RA JUN 2007)
- 6.D.08 That we create a poster, updated annually, listing contact people for our committees and circulated to our worksites.
(EC NOV 2021)

E. OTHER COMMITTEES

(Policy)

- 6.E.01 Meetings of committees within the BTA but not falling into the categories of standing committees or contractual committees (ex. PSA Chapters) may be called provided that questions of policy which may affect other groups be referred to the BTA Executive Council.
(AGM MAY 1972)
- 6.E.03 That no committee in this category shall make representation to the Board on behalf of the Union.
(RA JUN 2001)

STANDING COMMITTEES

7. ADULT EDUCATORS' COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 7.A.02 That the committee shall consist of five BTA Adult Educators to be elected at an Annual General Meeting.
- 7.A.04 That all members be elected for two year positions.
- 7.A.06 That the committee shall elect a Chairperson from among themselves. The said Chairperson to hold office at the pleasure of the BTA which shall ratify their election at the next meeting of the Representative Assembly or Executive Council. The Chairperson shall sit on the Executive Council. (AGM MAY 2018)
- 7.A.08 That the Adult Educators' Committee shall appoint from among its members a representative to the Bargaining Committee.
- 7.A.10 That the Adult Educators' representative on any Joint Adult Education Committee also be a member of the Adult Educators' Standing Committee.
- 7.A.12 That one of the Table Officers liaise with the Adult Educators' Committee. (EC OCT 2009)

B. DUTIES

(Procedure)

- 7.B.02 The duties of the committee shall be:
- a) to identify and review issues and concerns relating to Adult Educators; and
 - b) to make recommendations to the Association. (AGM MAY 2004)

8. BARGAINING/WLC COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 8.A.02
- a) That all Standing Committees each appoint one member from their Committees to the BTA Bargaining/WLC Committee on an annual basis. (RA MAY 2014)
 - b) That a Table Officer be the Executive Council's representative to the Committee. (RA JUN 2001)
 - c) That six members of the BTA be elected by a General Meeting to be members of the Committee.
 - d) That the Committee will elect a Chairperson from its members. The said Chairperson to hold office at the pleasure of the BTA, which shall ratify their election at the next meeting of the Representative Assembly or Executive Council. The chairperson shall sit on the Executive Council. (AGM MAY 2018)
 - e) That the Bargaining/WLC Committee designate a 3 - 5 member negotiating team from its members. A Table Officer and Bargaining/WLC Committee Chairperson will be members of the negotiating team. (RA MAY 2014)
 - f) That a chief negotiator be designated from the negotiating team by the Executive Council and ratified by the Representative Assembly.

- g) That the term of Bargaining/WLC Committee members expire on the June 30 following ratification of a collective agreement. (RA MAY 2014)

8.A.04 Members shall not take a position on the Bargaining/WLC Committee if they are not prepared to support the policies advanced by the Committee. (RA May 2014)

B. DUTIES

(Procedure)

8.B.02 a) That the Committee negotiate the Collective Agreement.

b) Conduct class size, composition, specialist teacher ratios, and working conditions surveys.

c) Make recommendations to the Executive Council regarding working and learning conditions based on survey results as per b) above. (RA JUN 2007)

(ALSO NOTE SECTION 63 "NEGOTIATIONS")

C. NEGOTIATING TIME

(Policy)

8.C.01 That the Bargaining Committee negotiate only during school hours unless a satisfactory agreement is reached as to compensatory time. (RA NOV 1984)

D. OBJECTIVES

(Policy)

8.D.01 That the following be guidelines for any BTA negotiations:

a) CLASS SIZE AND COMPOSITION

i) That the class size be reduced substantially immediately and over a period of years. (RA JUN 2001)

ii) That class composition be improved with regard for the needs of all students and consistent with the philosophy of integration. (RA JUN 2007)

b) ORGANIZATIONAL TIME FOR TEACHERS

i) That substantial preparation time be provided for each teacher. (RA JUN 2007)

ii) That substantial time for pupil evaluation be provided for every teacher. (RA JUN 2007)

c) LIBRARIES

i) That the funding for library resources be substantially increased.

ii) That each school be provided with library and resource centre staff and facilities sufficient to meet the curricular needs of students and teachers.

(RA JUN 2007)

d) SPECIAL EDUCATION

- i) That an educationally sound philosophy be established for the diagnosis, placement and education of children with special learning problems, and that the resulting program be adequately financed. (RA JUN 2007)

e) PLANNING FACILITIES

- i) That teachers be involved in all phases of school construction and that the decisions arrived at jointly shall be implemented.
- ii) That proper classroom facilities be provided for each class in time for school opening each September. (GM FEB 1970)

f) EDUCATION ASSISTANTS - PAID

- i) That there be increased availability of auxiliary school personnel upon the request of the classroom teacher and with approval of the Association. (AGM MAY 1991)

g) GENERAL

- i) That items presently in Board of Education policy be upgraded where necessary and agreed to in contract. (GM FEB 1970)

h) COUNSELLING

- i) That counselling time for counsellors be adequate and equitable in all schools. (AGM MAY 1967)

(Procedure)

8.D.02 The objectives of negotiations shall be established by a General Meeting. (EC JAN 1999)

8.D.04 That the Executive Council and Bargaining Committee be empowered to recommend specific bargaining objectives to a General Meeting for approval as per 9.D.01. (RA MAY 2014)

9. BIPOC EDUCATORS COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

9.A.02 That the BIPOC Educators Committee shall appoint from among its members a representative to the Bargaining Committee.

B. DUTIES

9.B.02 The duties of the committee shall be:

- a) to identify and review issues and concerns relating to BIPOC Educators; and

b) to make recommendations to the Association.

(EC SEP 2023)

10. GRIEVANCE COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

10.A.02 The members of the Committee shall be:

- a) the President;
- b) the First Vice-President;
- c) the Second Vice-President; and
- d) the immediate Past President; if that office is filled on Executive Committee
(AGM MAY 2023)

10.A.04 That the quorum for the Grievance Committee require at least one Table Officer to be in attendance.
(RA MAY 2015)

10.A.06 The Grievance Committee shall appoint from its members, a representative to the Bargaining Committee.

B. DUTIES

(Procedure)

10.B.02 The Committee shall receive complaints and grievances from individuals and Staff Reps.

10.B.04 The Committee shall make regular monthly reports to the Executive Council as to the disposition of a complaint or pursuance of a grievance.
(RA JUN 2023)

10.B.06 The Committee shall report their recommendations on all grievances not resolved at Step Two and shall carry forward grievances to Step Three only after consultation with, and the agreement of, the Executive Council.
(RA JUN 1997)

10.B.08 The Committee shall delegate responsibility to the President, First Vice-President and/or Second Vice-President to initiate Step Two of the grievance procedure on all class size, class composition and work load limit violations that are not resolved at Step One.
(RA JUN 2023)

10.B.10 The Committee shall meet regarding all grievances that are not resolved at Step One to determine the disposition of the complaint or pursuance of the grievance.
(GM MAR 2014)

10.B.12 The Committee shall assist Staff Reps throughout the grievance (and complaint) process and encourage their participation throughout.
(RA MAY 2006)

10.B.14 That one of the Table Officers reports to the Executive Council and the Representative Assembly on grievance matters.
(RA JUN 2023)

C. COMMITTEE MEMBERS

(Procedure)

10.C.02 Where the Grievance Committee declines to pursue a grievance, the Committee will

inform the member that they may appeal, in person or in writing to the next Grievance Committee meeting. (RA JUN 2023)

- 10.C.04 Where the Grievance Committee declines to pursue a grievance after hearing the appeal, the Committee will inform the member that they may appeal in person or in writing at the next Executive Council. (EC MAY 2023)

11. HEALTH AND SAFETY COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 11.A.02 The Committee shall be composed of seven BTA members, three elementary and three secondary plus one member from any area.
- 11.A.04 There shall be alternating elections of three members and four members to be elected by the Annual General Meeting for a two year term.
- 11.A.06 Immediately after such election, the members of the Committee shall elect their Chairperson for the ensuing year from among themselves. The said Chairperson to hold office at the pleasure of the BTA, which shall ratify their election at the next meeting of the Representative Assembly or Executive Council. The Committee Chairperson shall sit on the Executive Council. A secretary shall also be elected by the Committee. (AGM MAY 2018)
- 11.A.08 The members of the Committee shall select two members to sit on the District Health and Safety Committee.
- 11.A.10 The BTA President or their nominee will be a member of the District Health and Safety Committee. (EC SEP 2023)
- 11.A.12 That the Health and Safety Committee shall appoint from among its members a representative to the Bargaining Committee. (RA OCT 2009)

B. DUTIES

(Procedure)

- 11.B.02 The Committee shall:
- a) review health and safety issues in the district as presented by the members on the District Health and Safety Committee;
 - b) monitor and follow-up all incidents reported on the BTA Health and Safety Report form;
 - c) annually review reporting processes to ensure effectiveness and revise as necessary;
 - d) provide regular training to BTA Health and Safety School Reps;
 - e) act as a liaison between the Burnaby Teachers' Association and WorkSafe BC; and
 - f) report and make recommendations to the BTA Representative Assembly regarding

health and safety issues.

C. OBJECTIVES

(Policy)

- 11.C.01 The major goals of the Health and Safety Committees shall be to:
- a) develop a coherent, systematic process to ensure the Health and Safety needs of members are addressed;
 - b) ensure that WorkSafe BC regulations are adhered to throughout the district;
 - c) promote awareness of members' rights and responsibilities;
 - d) create and maintain a healthy and safe working environment; and (AGM MAY 1999)
 - e) ensure that mandated monthly Health and Safety meetings are held at every worksite and that reports be filed and posted at the school and sent to partner groups. (GM MAR 2014)

12. INDIGENOUS EDUCATORS' COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 12.A.02 That the Indigenous Educators' Committee shall appoint from among its members a representative to the Bargaining Committee. (AGM MAY 2011)

B. DUTIES

(Procedure)

- 12.B.02 The duties of the committee shall be:
- a) to identify and review issues and concerns relating to Indigenous Educators; and
 - b) to make recommendations to the Association. (EC APR 2021)
 - c) to monitor equity hiring by the district. (EC SEP 2023)
 - d) select the recipients of the BTA Indigenous Student Scholarship (EC MAY 2024)

13. MENTORSHIP COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 13.A.02 The Mentorship Committee shall consist of seven members – two elementary and two secondary, plus three members from any area. (EC SEP 2024)
- 13.A.04 The Mentorship Committee shall appoint from among its members a representative to the

Bargaining Committee.

(EC SEP 2024)

B. DUTIES

13.B.02 Among the responsibilities of the committee shall be:

a) Plan and support the New and Beginning Teacher Mentorship Program.

b) Plan and organize the annual Mentorship retreat.

c) To support the professional growth program in the school district.

d) The committee shall be responsible for the budget of the New and Beginning Teacher Mentorship Program. (EC SEP 2024)

14. POLITICAL ACTION/PUBLIC RELATIONS COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

14.A.02 The Political Action/Public Relations Committee shall be composed of up to five BTA members. There shall be alternating elections of three members and two members by the Annual General Meeting; term of office shall be two years commencing July 1. (AGM MAY 2002)

14.A.04 The members of the Committee shall elect their Chairperson for the ensuing year from among themselves. The said Chairperson to hold office at the pleasure of the BTA, which shall ratify their election at the next meeting of the Representative Assembly or Executive Council. Minutes of the PA/PR Committee shall be kept. (AGM MAY 2025)

14.A.06 The Political Action/Public Relations Committee Chairperson shall sit on the Executive Council. (RA JUN 2001)

B. DUTIES

(Procedure)

- 14.B.02
- a) To identify those issues which merit political action and/or public relations action and to make appropriate recommendations to the Executive Council. (AGM MAY 1984)
 - b) To work with other committees in developing and/or coordinating appropriate political action and/or public relations programs. (AGM MAY 1984)
 - c) To ensure that an effective system of monitoring the Board of Education (or other levels of government when necessary) is established. (AGM MAY 1984)
 - d) To serve as coordinating body during Board of Education elections or other elections where deemed necessary. (AGM MAY 1984)
 - e) To carry out major political action and public relations campaigns as directed by the Executive Council, Representative Assembly or General Meeting. (AGM MAY 1999)

f) All press releases and public representation concerning the BTA shall be distributed through the office of the President of the Association. (GM MAR 2014)

g) To act as the Political Action Contacts for the Association (AGM MAY 2025)

C. OBJECTIVES

(Procedure)

14.C.02 To develop a coherent, systematic program of political action and/or public relations to support the needs of the education system and of teachers.

14.C.04 To make BTA members aware of the importance of political action and of belonging to a powerful teachers' organization that combines the functions of labour union and professional organization.

14.C.06 To publicize union issues to members. (AGM MAY 1999)

14.C.08 To identify and review concerns relating to parent issues/communication and to make recommendations to the Association. (AGM, MAY 2016)

E. MISCELLANEOUS

(Procedure)

14.E.02 That the BTA take out an ad in each of the Burnaby secondary schools' yearbooks. (AGM MAY 1999)

14.E.04 That when the BTA office receives requests for advertising non-commercial activities that are of help or interest to our members, they be referred to the PA/PR Committee. (AGM MAY 1999)

14.E.06 That when requests are received for donations to outside organizations or individuals, the matter be referred to the Executive Council. (RA JUN 2007)

14.E.08 That the BTA has the option to endorse candidates or political parties on the recommendations of the BTA Representative Assembly. (RA OCT 2005)

15. PROFESSIONAL DEVELOPMENT COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

15.A.02 The Professional Development Committee shall consist of twelve members - four elementary, four secondary, one Adult Educator and three members from any area. (AGM MAY 2025)

15.A.04 Vacancies shall be filled by election at a General Meeting; term of office shall be three years commencing July 1st. (RA JUN 1982)

15.A.06 Immediately after such election, the members of the Committee shall elect their Chairperson for the ensuing year from among themselves. The said Chairperson to hold office at the pleasure of the BTA, which shall ratify their election at the next meeting of

the Representative Assembly or Executive Council. The Committee Chairperson shall sit on the Executive Council. (AGM MAY 2023)

- 15.A.08 The Professional Development Committee shall appoint from among its members a representative to the Bargaining Committee. (RA SEP 1984)

B. DUTIES

- 15.B.02 a) Among the responsibilities of the Committee shall be:
- i) Professional Development Day;
 - ii) liaison with Burnaby School Pro-D Contacts, Curriculum Implementation Committee Contacts and members of the Joint Pro-Growth Committee,
 - iii) coordination with other locals in the area of professional development; and
 - iv) conducting surveys. (AGM MAY 2000)
- b) That the Committee coordinate a district-wide Professional Day on the last Friday in February. The format may vary. (AGM MAY 2000)
- c) The Committee shall be responsible for approval of budgeted professional development expenses. (RA APR 1972)
- d) The Professional Development Committee shall prepare the case for negotiating Professional Development items. (RA SEP 1984)
- e) The Professional Development Committee will organize a network of contacts in schools for communication, training and the carrying out of professional development activities. (AGM MAY 2000)

C. FINANCES

(Procedure)

- 15.C.02 BTA financial support for professional development activities shall be granted only with prior approval from the Professional Development Committee. (RA MAY 1975)
- 15.C.04 That no member of the BTA shall receive an honorarium from the BTA for participation in Professional Development Day, workshops or conferences held in Burnaby. (RA APR 1972)

D. FACILITIES

(Policy)

- 15.D.01 That all professional development facilities and teacher resources be maintained at a geographically central professional development centre and that the said centre be funded by the Burnaby Board of Education. (RA JUN 1992)

E. MISCELLANEOUS

(Policy)

- 15.E.01 That district-wide non-instructional days be planned only with the approval and cooperation of the BTA, and not be imposed by the Board. (RA APR 1985)

(Procedure)

- 15.E.02 That the format for Professional Development Day shall be decided by the Professional Development Committee before June 30th of the preceding year. (RA OCT 1982)

- 15.E.04 That the BTA endorse in principle the concept of an annual District-wide Professional Development Day, in cooperation with CUPE Local 379, BPVPA and the Burnaby School Board. (AGM MAY 2000)

(ALSO NOTE SECTION 34 "JOINT PROFESSIONAL DEVELOPMENT COMMITTEE")

16. SOCIAL JUSTICE COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 16.A.02. The Social Justice Committee shall consist of nine members. (RA JUN 2023)

- 16.A.04. Members shall be elected for two year terms. (EC SEP 2023)

- 16.A.06. That the committee shall elect a Chairperson from among themselves. The said Chairperson to hold office at the pleasure of the BTA which shall ratify their election at the next meeting of the Representative Assembly or Executive Council. The Chairperson shall sit on the Executive Council. (AGM MAY 2018)

- 16.A.08. The members of the Committee shall appoint from its members the Social Justice Contact to the BCTF. (EC SEP 2023)

- 16.A.10. The members of the committee shall appoint from its members a representative to the Bargaining Committee (RA JUN 2007)

B. DUTIES

- 16.B.02. The Committee shall:

- a) initiate and plan activities related to emergent social justice issues such as:
 - i. homophobia, transphobia and heterosexism;
 - ii. anti-racism and decolonization;
 - iii. gender equity;
 - iv. global access to education;
 - v. poverty and homelessness; and
 - vi. audism and ableism
- b) organize Social Justice contacts for communication, training and for carrying out activities;
- c) provide liaison, resources, and support for other BTA committees and teacher groups, as the BIPOC Educators' Committee and the Indigenous Educators' Committee;

- d) provide liaison with the BPVPA and other Social Justice groups on the community: and
- e) advocate for social issues to be addressed by the BCTF and the broader labour movement.

C. OBJECTIVES

- a) to promote and provide support for events and initiatives that raise awareness of emergent and ongoing social justice issues and support justice for equity seeking groups.
- b) to provide materials and assistance for social justice issues.
- c) to work and liaise with all of the educational partner groups and with community groups in order to advance the goals of the committee.
- d) to inform members of Social Justice grants available from the BCTF.

(RA JUN 2023)

17. TEACHERS-ON-CALL AND EARLY CAREER TEACHERS COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 17.A.02 That the Burnaby Teachers-On-Call and Early Career Teachers Committee be comprised of Teachers-on-Call and Teachers within their first 5 years of teaching who hold Active Membership in the BTA and the BCTF. (GM FEB 2025)
- 17.A.04 That the President or First Vice-President convene an initial meeting early in the school year for all Teachers-On-Call for the purpose of electing Staff Representatives for the Burnaby Teachers-On-Call. (RA JUN 2001)
- 17.A.06 That the committee shall elect a Chairperson from among themselves. The said chairperson to hold office at the pleasure of the BTA which shall ratify their election at the next meeting of the Representative Assembly or Executive Council. The Chairperson shall sit on the Executive Council. (AGM MAY 2023)
- 17.A.08 That the Teachers-on-Call and Early Career Teachers Committee shall appoint from among its members a representative to the Bargaining Committee. (RA MAR 2025)

B. DUTIES

(Procedure)

- 17.B.02 To advise the BTA Executive Committee on policies, procedures, and activities regarding Teachers-on-Call and Early Career Teachers. (RA MAR 2025)
- 17.B.04 To discuss and propose strategies for improving the wellbeing of Teachers-On-Call and professional issues pertaining to Teachers-on-Call and Early Career Teachers. (RA MAR 2025)

- 17.B.06 To play an active role in organizing and supporting the Teachers-on-Call and Early Career Teachers workshops provided through the Local. (RA MAR 2025)
- 17.B.08 To initiate, support, and promote communication with TOCs and Early Career Teachers. (RA MAR 2025)
- 17.B.10 To elect and send representation to BCTF events such as Summer Conference and Zone Meetings, and to communicate relevant information acquired to the Teacher-on-Call membership at large. (RA JUN 2023)
- 17.B.12 To plan, organize, and attend events aimed at engaging Teachers-on-Call and Early Career Teachers with the Local Association. (RA MAR 2025)
- 17.B.14 To encourage Staff Reps to post information relevant to TOCs and Early Career Teachers on the BTA board at schools. (RA MAR 2025)

CONTINUING COMMITTEES

18. BENEVOLENT FUND

(Procedure)

- 18.A.02 That the BTA Benevolent Fund be drawn from interest on all savings and terms, to a maximum of:
- a) the lesser of such interest accrued during the previous year; or
 - b) 0.4% of that year's BTA annual budget; and that unused funds, if any, be rolled over to future years. (RA JUN 2012)
- 18.A.04 That the purpose of the Benevolent Fund shall be to provide emergency loans/grants to BTA members.
- 18.A.06 That the maximum amount granted to a member be \$1000 once in a two-year period. (EC SEP 2023)
- 18.A.08 That the Benevolent Fund Committee be the table officers and the treasurer, and that this committee be empowered to develop a simple and non-invasive application based on the BCTF Assistance Society; accept and screen applicants; and approve disbursements as grants or loans. (EC APR 2025)
- 18.A.10 That one of the functions of the Benevolent Fund Committee be to establish, with reference to the Labour Relations Code, the criteria for distribution of Benevolent Fund grants or loans.
- 18.A.12 That loans granted through this process be interest free, and that a member receiving a loan be asked to submit post-dated cheques for repayment, with repayment terms to be agreed upon between the member and the Benevolent Fund Committee.
- 18.A.14 That the decisions of the Benevolent Fund Committee be made on a per case basis.
- 18.A.16 That all PIPA and FOIPA requirements be fully discussed and implemented by the Benevolent Fund Committee, and that all members of this committee sign confidentiality

agreements reflecting these requirements.

19. CONSTITUTION, BYLAWS, POLICIES & PROCEDURES COMMITTEE

(Procedure)

- 19.02 That an ad hoc Constitution, Bylaws, Policies and Procedures Committee be struck every five years, and between times, at the request of the Executive Council or Representative Assembly. (RA SEP 1984)
- 19.04 That the ad hoc Constitution, Bylaws, Policies and Procedures Committee consist of four members elected by the Executive Council, two of whom will be elected from the Executive Council and two elected from the general membership. (EC MAY 2011)
- 19.06 That the Committee review BTA Policies and Procedures every five years. (RA SEP 1984)
- 19.08 That members of the BTA Representative Assembly be given at least one week's notice of motions affecting BTA Policies and Procedures. (RA JAN 1980)
- 19.10 The Constitution, Bylaws, Policies and Procedures Committee shall be responsible for informing other committees about their responsibilities under the Constitution and Bylaws, Policies and Procedures. (RA JUN 1976)

(Policy)

- 19.12 That all members of the Executive Council and the Representative Assembly be informed of the Constitution, Bylaws, Policies and Procedures of the Burnaby Teachers' Association which direct the running of the business of the association;
- That every Executive Council member and school representative be provided with an updated copy of the Constitution, Bylaws, Policies and Procedures manual at the Executive Council Summer Planning session/first Representative Assembly of the school year;
- That a review of the Constitution, Bylaws, Policies and Procedures be the first item of business at the first Representative Assembly of the school year. (EC MAY 2011)

20. FINANCE COMMITTEE

(Procedure)

- 20.02 That the committee shall consist of the President, Treasurer, Past-Treasurer, (if Treasurer within the past year), and an additional three (3) BTA members elected by a General Meeting for a three year term. (RA JUN 1999)
- 20.04 That the committee will elect a Chairperson from the additional three (3) BTA members. (RA MAY 1998)
- 20.06 That the Finance Committee shall assist committees in the preparation of their annual budgets and prepare the annual budget of the Association. (RA MAY 1998)
- 20.08 That the Finance Committee review the investments of the Reserve Fund and any other

- monies of the Association and make investment guideline recommendations to the Representative Assembly. (RA MAY 1998)
- 20.10 That the Finance Committee review and make recommendations to the Executive Council on the budget format, bookkeeping procedures and other matters the Association deems appropriate. (RA MAY 1998)
- 20.12 That an accountant be hired to prepare financial statements as directed by the Association. (RA MAY 1998)
- 20.14 That the Finance Committee present a draft budget for the following year to the Executive Council by mid April. (RA MAY 2002)
- 20.16 That the finance committee review any donations over \$500 for review, report and possible recommendation to the next Rep Assembly or General Meeting. (GM JAN 2025)

(ALSO NOTE SECTION 54 "FINANCES")

21. FLEXIBLE STAFFING COMMITTEE

(This committee will be activated when necessary)

A. COMMITTEE MEMBERS

(Procedure)

- 21.A.02 Four members shall be elected by a Representative Assembly, preferably two elementary and two secondary. (GM SEP 1988)
- 21.A.04 Two members shall be elected each year for a two-year term. (RA NOV 1974)
- 21.A.06 Immediately after each year's election, the members of the Committee shall elect a Chairperson for the ensuing year from among themselves. (RA NOV 1974)

B. DUTIES

(Procedure)

- 21.B.02 a) To work in conjunction with the Working and Learning Conditions Committees to develop flexible staffing. (RA JUN 1994)
- b) To maintain a watching brief over flexible staffing practices in the school district. (RA NOV 1974)
- c) After consultation with the Executive Council, the Committee is authorized to meet with Board representatives and administrators to discuss flexible staffing; and any recommendations arising from discussion will be brought to a future Representative Assembly for approval. (RA JUN 1976)

C. MISCELLANEOUS

(Policy)

- 21.C.01 That any part-time teacher who is asked to teach more than their usual teaching load and who will not be receiving a pro-rated salary based on their current salary scale, not comply with the request. (AGM MAY 1980)

22. INTERVENTION COMMITTEE

- 22.02 That the BTA representative on the Intervention Committee be appointed for a two-year term by the Executive Council following a call to membership to apply for the position.
- 22.04 That a call for a BTA representative on the Intervention Committee go out in the spring for appointment to start on July 1st for a two-year term. (EC SEP 2023)

23. RESOLUTIONS COMMITTEE

(See **BCTF ANNUAL GENERAL MEETING**, of BCTF Members' Guide)

A. COMMITTEE MEMBERS

(Procedure)

- 23.A.02 The Resolutions Committee shall be composed of:
- a) The BTA First Vice-President;
 - b) The BTA Elementary and Secondary Representatives;
 - c) The BTA President or their nominee;
 - d) The Local Representatives; and
 - e) Two elementary and two secondary teachers elected at a spring Representative Assembly after the BCTF Annual General Meeting. (RA MAY 1998)
- 23.A.04 That the Chair of the Resolutions Committee be a Local Representative to the BCTF. (RA JUN 2007)
- 23.A.06 The committee shall elect their Chairperson at the first meeting after their election, before the last Executive Council Meeting of the school year. The Chairperson's election shall be ratified by the Executive Council. (RA JUN 2007)
- 23.A.08 The Chairperson of the Resolutions Committee shall be the Chairperson of the BTA Delegation to the BCTF Annual General Meeting. (RA JUN 1974)

B. DUTIES

(Procedure)

- 23.B.02 The Committee shall:
- a) Invite submissions from the membership on a year-round basis;
 - b) Formulate resolutions to cover suggestions for changes, improvements, and/or additions to current BCTF Policies and Procedures;
 - c) Act as a steering committee to handle any resolutions arising within the BTA;
 - d) Refer to the BCTF and follow through all resolutions arising within the BTA; and

- e) Inform the membership through minutes and newsletter articles as to the dispersal of all resolutions. (RA APR 1972)

24. SALARY CONTINUANCE PLAN COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 24.A.02 The members of the Committee shall be three BTA members, to be elected on a rotating basis for a three-year term, by a spring Representative Assembly. (RA JUN 1981)

B. TRUSTEES

(Procedure)

- 24.B.02 The Board of Trustees constituted to oversee the financial operations of the Salary Continuance Plan Trust Fund shall be comprised of:

- a) The three elected members of the Committee, and
- b) Two Trustees appointed by BTA Executive Council. (RA JUN 1981)

C. DUTIES

(Procedure)

- 24.C.02 The members of the Committee shall:
 - a) meet to administer the plan according to the accepted policies and procedures;
 - b) recommend changes in the Salary Continuance Plan to the Association; and (RA JUN 1981)
 - c) elect a chairperson from among BTA committee members or the trustees, and that person shall be the reporting member to the Association. (RA MAY 1990)

25. SCHOLARSHIP COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 25.A.02 The Committee shall be composed of five BTA members:
 - a) the President or their designate; and
 - b) four members. (RA JUN 1996)
- 25.A.04 Two members shall be elected each year for a two-year term by a Spring Representative Assembly. (RA JUN 1996)

B. DUTIES

(Procedure)

- 25.B.02 Each year the Committee shall select, according to BTA Policies and Procedures, the recipients for the BTA Scholarship for the Child of a BTA Member. (RA JUN 2023)

CONTRACTUAL COMMITTEES

All members of Contractual Committees, except for those exceptions noted hereafter, shall be elected by secret ballot at a Representative Assembly or General Meeting, elected by 50% + 1 of the valid ballots cast. Once elected, BTA representatives on Contractual Committees shall uphold the policies of the BTA and refer any questions or concerns to the Executive Council for direction and/or feedback.

26. ANCILLARY SERVICES COMMITTEE

(This committee will be activated when necessary.)

A. COMMITTEE MEMBERS

(Procedure)

- 26.A.02 The BTA members of the Committee shall be:
- a) One person appointed by the Executive Council;
 - b) One person appointed by the Working and Learning Conditions Committee; and
 - c) Two people elected by the Representative Assembly on a rotating two-year term, one elementary and one secondary. (RA JUN 1972)

B. DUTIES

(Procedure)

- 26.B.02 The BTA members of the Committee shall:
- a) meet with the three Board of Education representatives and fulfil the Association's obligations as per the Collective Agreement; (RA MAY 1990)
 - b) consider ancillary services and make recommendations to the Association; and (RA MAY 1975)
 - c) act in the interest of BTA members. (RA JUN 2007)

27. DEFERRED SALARY LEAVE PLAN COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 27.A.02 The BTA members of the Committee shall be:
- a) The President or their designate as BTA Reporting Member;

- b) Leave of Absence Chairperson or their designate; and
- c) One member elected by the January BTA Representative Assembly for a three year term. (RA MAR 1983)

B. DUTIES

(Procedure)

27.B.02 The BTA members of the Committee shall:

- a) Authorize and direct the investment of the funds;
- b) Screen applications for participation in the plan;
- c) Determine criteria for choosing the participants from among the applicants;
- d) Advise the Board of Education on requests for suspension or withdrawal from the plan;
- e) Advise the Board of Education on requests for deferral of the leave of absence;
- f) Report to the BTA as required; and (RA MAR 1983)
- g) act in the interest of BTA members. (RA JUN 2007)

C. MISCELLANEOUS

(Procedure)

27.C.02 a) That the BTA members of the Deferred Salary Leave Plan Committee not approve a change of carriers without the approval of the Executive Council. (RA MAR 1983)

28. DETACHED DUTY COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

28.A.02 The BTA's representatives to the Committee shall be:

- a) the BTA President or their nominee, as Reporting Member; and
- b) two other BTA members, one elementary and one secondary. (AGM MAY 1989)

28.A.04 The two other BTA members shall be elected at the Annual General Meeting for a three year term, on a rotating basis. (AGM MAY 2025)

B. DUTIES

(Procedure)

28.B.02 The BTA members of the Committee shall:

- a) meet with Board of Education representatives and fulfill the Association's obligations

as per the Collective Agreement; (GM SEP 1988)

b) make recommendations to the Association regarding Detached Duty; (RA MAY 1975)

c) present any proposed changes in Detached Duty rules and guidelines to the Executive Council (prior to adoption by the Joint Detached Duty Committee.); and (RA JUN 2001)

d) act in the interest of BTA members. (RA JUN 2007)

28.B.04 That Teachers-on-Call working exclusively in Burnaby be entitled to Detached Duty funding. (RA MAY 2005)

29. EMPLOYEE ASSISTANCE PLAN

A. COMMITTEE MEMBERS

(Procedure)

29.A.02 The BTA members of the Committee shall be two persons elected at alternate Spring Representative Assemblies each to serve for two-year terms.

B. DUTIES

(Procedure)

29.B.02 The BTA members of the Committee shall:

- a) oversee operations of the Employee Assistance Plan;
- b) receive reports and submissions from the company administering the program;
- c) make recommendations to the Association; and
- d) act in the interest of BTA members. (RA JUN 2007)

30. EVALUATION COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

30.A.02 The BTA's representatives to the Committee shall be four members. (RA SEP 1975)

30.A.04 The BTA members shall be elected at a spring Representative Assembly for a four-year term on a rotating basis. (RA SEP 1975)

B. DUTIES

(Procedure)

30.B.02 The Committee shall:

- a) Rule on the placement of all new employees on the salary scale;
- b) Acknowledge all applications in writing;
- c) Hold the first meeting of each school year not later than November 10th;
- d) Make recommendations to the Association regarding Evaluation;
and (RA SEP 1975)
- e) Act in the interest of BTA members. (RA JUN 2007)

31. JOINT GRIEVANCE COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

31.A.02 The BTA members of the Committee shall be:

- a) One member of the BTA Grievance Committee; and
- b) The BTA President or their nominee. (AGM MAY 1995)

B. DUTIES

(Procedure)

31.B.02 The BTA members of the Committee shall:

- a) Meet with the two Board of Education representatives in attempts to resolve grievances arising from the Collective Agreement; (RA JUN 1973)
- b) Recommend to the Association changes in the Collective Agreement; and (RA JUN 1973)
- c) Act in the interest of BTA members. (RA JUN 2007)

32. JOINT HEALTH AND SAFETY COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

32.A.02 That the BTA members of the Committee shall be:

- a) Two members of the BTA Health and Safety Committee;
- b) The BTA President or First Vice-President, or their nominee.

B. DUTIES

(Procedure)

32.B.02 The BTA members of the Committee shall:

- a) meet with Board of Education representatives to review health and safety issues in the district;
- b) ensure that WorkSafe BC Board regulations are met in the Burnaby School District
- c) report and make recommendations to the BTA Representative Assembly regarding health and safety issues; and
- d) act in the interest of BTA members.

(RA JUN 2007)

33. JOINT MENTORSHIP COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

33.A.02 The Committee shall consist of five BTA members:

- a) the chair of the BTA Mentorship Committee;
- b) one table officer;
- c) one elementary;
- d) one secondary; and
- e) one any area.

33.A.04 The members of the Committee shall be appointed from the BTA Mentorship committee.

B. DUTIES

(Procedure)

33.B.02 The BTA members of the Committee shall:

- a) Work with Committee members and Program participants in a respectful and collaborative manner.
- b) Take on a leadership role and the work associated with the Committee.
- c) Demonstrate interest and enthusiasm for matters and topics pertaining to the development and mentorship of early career or new to role teachers.
- d) Regular attendance at Committee members and early career or new to role Teacher Mentorship Program Sessions (~7 after school sessions per year).
- e) Plan, lead, and participate in the early career Teacher Conference and Mentorship Retreat.
- f) Select, using an established selection process, teachers to become mentors in the early career Teacher Mentorship Program. The number of mentors will be as required by the Program. Committee members may also be selected in the role as mentors.
- g) Plan Program directions and sessions using Program objectives and feedback from Program participants.

- h) Plan Program activities to fit the Program budget.
- 33.B.04
- a) To work in collaboration and coordination with other BTA, BPVPA, and District representatives on the Committee in its joint goal of supporting early career teachers in the Burnaby School District.
 - b) To set direction for, plan, and support the Teacher Mentorship Program in the Burnaby School District.
 - c) To provide an opportunity for early career teachers to establish and build relationships and networks with each other using the supported structure of the early career Teacher Mentorship group.
 - d) To facilitate the communication and discussion of best practice and share resources; including, but not limited to, topics such as instructional planning, assessment and communicating student learning, universal designs for learning, anti-oppression pedagogies, social emotional learning, indigenous education, and conflict resolution.
 - e) To encourage habits of ongoing professional growth and learning by early career teachers in the Burnaby School District. (EC APR 2025)

34. JOINT PROFESSIONAL DEVELOPMENT COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

- 34.A.02 The 4 BTA representatives shall be:
- a) Two members of the BTA Professional Development Committee and (RA MAR 2025)
 - b) The Pro-D Committee Chair. (RA MAR 2025)
 - c) A BTA Table Officer (RA MAR 2025)
- NOTE:** That, wherever, possible there shall be at least one secondary and one elementary representative to the Committee. (RA MAY 2000)

B. DUTIES

(Procedure)

- 34.B.02 The BTA members of the Committee shall:
- a) Meet with the two Board of Education and two BPVPA representatives and fulfill the obligations as per the Collective Agreement; (GM SEP 1988)
 - b) Act in the interest of BTA members. (RA JUN 2007)

35. JOINT PROFESSIONAL GROWTH PROGRAM COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

35.A.02 The Committee shall consist of four BTA members:

a) two elementary;

b) two secondary;

(RA JUN 1996)

35.A.04 Two members of the Committee shall be elected each year for a two-year term by a Spring Representative Assembly.

35.A.06 Immediately after each year's election, the members of the Committee shall elect a Chairperson for the ensuing year from among themselves.

B. DUTIES

(Procedure)

35.B.02 The duties of the Committee shall be:

a) To identify and review issues and concerns relating to the Joint Professional Growth Plan;

(RA JUN 2023)

b) To make recommendations to the Association.

36. LEAVE OF ABSENCE COMMITTEE

A. COMMITTEE MEMBERS

(Procedure)

36.A.02 The BTA's representatives to the Leave of Absence Committee shall be:

a) BTA President or their nominee to act as reporting member;

b) Two other BTA members.

(AGM MAY 1991)

36.A.04 The two other BTA members shall be elected in alternate years at a spring Representative Assembly, for a three-year term.

(GM MAR 1969)

36.A.06 That members of the Leave of Absence Committee not be eligible to apply for Educational Leave during the school year in which they serve on the Committee.

(RA MAY 1978)

B. DUTIES

(Procedure)

36.B.02 The BTA members of the Committee shall:

a) Meet with three Board of Education representatives and fulfill the obligations as per the Collective Agreement;

(RA MAY 1991)

- b) Make recommendations to the Association regarding Leave of Absence;
(RA MAY 1975)
- c) Provide a list of policy guidelines to the Association; (GM SEP 1988)
- d) Hold workshops, as appropriate, concerning Leave of Absence clauses and making application for Educational Leave; (AGM MAY 1989)
- e) Meet with the President or First Vice-President to review BTA policies on the Leave of Absence Committee; and (RA JUN 2001)
- f) Act in the interest of BTA members. (RA JUN 2007)

37. OPTIONS IN EDUCATION

(THIS COMMITTEE WILL BE ACTIVATED WHEN NECESSARY)

A. COMMITTEE MEMBERS

(Procedure)

- 37.A.02 The BTA representatives to the Joint Committee shall be four members chosen by the sub-committee from its members.
- 37.A.04 The BTA sub-committee shall be:
 - a) The BTA President or their nominee as reporting member;
 - b) Four other BTA members; and
 - c) Two members shall be elementary teachers and two shall be secondary teachers.
(RA MAY 1974)
- 37.A.06 The four other BTA members shall be elected at a spring Representative Assembly for a one year term. (AGM MAY 1991)

B. DUTIES

(Procedure)

- 37.B.02 The BTA members of the Committee shall:
 - a) meet with the three Board of Education representatives and fulfill the Association's obligations as per the Collective Agreement; (GM SEP 1988)
 - b) consider options in education and make recommendations to the Association; and (RA SEP 1973)
 - c) act in the interest of BTA members. (RA JUN 2007)

MISCELLANEOUS

38. ADULT EDUCATORS

(Policy)

- 38.01 That BTA members who are fully employed be urged not to take posts on night school staff until unemployed/underemployed adult education teachers have been fully employed; and that the Burnaby Board of Education be so advised. (AGM MAY 2002)
- 38.03 That one of the Table Officers liaise with the Adult Educators. (EC OCT 2009)
- (Procedure)
- 38.02 That Burnaby Adult Educators be comprised of adult educators who hold active membership in the BTA.
- 38.04 That each Burnaby Adult Educators site be designated a school for purposes of voting at the BTA Representative Assembly. (EC SEP 2023)

39. ATHLETIC BANNERS

(Procedure)

- 39.02 That the BTA continue to sponsor the Burnaby and New Westminster Secondary School Athletic banners for Burnaby and New Westminster Secondary Schools by donating \$800.00 annually and that this money be taken from the PA/PR fund. (RA MAR 2000)
- 39.04 That, whenever, possible Staff Representatives be responsible for presenting or delegating a colleague to present the Athletic Banner whenever the competition is at their school. (RA NOV 1999)

40. BOARD OF EDUCATION

(Policy)

- 40.01 That since the BTA Executive, by power of election, represents the majority of members, it is agreed that the Association is the sole bargaining agent of its members, and that no negotiations shall be carried out by the Board of Education School Trustees or its agents, with any group, or individual, without prior knowledge and agreement of the Executive Council. (GM FEB 1970)

(Procedure)

- 40.02 That the BTA President assign one BTA member to attend each Board of Education Meeting and to report to the Executive Council. (RA JUN 1972)
- 40.04 That in all discussions with the Burnaby Board of Education, representatives of the BTA shall avoid references to individual members of the Association except when the issue at hand makes it necessary. (RA JUN 1992)
- 40.06 That, American Sign Language interpreters be employed for our deaf colleagues when representation before the Board is required. (RA JUN 2023)

41. B.C. FEDERATION OF LABOUR

(Policy)

- 41.01 That the BTA affiliate with the Vancouver and District Labour Council and New Westminster and District Labour Council and elect delegates to the annual B.C. Federation of Labour Convention. (RA JUN 2023)
- (Procedure)
- 41.02 That the BTA delegates to the B.C. Federation of Labour Convention be elected by simple plurality at a BTA General Meeting. (RA SEP 2011)
- 41.04 That the representative to the District Labour Council be the Chairperson of the BTA delegation.
- 41.06 That the Chairperson of the BTA delegation solicit names of possible delegates well in advance of the Convention.
- 41.08 That a list of alternate delegates be established and that the BTA elect two alternates to the BC Federation of Labour delegation. (RA OCT 2009)
- 41.10 That the Table Officers be eligible to be elected as a delegate of the Convention. (EC SEP 2023)
- 41.12 That all delegates be committed to attend the BCTF caucus meetings and all sessions of the Convention.
- 41.14 That the Table Officers will be credentialed to attend Labour Council Meetings when required, in order to make representation on special issues and to support the work of the Labour Council Rep. (RA JUN 2023)
- 41.16 That the BTA assume the full cost of sending the delegation based on the BCTF expense allowance.
- 41.18 That motions to the BC Federation of Labour Convention must be submitted to the Executive Council by the first week of school in September prior to the November Convention, to be sent to schools along with the agenda for the September Representative Assembly. The September Representative Assembly will recommend motions to the next BC Federation of Labour Convention. (RA OCT 2009)
- 41.20 That members may submit resolutions throughout the year, and a call for resolutions will be sent to schools in May of each year. (RA JUN 2008)

42. BTA BANNER

(Policy)

- 42.01 That the BTA Banner be publicly displayed only:
- a) at a BCTF-sanctioned provincial action; or
 - b) at a BCTF-sponsored event; or
 - c) at a conference or convention at which the BTA is a participant; or
 - d) at a BTA –sponsored event; or
 - e) when a BTA Representative Assembly or General Meeting gives a majority vote

approval for such display.

43. COMMUNITY SCHOOL COORDINATORS

(Policy)

43.01 That Community School Coordinators continue to be teachers. (RA MAY 1996)

44. CONFLICT OF INTEREST POLICY

(Policy)

44.01 That the BTA take all reasonable steps to ensure that conflicts of interest are avoided.

(Procedure)

44.02 That when a conflict of interest arises, the local executive shall determine what steps are necessary in the circumstances. Examples of steps that may be taken include:

- a) the Executive Member absents themselves from the discussion and vote on any matter that gives rise to the conflict;
- b) the Executive Member no longer represents members vis-à-vis the Board of Education (i.e., delegates the function of representing members to another officer); and
- c) the Executive Member removes themselves from the decision-making of the local executive.

44.03 That it is the responsibility of elected Executive Member to bring to the attention of the BTA any potential, apparent or real conflicts of interest. Conflicts of interest include, but are not limited to, situations where:

- a) an Executive Member may in some way benefit materially or financially from exercising union duties; or
- b) an Executive Member applies for a position outside the bargaining unit in a school district, a position with BCPSEA, or similar management position.

44.05 That a conflict of interest does not exist when a benefit arises from performance of duties that affect Executive Members as one of a broad class of BCTF members.

45. EDUCATION FUNDING

(Policy)

45.01 That the Burnaby Teachers' Association express its opposition to the use of referenda as a means of financing education on the basis that school referenda:

- a) will have a negative impact on the quality of public education in B.C.;
- b) lead to inequalities in educational programs and services;
- c) will create instability and uncertainty in the public school system;
- d) have resulted in the underfunding and closure of schools in other jurisdictions;

- e) have proven unworkable in B.C. in the past;
- f) single out education as the only public service that is to be subjected to public votes on taxation;
- g) interfere with local autonomy of Boards of Education;
- h) severely restrict the free collective bargaining rights of teachers and other education workers; and
- i) will make it difficult to attract and retain qualified individuals to the teaching profession in B.C. (RA APR 1990)

45.03 That the BTA oppose private funding of construction and operation of public schools. (AGM MAY 1997)

46. ELECTIONS

A. ANNUAL GENERAL MEETINGS, GENERAL MEETINGS, STAFF REPRESENTATIVE ASSEMBLIES

46.A.01 That three BTA members be elected at the Annual General Meeting to Chair the General Meetings and Representative Assemblies for one year.

46.A.03 That the BTA Annual General Meeting be held off BBE property with a preference given for a central location, whenever possible. (RA SEP 2015)

B. EXECUTIVE

(Procedure)

46.B.02 A description of duties for Executive Council positions shall be published prior to the BTA Annual General Meeting. (GM SEP 1988)

46.B.04 Candidates for election at the BTA Annual General Meeting must announce their candidacy at least two weeks in advance of the BTA Annual General Meeting, if they want their name and statement to be sent to all members. Members Balloting shall take place in the following order:

- 1) President
- 2) First Vice-President
- 3) Second Vice-President
- 4) Local Representatives to the BCTF
- 5) Representative to the District Labour Council
- 6) Secretary
- 7) Treasurer
- 8) Elementary and Secondary Members-at-Large
- 9) Elementary and Secondary Representatives (RA JUN 2023)

46.B.06 That prior to the Annual General Meeting, candidates for office be given the opportunity to submit a brief biography and statement which would be published and distributed at the May Representative Assembly. (RA JUN 2003)

46.B.08 That campaign literature may be distributed by the candidate or their agents.

(RA JUN 2003)

- 46.B.10 That campaign literature may be distributed on the day of the election. (RA JUN 2003)
- 46.B.12 Candidates for the following positions (if contested) will be given time of two minutes to make a speech at the AGM: President, First Vice-President, Second Vice-President, Secretary, Treasurer, Elementary Representative, Secondary Representative, Elementary Member-at-Large, Secondary Member-at-Large, Local Representatives to the BCTF, and Representative to the District Labour Councils. If elected by acclamation, the Table Officers will be given one minute each to speak. (RA APR 2018)
- 46.B.14 One candidate list displaying all of the candidates for each position will be distributed to each BTA member at the Annual General Meeting. Blanks will be inserted to allow candidates to run from the floor for uncontested positions. (RA APR 2011)
- 46.B.16 That each candidate may designate a member to scrutinize the vote. (RA JUN 2003)
- 46.B.18 That the election of all Executive Council and Standing Committee positions at the BTA Annual General Meeting take place early in the meeting. (AGM JUN 1982)
- 46.B.20 That the President, First Vice-President, Second Vice-President, Elementary and Secondary Representatives, Secretary, Treasurer, Members-at-Large, Local Representatives, and Representative to the Labour Councils be elected by simple plurality at the Annual General Meeting. (NOTE:., Adult Educators', Bargaining/WLC, BIPOC, Health and Safety, Indigenous Educators', Mentorship, Political Action and Public Relations Committee, Professional Development, Social Justice, and Teachers-on-Call Chairpersons are elected by their respective Committees.) (AGM JUN 2024)
- 46.B.22 That vote totals be made available at the meeting upon request of candidates. (RA JUN 1976)
- 46.B.24 If the President's office becomes vacant during the normal term of office, then the First Vice-President shall be Acting President for the remainder of the term. The Second Vice-President shall be acting First Vice-President. A member of the Executive Council shall be acting Second Vice-President (RA JUN 2023)

C. COMMITTEES

(Procedure)

- 46.C.02 A description of duties for committee positions shall be published when advertising vacancies. (GM SEP 1988)
- 46.C.04 That all candidates for BTA office, including committee membership, have an opportunity to present a statement to the appropriate electing body. (RA APR 1972)
- 46.C.06 That all casual vacancies on committees requiring membership elections be filled by the Representative Assembly or appropriate General Meeting. (RA JUN 1994)
- 46.C.08 That the term of committee members shall begin on July 1st and expire on June 30th of the appropriate year with regard to length of term. (RA MAY 1975)
- 46.C.10 Members elected to fill casual vacancies will complete the term of office of the member replaced. (RA MAY 1975)

46.C.12 That when members are nominated for BTA positions, some background information should be given. (RA DEC 1974)

D. BTA CONTACTS FOR SPECIFIC BCTF CAMPAIGNS

46.D.02 That the BTA process for finding contacts for specific BCTF campaigns involve a call to the membership for applicants. A candidate(s) and an alternate(s) shall then be elected by the BTA Executive Council and then ratified by the Representative Assembly. (RA JUN 2008)

47. ENVIRONMENTAL ISSUES

(Procedure)

47.02 That the BTA encourage and promote through example the use of reusable, re-fillable, washable drink and food containers. (RA MAY 1990)

47.04 That the BTA support in principle environmental initiatives which promote the 3 R's – Reduce, Reuse, and Recycle. (RA JUN 1992)

47.06 That the BTA Office be a smoke-free and scent-free environment. (RA JUN 2007)

48. ETHICAL ISSUES

(Policy)

48.01 That neither the BTA nor individual members make recommendations or participate in discussions to eliminate jobs, or reduce or eliminate any educational programs or services. (AGM MAY 2002)

49. EVALUATION OF ADMINISTRATORS

49.02 That BTA members not participate in Board initiated managerial/administrative reviews or evaluations until such time as a clearly defined process is agreed to by the BTA. (This will not prevent teachers from providing information regarding alleged child or substance abuse or personal or sexual harassment). (AGM MAY 1995)

49.04 That BTA members raise concerns or complaints about managerial/administrative practices directly with the administrative officer(s) concerned and/or through the BTA president. (AGM MAY 1995)

50. EXECUTIVE COUNCIL MEMBERS

A. DUTIES

(Procedure)

50.A.02 That the Table Officers be responsible for calling initial meetings of BTA committees and to clarify their BTA procedures and duties. (RA JUN 2023)

50.A.04 That Executive Council Meetings be run by a rotating chairperson and that new Members be mentored in this role. (EC OCT 2009)

50.A.06 That the BTA President, First Vice-President and Second Vice-President meet in June of

each year to determine a preliminary division of their tasks and responsibilities for the following year and that this, and any significant changes throughout the year, be reported to the Executive Council. (RA JUN 2001)

- 50.A.08 That the District Labour Council Representative shall:
- i. attend District Labour Council Meetings as a representative of the Association; and
 - ii. report to the Executive Council and Representative Assembly;
 - iii. shall be the head of the delegation to the annual B.C. Federation of Labour Convention. (RA JUN 2007)
- 50.A.10 That the Elementary and Secondary Members-at-Large and Elementary and Secondary Representatives be responsible for:
- a) organizing and coordinating workshops, training sessions and social events including Staff Rep Training, Retirement Reception and New Teachers' Reception;
 - b) representing the BTA on Joint Assessment committees; and
 - c) support the BTA representative to the District Labour Council by attending Labour Council Meetings on a rotating basis. (RA SEP 2023)
- 50.A.12 That in order to ensure full representation of BTA members at Representative Assemblies, repeated absences of Staff Representatives or their Alternates be scrutinized by the Executive Council members. The table officers would then contact the Staff Representatives and encourage them to attend or send an alternate to the next Representative Assembly. (RA JUN 2001)
- 50.A.14 That the First Vice-President attend BCTF Representative Assembly Meetings, and that their expenses be paid by the BTA on the same basis as the Local Representatives' and Local President's expenses are paid by the BCTF. (RA JUN 2007)
- 50.A.18 That if an Executive Council member is unable to fulfill their duties for the full term, the Table Officers could request them to step down from the position and that the position be filled at an election by the Representative Assembly, to complete the term to the end of the school year. (RA MAY 2006)
- 50.A.22 That all Executive Council members receive a copy of current BTA Policies and Procedures at the beginning of their terms and that all Executive Council decisions and practices be guided by these documents.
- 50.A.24 That the BTA Executive Council adopt a Code of Ethics that reads, "An Executive Council member shall direct criticisms of another Executive Council member and performance or behaviour to the member privately. If/When a dispute cannot be resolved between the two, member to member, the service of the Internal Mediation Service of the BCTF shall be requested. (EC SEP 2009)

51. EXTRA-CURRICULAR ACTIVITIES

(Policy)

- 51.01 That a teacher's participation in extra-curricular activities should not be a factor in determining transfer, reassignment or hiring. (AGM MAY 1985)

52. FACILITIES

(Procedure)

- 52.02 That the BTA call upon its auditors to depreciate new furniture and fixtures over a period of five years. (AGM MAY 1969)
- 52.04 That the Treasurer be empowered to obtain comprehensive insurance including fire, theft and public liability for the BTA office premises. (RA JUN 1970)
- 52.06 That a BTA member be the BTA representative on the Strata Council. (RA OCT 2001)

53. FEES

(Procedure)

- 53.02 In addition to the fees established by the 2024 BCTF AGM the following shall apply in Burnaby:
- That the local fee for **active members on contract teaching K-12** be:
0.75% OF GROSS SALARY for 2024-2025.
- That the local fee for **active members** who are **Adult Educators** be:
0.56% OF GROSS SALARY PER HOUR worked in Burnaby for 2024-2025.
- That the local fee for **active members** who are **Teachers-on-Call** be:
0.56% OF GROSS SALARY PER DAY worked in Burnaby for 2024-2025.
- That the local fee for **active members** who are **Summer School teachers** be:
0.56% of GROSS SALARY worked in Burnaby for 2024-2025.
- That the local fee for **Associate members** be **\$15.00** for 2024-2025.
- That the remainder of funds needed to meet local budgeted expenses be taken from any cash assets of the BTA, including the Reserve Fund.
- That the BTA authorize a Review Engagement of all Fiscal Year Ending Financial Statements.
- That Roger M. Kamikura, Public Accountant, review the BTA's finances for the 2024-2025 Fiscal year. (AGM MAY 2024)
- That the budget for 2024-2025 be approved.

54. FINANCES

A. SIGNING AUTHORITIES

(Procedure)

- 54.A.02 That the BTA have four alternate signing authorities for its bank account(s), these being

the Treasurer, the President, the First Vice-President, and the Second Vice-President.
(RA MAR 2025)

54.A.04 That the signatures of two of the three signing authorities be required on all BTA cheques issued.
(RA APR 1973)

B. LEVIES

(Procedure)

54.B.02 That a motion to put a levy shall state the amount of the levy. (RA APR 1972)

54.B.04 That at least one week's notice of motion must be given to the general membership before any levy may be put.
(RA APR 1972)

C. FINANCIAL YEAR

(Procedure)

54.C.02 The financial year shall commence on July 1st of each year. (RA APR 1973)

D. RESERVE FUND

54.D.02 That the BTA establish and maintain a Reserve Fund as a separate account.
(AGM MAY 1990)

54.D.04 That the purpose of the Reserve Fund is to ensure that the BTA can pursue its goals and priorities from a position of financial strength and can meet, without delay, special, emergent, and/or significant expenses.
(AGM MAY 1989)

54.D.06 That any revenues generated by the fund remain in the fund but should be considered as interest income for budget purposes.
(RA JUN 2001)

54.D.08 That the procedure for expenditures from the Reserve Fund shall be:

a) The Executive Council may authorize payments from the Reserve Fund for grievance, mediation, and arbitration costs related to the negotiation and enforcement of the collective agreement.

b) The General Meeting may authorize other expenditures from the Reserve Fund.
(AGM MAY 1989)

E. MISCELLANEOUS

(Procedure)

54.E.02 That there be one BTA general operating account and one Reserve Fund account on which cheques may be written and that all bills be submitted to the Treasurer for payment from those accounts.
(AGM MAY 1990)

54.E.04 That the BTA spend up to \$1,000.00 per year for BTA members to take part in the Burnaby Board of Education's Online Training regarding Harassment Awareness, an amount that would be matched by the Burnaby Board of Education for cost sharing.
(GM JAN 2011)

55. GRANTS

(Policy)

- 55.01 That the following be the BTA criteria for Social Justice Grant applications:
- a) That they meet the BCTF's criteria (as defined in the Members' Guide);
 - b) That the projects be district-wide;
 - c) That all members be informed of the grants well in advance of the deadline.
 - d) That priority be given to Social Justice Committee applications;
 - e) That applications be received into the BTA office by November 1st; and
 - f) that the membership be informed of the criteria, adjudicated by the full-time table officers and brought to the Executive Council for ratification. (RA JUN 2007)

56. INFORMATION IN SCHOOLS

(Procedure)

- 56.02 a) That BTA members who circulate materials must identify the author(s) of the material and the group responsible for its circulation;
- b) That no BTA staff representative shall distribute material which does not satisfy the conditions set out in (a) above. (RA FEB 1982)
- 56.04 That the BTA provide an updated Staff Rep Binder(s) which include(s) contracts; Constitution, Bylaws, Policies and Procedures; and information on medical, dental, group life insurance, Short and Long Term Disability and Health and Safety, etc. (RA JUN 2001)
- 56.06 Copies of minutes of Annual General Meetings, Representative Assembly Meetings and Executive Council Meetings are to be posted in each staff room on BTA designated bulletin boards. (RA JUN 1999)
- 56.08 That two-way public address systems, when installed in Burnaby schools, be activated from the classroom only by means of a depressed push button device. (RA NOV 1984)
- 56.10 That the BTA obtain private email addresses to send information directly to members. (EC SEP 2023)
- 56.12 That any amendments to "It's Posting Time" document be brought to a BTA RA or GM. (EC JAN 2021)

57. JOB ACTION

(Procedure)

- 57.02 The BTA Executive Council shall have the power to conduct hearings and to assess penalties for any member who crosses a BTA picket line.

- 57.04 The hearings of allegations of picket line violations may be in person or in writing at the discretion of the BTA Executive Council and shall be conducted prior to assessment of penalties.
- 57.06 The standard penalty for crossing a BTA picket line shall be a fine equivalent to gross pay received from the employer for each day upon which said picket line is crossed. Additional penalties applicable may include warning, reprimand, loss of rights to hold office, loss of specified privileges and appropriate publication.
- 57.08 Any strike pay which picket line violators would normally have received will be forfeited.
- 57.10 Members found by the BTA Executive Council to be in violation of picket lines and penalized therefore may appeal such finding and/or penalty in writing to the chairperson of the BCTF Judicial Council who shall assign an Appeal Panel. The appeal may be heard orally and/or in writing at the discretion of the Appeal Panel. (AGM MAY 1990)
- 57.12 The BTA Executive Council shall have the power to assess penalties and take other appropriate actions against any member who violates any other form of job action. (RA MAY 1993)
- 57.14 On district-wide votes of the membership pertaining to potential job action and requiring the use of a local returning officer:
- a) The EC shall appoint a member of the executive to act as the Local Returning Officer;
 - b) The Returning Officer from the previous membership vote will act as the Assistant Returning Officer, if available;
 - c) The Returning Officer shall be permitted to appoint up to four executive members to assist with the counting/reporting of the membership vote to the BCTF; and
 - d) The Returning Officer shall be entitled to claim for meals and mileage expenses accrued while acting as Returning Officer. (RA NOV 2011)

58. LEADERSHIP EXPENSE

(Procedure)

- 58.02 That a sum in each yearly budget be exclusively designated as a Leadership Expense in order to:
- a) pay a full-time President 100% of their salary and benefits that they would have received had they been teaching;
 - b) provide the President with an allowance to cover expenses incurred on behalf of the Association in an amount equal to 10% of the maximum scale, at Category 6, during the school year and the summer. (RA APR 2012)
 - c) pay a full-time First Vice-President 100% of their salary and benefits that they would have received had they been teaching;
 - d) pay the First Vice-President an allowance to cover expenses incurred on behalf of the Association, of 8.5% of the maximum scale Category 6; during the school year

and the summer.

(RA APR 2012)

- e) pay a full-time Second Vice-President 100% of their salary and benefits that they would have received had they been teaching. (RA APR 2012)
- f) provide the Second Vice-President an allowance to cover expenses incurred on behalf of the Association, of 8.5% of the maximum scale Category 6; during the school year and the summer. (RA MAR 2025)
- g) pay the President, First Vice-President, and Second Vice-President the difference between driving to work and business insurance for their vehicles; (RA APR 2012)
- h) reimburse the President, First Vice-President, and Second Vice-President for mileage at the BCTF rate; (RA MAR 2025)
- i) provide time off for members for Association business;
- j) provide allowances for other Executive Council and Committee Chairpersons as approved by the Annual General Meeting;
- k) provide teacher(s) with release time to deal with bargaining and grievance matters of the Association. Such time shall be budgeted at a minimum of 50% of a PA maximum salary. (RA OCT 2009)

58.04 That the incoming President be provided with time off from their teaching duties for orientation meetings with the incumbent President and office staff;

- a) The time allowed shall be up to five (5) days prior to the end of the school term;
- b) Costs shall be charged to Leadership Expense. (RA MAR 1968)

59. LOCAL REPRESENTATIVES

(Procedure)

59.02 That the President, the First Vice-President, the Elementary and the Secondary Representatives be designated as BTA alternate Local Representatives to the BCTF. (AGM MAY 1999)

60. MEETINGS

(Policy)

60.01 That when a General Meeting is called, all student games and activities, all PSA Committee meetings, all in-district workshops, all school-based meetings, and all teacher social and athletic events scheduled for that time shall be re-scheduled or cancelled. (AGM MAY 1989)

60.02 **GENERAL GUIDELINES FOR:**

A. GENERAL MEETINGS AND STAFF REPRESENTATIVE ASSEMBLY MEETINGS

That the following be adopted for implementation at General Meetings and Staff Representative Assemblies:

- a) That there is a microphone for the Chair at the Representative Assemblies and General Meetings.
- b) If possible, there will be two microphones set up.
- c) The Chairperson will keep time by using a stopwatch, giving a 15 second warning to the speaker, or use a countdown time visible to the meeting as a whole.
- d) That the Chair remind speakers that they should be adding new points, and not repeating points.
- e) That the Chair instruct the members of the Representative Assembly and General Meetings on the Rules of Order.
- f) That the Chair enforce a three minute time limit for the mover of a motion, and a two minute time limit for any subsequent speakers. The Chairperson will keep time by using a stopwatch, giving 15 second warning to speaker or use a countdown timer visible to the meeting as a whole. (EC SEP 2011)
- g) That a person may speak once on an issue, and after speaking once if they wish to speak again, the Chair will place them on a second speakers list, and they may speak after first time speakers. (EC OCT 2009)
- h) That the Chair's primary role is to facilitate the meeting, by knowing, applying, and helping others to follow the rules, not speak on the issues.
- i) That if the Chair wishes to speak on an issue, the Chair shall pass the chair to someone else prior to joining the discussion. (EC OCT 2009)
- j) That if the Chair is running for election, they shall pass the chair to an alternate Chair during the election. (EC OCT 2009)
- k) The Report From Henning Drive (RFHD) will be emailed out/distributed and there will be time for questions at the meeting. (RA JUN 2023)
- l) Committee Reports will be distributed, and not reported on, unless there is a timely issue, and in that case, the committee needs to ask to be placed on the agenda prior to the meeting. The committee reports should be about a particular important issue that affects the whole membership, not all the issues the committee is working on.
- m) If possible, all motions will be projected in large font following the templates.
- n) The Executive Council will review and/or amend draft agendas for the Representative Assembly and the General Meeting prior to the meetings. (RA NOV 2009)
- o) In the event that a speaker at the meeting or assembly makes ad hominem comments of any offensive nature directed at another person at the meeting, that the Chairperson could reasonably argue a reasonable person would consider harassment, that said speaker is subject to sanction; (RA JUN 2012)
- p) In the event that a person has been ruled "Out of Order" by the Chairperson at a meeting and said person continues to refuse to adhere to the rules of order as determined by the Chairperson despite repeated warnings by the Chairperson, that said person is subject to sanction; (RA JUN 2012)

- q) That comments made at the meetings should in general follow BTA policy guidelines, adhere to principles of solidarity, be consistent with respectful dialogue and when are of a critical nature, should be confined to a critique of a person's actions or arguments, NOT an insult of a person at the meeting. Comments that do not follow these principles are subject to sanction. (RA JUN 2012)

- r) Sanctions which apply to 60.02 A.o - 60.02 A.r:

In the event that the above guidelines have been violated by a member of the assembly or a speaker at the assembly the Chairperson has the power to enact the following "sanctions":

- i) A person at an EC meeting can at any time be admonished or warned by the Chair that their comments may be viewed as inappropriate or offensive;
- ii) The Chair may enact a short adjournment or recess of the meeting to provide a "cooling off" period or to facilitate conflict resolution;
- iii) The Chair may ask for an apology from a speaker before recognizing that speaker and allowing them to speak again;
- iv) In cases of persistent violation of the rules of order, or the aforementioned guidelines, the Chair may demand that the offending member eject themselves or leave for the duration of the meeting, and not allow that person to return to future meetings until they have tendered a written or verbal apology to the Executive Committee; and
- v) In the case of a member who is uncooperative and not following the above sanctions, the Chair may adjourn the meeting and reconvene at a different location and time.
- vi) In the case of sanction iv. and v., the Chair will ensure that the use of these sanctions is registered in the meeting minutes.

- s) Recourse Criteria which apply to items 60.02 A.o - 60.02 A.q:

If a person at the meeting or assembly is deemed by the Chair to have violated the above guidelines and the Chair has enacted one or more of the above sanctions on said person, the member if they feel they are being treated unfairly, at the time of sanction as recourse may move to challenge the Chair. In this case the normal democratic procedure as outlined in Robert's Rules of Order will be followed. If the Chair is sustained, their ruling on the sanction stands. If the challenge is successful the sanctioned person will continue as before at the meeting and the applied sanction will be withdrawn.

60.03

That the traditional territories of the Indigenous Peoples be recognized at the beginning of every Executive Council, Representative Assembly, General Meeting, Annual General Meeting, Pro-D Forum and BTA committee meeting.

(RA JUN 2023)

B. STAFF REPRESENTATIVE ASSEMBLY MEETINGS

- a) That whenever possible, RA motions will be circulated on a template one week prior to the meeting for posting so members can consider the motions, The template for

the motions will include: the motion, the mover and the seconder of the motion; and some of the pros and cons of this motion. Motions may, as usual, arise from the discussions of the meeting. (RA NOV 2009)

C. EXECUTIVE COUNCIL MEETINGS

- a) Only two scheduled Executive Council meetings shall be held in any given month and no month should have Executive Council meetings scheduled in consecutive weeks, if possible. The Executive Council reserves the right to call additional Executive Council meetings if necessary. (EC SEP 2011)
- b) A time limit of 5 minutes when moving a motion and 3 minutes when speaking to a motion shall be instituted at Executive Council meetings. (EC SEP 2011)
- c) The usage of cell phones and/or gaming devices shall be strongly discouraged while Executive Council meetings are in session. A special exemption shall be made for teachers-on-call who require the use of mobile devices to access callouts. (EC SEP 2011)
- d) The Executive Council will review and/or amend draft agendas for the Representative Assembly and the General Meeting prior to the meetings. (RA NOV 2009)
- e) That Policies and Procedures 60.02 A.o - 60.02 A.t also apply to Executive Council meetings. (RA JUN 2012)

60.04 That the BTA follow the BCTF Simplified Rules of Order during BTA General Meetings. When the Chair is required to make a ruling not covered by these Rules, guidance shall be sought from Newly Revised Robert's Rules of Order. (RA MAY 1979)

60.06 That the BTA employ American Sign Language interpreters at BTA activities organized and run by the BTA. (RA JUN 2023)

60.08 That the Annual General Meetings/General Meetings at which there is no quorum shall be rescheduled five minutes after the original scheduled start time. (AGM MAY 2001)

D. REPRESENTATIVE ASSEMBLY

(Procedure)

60.10 That voting at BTA Representative Assemblies be on the basis of one vote per Staff Representative or Executive member in attendance at the time of the vote. (RA JUN 1996)

60.12 That a time period be allotted at each Representative Assembly to allow discussion of school staff concerns. (RA JUN 2023)

60.14 That the BTA provide bound notebooks for Staff Reps for the purpose of keeping records of school meetings. (RA MAY 1998)

60.16 That the BTA Representative Assembly be declared scent-free and that representatives be requested not to wear perfume, cologne, or strong scented products. (RA MAY 2005)

E. COMMITTEE REPORTS

- 60.18 a) That, where possible, committee reports
- i) be presented in writing prior to Representative Assemblies and General Meetings;
 - ii) that reports be posted for perusal.
- b) That Committee Reports be distributed, and not reported on, unless there is a timely issue, and in that case, the committee needs to ask to be placed on the agenda prior to the meeting. The Committee Reports should be about a particular important issue that affects the whole membership, not all the issues the committee is working on.
- c) That when there is no Committee Report, it shall not appear on the agenda.
- d) That the meeting be given time to ask questions related to the report. (RA JUN 2023)

61. MEMBERSHIP

A. ACTIVE

(Procedure)

- 61.A.02 That BTA members on exchange be expected to pay full BTA fees to maintain active membership during their absence. (RA APR 1972)
- 61.A.04 That BTA members going to Department of National Defence Schools be treated as members going on exchange, and they be expected to pay the regular fee. (RA SEP 1972)
- 61.A.06 That teachers on educational leave at 60% of salary be required to pay 60% of the BTA fee to maintain active membership. (RA APR 1972)
- 61.A.08 That exchange teachers coming to teach in Burnaby be considered active members of the BTA without payment of fees and/or levies. (RA APR 1972)
- 61.A.10 That only a member of the BTA who is in good standing shall be a candidate for, or be permitted to vote for, any committee or executive position in the BTA. (RA APR 1972)

B. ASSOCIATE

(Procedure)

- 61.B.02 That any bona fide BCTF member, excluding members of BPVPA, who is professionally involved in public education in Burnaby or who has retired from service in Burnaby, may become an associate member of the BTA. (RA APR 1972)
- 61.B.04 That an associate membership implies support for the policies of the BTA on the part of the applicant but does not obligate the BTA in any way other than those services which are provided in the professional development program. (RA JUN 1970)
- 61.B.06 Any requests for services in the fields of economic welfare or learning and working conditions should be directed to the Executive. (RA JUN 1970)

- 61.B.08 Application for associate membership should be made in writing to the Secretary of the BTA. (RA APR 1972)

C. HONOURARY

(Procedure)

- 61.C.02 That honorary associate membership be granted to retiring teachers who have taught a minimum of ten years in Burnaby. (RA MAY 1979)

D. MISCELLANEOUS

(Procedure)

- 61.D.02 That only BTA members in good standing and BCTF members of other locals who are authorized by the BTA Executive Council be entitled to the services and privileges of the BTA. (RA JUN 1983)

62. MOTIONS

(Policy)

- 62.01 That all notices of motion distributed to BTA members include the sources of those motions. (RA MAY 1993)

63. NEGOTIATIONS

(Procedure)

- 63.02 That the negotiator is chief spokesperson for the Association and negotiations will only take place at specifically designated places and times with the team present.
- 63.04 That the negotiating team shall discuss general ground rules with the Board's negotiating team before formal negotiations.
- 63.06 That there will be no negotiations during the 24 hours preceding the General Meeting at which the negotiating team is to give their final report.
- 63.08 That the details of the proposed contractual agreements be released as soon as possible to teachers after an agreement in committee has been reached. (RA NOV 1985)
- 63.10 That joint submissions with the Board of Education to arbitration boards must be first endorsed by a General Meeting. (RA APR 1980)
- 63.12 That the Bargaining Committee negotiate only during school hours unless a satisfactory agreement is reached as to compensatory time. (RA NOV 1984)
- 63.14 After agreement-in-committee has been reached and language changes have been distributed for membership review, a General Meeting ratification vote will be held. (AGM MAY 1991)

(ALSO NOTE SECTION 8 "BARGAINING COMMITTEE" AND SECTION 57 "JOB ACTION")

64. NEW TEACHERS

(Policy)

- 64.01 That new teachers in the district be given information concerning procedures re-evaluation of experience and placement on the Burnaby incentive scales, information on superannuation, and copies of the Collective Agreement. (RA SEP 1988)
- 64.03 That the Burnaby Board of Education provide those folders or pamphlets available from the agencies concerned regarding all medical and dental coverage to new teachers at the time they sign the pertinent forms. (RA NOV 1975)
- 64.05 That the Burnaby Board of Education provide BTA and BCTF membership forms to all teachers, whether contract or teacher-on-call, at time of hire. (GM SEP 1988)

65. PART-TIME TEACHERS

(Policy)

- 65.01 That any part-time teacher who is asked to teach more than their usual teaching load and will not be receiving a pro-rated salary based on their current salary scale, not comply with the request. (AGM MAY 1980)

66. POLITICAL ACTION

(Policy)

- 66.01 That the BTA become an organizational member of the Canadian Centre for Policy Alternatives. (RA MAY 1998)

67. POLITICAL FORUMS

(Policy)

- 67.01 That the BTA sponsor public meetings for two purposes:
- a) To give candidates for election as school trustees or MLAs an opportunity to present their platforms;
 - b) To publicize any referendum. (RA JUN 2001)
- (Procedure)
- 67.02 That separate, explicit advertising regarding political forums be sent out well in advance of the forum, to all BCTF members in Burnaby. (RA JUN 2007)
- 67.04 Procedures for groups wishing to use BTA/BCTF mailing labels shall be:
- a) A letter requesting the service must be signed by a BTA member(s);
 - b) Material to be sent must be reviewed by the Executive;

- c) There must be a covering letter in the mailing signed by a BTA member(s);
- d) All costs are borne by the sender;
- e) No BTA/BCTF list shall be given or copied;
- f) The affixing of labels must take place at the BTA office and may only be done by a BTA member(s);
- g) Envelopes will be posted by a member of the BTA Executive or a BTA staff person.

68. PRESIDENT'S NEWSLETTER

(Procedure)

- 68.01 That the BTA Table Officers publish a report to the membership that reflects the policies and procedures of the BTA and not the personal opinions of the Table Officers when they are contrary to such policies and procedures and that the report be distributed monthly, whenever possible. (RA FEB 2015)

69. PROFESSIONAL DEVELOPMENT PROGRAM GUIDELINES

- a) Schools are encouraged to conduct regular needs assessment workshops to identify needs and to plan professional development activities according to priorities. All staff members should be involved. Schools might include members of the community as well.
- b) Needs are often common to many schools in the district. It is important that the professional development plans of schools be distributed to other schools so that programs can be better coordinated. The sharing of needs and plans should occur early in the school year. Local communities should be informed of the professional development plans for each school.
- c) When schools prepare their professional development program, evaluative questions should be devised so that an assessment can be made as to whether the program has been successful and the need addressed.
- d) Pro-D Committee (coordinating programs for schools with common goals) shall play a central role in gathering information on needs throughout the district, coordinating programs for schools with common needs, and helping with needs assessment. (RA MAY 2006)
- e) That district-wide non-instructional days be planned only with the approval and cooperation of the BTA, and not be imposed by the Board. (RA APR 1985)
- f) That, with regard to requests by PSAs for specific district-wide dates for professional development, the policy of the BTA be that staffs develop a program and schedule of dates for professional development related to their school needs. (RA JUN 1986)
- g) That each year the Burnaby District-wide Professional Development Day be the last Friday of February. (RA MAY 1998)
- h) That no Detached Duty funds be expended for conferences on any District

Professional Day, with the exception of BCTF conferences such as Beginning Teachers' and Provincial PSA Conferences. (AGM MAY 2002)

70. PROVINCIAL SPECIALIST ASSOCIATION

(Policy)

- 70.01 That authorized local chapters of PSAs in Burnaby be provided with up to \$1000 upon request to the BTA Professional Development Committee. (RA JAN 2024)

71. RECOGNITION OF BTA MEMBERS

That the BTA create certificates and letters of thanks to recognize 25 year members, both of which to be given to recipients at a General Meeting, immediately following the Burnaby Board of Education's 25 Year Recognition Evening. (EC JAN 2011)

72. SCHOLARSHIPS

(Procedure)

- 72.02 That all awards be made on the basis of scholarship, citizenship and need. (RA JUN 1996)

- 72.04 That each scholarship be paid when the recipient enters into full-time attendance at a post-secondary school. The Executive Council, after review, may approve payment for part-time attendance by a recipient. (RA JUN 1996)

- 72.06 That each scholarship be made in the name of the Burnaby Teachers' Association. (RA MAR 1972)

72.08 Burnaby Secondary Student Scholarships

- a) That a scholarship award be made to two graduates of each Burnaby Secondary School at \$1000 a piece (RA MAY 2024)
- b) That each recipient must have been a student in a Burnaby secondary school for at least one year. (RA MAR 1972)
- c) An elected committee of BTA members in each of the eight senior secondary schools shall decide who shall receive the BTA scholarships, in consultation with the rest of the staff. (RA JUN 1974)

72.10 Child of A BTA Member Scholarship

- a) That two \$1000 scholarship awards be made to graduating children of BTA members. (RA JUN 2023)
- b) That the recipient must be graduating from a public school in B.C. (RA JUN 2023)
- c) That the selection of the recipient be made by the BTA Scholarship Committee. (RA JUN 1996)

72.12 Indigenous Student Scholarship

- a) That two \$1000 scholarship awards be made to graduating grade 12 students with Indigenous Ancestry.
- b) That the selection of the recipient be made by the members of the BTA Indigenous Educators' Committee. (EC SEP 2023)

73. SCHOOL SURVEILLANCE

(Policy)

- 73.01 That the BTA is opposed to installation of cameras in schools
- a) unless a sign is posted in clear sight indicating the presence of a camera;
 - b) in individual classrooms unless the teacher has requested it;
 - c) in staff rooms or washrooms;
 - d) in areas of the school that are accessed only by teachers or staff.

74. SPEECH AND LANGUAGE PATHOLOGISTS

(Policy)

- 74.01 That school-aged children are best serviced by speech-language pathologists working as an integral part of the public school system, under the jurisdiction of the Ministry of Education. (RA FEB 1986)

(Procedure)

- 74.02 That the BTA urge the Burnaby Board of Education and all Burnaby MLAs to oppose any suggested transfer of speech-language pathologists' services for public school children from the Ministry of Education to the Ministry of Health. (RA JUN 1994)

75. STAFF REPRESENTATIVES

(Procedure)

- 75.02 That BTA members of each school in the district shall, at or before the first staff meeting of the new school year, elect their Staff Representatives from among themselves. Immediately thereafter the Staff Representatives shall choose one of themselves to be designated Senior Staff Representative. (RA MAY 1975)
- 75.04 Each school shall be entitled, on a per capita basis, to one Staff Representative for each twenty BTA members, and one for any major additional fraction thereof, and an equal number of Alternates. Schools with less than twenty BTA members shall be entitled to elect one Staff Representative and one Alternate. (GM MAR 1969)
- 75.06 That voting at BTA Representative Assemblies be on the basis of one vote per Staff Representative, or Executive member in attendance at the time of the vote. (RA NOV 1986)

- 75.08 That the Burnaby Teachers-On-Call and each Adult Educators' worksite be designated a school for purposes of voting at BTA Representative Assemblies and receiving BTA publications. (RA JUN 2008)
- 75.10 The Senior Staff Representative shall communicate to the BTA office on, or before, the 15th day of September, the names, home addresses, email addresses and telephone numbers of the Staff Representatives and Alternates elected in their school; and shall also, from time to time, notify the BTA office immediately of any changes that may occur in this information during the year. (RA JUN 2023)
- 75.12 All BTA members not directly associated with a school staff shall be considered as a school for the purpose of representation at the Representative Assembly. (GM MAR 1969)
- 75.14 That in order that there be accurate and prompt class size surveys in the fall, and in the second semester for semestered schools, release time for Staff Representatives be provided on the basis of up to 2 days per Staff Representative entitlement. These days may only be taken by elected Staff Representatives. (AGM MAY 2002)

76. STRIKES OF NON-TEACHING EMPLOYEES

(Policy)

- 76.01 That in the event of strikes by non-teaching employees, BTA members not perform duties normally undertaken by striking employees nor instruct students to do so. (AGM MAY 1989)
- 76.03 That when disruption of services appears likely, due to impending strike or lockout of non-teaching employees, an informational General Meeting be called for BTA members. (AGM MAY 1989)
- 76.05 The Executive shall annually review and recommend a set of guidelines to a General Meeting for implementation in the event of a CUPE strike. (AGM MAY 1989)
- 76.07 That as a statement of principle, that during a full scale CUPE strike teachers will not cross CUPE picket lines and therefore should not expect to be paid by the Burnaby Board of Education. If teachers are working at a site not picketed then they should consider donating their pay (less strike pay) to the BTA Strike Support Fund as an act of solidarity with their colleagues honouring picket lines. (RA JAN 2000)

77. STUDENT TEACHERS

(Policy)

- 77.01 That neither student teachers nor sponsoring teachers be used as teachers-on-call. (GM NOV 1982)
- 77.03 That if a sponsoring teacher is to be absent from their school then a teacher-on-call should be provided. (GM NOV 1982)
- 77.05 That when SFU and UBC schedule workshops and meetings for sponsoring teachers during school hours, they pay the cost of teachers-on-call. (GM NOV 1982)

- 77.07 That the universities be encouraged to schedule workshops and larger special meetings of sponsor teachers during school hours. (RA FEB 1983)

78. SUPERVISION

(Procedure)

- 78.02 There shall be no formal supervision before regular school hours except for that undertaken voluntarily. (AGM MAY 1991)
- 78.04 There shall be no formal supervision after regular school hours, except for extra-curricular supervision undertaken voluntarily. (RA APR 1966)

79. TEACHERS OF THE DEAF

(Policy)

- 79.01 That teachers of the Deaf not be used as ASL interpreters except in emergency situations and that the Board hire ASL interpreters for Deaf and Hard of Hearing Students who are mainstreamed. (GM NOV 2023)

(Procedure)

- 79.02 That the BTA employ an interpreter for our Deaf colleagues at BTA activities organized and run by the BTA. (RA FEB 2000)

(Procedure)

80. TEACHERS-ON-CALL

(Policy)

- 80.01 That where teachers are absent from their assigned duties, the BTA expects Teachers-on-Call to be present. (RA SEP 1981)

(Procedure)

- 80.02 That Burnaby Teachers-On-Call receive voting cards at the Representative Assembly on the basis of one for every twenty teachers-on-call or major fraction therefore, based on the average daily number of teachers-on-call working in schools the previous year. (RA OCT 1988)

- 80.04 That Teachers-on-Call working exclusively in Burnaby be entitled to Detached Duty funding. (RA MAY 2005)

(ALSO NOTE SECTION 17 BURNABY "TEACHERS-ON-CALL COMMITTEE")

81. TEMPORARY CONTRACT TEACHERS

(Policy)

- 81.01 That the BTA continue to actively seek continuing contracts for all teachers currently under the employ of the Burnaby Board of Education. (RA JUN 1996)

82. TEACHER TRANSFERS - DECLINING ENROLLMENT

(Policy)

- 82.01 That Head Teachers or Department Heads not take part in any discussion with School Administrators regarding which teacher(s) should be transferred. That any action of this kind be considered a violation of the BCTF Code of Ethics. (RA JUN 2001)

83. VANDALISM

(Procedure)

- 83.02 That to be considered for payment, notification of vandalism claims be received at the BTA office within the school year in which the vandalism occurred except for vandalism which occurs in the last week of school in June. June incidents may be reported until September 30 that calendar year. (AGM MAY 1993)

- 83.04 When a claim for vandalism has been refused, an appeal may be made to the Executive Council.

84. VOLUNTEER TEACHER AIDES

(Policy)

- 84.01 Volunteer school aides have a role to play in education, subject to the following conditions:
- a) That the classroom teacher initiates the use, and directs the services, of the volunteers.
 - b) That the principal does not force the volunteer on the classroom teacher.
 - c) That officials outside the school do not impose the use of volunteers on any classroom teacher. (RA APR 1970)
- 84.03 Volunteer aides must not be used as alternatives for:
- a) The lowering of the pupil-teacher ratio.
 - b) Adequate equipment.
 - c) Qualified professional personnel.
 - d) Paid aides.
 - e) Adequate secretarial services. (RA MAY 1990)
- 84.05 That volunteer aides, other than those defined as "traditional" or "resource people" shall perform only non-professional tasks and only under the direction and supervision of the classroom teacher to whom they shall be responsible. (RA MAY 1990)
- 84.07 Volunteer aides must not be used in programs outside of the classroom without the permission of the classroom teacher. (RA APR 1970)
- 84.09 That the use of volunteers in Burnaby be discontinued wherever it fails to meet the above criteria. (RA APR 1970)

- 84.11 That any teacher using a volunteer aide consider the privacy of the child and their parents when planning personal interaction between the aide and the child
(RA APR 1970)
- 84.13 That volunteers not be used in schools to replace teacher assistants or other non - teaching personnel who have been laid-off or had their hours of work cut.
(AGM MAY 1991)