

ANNEX B

BY-LAW

NUMBER: **1-07-98**

TITLE: **Delegation of Powers and Functions to the Executive Committee of the Western Québec School Board**

1. *Reference*

Article 181/392 of the Education Act

2. *Title*

Delegation of Powers and Functions to the Executive Committee of the Western Quebec School Board.

3. *General Provisions*

- The Council of Commissioners maintains all the functions and powers that are not delegated under this by-law.
- This by-law confers on the delegates full responsibility for the functions and powers delegated to them and shall apply to any action required in the exercise thereof or resulting therefrom.
- The delegates shall perform the functions and powers delegated to them subject to the budget and policies of the Council of Commissioners and to the collective agreements in force.
- All recommendations presented to the Executive will have been considered by the specific committees unless there are particular circumstances. In such cases, items which have not been reviewed by a specific committee will be communicated to the Chair of the appropriate committee.
- Information regarding all personnel changes must be sent to all Commissioners.

4. *Accessibility of Delegation of Powers and Functions*

The Delegation of Powers and Functions may be examined at the office of the Director General during office hours.

5. *Coming into force*

This by-law comes into force on July 6th, 1998.

Chairman

Director General

Pursuant to Article 181 of the Education Act, the Council of Commissioners delegates the following functions and powers:

HUMAN RESOURCES

1. **Hiring**

- a) teachers (full or part-time)
- b) support staff (full or part-time or temporary employees hired to 10 month position for first time)
- c) professionals (regular, supernumerary or replacements on either a full time or part time basis)
- d) managers on a full time or part time basis

2. **Security of Employment**

- a) Placement in surplus
 - teachers
 - soutien
 - professionals
 - managers
- b) Non re-engagements for reasons of surplus
 - teachers
 - soutien
 - professionals
 - managers
- c) Lay-off of non-tenured
 - support staff
 - professionals

3. **Termination of Employment**

- a) Dismissal (of above groups, section 2)
- b) Non re-engagements for reasons other than surplus
- c) Cancelling a teacher's contract

4. **Disciplinary Measures**

a) Teachers

- suspension with or without salary
- relieve of duties with pay

b) Support Staff

- suspension without salary
- other disciplinary measure deemed appropriate by the Provisional Council

c) Professionals

- written warnings or reprimands
- suspension without pay

5. **Requests for leaves**

- special leaves not specified in the employees collective agreement

FINANCIAL SERVICES

1. Initiate legal procedures to recover tax arrears by property sale
2. Tax Write-Off
3. Request MEQ for authorizations and funding including specific and supplementary allocations
4. Approval of accounts
5. Join and contribute to outside organizations
6. Request MEQ funding for out-of-province educational services
7. To present to the MEQ and to other organizations requests which could result in increased revenue
8. Approve agreements with financial institutions with respect to service contracts

STUDENT SERVICES

1. CLSC - Health treatment in school
2. Research Studies/Surveys

EDUCATIONAL SERVICES

1. Authorize and sign educational and organizational agreements with other institutions
2. School fundraising activities
3. Cross-boundary transfers

BUILDINGS & EQUIPMENT

1. Authorize repairs, construction and conversion work within the budget from \$10,000 to \$99,999
2. Purchase of furniture, equipment, tools and services within budget from \$10,000 to \$99,999
3. Grant public utility contracts including gas, electricity, water and telephone
4. Grant annual service contracts, especially for security, grounds upkeep and alarms
5. Establish a loan or renting policy for School Board furniture or accommodation
6. Sale of land and buildings - \$0 to \$99,999
7. Approve agreements regarding the use of properties by the Provisional Council
8. Accept the phases of construction projects for the purpose of financing
9. For a project not financed by MEQ as a special project, choose any tenders other than the lowest provided that the approved budget for the project is respected
10. Establish a regulations policy and enter into agreements for canteens and cafeterias