

Agenda and Administration

Councillor Conference and Special Meeting of Council
 October 15-17, 2009 | Travelodge Hotel, Saskatoon

Message from the General Secretary Gwen Dueck



This information is intended to assist your preparation for the Councillor Conference and Special Meeting of Council of the Saskatchewan Teachers' Federation. Additional information required for Council preparation will be provided via councillor T-mail accounts or via the *Federation Focus* distributed via T-mail on the third Wednesday of each month. **Please bring your Councillor Information binder to this meeting and all meetings of Council.** Please note that in response to a Council resolution adopted at the 2008 Annual Meeting of Council additional copies of the *Governance Handbook* or *Council Handbook* will not be made available to councillors at the meeting unless they are a temporary councillor.

If you would like to recycle your 2008 Councillor Information binder please return your binder at registration.

In this binder, you will find the following materials and information:

- Notification regarding the MLA/MP luncheon on October 16, 2009.
- Registration information, resolution procedures and guidelines, including deadlines.
- Member expense reimbursement guidelines.
- The program, which is also posted on the STF website at www.stf.sk.ca.
- Councillor documents included and to be added to your Councillor Information binder:

August 28	<i>Agenda and Administration</i> Councillor Conference and Special Meeting of Council STF <i>Governance Handbook</i> STF <i>Council Handbook</i>
October 5	<i>Councillor Conference Information</i> <i>Resolutions and Background Information</i> for Special Meeting of Council, October 17, 2009
October 15	<i>Special Meeting of Council Additional Information</i> <i>MLA/MP Luncheon Information</i> <i>McDowell Foundation Annual Report 2008-09</i>

Notice of Special Meeting

Section 8(4) of *The Teachers' Federation Act, 2006* requires formal notice of a Special Meeting of Council which is provided as follows:

"The agenda for a Special Meeting is determined by the Executive and no other business shall be considered at that meeting."

The President of the Saskatchewan Teachers' Federation has determined that a Special Meeting of Council be held on Saturday, October 17, 2009 at the Travelodge Hotel, Saskatoon. The meeting will be called to order at 1:00 p.m. in the Galaxy A & B rooms. The agenda for Special Meeting of Council is restricted to business related to provincial collective bargaining as approved by the provincial Executive.

Changes to the MLA/MP Luncheon

The MLA/MP luncheon will be held on Friday, October 16 at 11:45 a.m. Councillors will have the opportunity to engage their political representatives in dialogue about important issues and opportunities that affect Saskatchewan students and families. By sharing teachers' daily experience in classrooms, schools and communities, councillors can provide a valuable perspective on the current state as well as the future of public education in Saskatchewan.

An assigned seating list for all hosts and special guests as well as other councillors will be included in the *2009 MLA/MP Luncheon Information* booklet provided to councillors at registration on Thursday, October 15.

Conference Briefing

All councillors are encouraged to attend the pre-conference briefing session. During this session councillors will be briefed on Conference sessions and agenda as well as matters pertaining specifically to Saturday's Special Meeting of Council. A networking reception with hors d'oeuvres and cash bar will immediately follow the briefing.

Registration

Councillors are automatically registered for each meeting of Council. If a substitute or temporary councillor is replacing you at Council, you need to inform the provincial organization of this fact as soon as possible. Please refer to STF Bylaw 2.3 on Representation for the formula for calculating number of councillors representing your local and STF Bylaw 2.1.3 on Composition for information about appointing replacement councillors to attend the Meeting of Council.

Leave for Councillors

Directors of Education have been advised to ensure councillors have leave to attend Council and to invoice the Federation for substitute costs required for Friday, October 16.

Resolutions

A resolution may be submitted to the Council by any teacher or group of teachers. Please refer to STF Policy 4.3 on Council Resolutions for guidelines for submitting a resolution. This may be found in the *Governance Handbook* in your Councillor Information binder or on the Federation website at www.stf.sk.ca.

To facilitate the submission of resolutions and notices of motion, you may download a PDF of all the forms or submit the resolution electronically by using one of the links provided on the STF website.

In accordance with STF Policy 4.3.3(5)(b)(i) on Council Resolutions, the provincial Executive set **Friday, September 25, 2009 at 5:00 p.m.** as the deadline for submitting resolutions. A councillor may submit a written resolution to the Resolutions Committee at any time during a Councillor Conference and Special Meeting of Council; however, resolutions submitted in this manner will not have accompanying background provided. Resolutions arising from debate on the floor shall be accepted by a majority vote of the meeting and dealt with in the order that best expedites decision making.

Please note that all resolutions submitted to a Special Meeting of Council must relate directly to the agenda.

STF Councillor Conference and Special Meeting of Council Member Expense Reimbursement

Federation reimbursement is based on the principles of reasonable and actual expenses. Eligible expenses for the Councillor Conference and Special Meeting of Council include:

Travel

Reimbursement will be provided for travel costs (return) for the distance travelled from the member's residence to the Travelodge Hotel in Saskatoon. The current rate is \$0.42 cents/km. The STF encourages members to travel together whenever possible.

Accommodation

Reimbursement will be provided to a maximum of \$115.51 including taxes and Destination Marketing Fee (DMF). Although the STF has negotiated rates with the Travelodge Hotel for the Councillor Conference and Special Meeting of Council, councillors are free to select alternate accommodation, keeping in mind the \$115.51 maximum.

When you book your accommodations, we remind you to:

- Book through the local, rather than the toll-free phone number (Travelodge Hotel 242-8881). This will ensure you receive the STF rate.
- Request the STF block of rooms for the Councillor Conference and Special Meeting of Council; the cut-off date is Friday, September 25, 2009.
- The STF will make payment directly to the Travelodge Hotel for one room per councillor arriving Thursday, October 15 and departing Saturday, October 17 (2 nights).
- Be sure to book a room even if you are unsure of your attendance at Council so your substitute is ensured a hotel room at the approved rate. Please cancel your accommodations prior to 4:00 p.m. on October 14 if the room will not be used.
- A councillor who books accommodations, does not show and does not cancel, will be invoiced for the cost of the room.
- If Council officially concludes later than 3:00 p.m. on Saturday, then councillors whose residence is more than 500 kilometres from Saskatoon may claim for a hotel room the evening of the last day of Council.

Reimbursement for staying at a private residence will be provided to the maximum approved rate of \$25/night.

Meals

Reimbursement will be provided for councillors travelling to/returning from a Council meeting during normal meal times, for the day immediately preceding Council based on kilometre distance from residence to the Council site for arrival by 8:00 p.m. as follows:

- 0 to 300 km (1 meal – dinner)
- 301-600 km (2 meals – lunch and dinner)
- 601 or more km (3 meals – breakfast, lunch and dinner)

Meal maximums including tips are as follows: Breakfast – \$9, Lunch – \$14, Dinner – \$19. This does not apply to councillors who are residents of Saskatoon and its environs.

Meals will also be covered for councillors attending Council who are required to travel on the day following the last day of Council (refer to Accommodation).

Per Diem

Reimbursement of \$32/day per councillor for each official day of Council attended (maximum 2 days – Friday and Saturday). The per diem is intended to cover all meals except those meals which are provided and paid by the STF, during the official days of Council.

Dependant Care

When members attend because of their elected, appointed or delegated position, and without utilizing dependant care services, would be unable to attend. Reimbursement is intended to provide assistance for expenses incurred outside of your normal working hours. Reimbursement amount maximum is \$5/hour to a maximum of \$70/24-hour period. Dependant care expenses will be reimbursed based on STF Policy 4.5.6 on General Financial Matters.

Parking

Reimbursement will be provided to a maximum of \$12/day for councillors registered at a hotel where parking is not included or available.

Pet Care

For actual and reasonable costs, to a maximum of \$10/24-hour period.

Other

- Communications expenses, including one daily five- to ten-minute call home for councillors on approved overnight accommodation and fax/internet connection charges when utilized for STF business.
- Tips for service attendance and portage. Meal tips should be claimed with meal claims.
- Expense claims cannot be processed without hotel and communication receipts and the member's signature.
- Expense cheques will be mailed to councillors during the week immediately following Council.

The STF recognizes the need for effective measures to respond to unexpected and/or emergency situations (e.g., inclement travelling weather) and to provide processes to assess and respond to risks associated with carrying out and/or travelling on STF business. We also understand that, at times, there may be extenuating circumstances that fall outside of the Member Expense Reimbursement Policy. Exceptions should be referred to the General Secretary for approval before the meeting/event, in writing wherever possible.

Councillor Conference and Special Meeting of Council

October 15-17, 2009 | Travelodge Hotel, Saskatoon

Councillor Conference

Thursday, October 15

- 6:30 – 8:30 p.m. Registration (*Galaxy A Lobby*)
7:00 – 8:00 p.m. Councillor Briefing (*Galaxy B*)
8:00 – 10:00 p.m. Reception (*Delta*)

Friday, October 16

- 7:30 a.m. Buffet Breakfast
(*Provided – Delta & Concorde 1 & 2*)
7:30 a.m. Registration (*Galaxy A Lobby*)
8:30 a.m. Welcome and Overview of Agenda
(*Galaxy A & B*)
9:00 a.m. Plenary Session (*Galaxy A & B*)
 - Organizational Updates
 - Federation Advocacy
 - Governance Discussion10:20 a.m. Breakout Sessions (*Hercules, Delta & Concorde 1*)
 - Policy Overview
 - Resolutions Policy Discussion

Friday, October 16, continued

- 11:45 a.m. Buffet Lunch with MLAs,
MPs and Councillors
(*Provided – Galaxy A & B*)
1:30 p.m. Plenary Session (*Galaxy A & B*)
 - Provincial Collective Bargaining
Process – Councillor
Engagement4:30 p.m. Adjournment

Saturday, October 17

- 7:30 a.m. Buffet Breakfast
(*Provided – Delta & Concorde 1 & 2*)
9:00 a.m. Plenary Session (*Galaxy A & B*)
 - Provincial Collective Bargaining
Process – Councillor
Engagement, continued12:00 p.m. Lunch (*Provided – Galaxy A & B*)

Special Meeting of Council (Galaxy A & B)

Saturday, October 17

The agenda for the Special Meeting of Council is restricted to business related to **provincial collective bargaining**.

- 1:00 p.m.
 - Small Group Discussion on Resolutions and Notices of Motions to the
Special Meeting of Council
 - Decision Making on Resolutions

Family Room and Luggage (*Room 187*)

As a courtesy to colleagues who may have environmental sensitivities, we would ask all participants to assist the Federation in creating a scent-free environment for this conference.

COUNCIL

