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## By-Law BLA

### DELEGATION OF POWERS BY THE COUNCIL TO THE DIRECTOR GENERAL

#### 1. Reference

*In accordance with the Education Act, (A.201) The director general shall assist the council of commissioners and the executive committee in the exercise of their functions and powers. He is responsible for the day-to-day management of the activities and resources of the school board. He shall see that the decisions of the council of commissioners and of the executive committee are carried out and shall perform the duties that they assign to him. (A.174) The council of commissioners may, by by-law, delegate some of its functions and powers to the director general.*

#### 2. Application

The Director General or, in his absence, the Assistant Director General, may, at his discretion and within the framework of the administrative team available to him and as permitted by law, further delegate any of the powers herein delegated to him.

At the request of Council, the Director General or, in his absence, the Assistant Director General, will render account of any of the acts carried out, or proposed to be implemented, by virtue of this delegation.

No act carried out by virtue of the present delegation may involve expenditures not foreseen in the budget or not authorized by the Ministry of Education or other public agencies. Expenditures not foreseen in the budget must be approved by the Council beforehand.

#### 3. General Delegations

- 3.1. Preparing agreements with the Ministry of Education for adoption by the Council of Commissioners.
- 3.2. Preparing the Commitment to Success Plan (CTSP) for adoption by the Council of Commissioners.
- 3.3. Regular reporting on the results of the CTSP and preparing the Annual Report.
- 3.4. Ensuring each school and centre has an Educational Project in place, approved by each governing board, that links to the CTSP.
- 3.5. Ensuring governing boards, principals, and centre directors know and understand their responsibilities with regards to planning, evaluation, and reports.
- 3.6. Acting as spokesperson on public matters and issuing communiques or news releases.
- 3.7. Concluding agreements for-service contracts.
- 3.8. Authorizing the closing of school board buildings in any emergency situation and reporting same to commissioners.
- 3.9. Appointing the school board's RARC (*Responsable de l'application des règles contractuelles*).

#### 4. Financial Matters

The following powers are delegated:

- 4.1. Administration, application and reporting in respect of the Act Respecting Contracting by Public Bodies.
- 4.2. Administration, application and reporting in respect of the Act Respecting Workforce Management and Control Within Government Departments (LGCE).
- 4.3. Calling for and opening of bids and/or tenders and offers for professional services.
- 4.4. Approving tenders and awarding of contracts to the maximum prescribed in the laws.
- 4.5. Approving and awarding purchase orders for capital and general board operations.
- 4.6. Approving accounts for payment and reporting accounts over \$10,000 to the Council of Commissioners; reporting is not required for "recurring" accounts (ie: Hydro, bus contracts, payroll expenses, etc).
- 4.7. Applying to Government departments or public agencies for supplementary grants for new programs and services.
- 4.8. The Director General or, in his absence the Assistant Director General, may approve travel expenses for the Chair, the Vice-Chair, and commissioners, if the Chair and Vice-Chair are unavailable to do so in order to avoid a delay in reimbursement.

**5. Human Resource Matters**

The following powers are delegated:

- 5.1. Preparing staffing projections.
- 5.2. Hiring of all levels of employees in accordance with Policy GBA “Recruitment, Selection & Hiring at New Frontiers”.
- 5.3. Assigning qualified teachers, professionals, and support staff.
- 5.4. In collaboration with the Assistant Director General, hiring of all administrative staff; Council would be provided with a report following each hiring.
- 5.5. Reporting of teacher allocations.
- 5.6. Implementing regulations and policies (LAP) for administrators, that are not monetary in nature.
- 5.7. Implementing collective and local agreements for teachers, professionals and support staff.
- 5.8. Receiving employee resignations.
- 5.9. Reassigning/transferring administrative staff in consultation with the Human Resources Standing Committee.
- 5.10. Suspending with or without pay, or dismissing, any employee according to the collective agreements or regulations in place.

**6. Student Services**

The following powers are delegated:

- 6.1. Representing the Board on joint committees concerned with school health, social and public security services (ABAV Law) and psychological and psychiatric services.
- 6.2. Coordinating, evaluating and implementing special programs and educational services for students with special needs.
- 6.3. Coordinating the intervention of outside professional services.
- 6.4. Integrating students with special needs, where applicable.
- 6.5. Concluding agreements with:
  - 6.5.1. Private schools for regular and special services for students;
  - 6.5.2. Municipalities; and
  - 6.5.3. Health, social and public security services.

**7. Educational Services – Youth & Adult**

The following powers are delegated:

- 7.1. Developing general educational priorities and not those included in the CTSP.
- 7.2. Developing draft educational policies.
- 7.3. Promoting realistic standards of instruction.
- 7.4. Planning, organizing and evaluating the course of study.
- 7.5. Promoting staff professional development.
- 7.6. Completing performance appraisals of pedagogical, professional, and support staff.
- 7.7. Concluding agreements with external organizations and/or the private sector for the provision of adult and/or vocational educational services.
- 7.8. Applying to public agencies for the provision of services other than educational services.
- 7.9. Developing partnerships for international student programming.

**8. Transportation**

The following power is delegated:

- 8.1. Administration of the Board's transportation services.

**9. Legal Services**

The following powers are delegated:

- 9.1. Contracting of required legal counsel and services.
- 9.2. Approving out-of-court settlements under \$10,000.

**10. Limitations to Delegated Powers**

The Director General will not exercise his delegated powers in a situation that has a direct impact on a member of his or her family. In such a situation, Policy GBEA “Professional Code of Conduct for Employees” will apply.