



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

By-Law n° BL2008-CA-01:	Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board
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*Note: In this text, the masculine gender is used simply for ease of expression.*

## 1.0 PREAMBLE

The Council of Commissioners (the "Council") is the governing body of Sir Wilfrid Laurier School Board (the "Board"). The Council is vested with the functions and powers necessary to administer the affairs of the Board by virtue of the Education Act (R.S.Q., c. I-13.3).

## 2.0 OBJECTIVES

This by-law is part of a sound management process and complies with the legal specificities of the Education Act. It ensures accountable practices in the application of the Delegation of Functions and Powers.

The following objectives were taken into account:

- ◆ Mobilizing all delegates and making them aware of their responsibilities with respect to the Delegation of Functions and Powers.
- ◆ Ensuring efficient and prompt support to each school and centre.
- ◆ Ensuring the highest efficiency possible in the management of the activities of the Board.
- ◆ Ensuring transparent information and feedback to the Council with respect to decisions made as per the Delegation of Functions and Powers.

### 3.0 REFERENCES

This by-law is developed in compliance with applicable laws; notably the *Education Act*, the *Act respecting contracting with public bodies* and the by-laws regarding supply, service and construction contracts of public bodies.

### 4.0 GENERAL PROVISIONS

- 4.1. By the present by-law, the Council delegates certain functions and powers to the Executive Committee as provided for by Section 181 of the *Education Act*, and to the Director General, the Assistant Director General, the Secretary General, the Directors, the Principals and other members of the executive staff as provided for by Section 174 of the *Education Act*.
- 4.2. The Council also delegates certain functions and powers to the Executive Committee and the Director General, as provided for by Sections 8 and 17 of the *Act respecting contracting with public bodies*.
- 4.3. Delegation of functions and powers includes complete authority on the subject delegated and extends to any action consequential to this authority and useful to its carrying out.
- 4.4. This by-law must be applied within the framework of the laws and regulations in effect in Quebec and of collective agreements, orders-in-council or decrees as well as rules, policies, norms or decisions adopted by the Council.
- 4.5. This by-law is exercised within the annual budget adopted by Council, unless specific allocations have been established by the Ministère de l'Éducation du Loisir et du Sport (the "MELS") or otherwise authorized by Council.
- 4.6. The application of this by-law is subject to the right of the Council to repeal, recall, cancel or amend any decision which exceeds the limits of this delegation.
- 4.7. The delegatee is accountable for his decisions and must report back to the appropriate authority.
- 4.8. This by-law does not prevent the Director General to assign other responsibilities and duties to delegates.
- 4.9. Once delegated by the Council, functions and powers cannot be sub-delegated.
- 4.10. The Council may recall any matter hereby delegated and dispose of it.
- 4.11. The appendices contained herein are an integral part of this by-law.

## **5.0 EMERGENCY SITUATIONS**

The Council recognizes that in an emergency situation the Director General may take the measures necessary to ensure the security of students, staff and the members of the public, and to protect the property and the rights of the Board. The Director General will report to the Council on all decisions taken as a result of the application of this section.

## **6.0 FINAL DISPOSITION**

The present by-law comes into force on the day of publication of the public notice of its adoption and replaces BL2000-CA-01: Delegation of Functions and Powers to the Executive Committee and BL2002-CA-09: Delegation of Functions and Powers to the Director General.

*2009-06-23*

The Council delegates to the Executive Committee the following functions and powers:

### **1.0 General Functions**

- 1.1. Exercise all functions and powers of the Council of Commissioners during the period from July to the date of the August meeting of the Council of Commissioners.
- 1.2. Report to the Council on all decisions taken as a result of the application of section 1.1.

### **2.0 Functions and Powers relating to Corporate Affairs**

- 2.1 Authorize the Secretary General to bring any action and institute any procedures deemed necessary for the defence of the Board, in all matters that could be the subject of a court decision or an administrative decision for claims exceeding \$25,000 but not exceeding \$75,000.
- 2.2 Approve the reimbursement of expenses incurred for the defence of any member of the governing board or the Council as per the conditions provided for in the Education Act (sec. 73 and 177.2)
- 2.3 Authorize any agreement by a governing board for the use of premises or immovables placed at the disposal of the school or centre if the term of the agreement exceeds one year. (sections. 93 and 110.4).

### **3.0 Functions and Powers relating to Educational Services**

- 3.1. Enter into an agreement with health and social agencies for services for students.
- 3.2. Permit a departure from a provision of the basic school regulation so that a special school project applicable to a group of students may be carried out. (sec. 222).
- 3.3. Determine the educational services to be provided by each school and centre (sec. 236).
- 3.4. Expel a student from its schools (sec. 242).

### **4.0 Functions and Powers relating to Financial Resources**

- 4.1 Fix the rate of interest on unpaid school taxes (sec. 316).
- 4.2 Approve long term loans, as authorized by the MELS or by Financement Québec.
- 4.3 Approve tax refunds for a total monthly amount exceeding \$25,000.
- 4.4 Write off bad debt, including school taxes, for a total monthly amount exceeding \$25,000 but not exceeding \$75,000.
- 4.5 Choose fiduciary and banking institutions

### **5.0 Functions and Powers relating to Human Resources**

- 5.1 Settle a dispute arising from the application of the various collective agreements with the employee groups for an amount exceeding \$25,000 but not exceeding \$75,000.

## 6.0 Functions and Powers relating to Material Resources

- 6.1 Dispose of movables with a market value exceeding \$10,000 but not exceeding \$50,000 (sec. 266).
- 6.2 Enter into an agreement with another School Board, an educational institution, a municipality or a community organization in its territory to jointly establish, maintain or improve public libraries, administrative, sports, cultural or recreation centres or playgrounds (sec. 267).
- 6.3 Grant contracts for the acquisition of movables or immovables, as well as service contracts when the value before taxes exceeds \$75,000 but does not exceed \$150,000.
- 6.4 Enter into an agreement for the lease of movables or immovables when the amount of the annual lease before taxes exceed \$75,000 but do not exceed \$150,000.
- 6.5 Approve all insurances (sec. 178 and 270).
- 6.6 Authorize the conclusion of a contract under its functions and powers whose expected term, including any renewal, is greater than 3 years but not exceeding 5 years (sec. 33 RCA and 46 RCS).
- 6.7 Except for change orders provided for by the *Regulation respecting construction contracts of public bodies*, authorize an additional expenditure for a maximum total of 10% of the initial amount of a contract for contracts involving an expenditure above \$100,000 (sec. 17 LCOP).

## 7.0 Functions and Powers Delegated to the Executive Committee relating to School Organization

- 7.1 Issue or amend the deed of establishment for each school and centre (sec. 39, 40 and 101).
- 7.2 Establish each year a three-year plan for the allocation and destination of the Board' s immovables (sec. 211).
- 7.3 Enter into agreements for the provision of school transportation (sec. 294).
- 7.4 Grant student transportation contracts after negotiating an agreement or following a call for public tenders. (sec. 297).

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The Council delegates to the Director General the following functions and powers:

### **1.0 General Functions**

- 1.1. Transmit to the Ministre de l'Éducation, du Loisir et du Sport the documents and information he requests for the exercise of his functions (sec. 219).
- 1.2. Perform the functions and powers entrusted to any delegatee, except the Executive Committee, if he is absent or unable to act.

### **2.0 Functions and Powers relating to Corporate Affairs**

- 2.1 Appoint a person to be responsible for each immovable when the deed of establishment of a school places more than one immovable at the disposal of the school (sec. 41 et 100).
- 2.2 Obtain from a governing board any information required by the Board for the exercise of its functions and powers, on the date and in the form it specifies (sec. 81 et 218.1).
- 2.3 Authorize the Secretary General to bring any action and institute any procedures deemed necessary for the defence of the Board, in all matters that could be the subject of a court decision or an administrative decision for claims not exceeding \$25,000.

### **3.0 Functions and Powers relating to Educational Services**

- 3.1 Approve derogations from the Régime pédagogique (Basic School Regulation).
- 3.2 Exempt a student from the application of a provision of the Basic School Regulation for humanitarian reasons or to avoid serious harm to the student (sec. 222).

### **4.0 Functions and Powers relating to Financial Resources**

- 4.1 Approve the budget of each school and centre (sec. 276).
- 4.2 Authorize an educational institution to incur expenses not exceeding \$75,000 that have not been approved, as per the conditions established by the Director General (sec. 276).
- 4.3 Write off bad debt, including school taxes, for amounts exceeding \$5,000 but not exceeding \$25,000.

### **5.0 Functions and Powers relating to Human Resources**

- 5.1 Establish the criteria for the selection of the principal of a school or a centre (sec. 96.8 and 110.5).
- 5.2 Designate the vice principal that will be exercising the principal's functions and powers if the principal is absent or unable to act (sec. 96.10).
- 5.3 Designate a person to hold temporarily the position of principal taking into account the provisions of the applicable collective agreements.

- 5.4 Request the principal to exercise functions other than the functions of a principal (sec. 96.26 and 110.13).
- 5.5 Designate a person to exercise the functions and powers of the Director General if absent or unable to act (sec. 203).
- 5.6 Establish the school calendars of the schools and centres (sec. 252).
- 5.7 Assign employees to schools and centres by taking into account the staffing requirements submitted by school principals and director of adult education and vocational training services and the applicable collective agreement (sec.261).
- 5.8 Decide on any action to be taken in the framework of the Regulations respecting the conditions of employment of senior staff and other management, with the exclusion of the non-reengagement, dismissal, promotion, transfer or demotion.
- 5.9 Settle a dispute arising from the application of the various collective agreements with the employee groups for an amount not exceeding \$25,000.

## **6.0 Functions and Powers relating to Material Resources**

- 6.1 Dispose of movables with a market value not exceeding \$10,000 (sec. 266).
- 6.2 Grant contracts for the acquisition of movables and immovables when the value before taxes exceeds \$25,000 but does not exceed \$75,000.
  - 6.2.1 Grant service contracts when the value before taxes is equal or greater than \$5,000 but does not exceed \$75,000, in the case of a natural person.
  - 6.2.2 Grant service contracts when the value before taxes is equal or greater than \$5,000 but does not exceed \$75,000, in all other cases.
- 6.3 Enter into an agreement for the lease of movables or immovables when the amount of the annual lease before taxes exceeds \$25,000 but does not exceed \$75,000.
- 6.4 Authorize the conclusion of a contract whose expected term, including any renewal, is greater than 3 years but not exceeding 5 years, when the amount of the contract does not exceed \$75,000 (sec. 33 RCA and 46 RCS).

## **7.0 Extraordinary Functions and Powers**

- 7.1 Authorize the closing of School Board buildings in any emergency situation.
- 7.2 Report to the Council on all decisions taken as a result of the application of sections 7.1.

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The Council delegates to the Assistant Director General the following functions and powers:

#### **1.0 General Functions**

- 1.1. Exercise the functions and powers of the Director General if he is absent or unable to act (sec. 203).
- 1.2. Transmit to the Ministre de l'Éducation, du Loisir et du Sport the documents and information he requests for the exercise of his functions (sec. 219).

#### **2.0 Functions and Powers relating to Corporate Affairs**

- 2.1 Obtain from a governing board any information required by the Board for the exercise of its functions and powers, on the date and in the form it specifies (sec. 81 and 218.1).

#### **3.0 Functions and Powers relating to Educational Services**

- 3.1 Suspend a student from a school or centre for more than five (5) days.
- 3.2 Enrol a student in another school or in a centre at the request of the principal (sec. 242).

#### **4.0 Functions and Powers relating to Human Resources**

- 4.1 Manage and supervise the personnel of his administrative unit.

#### **5.0 Functions and Powers relating to Material Resources**

- 5.1 Grant contracts for the acquisition of movables and immovables when the value before taxes exceeds \$25,000 but does not exceed \$75,000.
  - 5.1.1 Grant service contracts when the value before taxes is equal or greater than \$5,000 but does not exceed \$75,000, in the case of a natural person.
  - 5.1.2 Grant service contracts when the value before taxes is equal or greater than \$25,000 but does not exceed \$75,000, in all other cases.
- 5.2 Enter into an agreement for the lease of movables or immovables when the amount of the annual lease before taxes exceeds \$25,000 but does not exceed \$75,000.
- 5.3 Dispose of movables with a market value not exceeding \$10,000 (sec. 266).
- 5.4 Accept property gratuitously for the Board (sec. 266 – 1).

#### **6.0 Functions and Powers relating to School Organization**

- 6.1 Permanently remove a student's transportation privileges.

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The Council delegates to the Secretary General the following functions and powers:

## 1.0 General Functions

- 1.1. Determine the number of representatives from each group on the governing board of a school or centre (sec. 43 and 103).
- 1.2. Modify the rules governing the composition of the governing board when fewer than 60 students are enrolled in a school (sec. 44).
- 1.3. Ensure that the defence of any member of the Council, the Executive Committee, a governing board, the parents' committee or the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities who is prosecuted by a third person for an act done in the exercise of his functions is assumed by the Board (sec. 73, 108, 177.2, 182 and 196).
- 1.4. Consult governing boards and School Board committees on those matters on which they must be consulted and hold the public consultations provided for in the Education Act (sec. 79, 110.1, 193 and 217).
- 1.5. Obtain from a governing board any information required by the Board for the exercise of its functions and powers, on the date and in the form it specifies (sec. 81 and 218.1).
- 1.6. Determine if the contract granted by a governing board is in compliance with the standards of the Board (sec. 91).
- 1.7. Prepare an annual report providing an account of the activities of the School Board and a report on the educational and cultural services provided by the schools and centres and transmit to the Ministre de l'Éducation, du Loisir et du Sport after its approval by Council (sec. 175.1 and 220).
- 1.8. Negotiate all insurances (sec. 178 and 270).
- 1.9. Give formal notice to comply therewith to a school or centre that fails or refuses to comply with the Education Act or with a regulation of the Government, the Ministre de l'Éducation, du Loisir et du Sport or the Board (sec. 218.2).
- 1.10. Prepare the documents and information requested by the Ministre de l'Éducation, du Loisir et du Sport for the exercise of his functions (sec. 219).
- 1.11. Ensure that new employees have no judicial record relevant to the functions that could be assigned to them (sec.261.0.1).
- 1.12. Request declaration concerning judicial record to all persons who work with minor students and persons who are regularly in contact with minor students and ensure that they have no judicial record relevant to their functions (261.0.2).
- 1.13. Give all public notices requested under the Education Act (sec. 278, 392 and 393).
- 1.14. Apply the Tobacco Act (R.S.Q. c. T-0.01) at the School Board.

- 1.15. Apply the Act Respecting School Elections (R.S.Q. c. E-2.3).
- 1.16. Apply the Charte de la langue française (R.S.Q. c. C-11).
- 1.17. Apply the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (R.S.Q. c. A-2.1) especially as a respondent.
- 1.18. Apply the Archives Act (R.S.Q. c. A-21.1), especially with respect to document management.
- 1.19. Transmit the records retention schedule and any amendment to Archives nationales du Québec for approval.
- 1.20. Take all necessary means to ensure the defence of the Board in any legal procedure, action or recourse instituted.
- 1.21. Bring any action and institute any procedures deemed necessary for the defence of the Board, in all authorized matters that could be the subject of a court
- 1.22. Solve any dispute in the best interest of the Board when the settlement does not exceed \$7,000

## **2.0 Functions and Powers relating to Educational Services**

- 2.1 Inform the Director of Youth Protection services of the expulsion of a student from all schools and centres of the Board (sec. 242).

## **3.0 Functions and Powers relating to Financial Resources**

- 3.1 Submit to the MELS any allocation or authorization request required for the field of expertise of his administrative unit.

## **4.0 Functions and Powers relating to Human Resources**

- 4.1 Manage and supervise the personnel of his administrative unit.

## **5.0 Functions and Powers relating to Material Resources**

- 5.1 Grant contracts for the acquisition of movables and immovables, when the value before taxes does not exceed \$25,000.
  - 5.1.1 Grant service contracts when the value before taxes is less than \$10,000 in the case of a natural person and less than \$25,000 in all other cases.
- 5.2 Enter into an agreement for the lease of movables or immovables when the amount of the annual lease before taxes does not exceed \$25,000.

## **6.0 Functions and Powers relating to School Organization**

- 6.1 Transmit a copy of the enrolment criteria to each governing board at least 15 days prior to the beginning of the student enrolment period (sec. 239).

The Council delegates to the Director of Adult Education and Vocational Training Services the following functions and powers.

## 1.0 General Functions

- 1.1. Select and appoint the representatives of the socio-economic and community groups, and businesses from the region to sit on the governing board of a centre (sec. 102-3, 102-5).
- 1.2. Determine the programs relating to student services and popular education to be offered in each centre (sec. 110.2).
- 1.3. Ensure that the persons under his jurisdiction are provided the educational services to which they are entitled (sec. 208).
- 1.4. Ensure that each centre has set aims and objectives and facilitate their implementation by means of a success plan (sec. 218 et 245.1).
- 1.5. Prepare the documents and information requested by the Ministre de l'Éducation, du Loisir et du Sport for the exercise of his functions (sec. 219).
- 1.6. Ensure that the basic school regulations are implemented (sec. 246).
- 1.7. Exempt a student from the application of a provision of the basic school regulation in conformity with section 246 of the Education Act (sec. 246).
- 1.8. Apply to the Ministre de l'Éducation, du Loisir et du Sport for an exemption from the rules governing certification of studies referred to in section 460 Education Act (sec. 246).
- 1.9. Develop and offer programs of studies leading to an occupation or a profession and for which the Board can award an attestation of qualification (sec. 246.1).
- 1.10. Establish a program for each student service and popular education service provided for in the basic regulation (sec.247).
- 1.11. Ensure that each centre evaluates student achievement and administers the examinations imposed by the Ministre de l'Éducation, du Loisir et du Sport; internal examinations may be imposed (sec. 249).
- 1.12. Recognize scholastic or experiential learning of a person enrolled in vocational training or adult educational services (sec. 250).
- 1.13. Determine the educational services to be provided by each of the vocational training or adult education centres (sec. 251).
- 1.14. Take part in any periodical evaluation by the Ministre de l'Éducation, du Loisir et du Sport of the basic regulation, the programs of studies, the textbooks and instructional material (sec. 253).
- 1.15. Consult with teachers regarding section 245 to 253 of the Education Act (sec. 254).

- 1.16. Contribute to the development and realization of technological innovation projects, to the implementation and dissemination of new technology and to regional development (sec. 255).
- 1.17. Take part in the development and implementation of external cooperation programs (sec. 255).
- 1.18. Enter into agreements for the implementation of the workforce training, technical assistance to enterprises and informational activities referred to in section 255-1 of the Education Act (sec. 258).
- 1.19. Ensure the quality of the information contained in a student record as well as of the conformity with the MELS' regulations pertaining to the declaration of student enrolment in adult education and vocational training education.
- 1.20. Proceed with the declaration of student enrolment in adult education and vocational training to the Ministre de l'Éducation, du Loisir et du Sport.

## **2.0 Functions and Powers relating to Corporate Affairs**

- 2.1 Administer the implementation of the Tobacco Act in his centres.

## **3.0 Functions and Powers relating to Financial Resources**

- 3.1 Submit to the MELS any allocation or authorization request required for the field of expertise of his administrative unit.

## **4.0 Functions and Powers relating to Human Resources**

- 4.1 Manage and supervise the personnel of his administrative unit.

## **5.0 Functions and Powers relating to Material Resources**

- 5.1 Grant contracts for the acquisition of movables and immovables, when the value before taxes does not exceed \$25,000.
  - 5.1.1 Grant service contracts when the value before taxes is less than \$10,000 in the case of a natural person and less than \$25,000 in all other cases.
- 5.2 Enter into an agreement for the lease of movables or immovables when the amount of the annual lease before taxes does not exceed \$25,000.
- 5.3 Accept property gratuitously for the School Board (sec. 266 – 1).

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The Council delegates to the Director of Educational Services the following functions and powers.

## 1.0 General Functions

- 1.1. Evaluate the schooling and the educational experience received at home by a student exempt from compulsory school attendance (sec. 15 - 4).
- 1.2. Exempt a student from compulsory school attendance by reason of illness or for the purpose of receiving medical treatment or care required by his state of health (sec. 15 – 1).
- 1.3. Exempt a student from compulsory school attendance by reason of a physical or mental handicap (sec. 15 – 2).
- 1.4. Establish the manner in which student school attendance will be monitored (sec. 18).
- 1.5. Determine the allocation of student services and special educational services between the schools and centres (sec. 88).
- 1.6. Establish the ability and needs of a handicapped student or a student with a social maladjustment or a learning difficulty before his placement and enrolment in a school (sec. 96.14).
- 1.7. Determine the date and the form in which the report on the number of students admitted under each of sections 96.17 and 96.18 must be submitted (sec. 96.19).
- 1.8. Ensure that the persons who come under the jurisdiction of the Board are provided the educational services to which they are entitled (sec. 208).
- 1.9. Enter into agreements with educational institutions which will provide customized services to special needs students (sec. 213).
- 1.10. Ensure that each school has an educational project and facilitate its implementation by means of a success plan (sec. 218 and 221.1).
- 1.11. Prepare the documents and information requested by the Ministre de l'Éducation, du Loisir et du Sport for the exercise of his functions (sec. 219).
- 1.12. Ensure that the basic school regulation established by the Government is implemented (sec.222).
- 1.13. Ensure that the programs of studies established by the Ministre de l'Éducation, du Loisir et du Sport under section 461 are implemented (sec. 222.1).
- 1.14. Exempt a student who needs special support services in the language of instruction, second language or mathematics program from a subject prescribed by the basic school regulation; no exemption may be granted, however, in respect of those programs (sec.222.1).
- 1.15. Submit local programs of studies to the Ministre de l'Éducation, du Loisir et du Sport for approval (sec. 222.1).
- 1.16. Establish a program for each student service and special educational service contemplated in the basic school regulation (sec. 224).

- 1.17. Enter into an agreement with any person or body with regard to the contents of the programs in those matters which do not come under the jurisdiction of the Ministre de l'Éducation, du Loisir et du Sport (sec. 224).
- 1.18. Ensure that schools use only the textbooks, instructional material or class of instructional material approved by the Ministre de l'Éducation, du Loisir et du Sport (sec. 230).
- 1.19. Ensure that schools place at the disposal of the students, free of charge, the textbooks and instructional material used for the teaching of the programs of studies and ensure that students have access, free of charge, to reference and reading material (sec. 230).
- 1.20. Ensure that each school evaluates student achievement and administers the examinations imposed by the Ministre de l'Éducation, du Loisir et du Sport (sec. 231).
- 1.21. Impose internal examinations in the subjects he determines at the end of each cycle of the elementary level and at the end of the first cycle of the secondary level (sec. 231).
- 1.22. Recognize, in accordance with the criteria or conditions established by the Ministre de l'Éducation, du Loisir et du Sport, the learning acquired by a student otherwise than as prescribed in the basic school regulation (sec.232).
- 1.23. Adapt the educational services provided for the needs of the handicapped student or student with a social maladjustment or a learning disability (sec. 234).
- 1.24. In accordance with the criteria set out in the Education Act, admit a child to preschool education for the school year in which he attains 5 years of age, or admit him to elementary school education for the school year in which he attains 6 years of age (sec. 241.1 – 1).
- 1.25. In accordance with the criteria set out in the Education Act, admit to elementary school education a child admitted to preschool education who has attained the age of 5 years of age (sec. 241.1 – 2).
- 1.26. Participate in the periodical evaluation by the Ministre de l'Éducation, du Loisir et du Sport of the basic school regulation, the programs of studies, the textbooks and instructional material (sec. 243, 253).
- 1.27. Consult with the teachers in regards to functions and powers provided for in sections 222 to 224, in the second paragraph of section 231 and in sections 233 to 240 and 243 of the Education Act (sec. 244).
- 1.28. Approve locally developed programs of studies.

## **2.0 Functions and Powers relating to Financial Resources**

- 2.1 Submit to the MELS any allocation or authorization request required for the field of expertise of his administrative unit.

## **3.0 Functions and Powers relating to Human Resources**

- 3.1 Manage and supervise the personnel of his administrative unit.

#### 4.0 Functions and Powers relating to Material Resources

4.1 Grant contracts for the acquisition of movables and immovables, when the value before taxes does not exceed \$25,000.

4.1.1 Grant service contracts when the value before taxes is less than \$10,000 in the case of a natural person and less than \$25,000 in all other cases.

4.2 Enter into an agreement for the lease of movables or immovables when the amount of the annual lease before taxes does not exceed \$25,000.

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The Council delegates to the Director of Financial Resources the following functions and powers.

## **1.0 General Functions**

- 1.1. Keep separate books and accounts for each object provided for in the Law, in such manner and in such form as the Ministre de l'Éducation, du Loisir et du Sport may prescribe (sec. 94, 283)
- 1.2. Receive the reports of the parents' committee and the advisory committee on services for handicapped students and students with social maladjustments or learning disabilities on the administration of their budgets. (sec. 197).
- 1.3. Prepare the documents and information requested by the Ministre de l'Éducation, du Loisir et du Sport for the exercise of his functions (sec. 219).
- 1.4. Transmit to the Ministre de l'Éducation, du Loisir et du Sport the reports on the financial position of the School Board or any other information pertaining to its financial position. (sec. 282, 288).
- 1.5. Disclose in a schedule appended to the financial statements of the Board any sum of money received by way of gift, legacy, subsidy or other voluntary contribution from a person or any public or private body wishing to provide funding for the activities of the institution, indicating the object for which the sum of money was granted. (sec. 287).
- 1.6. Remit any amount relating to school taxes reimbursed to an owner under the Act Respecting Municipal Taxation. (R.S.Q. c. F-2.1) (sec. 322).
- 1.7. Enter into an agreement with a municipality having jurisdiction to send municipal tax accounts in the territory of the Board or part thereof for the collection of the school taxes and the collection fees. (sec. 319 – 320).
- 1.8. Take any action on behalf of the School Board for the recovery of school taxes and/or the value of the property as provided for in the Education Act, and any action for damages and sign all documents and procedures required to this end.
- 1.9. Exercise budgetary control over the various administrative units with respect to both the operating and the capital budgets. Said control may include a recovery plan for the administrative unit.
- 1.10. Submit to the MELS any allocation or authorization request required for the field of expertise of his administrative unit.
- 1.11. Establish the internal and external auditing mandates.
- 1.12. Approve accounts payable (disbursements).
- 1.13. Write off bad debt, including school taxes, for a total monthly amount not exceeding \$5,000.

## **2.0 Functions and Powers relating to Human Resources**

- 2.1 Manage and supervise the personnel of his administrative unit.



### 3.0 Functions and Powers relating to Material Resources

- 3.1 Grant contracts for the acquisition of movables and immovables, when the value before taxes does not exceed \$25,000.
  - 3.1.1 Grant service contracts when the value before taxes is less than \$10,000 in the case of a natural person and less than \$25,000 in all other cases.
- 3.2 Enter into an agreement for the lease of movables when the amount of the annual lease before taxes does not exceed \$25,000.
- 3.3 Enter in the name of the Board immovables purchased at auction upon the assessment and collection rolls and upon the special apportionment rolls. (sec. 343).

2015-04-22

The Council delegates to the Director of Human Resources the following functions and powers.

## 1.0 General Functions

- 1.1. Assigns all personnel in schools, centres and the board office (sec.23, 261) according to the approved staffing plans of all categories of employees, except executive staff and senior staff (section 259).
- 1.2. Relieve a teacher of his functions, with pay, for the duration of an investigation when ordered by the Ministre de l'Éducation, du Loisir et du Sport (sec. 29).
- 1.3. Determine the date and the form in which school principals and centre directors must inform of their needs in respect of each staff category and of the professional development needs of the staff (sec. 96.20 and 110.13).
- 1.4. Prepare the documents and information requested by the Ministre de l'Éducation, du Loisir et du Sport for the exercise of his functions (sec. 219).
- 1.5. Develop school calendars for schools and centres (sec. 252).
- 1.6. Establish the staffing plans for all categories of employees, except executive staff and senior staff (sec. 259).
- 1.7. Ensure that any person hired to provide preschool education services or to teach at the elementary or secondary level holds a teaching licence issued by the Ministre de l'Éducation, du Loisir et du Sport (sec. 261).
- 1.8. Decide of any action to be taken with respect to the management of the staffing plans, including the creation, modification or abolition of support staff or non teaching professional positions. Regular reports are presented to the Council.
- 1.9. Administer the collective agreements binding the Board and accredited union associations on behalf of teachers, non teaching professionals and support staff, with the exception of non-reengagement for reason of termination of engagement, dismissal or breach of contract.
- 1.10. Decide on any action to be taken in the framework of the Regulation respecting the conditions of employment of managerial staff, excluding the non-reengagement, dismissal, promotion, transfer or demotion.

## 2.0 Functions and Powers relating to Financial Resources

- 2.1 Submit to the MELS any allocation or authorization request required for the field of expertise of his administrative unit.

## 3.0 Functions and Powers relating to Human Resources

- 3.1 Manage and supervise the personnel of his administrative unit.

#### 4.0 Functions and Powers relating to Material Resources

- 4.1 Grant contracts for the acquisition of movables and immovables, when the value before taxes does not exceed \$25,000.
  - 4.1.1 Grant service contracts when the value before taxes is less than \$10,000 in the case of a natural person and less than \$25,000 in all other cases.
- 4.2 Enter into an agreement for the lease of movables when the amount of the annual lease before taxes does not exceed \$25,000.

2015-04-22

The Council delegates to the Director of Information Technology the following functions and powers:

**1.0 General Functions**

- 1.1. Prepare the documents and information requested by the Ministre de l'Éducation, du Loisir et du Sport for the exercise of his functions (sec. 219).

**2.0 Functions and Powers relating to Financial Resources**

- 2.1 Submit to the MELS any allocation or authorization request required for the field of expertise of his administrative unit.

**3.0 Functions and Powers relating to Human Resources**

- 3.1 Manage and supervise the personnel of his administrative unit.

**4.0 Functions and Powers relating to Material Resources**

- 4.1 Grant contracts for the acquisition of movables and immovables, as well as service contracts when the value before taxes does not exceed \$25,000.

- 4.1.1 Grant service contracts when the value before taxes is less than \$10,000 in the case of a natural person and less than \$25,00 in all other cases.

- 4.2 Enter into an agreement for the lease of movables when the amount of the annual lease before taxes does not exceed \$25,000.

- 4.3 Dispose of movables with a market value not exceeding \$5,000 (sec. 266).

- 4.4 Accept property gratuitously for the School Board (sec. 266 – 1).

2015-04-22

The Council delegates to the Director of Material Resources the following functions and powers.

## **1.0 General Functions**

- 1.1. Manage the buildings, grounds and capital equipment of the Board.
- 1.2. Receive the requirements of the educational institutions as regards to goods and services, and any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at their disposition (sec.96.22, 110.13).
- 1.3. Determine the standards that school and centre administrators must respect while managing the physical resources of the buildings under their responsibility (sec. 96.23 and 110.13).
- 1.4. Make the public call for tenders required under the by-laws and laws of the various ministries or the Board's policy.
- 1.5. Grant contracts for the acquisition of movables and immovables, when the value before taxes does not exceed \$25,000.
  - 1.5.1 Grant service contracts when the value before taxes is less than \$10,000 in the case of a natural person and less than \$25,000 in all other cases.
- 1.6. Enter into an agreement for the lease of movables or immovables when the amount of the annual lease before taxes does not exceed \$25,000.
- 1.7. Prepare the documents and information requested by the Ministre de l'Éducation, du Loisir et du Sport for the exercise of his functions (sec. 219).
- 1.8. Arrange services to promote access to educational services, such as meals and lodging (sec. 257).
- 1.9. Dispose of movables with a market value not exceeding \$5,000 (sec. 266).
- 1.10. Accept property gratuitously for the Board (sec. 266 – 1).

## **2.0 Functions and Powers relating to Financial Resources**

- 2.1 Submit to the MELS any allocation or authorization request required for the field of expertise of his administrative unit.

## **3.0 Functions and Powers relating to Human Resources**

- 3.1 Manage and supervise the personnel of his administrative unit.

2015-04-22

The Council delegates to the Director of School Organization and Transportation the following functions and powers:

### **1.0 General Functions**

- 1.1. Admit persons who come under its jurisdiction to educational services (sec. 209).
- 1.2. Determine the cases covered under Section 216 of the Education Act.
- 1.3. Prepare the documents and information requested by the Ministre de l'Éducation, du Loisir et du Sport for the exercise of his functions (sec. 219).
- 1.4. Ensure that the student enrolment criteria are respected (sec. 239).
- 1.5. Send to the Ministre de l'Éducation, du Loisir et du Sport, each year and not later than March 31, a report on the number of students under each of sections 96.17, 96.18 and 241.1 (sec. 241.4).
- 1.6. Proceed with the September 30<sup>th</sup> declaration of student enrolment in the youth sector.
- 1.7. Submit service requests to the MELS with respect to population forecasts.
- 1.8. Organize transportation services for students who are eligible under the Board Transportation Policy (sec. 291, 298).
- 1.9. Negotiate student transportation contracts by mutual agreement or following a call for public tenders (sec. 297).
- 1.10. Pay directly to students, or their legal guardian, an amount to cover all or part of their transportation costs, in conformity with the School Board Transportation Policy (sec. 299).
- 1.11. Transmit to the Ministre de l'Éducation, du Loisir et du Sport the information requested for the allocation of transportation grants (sec. 300).

### **2.0 Functions and Powers relating to Financial Resources**

- 2.1 Claim, from the parents of a student if a minor or from the student himself if of full age, the value of the property placed at his disposal and which has not been returned at the end of the school activities or which has been returned damaged. (sec. 8).
- 2.2 Submit to the MELS any allocation or authorization request required for the field of expertise of his administrative unit.

### **3.0 Functions and Powers relating to Human Resources**

- 3.1 Manage and supervise the personnel of his administrative unit.

#### 4.0 Functions and Powers relating to Material Resources

- 4.1 Grant contracts for the acquisition of movables and immovables, when the value before taxes does not exceed \$25,000.
  - 4.1.1 Grant service contracts when the value before taxes is less than \$10,000 in the case of a natural person and less than \$25,000 in all other cases.
- 4.2 Enter into an agreement for the lease of movables when the amount of the annual lease before taxes does not exceed \$25,000.

2015-04-22

The Council delegates to the Principals the following functions and powers.

**1.0 Functions and Powers relating to Corporate Affairs**

1.1. Administer the implementation of the Tobacco Act in his school.

**2.0 Functions and Powers relating to Educational Services**

2.1 Suspend a student for a maximum of five (5) days (sec.242).

2.2 Provide daycare services for preschool and elementary school students (sec. 256).

**3.0 Functions and Powers relating to Financial Resources**

3.1 Claim from the parents the value of property that has been damaged or not returned (sec. 8).

3.2 Claim the cost of lunch hour supervision from those who choose to use this service (sec. 292).

**4.0 Functions and Powers relating to Human Resources**

4.1 Ensure the management and supervision of the staff of his school.

4.2 Ensure placements for the training of future teachers (sec. 261.1).

**5.0 Functions and Powers relating to Material Resources**

5.1 Grant contracts for the acquisition of movables and immovables, for self-financed projects when the total value does not exceed \$15,000.

5.2 Grant service contracts for self-financed projects when the total value before taxes is less than \$10,000.

5.3 Grant contracts for the acquisition of movables and immovables, as well as service contracts when the value before taxes does not exceed \$5,000.

5.4 Grant contracts for the purchase of workbooks, textbooks and library books when the value before taxes does not exceed \$50,000.

2015-04-22