

EEYOU CHISKOTAMACHAOUN

COMMISSION SCOLAIRE CRIE

CREE SCHOOL BOARD

BY-LAW NO. 7

FUNCTIONS AND DELEGATION OF POWERS BY-LAW

Approved and amended by CSB Council of Commissioners Resolutions Nos. CC 2009-004, CC 2013-027, CC 2015-037, CC 2016-005, CC 2017-074, CC 2017-093 and CC-2019-069.

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EEYOU CHISKOTAMACHAOUN
COMMISSION SCOLAIRE CRIE - CREE SCHOOL BOARD

BY-LAW NO.7 – FUNCTIONS AND DELEGATION OF POWERS BY-LAW

Being the Functions and Delegation of Powers By-law of the CREE SCHOOL BOARD.

BE IT ENACTED as follows:

1. **INTERPRETATIVE PROVISIONS**

The Interpretative Provisions of the General By-Law apply to this by-law.

2. **POWER TO DELEGATE**

The Council shall, by this by-law and may from time to time by this by-law, entrust, confer and delegate to the Executive Committee, the Director General, Deputy Director General (Pedagogy), the Deputy Director General (Operations), the Secretary General and senior and management staff of the Board some of its rights, powers and obligations as it deems fit and appropriate.

For greater certainty, none of the rights, powers and obligations delegated under this By-law may be sub-delegated to another person or body.

3. **EXECUTIVE COMMITTEE**

The rights, powers and obligations delegated by Council to the Executive Committee as well as its functions are:

- a) In relation to general administration matters, adopt administrative policies on recommendation of the Director General and in conformity with legal requirements, this or any other by-law of the Board or any other policy or resolution approved by the Board;
- b) in relation to personnel matters, to approve subject to the personnel plan approved by the Council:
 - i) the hiring of all senior staff and managers, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion,

- suspension, placement on availability, cancellation or non-renewal of engagement and dismissal, subject to the applicable by-laws concerning their working conditions;
- ii) the hiring of teachers and non-teaching professionals as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension for more than thirty (30) working days, placement on availability, cancellation or non-renewal of engagement and dismissal, subject to the applicable collective agreements;
 - iii) working hours of personnel;
 - iv) the appointment of the representatives of the Board on labour relations committees;
 - v) the approval of out-of-court settlements related to employee grievances or other labour-related litigation in cases where the settlement is for a consideration of more than ten thousand dollars (\$10,000) or involves the reinstatement of the person.
- c) in relation to equipments and buildings, to approve, subject to the approval of the Minister when required by law and also subject to the budget approved by the Council:
- i) the lease of immovable property belonging to the Board to third parties for more than 12 months, subject to the authorization of the Minister;
 - ii) the sale to third parties of any moveable property belonging to the Board insofar as the total value of the property involved in the transaction is greater than five thousand dollars (\$5,000), but does not exceed twenty-five thousand dollars (\$25,000);
 - iii) subject to the *Policy regarding the award of supply, services and construction contracts*, the purchase by the Board of moveable and of immovable property for amounts greater than fifty thousand dollars (\$50,000) but less than two hundred thousand dollars (\$200,000);
 - iv) subject to the *Policy regarding the award of supply, services and construction contracts*, capital projects, including capital repairs and renovations, insofar as the total project cost is estimated to exceed fifty thousand (\$50,000), but not to exceed two hundred thousand dollars (\$200,000);

- v) plans and specifications for the capital projects of the Board, once a project has been approved by the Executive Committee or the Council as the case may be;
- vi) subject to the *Policy regarding the award of supply, services and construction contracts*, contracts for engineers, architects, and construction contracts in connexion with the capital projects of the Board once a project has been approved by the Executive Committee or the Council as the case may be;
- vii) cost reallocations for amounts greater than seventy-five thousand dollars (\$75,000), but less than two hundred thousand dollars (\$200,000) within the budget of a capital project once such a project has been approved by the Executive or the Council as the case may be insofar that such cost reallocations do not exceed the overall budget allocated for such project.
- d) in relation to financial matters:
- i) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve all contracts of the Board insofar as the total consideration involved in any such contract is more than seventy-five thousand dollars (\$75,000), but less than two hundred thousand dollars (\$200,000);
- ii) to authorize that a contract required to be awarded by request for quotations or by a public call for tenders to be entered into mutual agreement on the basis of the following exceptions:
- there is only one possible contractor because of the existence of a guarantee, an ownership right or an exclusive right such as a copyright or a right based on an exclusive licence or patent, or because of the artistic, heritage or museological value of the required property or service;
 - the contract involves confidential or protected information whose disclosure could compromise its confidential nature or otherwise hinder the public interest; or
 - the Board considers that it will be able to prove that proceeding by request for quotations or by public call for tenders would not serve the public interest given the object of the contract concerned; or
 - when required to implement the provision related to Cree participation employments and contracts for projects initiated or conducted by Canada or Québec or their

agencies, delegates, or contractors, and for projects by any proponent a major purpose of which is to provide goods or services to or for the benefit of Cree communities, as set out in Section 28 of the *James Bay and Northern Québec Agreement*,

insofar as the total consideration involved in any such contract is more than seventy-five thousand dollars (\$75,000), but less than two hundred thousand dollars (\$200,000);

- iii) to authorize a modification to a contract that entails an additional expenditure when the total value of the contract as modified is greater than seventy-five thousand dollars (\$75,000) but less than two hundred thousand dollars (\$200,000); however, if the contract involves an expenditure equal to or greater than one hundred thousand dollars (\$100,000), the Executive Committee may not authorize an additional expenditure that totals more than ten percent (10%) of the initial amount of the contract;
- iv) to authorize a service contract of a repetitive nature or a supply contract whose expected term, including any renewal, is greater than 3 years, insofar as the total consideration involved in any such contract is more than seventy-five thousand dollars (\$75,000), but less than two hundred thousand dollars (\$200,000);
- v) to authorize the award of a contract required to be awarded by public call for tenders if only one tenderer submitted a compliant tender, insofar as the total consideration involved in any such contract is less than two hundred thousand dollars (\$200,000);
- vi) to authorize the award of a contract required to be awarded by public call for tenders if only one tenderer submitted an acceptable tender following a quality evaluation, insofar as the total consideration involved in any such contract is less than two hundred thousand dollars (\$200,000);
- vii) to authorize a contract with a natural person who does not operate a sole proprietorship involving an expenditure greater than seventy-five thousand dollars (\$75,000) but less than two hundred thousand dollars (\$200,000) or authorize a new contract with such a person if the sum of the expenditure of this new contract with the expenditures of previous contracts is greater than seventy-five thousand dollars (\$75,000) but less than two hundred thousand dollars (\$200,000);
- viii) to authorize a modification to a contract with a natural person who does not operate a sole proprietorship that entails an additional expenditure when the total value of the contract as modified is greater than seventy-

five thousand dollars (\$75,000) but less than two hundred thousand dollars (\$200,000), insofar as the additional expenditure does not total more than ten percent (10%) of the initial amount of the contract;

- ix) to authorize cost reallocations within the budget of the Board for amounts greater than seventy-five thousand dollars (\$75,000), but less than two hundred thousand dollars (\$200,000) provided that such reallocations do not exceed the general overall budget approved by the Council;
 - x) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses of the Board and payments of accounts of the Board for amounts greater than seventy-five thousand dollars (\$75,000), but less than two hundred thousand dollars (\$200,000);
 - xi) to contract temporary loans for the Board pending the receipt of subsidies from the Governments;
 - xii) to determine the interest rate on accounts owing to the Board.
- e) in relation to education matters, to approve:
- i) subject to the *Policy regarding the award of supply, services and construction contracts*, contracts for post-secondary education insofar as the total consideration involved is for more than fifty thousand dollars (\$50,000);
 - ii) agreements with the Government of Canada for education and training programs not provided for under an act of the legislature of Québec.

4. CHAIRPERSON

The rights, powers and obligations delegated by Council to the Chairperson as well as his functions are:

- a) to preside at meetings of the Council;
- b) to represent the Board and the Council in day to day matters and in respect to such things as may be delegated to the Chairperson by the Council;

- c) to see to the supervision of the work of the Board and to ensure the attainment of the objects of the Board;
- d) to consult with the Secretary-General or the Director General concerning the agenda of forthcoming meetings of the Council and Executive Committee;
- e) to represent the Board in relations with the various government authorities, the Cree entities and other persons or organizations providing services to the communities;
- f) to oversee the activities of the Director General, including the approval of his work schedule and vacation schedule;
- g) to ensure the coordination of the activities of the Board with the Grand Council of the Crees (Eeyou Istchee) – Cree Nation Government and the Cree Communities and the other Cree entities;
- h) to represent the Board at official functions and meetings;
- i) to be ex-officio member of all committees of the Board but without a voting right on any committee which is not composed of a majority of commissioners;
- j) unless otherwise provided for by a resolution of the Council or Executive Committee and if required, sign employment agreements with the Director General, Deputy Director General (Pedagogy), Deputy Director General (Operations), the Secretary General and the Director of Human Resources Services.

5. VICE-CHAIRPERSON

The rights, powers and obligations delegated by Council to the Vice-Chairperson as well as his functions are:

- a) to replace the Chairperson at meetings of the Council and the Executive Committee when the Chairperson is absent or unable to act;
- b) to carry out the duties of the Chairperson in cases where the Chairperson is unable to personally carry out his duties or functions;
- c) to carry out such other duties as may be assigned by the Chairperson or by the Council under the supervision of the Chairperson.

6. DIRECTOR GENERAL

The rights, powers and obligations delegated by Council to the Director General as well as his functions are:

- a) to oversee and be responsible for the day to day administration of the Board;
- b) to oversee and be responsible for the work of and give directions to the senior staff of the Board;
- c) to ensure the quality of the services provided by the Board;
- d) in relation to general administration matters to:
 - i) be the Chief Executive Officer of the Board;
 - ii) ensure that the by-laws, resolutions, directives and decisions of the Council and of the Executive Committee as well as the *Policy regarding the award of supply, services and construction contracts*, are carried out and implemented;
 - iii) recommend to the Executive Committee administrative policies in conformity with legal requirements, this or any other by-law of the Board or any other policy or resolution approved by the Board;
 - iv) be an *ex-officio* member of all committees created by the Council, except when decided otherwise by Council;
 - v) ensure that short term and long term organization plans for the Board are prepared and developed, and to submit these plans to the Council for approval, and to supervise the implementation of such plans once approved;
 - vi) ensure the preparation of the annual report of the Board and to submit the same to the Council for approval;
 - vii) appoint interim replacements for the management staff of the Board for periods of less than 6 months.
- e) in relation to personnel matters:

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- i) to supervise and oversee the activities, recommend the hiring to the Council or the Executive Committee, as the case may be, approve the work schedules and the vacation schedules, and approve the expense accounts of:
- the Deputy Director General (Pedagogy);
 - the Deputy Director General (Operations);
 - the Director of Finance;
 - the Director of Human Resources Services;
 - the Director of Sabtuan Adult Education Services;
 - the Director of Post Secondary Student Services;
 - the Director of Communications and Community Relations;
 - the Secretary-General;
 - the Coordinator of Strategic Planning and Projects;
 - the (Project Manager) Contracting Manager;
 - the (Project Manager) Change Management Officer;
 - the Administrative Officer of the Office of the Director General;
 - the Administrative Officer of the Chairperson.
- ii) to approve the expense accounts of all senior and management staff if his immediate supervisor is unable to do so;
- iii) subject to the personnel plan and the budget approved by the Council, to approve the appointment and hiring of all support staff working in the office of the Director General, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
- iv) in relation to support staff working in the office of the Director General, to administer the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;

- v) in relation to non-teaching professional staff working in the office of the Director General, to administer the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the said non-teaching professionals, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.
- f) in relation to financial matters:
- i) in coordination with the Director of Finance, to review the financial and statistical reports regarding the activities of the Board prior to their submission to the Executive Committee and to the Council for approval;
- ii) to supervise the preparation and implementation of the budget of the Board in coordination with the Director of Finance;
- iii) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses of the Board and payments of accounts for amounts not exceeding seventy-five thousand dollars (\$75,000);
- iv) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts of the Board insofar as the total consideration involved in any such contract does not exceed seventy-five thousand dollars (\$75,000);
- v) to authorize that a contract required to be awarded by request for quotations to be entered into by mutual agreement on the basis of the following exceptions:
- there is only one possible contractor because of the existence of a guarantee, an ownership right or an exclusive right such as a copyright or a right based on an exclusive licence or patent, or because of the artistic, heritage or museological value of the required property or service;
 - the contract involves confidential or protected information whose disclosure could compromise its confidential nature or otherwise hinder the public interest; or
 - the Board considers that it will be able to prove that proceeding by request for quotations would not serve the public interest given the object of the contract concerned; or

- when required to implement the provision related to Cree participation employments and contracts for projects initiated or conducted by Canada or Québec or their agencies, delegates, or contractors, and for projects by any proponent a major purpose of which is to provide goods or services to or for the benefit of Cree communities, as set out in Section 28 of the *James Bay and Northern Québec Agreement*,

insofar as the total consideration involved in any such contract does not exceed seventy-five thousand dollars (\$75,000);

- vi) to authorize a supply contract or a service contract of a repetitive nature whose expected term, including any renewal, is greater than 3 years, insofar as the total consideration involved in any such contract does not exceed seventy-five thousand dollars (\$75,000);
- vii) to authorize a contract with a natural person who does not operate a sole proprietorship involving an expenditure between fifty thousand dollars (\$50,000) and seventy-five thousand dollars (\$75,000) or authorize a new contract with such a person if the sum of the expenditure of this new contract with the expenditures previous contracts is between fifty thousand dollars (\$50,000) and seventy-five thousand dollars (\$75,000);
- viii) to authorize a modification to a contract with a natural person who does not operate a sole proprietorship that entails an additional expenditure when the total value of the contract as modified is between fifty thousand dollars (\$50,000) and seventy-five thousand dollars (\$75,000), insofar as the additional expenditure does not total more than ten percent (10%) of the initial amount of the contract;
- ix) to authorize the publication of the notice of a call for tenders for a construction contract when the tender validity period is greater than forty-five (45) days;
- x) in coordination with the Director of Finance, to authorize cost reallocations not exceeding seventy-five thousand dollars (\$75,000) within the budget of the Board, provided that such reallocations do not exceed the general overall budget approved by the Council;
- xi) in coordination with the Director of Finance, to authorize cost reallocations for an amount not exceeding seventy-five thousand dollars (\$75,000) within the budget of a previously approved capital project insofar as such cost reallocations do not exceed the overall budget allocated for such project;

- xii) subject to the *Policy regarding the award of supply, services and construction contracts*, to authorize all payments related to a previously approved capital project of the Board insofar as the following conditions are met: a) such payments have been previously recommended by the architect or engineer appointed by the Executive Committee of the Council for the project as witnessed by a written certificate signed and dated by the said architect or engineer confirming such payment recommendation; and b) such payments are consistent with and do not exceed the authorized budget for the said capital project.

7. DEPUTY DIRECTOR GENERAL (PEDAGOGY)

The rights, powers and obligations delegated by Council to the Deputy Director General (Pedagogy) as well as his functions are:

- a) to oversee and be responsible for the day to day administration of the pedagogy departments and services of the Board and be responsible for the work and give direction to the pedagogy senior staff of the Board, the whole under the supervision and authority of the Director General;
- b) to ensure the quality of the pedagogy services provided by the Board;
- c) in relation to general administration matters:
 - i) in collaboration with the officers, senior staff and managers of the Board, to carry out the duties and functions of the Director General in cases where the Director General is absent or otherwise unable to personally carry out such duties and functions for more than five (5) working days;
 - ii) to generally assist the Director General in carrying out the duties and functions of the position;
 - iii) to coordinate the relationship between the schools and the various departments and services of the Board;
- d) in relation to general pedagogy matters:
 - i) to oversee the development of the objectives and strategies of the Board dealing with all pedagogy services and to determine the annual action plans related thereto;

- ii) in collaboration with the concerned senior staff, the day to day planning and management of the pedagogy activities and resources of the Board including in regard to Education Services and School Operations;
 - iii) represent the Board in educational matters.
- e) in relation to personnel matters:
- i) to supervise and oversee the activities, to recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Director of Education Services, the Director of School Operations and the Administrative Officer of the Office of the Deputy Director General (Pedagogy);
 - ii) in collaboration with the concerned senior staff, to prepare the personnel plan for submission to the Council in regard to Education Services and School Operations;
 - iii) in collaboration with the concerned senior staff, to participate in the selection of senior and management and professional staff in regard to Education Services and School Operations;
 - iv) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff working in the office of the Deputy Director General (Pedagogy), as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - v) in relation to support staff working in the office of the Deputy Director General (Pedagogical), to administer the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - vi) in relation to non-teaching professional staff working in the office of the Deputy Director General (Pedagogy), to administer the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the said non-teaching professionals, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.

- f) in relation to financial matters:
 - i) in coordination with the Director of Finance, to review the financial and statistical reports regarding the activities of the Board in regard to Education Services and School Operations, prior to their submission to the Executive Committee and to the Council for approval;
 - ii) to supervise the preparation and implementation of the budget of the Board in coordination with the Director of Finance in regard to Education Services and School Operations;
 - iii) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses of the Board and payments of accounts for amounts not exceeding fifty thousand dollars (\$50,000) in regard to Education Services and School Operations;
 - iv) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts of the Board insofar as the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000) and insofar as such contract is in regard to Education Services and School Operations;
 - v) in coordination with the Director of Finance, to authorize cost reallocations not exceeding fifty thousand dollars (\$50,000) within the budget of the Board, provided that such reallocations do not exceed the general overall budget approved by the Council and is in regard to Education Services and School Operations.

8. DEPUTY DIRECTOR GENERAL (OPERATIONS)

The rights, powers and obligations delegated by Council to the Deputy Director General (Operations) as well as his functions are:

- a) to oversee and be responsible for the day to day administration of the infrastructures and resources services of the Board and be responsible for the work and give direction to the infrastructures and resources senior staff of the Board, the whole under the supervision and authority of the Director General;
- b) to ensure the quality of the infrastructures and resources services provided by the Board;

- c) in relation to general administration matters:
 - i) in collaboration with the officers, senior staff and managers of the Board, to carry out the duties and functions of the Director General in cases where the Director General is absent or otherwise unable to personally carry out such duties and functions for more than five (5) working days;
 - ii) to generally assist the Director General in carrying out the duties and functions of the position;
 - iii) to coordinate the relationship between Community Education Administrators and the various departments and services of the Board.

- d) in relation to infrastructure and resources matters:
 - i) to oversee the development of the objectives and strategies of the Board dealing with all infrastructures and resources services and to determine the annual action plans related thereto;
 - ii) in collaboration with the concerned senior staff, the day to day planning and management of the material resources, information and technology and non-educational infrastructures and resources activities;
 - iii) represent the Board in matters related to material resources, the information and technology and the community education administration;
 - iv) to request and obtain from the Community Education Administrators status reports with respect to their activities.

- e) in relation to personnel matters:
 - i) to supervise and oversee the activities, to recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Director of Information and Technologies, the Director of Material Resources Services, the Community Education Administrators and the Administrative Officer of the Deputy Director General (Operations);
 - ii) to ensure that the Community Education Administrators collaborate with the School Principals;

- iii) in collaboration with the concerned senior staff, to prepare the personnel plan for submission to the Council in regard to infrastructures and resources services;
 - iv) in collaboration with the concerned senior staff, to participate in the selection of senior and management and professional staff in regard to infrastructures and resources services;
 - v) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff working in the office of the Deputy Director General (Operations), as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - vi) in relation to support staff working in the office of the Deputy Director General (Operations), to administer the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - vii) in relation to non-teaching professional staff working in the office of the Deputy Director General (Operations), to administer the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the said non-teaching professionals, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.
- f) in relation to financial matters:
- i) in coordination with the Director of Finance, to review the financial and statistical reports regarding the activities of the Board in regard to infrastructures and resources services, prior to their submission to the Executive Committee and to the Council for approval;
 - ii) to supervise the preparation and implementation of the budget of the Board in coordination with the Director of Finance in regard to infrastructures and resources services;
 - iii) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses of the Board and payments of accounts for amounts

not exceeding fifty thousand dollars (\$50,000) in regard to infrastructures and resources services;

- iv) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts of the Board insofar as the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000) and insofar as such contract is in regard to infrastructures and resources services;
- v) in coordination with the Director of Finance, to authorize cost reallocations not exceeding fifty thousand dollars (\$50,000) within the budget of the Board, provided that such reallocations do not exceed the general overall budget approved by the Council and is in regard to infrastructures and resources services.

9. SECRETARY-GENERAL

The rights, powers and obligations delegated by Council to the Secretary General as well as his functions are:

- a) the administration, management and evaluation of the official records of the Board, the whole under the supervision of the Director General;
- b) to act as secretary to and to keep in a register the minutes of all meetings of the Council and the Executive Committee;
- c) to ensure that he or a member of his staff act as secretary to the Cree School Board Management Group, the Audit Committee and any other committee created by Council and to ensure to keep in a register the meetings of all meetings thereof;
- d) in collaboration with the officers, senior staff and management of the Board, to carry out the duties and functions of the Director General in cases where the Director General is absent or otherwise unable to personally carry out such duties and functions for more than five (5) working days;
- e) to have the custody of the corporate seal and minute books of the Board and to certify all official acts of the Board;
- f) to ensure that all notices are duly given in accordance with the provisions of the By-laws of the Board or as required by law;

- g) to develop a record management system for the Board for implementation by all Departments;
- h) to have custody and management of the archives of the Board;
- i) to be responsible within the Board for the application of the *Act respecting Access to documents held by public bodies and the protection of personal information*;
- j) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses and payments of accounts relating to the office of the Secretary-General for amounts not exceeding fifty thousand dollars (\$50,000);
- k) in coordination with the Director General and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts relating to the office of the Secretary-General insofar that the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);
- l) in coordination with the Director of Finance, to authorize cost reallocations not exceeding thirty-five thousand dollars (\$35,000) within the budget of the Secretary-General's Department provided that such reallocations do not exceed the general overall budget for the said Department approved by the Council;
- m) to exercise the powers and obligations conferred by sections 318 to 320 and 327 to 329 of the Act upon a Secretary-Treasurer;
- n) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of his Administrative Officer;
- o) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff working in Secretary-General's office, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
- p) to administer in the Secretary-General's office the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;

- q) to administer in the Secretary-General's office the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the said non-teaching professionals, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.

10. DIRECTOR OF EDUCATION SERVICES

The Council hereby delegates to the Director of Education Services, the rights, powers and obligations for the administration, management and evaluation of all programs of instruction and teaching methods and the resources allocated thereto, the whole under the supervision of the Deputy Director General (Pedagogy). More particularly, the Council hereby delegates to the Director of Education Services the following specific rights, powers and obligations to be exercised under the supervision of the Deputy Director General (Pedagogy):

- a) to prepare an annual education plan and to submit this plan for approval each year by the Council;
- b) to supervise the planning and organization of the curriculum and programs of instruction at the primary and secondary levels, including course materials and student evaluations;
- c) to ensure proper communication between school committees, Community Education Administrators, School Principals, teachers and the Board;
- d) to supervise the planning and implementation of Cree Programs, Student Services, Instructional Services, Professional Development, Response to Intervention and Special Education;
- e) to administer and manage all programs and resources related to the complementary and supplementary services as defined in the pedagogy regime applicable to the Board;
- f) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses and payments of accounts relating to the Department of Education for amounts not exceeding fifty thousand dollars (\$50,000);
- g) in coordination with the Deputy Director General (Pedagogy) and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts of the Board relating to the Department of Education insofar as the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);

- h) in coordination with the Director of Finance, to authorize cost reallocations not exceeding thirty-five thousand dollars (\$35,000) within the budget of the Department of Education provided that such reallocations do not exceed the general overall budget for the said Department approved by the Council;
- i) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all regional support staff of Education Services, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreement;
- j) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Coordinator of Cree Programs, the Coordinator of Instructional Services, the Coordinator of Professional Development, the Coordinator of Student Services, the Coordinator of Response to Intervention and the Coordinator of Special Education;
- k) to administer in Education Services the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;
- l) to administer in Education Services the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the non-teaching professionals of Education Services, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.

11. DIRECTOR OF SCHOOL OPERATIONS

The Council hereby delegates to the Director of School Operations the rights, powers and obligations relating to the administration, management, supervision and evaluation of all schools, the whole under the supervision of the Deputy Director General (Pedagogy). More particularly, the Council hereby delegates to the Director of School Operations the following specific rights, powers and obligations to be exercised under the supervision of the Deputy Director General (Pedagogy):

- a) in relation to the management, supervision and evaluation of schools:
 - i) prepare local school improvement plans and submit such plans each year to Council;

- ii) ensure that the School Principals collaborate with the various departments and services of the Board;
 - iii) assist the School Principals with the organization of the schools and with the implementation of Board policies and procedure within the schools;
 - iv) supervise the preparation of teacher allocations throughout the Board for submission and approval by the Council, including ensuring that appropriate consultations on this matter are carried out with the School Principals and School Committees;
 - v) organize and approve training and professional improvement for all School Principals and Vice-Principals;
 - vi) prepare, coordinate and submit for approval by the Council the annual school calendars and changes thereto, subject to prior consultation with the School Committees.
- b) in relation to financial matters:
- i) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses and payments of accounts relating to schools, as well as to the office of the Director of School Operations for amounts not exceeding fifty thousand dollars (\$50,000);
 - ii) in coordination with the Deputy Director General (Pedagogy) and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts relating to schools and to the office of Director of School Operations, insofar that the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);
 - iii) in coordination with the Director of Finance, to authorize cost reallocations not exceeding thirty-five thousand dollars (\$35,000) within the budgets relating to schools or to the office of Director of School Operations, provided that such reallocations do not exceed the general overall budgets approved for such purposes by the Council.
- c) in relation to personnel matters:
- i) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation

schedules, and approve the expense accounts of all School Principals, the Coordinator of School Operations, the Coordinator of School Data Management, the Coordinator of Student Success, the Coordinator of School Improvement and the Administrative Officer of the office of the Director of School Operations;

- ii) to ensure that the School Principals collaborate with the Community Education Administrators;
 - iii) to recommend to the Executive Committee the appointment and engagement of all School Principals and School Vice-Principals, as well as their re-assignment, transfer, leave of absence without pay, demotion, suspension, placement in availability, cancellation or non-renewal of engagement and dismissal;
 - iv) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff working in the office of the Director of School Operations, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - v) in relation to support staff working in the office of the Director of School Operations, to administer the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - vi) in relation to non-teaching professionals working in the office of the Director of School Operations, to administer the non-teaching professionals collective agreement, and for this purpose, to impose, if need be, disciplinary measures upon the said non-teaching professionals, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal;
- d) to authorize all salary modification slips, salary modification forms (MS forms), absence forms and other administrative documents for School Principals.

12. DIRECTOR OF SABTUAN ADULT EDUCATION SERVICES

The Council hereby delegates to the Director of Sabtuan Adult Education Services the rights, powers and obligations for the administration, management and evaluation of Sabtuan Adult Education Services programs of instruction and learning, and of adult professional training

and human resources development and the resources allocated thereto, the whole under the supervision of the Director General. More particularly, the Council hereby delegates to the Director of Sabtuan Adult Education Services the following specific rights, powers and obligations to be exercised under the supervision of the Director General:

- a) in relation to Sabtuan Adult Education Services activities carried out within the Cree Communities:
 - i) to promote Sabtuan Adult Education Services in the communities;
 - ii) to plan the curriculum and programs of instruction for Sabtuan Adult Education Services in the communities and to submit these to the Council for approval;
 - iii) to approve the selection and registration of students for the Sabtuan Adult Education Services courses provided in the communities.

- b) in relation to adult professional training and human resources development:
 - i) to promote adult professional training and human resources development in the communities;
 - ii) to approve the selection and registration of students for adult professional training and human resources development courses in the communities.

- c) in relation to financial matters:
 - i) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses and payments of accounts relating to Sabtuan Adult Education Services programs, as well as adult professional training and human resources development for amounts not exceeding fifty thousand dollars (\$50,000);
 - ii) in coordination with the Director General and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts relating to Sabtuan Adult Education Services programs, or adult professional training and human resources development insofar that the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);

- iii) in coordination with the Director of Finance, to authorize cost reallocations not exceeding thirty-five thousand dollars (\$35,000) within the budgets relating to Sabtuan Adult Education Services programs provided that such reallocations do not exceed the general overall budgets approved for such purposes by the Council; this power does not extend to professional training and human resources development budgets;
 - iv) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve the acquisition of supplies for the Sabtuan Adult Education Services courses of the Board and for this purpose to proceed to tenders and purchases from the suppliers authorized by the Board.
- d) in relation to personnel matters but except in regard to the Sabtuan Regional Vocational Training Centre in Waswanipi and the Adult Learning Centres:
- i) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Coordinator of Sabtuan Adult Education Services-General Education, the Coordinator of Sabtuan Adult Education Services-Administrative Services, the Coordinator of Sabtuan Adult Education Services-Vocational Training, the Coordinator of Student Success and his Administrative Officer;
 - ii) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff of Sabtuan Adult Education Services, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal, as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - iii) to administer within Sabtuan Adult Education Services programs the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - iv) to administer for Sabtuan Adult Education Services programs the teachers and the non-teaching professionals collective agreements and for this purpose, to impose, if need be, disciplinary measures upon the teachers and the non-teaching professionals of Sabtuan Adult Education Services, except suspensions of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal;

- v) for the Sabtuan Regional Vocational Training Centre, to supervise and oversee the activities, to recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules and to approve the expense accounts of the Director and managers of the Sabtuan Regional Vocational Training Centre;
- vi) for Adult Learning Centers, to supervise and oversee the activities, to recommend the hiring to the Executive Committee, to approve the work schedules and the vacation schedules and to approve the expense accounts of the Directors and managers thereof.

13. DIRECTOR OF POST-SECONDARY STUDENT SERVICES

The Council hereby delegates to the Director of Post-Secondary Student Services the following rights, powers and obligations to be exercised under the supervision of the Director General:

- a) to administer, manage and evaluate the Post-Secondary and Adult Off-Community Programs of the Board including, for certainty, matters with respect to eligibility to post-secondary programs;
- b) to promote post-secondary education;
- c) subject to the *Policy concerning the Domicile Requirements with respect to Programs administered by Post-Secondary Student Services*, to approve applicants to the Post-Secondary and Adult Off-Community Programs of the Board;
- d) to exercise the rights, powers and obligations of the Director of Post-Secondary Student Services and to supervise the functions of the Post-Secondary Student Services outlined in the *Policy concerning the Domicile Requirements with respect to Programs administered by Post-Secondary Student*;
- e) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses and payments of accounts relating to the Post-Secondary and Adult Off-Community Programs for amounts not exceeding fifty thousand dollars (\$50,000);
- f) in coordination with the Director General and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts relating to the Post-Secondary and Adult Off-Community Programs insofar as the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);

- g) in coordination with the Director of Finance, to authorize cost reallocations not exceeding thirty-five thousand dollars (\$35,000) within the budgets relating to the Post-Secondary and Adult Off-Community Programs;
- h) to authorize payments to students made pursuant to the post-secondary and adult off-community programs insofar as such payments are in conformity with the criteria established under these programs and do not exceed ten thousand dollars (\$10,000);
- i) in relation to personnel matters:
 - i) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of his Administrative Officer and of the Coordinator of Post-Secondary Student Services;
 - ii) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff of Post-Secondary programs, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal, as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - iii) to administer within Post Secondary programs the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - iv) to administer for Post-Secondary programs the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the non-teaching professionals of Post-Secondary programs, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.

14. DIRECTOR OF FINANCE

The rights, powers and obligations delegated by Council to the Director of Finance as well as his functions, the whole to be exercised under the supervision of the Director General, are:

- a) administer, manage and evaluate the financial and personnel services of the Board and the resources allocated thereto;

- b) in relation to financial matters:
- i) to prepare and present the annual budget of the Board to the Council and ensure its transmittal to the Minister after its approval by the Council;
 - ii) to inform each Council meeting of budget performance including major cost over-runs;
 - iii) to ensure that the books, accounts and financial records of the Board are kept according to normally acceptable accounting procedures;
 - iv) to conduct a financial analysis of all programs and proposed programs of the Board;
 - v) to supervise the preparation of the financial statements of the Board containing the auditor's report and to ensure their transmittal to the Minister after approval by the Council;
 - vi) to cause statistical reports to be prepared each year on the forms prescribed by the Minister for such purpose and to submit them to the Minister;
 - vii) to collect all moneys payable to the Board and to deposit them on behalf of the Board in a Chartered Bank or in a Savings and Credit Union governed by the *Saving and Credit Union Act* (Chapter C-4) having an office in the Cree School Municipality or in any other city or town determined by resolution of the Council;
 - viii) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses related to his office and payments of accounts for amounts not exceeding fifty thousand dollars (\$50,000);
 - ix) in coordination with the Director General and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts relating to the department of the Director of Finance insofar as the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);
 - x) to authorize cost reallocations not exceeding thirty-five thousand dollars (\$35,000) within the budget relating to the Department of Finance

provided that such reallocations do not exceed the general overall budget for the said Department approved by the Council;

- x i) if a Director to whom a cost reallocation authority has been delegated under the present by-law is unable to exercise his cost reallocation powers, to authorize exceptionally, such cost reallocation;
 - x ii) to exercise the powers and obligations conferred by sections 321 to 326 and 333 to 338 of the Act upon a Secretary-Treasurer;
 - x iii) to carry out or have carried out a special audit.
- c) in relation to personnel matters:
- i) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Coordinator of Finance and the Coordinator of Payroll;
 - ii) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff working in finance and administrative services, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - iii) to administer in the finance and administrative services the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - iv) to administer in the finance and administrative services the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the said non-teaching professionals, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.

15. DIRECTOR OF HUMAN RESOURCES SERVICES

The Council hereby delegates to the Director of Human Resources Services the rights, powers and obligations relating to the administration, management and evaluation of the human resources services of the Board and the resources allocated thereto, the whole under the

supervision of the Director General. More particularly, the Council hereby delegates to the Director of Human Resources Services the following specific rights, powers and obligations to be exercised under the supervision of the Director General:

- a) in relation to personnel matters:
 - i) the execution of all employment agreements unless otherwise provided for by a resolution of the Council or Executive Committee and except for his own employment agreement and for those of the Director General, Deputy Director General (Pedagogical), Deputy Director General (Operations) and Secretary General;
 - ii) except with respect to the personnel of the Board upon which the Council or the Executive Committee has the power to impose disciplinary or administrative measures, to impose any disciplinary or administrative measures upon the personnel of the Board, in collaboration with the concerned officers, senior staff or managers of the Board also responsible for such disciplinary or administrative measures, including leave of absence without pay, warning, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal;
 - iii) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Human Resources Services Advisors, the Coordinator of Human Resources (Operations), the Coordinator of Human Resources Services (Staffing), the Coordinator of Employee Relations, the Coordinator of Learning and Development, and his Administrative Officer;
 - iv) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff working in human resources services, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - v) to administer in the human resources services the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - vi) to administer in the human resources services the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the said non-teaching professionals,

except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal;

- vii) to supervise all matters pertaining to personnel including, without limitation, hiring policies, labour relations, salaries, conditions of employment and negotiations of collective agreements;
- viii) the approval of out of court settlements related to employee grievances or other labour related litigation in cases where the settlement is for a consideration of ten thousand dollars (\$ 10 000) or less.

b) in relation to financial matters:

- i) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses and payments of accounts relating to the human resources services for amounts not exceeding fifty thousand dollars (\$50,000);
- ii) in coordination with the Director General and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts relating to human resources services insofar as the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);
- iii) in coordination with the Director of Finance, to authorize cost re-allocations not exceeding thirty-five thousand dollars (\$35,000) within the budgets relating to human resources services provided that such re-allocations do not exceed the general overall budgets approved for such purposes by the Council.

16. DIRECTOR OF COMMUNICATIONS AND COMMUNITY RELATIONS

The Council hereby delegates to the Director of Communications and Community Relations, the rights, powers and obligations relating to the communications and community relations of the Board, the whole under the supervision of the Director General. More particularly, the Council hereby delegates to the Director of Communications and Community Relations the following specific rights, powers and obligations to be exercised under the supervision of the Director General:

- a) to prepare a strategic communication plan and to submit this plan for approval each year by the Council, and to direct and monitor its execution on an ongoing basis;

- b) lead the development and monitoring of communication strategies, objectives, policies, and programs of the Department of Communications and Community Relations;
- c) oversee the overall operational, administrative, budgetary and financial activities of the Department of Communications and Community Relations;
- d) ensure the ongoing preparation and availability of reports, statistics and their analysis necessary for reporting purposes and in order to carry out the functions of the Department of Communications and Community Relations;
- e) establish communication governance and guidelines, including the Board's visual identity and standards;
- f) oversee internal and external communication activities of the Board, including the websites of the Board;
- g) direct the work of third party service providers including design firms, public relations firms, print houses and writers, as required;
- h) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses and payments of accounts relating to the Department of Communications and Community Relations for amounts not exceeding fifty thousand dollars (\$50,000);
- i) in coordination with the Director General and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts of the Board relating to the Department of Communications and Community Relations insofar as the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);
- j) in coordination with the Director of Finance, to authorize cost reallocations not exceeding thirty-five thousand dollars (\$35,000) within the budget of the Department of Communications and Community Relations provided that such reallocations do not exceed the general overall budget for the said Department approved by the Council;
- k) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff of the Department of Communications and Community Development, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and

dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreement;

- l) to administer in the Department of Communications and Community Development the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement; and
- m) to administer in the Department of Communications and Community Relations the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the non-teaching professionals, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.

17. DIRECTOR OF MATERIAL RESOURCES SERVICES

The Council hereby delegates to the Director of Material Resources Services the rights, powers and obligations relating to the administration, management and evaluation of the material resources services of the Board and the resources allocated thereto, the whole under the supervision of the Deputy Director General (Operations). More particularly, the Council hereby delegates to the Director of Material Resources Services the following specific rights, powers and obligations to be exercised under the supervision of the Deputy Director General (Operations):

- a) in relation to equipments and buildings, subject to the approval of the Minister when required by law and also subject to the budget approved by the Council:
 - i) to approve the sale to third parties of any moveable property belonging to the Board insofar as the total value of the property involved in the transaction does not exceed five thousand dollars (\$5,000);
 - ii) to approve the donation or disposal of movable property that has no resale value;
 - iii) to approve the purchase by the Board of moveable and of immoveable property for amounts not exceeding fifty thousand dollars (\$50,000);
 - iv) to approve leases by the Board related to office equipment and other materials insofar as the total consideration involved for the entire duration of such lease and any renewal thereof does not exceed fifty thousand dollars (\$50,000);

- v) to approve the lease by the Board of immovable property for periods not exceeding twelve (12) months insofar as the total consideration involved in such lease does not exceed fifty thousand dollars (\$50,000) and insofar no renewal provision is included in such lease;
 - vi) to approve the lease of immovable property belonging to the Board for more than 3 months and less than 12 months, subject to the authorization of the Minister in cases where the annual rent exceeds one thousand two hundred dollars (\$1,200);
 - vii) to approve capital projects, including capital repairs and renovations, insofar as the total cost is estimated not to exceed fifty thousand dollars (\$50,000);
 - viii) in coordination with the Deputy Director General (Operations) and the Director of Finance, to authorize a cost reallocation for an amount not exceeding fifty thousand dollars (\$50,000) within the budget of a previously approved capital project insofar as such cost reallocation does not exceed the overall budget allocated for such project;
 - ix) subject to the *Policy regarding the award of supply, services and construction contracts* to authorize all payments related to a previously approved capital project of the Board insofar as the following conditions are met: a) such payments have been previously recommended by the architect or engineer appointed by the Executive Committee of the Council for the project as witnessed by a written certificate signed and dated by the said architect or engineer confirming such payment recommendation; and b) such payments are consistent with and do not exceed the authorized budget for the said capital project.
- b) in relation to personnel matters:
- i) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Coordinator of Material Resources Services, any Capital Projects Manager, the Project Manager (Maintenance) and the Administrative Officer of the Director of Material Resources Services;
 - ii) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff working in material resources services, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal

as well as their work and vacation schedules, the whole subject to the applicable collective agreements;

- iii) to administer in the material resources services the support staff collective agreement and for this purpose, to impose, if need be, to the support staff employees under his supervision appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - iv) to administer in the material resources services the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the said non-teaching professionals, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.
- c) in relation to financial matters:
- i) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses and payments of accounts relating to the material resources services for amounts not exceeding fifty thousand dollars (\$50,000);
 - ii) in coordination with the Deputy Director General (Operations) and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve contracts relating to material resources services insofar as the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);
 - iii) in coordination with the Director of Finance, to authorize cost re-allocations not exceeding thirty-five thousand dollars (\$35,000) within the budgets relating to material resources services provided that such re-allocations do not exceed the general overall budgets approved for such purposes by the Council.

18. DIRECTOR OF INFORMATION AND TECHNOLOGIES

The Council hereby delegates to the Director of Information and Technologies the rights, powers and obligations relating to the administration, management and evaluation of the information and technologies services of the Board and the resources allocated thereto, the whole under the supervision of the Deputy Director General (Operations). More particularly, the Council hereby delegates to the Director of Information and Technologies the following specific rights, powers and obligations to be exercised under the supervision of the Deputy Director General (Operations):

- a) in relation to information and technologies:
 - i) to administer, manage and evaluate the information technologies of the Board, including computerized systems, the functioning and maintenance of computers and related service agreements, office automation, networking and data telecommunications;
 - ii) to encourage and develop the use of optional information technologies at the Board.

- b) in relation to personnel matters:
 - i) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Coordinator of Telecommunications and Information Systems, the Coordinator of Hardware and Infrastructure and his Administrative Officer;
 - ii) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff working in information and technologies services, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - iii) to administer in the information and technologies services the non-teaching professionals collective agreement and for this purpose, to impose, if need be, disciplinary measures upon the said non-teaching professionals, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.

- c) in relation to financial matters:
 - i) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses and payments of accounts relating to the information and technologies services for amounts not exceeding fifty thousand dollars (\$50,000);
 - ii) in coordination with the Deputy Director General (Operations) and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve

contracts relating to information and technologies services insofar as the total consideration involved in any such contract does not exceed fifty thousand dollars (\$50,000);

- iii) in coordination with the Director of Finance, to authorize cost re-allocations not exceeding thirty-five thousand dollars (\$35,000) within the budgets relating to information and technologies services provided that such re-allocations do not exceed the general overall budgets approved for such purposes by the Council.

19. CENTRE DIRECTOR FOR THE SABTUAN REGIONAL VOCATIONAL TRAINING CENTRE IN WASWANIFI

The Council hereby delegates to the Centre Director for the Sabtuan Regional Vocational Training Centre in Waswanipi the rights, powers and obligations relating to the administration, management and evaluation of the educational and non-educational program activities and resources of the Sabtuan Regional Vocational Training Centre in Waswanipi (the "Centre"), the whole under the supervision of the Director of Sabtuan Adult Education Services:

- a) in relation to education matters:
 - i) to be responsible for the preparation, implementation and evaluation of the education plan for the Centre;
 - ii) to be responsible for the delivery of the education programs and services in the Centre;
 - iii) to prepare the education calendar for the Centre.
- b) in relation to financial matters:
 - i) in collaboration with the Director of Sabtuan Adult Education Services, to prepare the proposed annual budget of the Centre and to forward it to the Director of Finance for review and submission to the Council;
 - ii) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses related to the Board's activities in the Centre for amounts not exceeding thirty-five thousand dollars (\$35,000);
 - iii) in coordination with the Director of Sabtuan Adult Education Services and subject to the budget approved by the Council as well as the *Policy*

- regarding the award of supply, services and construction contracts*, to approve contracts of one year duration or less relating to the Board's activities in the Centre insofar as the total consideration involved in any such contract does not exceed thirty-five thousand dollars (\$35,000);
- iv) in coordination with the Director of Finance, to authorize cost reallocations not exceeding thirty-five thousand dollars (\$35,000) within the budgets relating to the Centre, provided that such reallocations do not exceed the general overall budgets approved for such purposes by the Council;
 - v) to approve travelling expenses, travel advances and travel warrants for the staff of the Centre, including all teachers and the professional and support staff working in the Centre, subject to the by-laws and policies of the Board in such matters;
 - vi) to authorize all salary modification slips, salary modification forms (MS forms), absence forms and other administrative documents for all staff of the Centre including all teachers and professional and support staff working in the Centre.
- c) in relation to equipments and buildings:
- i) to allocate and manage the housing units of the Board available for the personnel of the Centre in accordance with the by-laws and policies of the Board in such matters;
 - ii) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts* to approve the purchase by the Board of moveable property related to the Centre for amounts not exceeding thirty-five thousand dollars (\$35,000);
 - iii) subject to the budget approved by the Council, to approve the rental by the Board of housing units in the community of Waswanipi for periods not exceeding ten (10) months insofar as such rental is required because of a housing shortage of Board owned housing units for the Centre and insofar as the total consideration involved in the lease does not exceed thirty-five thousand dollars (\$35,000);
 - iv) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve the acquisition of supplies for the Centre and for this purpose, to proceed to tenders and purchases from the suppliers authorized by the Board;

- v) to approve expenses relating to storage and transportation of personal effects of eligible local personnel of the Centre, in accordance with the by-laws, policies and collective agreements of the Board in such matters;
 - vi) subject to the by-laws and policies of the Board on such matters, to regulate and supervise in relation to the Centre student transportation, student cafeteria services and student study incentives;
 - vii) to regulate the administration of moveable and immovable property belonging to the Board in the Centre or related to the Centre, subject to the by-laws and policies adopted by the Council in such matters;
 - viii) to approve regulations respecting health and safety in the Centre which are not contrary to the by-laws and policies adopted by the local government and the Council in such matters.
- d) in relation to personnel matters:
- i) to supervise the preparation of the proposed personnel plan relating to all staff in the Centre, including teachers, professionals and support staff, and to forward it to the Director of Sabtuan Adult Education Services for review and submission to the Council;
 - ii) subject to the budget approved by the Council, to hire short term non-contractual substitute teachers for the Centre;
 - iii) to be responsible for the supervision and evaluation of the staff of the school including the residence manager for the Sabtuan Regional Vocational Training Centre in Waswanipi, the teachers, the professional and support staff working in the Centre;
 - iv) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the residence manager for the Sabtuan Regional Vocational Training Centre in Waswanipi;
 - v) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of support staff of the Centre, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal, as well as their work and vacation schedules, the whole subject to the applicable collective agreements;

- vi) to administer in the Centre the support staff collective agreement for support staff employees and for this purpose, to impose, if need be, to the support staff employees appropriate disciplinary measures including suspension, dismissal and non-reengagement;
- vii) to administer in the Centre the teachers and the non-teaching professionals collective agreements and for this purpose, to impose, if need be, disciplinary measures upon the teachers and the non-teaching professionals of the Centre, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.

20. CENTRE DIRECTOR FOR A SABTUAN ADULT LEARNING CENTRE

The Council hereby delegates to the Centre Director for an Adult Learning Centre (the "Centre") the rights, powers and obligations relating to the administration, management and evaluation of the educational and non-educational program activities and resources of the Centre, the whole under the supervision of the Director of Sabtuan Adult Education Services:

- a) in relation to education matters:
 - i) to be responsible for the preparation, implementation and evaluation of the education plan for the Centre;
 - ii) to be responsible for the delivery of the education programs and services in the Centre;
 - iii) to prepare the education calendar for the Centre.
- b) in relation to financial matters:
 - i) in collaboration with the Director of Sabtuan Adult Education Services, to prepare the proposed annual budget of the Centre and to forward it to the Director of Finance for review and submission to the Council;
 - ii) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to authorize expenses related to the Board's activities in the Centre for amounts not exceeding thirty-five thousand dollars (\$35,000);
 - iii) in coordination with the Director of Sabtuan Adult Education Services and subject to the budget approved by the Council as well as the *Policy*

- regarding the award of supply, services and construction contracts*, to approve contracts of one year duration or less relating to the Board's activities in the Centre insofar as the total consideration involved in any such contract does not exceed thirty-five thousand dollars (\$35,000);
- iv) in coordination with the Director of Finance, to authorize cost reallocations not exceeding thirty-five thousand dollars (\$35,000) within the budgets relating to the Centre, provided that such reallocations do not exceed the general overall budgets approved for such purposes by the Council;
 - v) to approve travelling expenses, travel advances and travel warrants for the staff of the Centre, including all teachers and the professional and support staff working in the Centre, subject to the by-laws and policies of the Board in such matters;
 - vi) to authorize all salary modification slips, salary modification forms (MS forms), absence forms and other administrative documents for all staff of the Centre including all teachers and professional and support staff working in the Centre.
- c) in relation to equipments and buildings:
- i) to allocate and manage the housing units of the Board available for the personnel of the Centre in accordance with the by-laws and policies of the Board in such matters;
 - ii) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts* to approve the purchase by the Board of moveable property related to the Centre for amounts not exceeding thirty-five thousand dollars (\$35,000);
 - iii) subject to the budget approved by the Council, to approve the rental by the Board of housing units in the community of the Centre for periods not exceeding ten (10) months insofar as such rental is required because of a housing shortage of Board owned housing units for the Centre and insofar as the total consideration involved in the lease does not exceed thirty-five thousand dollars (\$35,000);
 - iv) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve the acquisition of supplies for the Centre and for this purpose, to proceed to tenders and purchases from the suppliers authorized by the Board;

- v) to approve expenses relating to storage and transportation of personal effects of eligible local personnel of the Centre, in accordance with the by-laws, policies and collective agreements of the Board in such matters;
 - vi) subject to the by-laws and policies of the Board on such matters, to regulate and supervise in relation to the Centre student transportation, student cafeteria services and student study incentives;
 - vii) to regulate the administration of moveable and immovable property belonging to the Board in the Centre or related to the Centre, subject to the by-laws and policies adopted by the Council in such matters;
 - viii) to approve regulations respecting health and safety in the Centre which are not contrary to the by-laws and policies adopted by the local government and the Council in such matters.
- d) in relation to personnel matters:
- i) to supervise the preparation of the proposed personnel plan relating to all staff in the Centre, including teachers, professionals and support staff, and to forward it to the Director of Sabtuan Adult Education Services for review and submission to the Council;
 - ii) subject to the budget approved by the Council, to hire short term non-contractual substitute teachers for the Centre;
 - iii) to be responsible for the supervision and evaluation of the staff of the school, the teachers, the professional and support staff working in the Centre;
 - iv) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of support staff of the Centre, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal, as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - v) to administer in the Centre the support staff collective agreement for support staff employees and for this purpose, to impose, if need be, to the support staff employees appropriate disciplinary measures including suspension, dismissal and non-reengagement;

- vi) to administer in the Centre the teachers and the non-teaching professionals collective agreements and for this purpose, to impose, if need be, disciplinary measures upon the teachers and the non-teaching professionals of the Centre, except suspension of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal.

21. SCHOOL PRINCIPALS

The Council hereby delegates to the School Principals the rights, powers and obligations relating to the administration, management and evaluation within their respective communities of the educational programs, activities and resources of the school, the whole under the supervision of the Director of School Operations. More particularly, the Council hereby delegates to the School Principals the following specific rights, powers and obligations to be exercised within their respective communities and under the supervision of the Director of School Operations:

- a) in relation to education matters:
 - i) to be responsible for the local preparation, implementation and evaluation of the education plan adopted by the Council;
 - ii) to be responsible for the delivery of the education programs in the school;
 - iii) to prepare the local school calendar in consultation with the local School Committee and Community Education Administrator and to submit same to the Director of Education Services and the Director of School Operations for submission to and approval by the Council.
- b) in relation to financial matters:
 - i) in collaboration with the Community Education Administrator, to assist in preparing the proposed annual budget of the school;
 - ii) subject to the budget approved by the Council and in collaboration with the Community Education Administrator, to approve the purchase of pedagogy materials for the school;
 - iii) subject to the budget approved by the Council, to approve travelling expenses, travel advances and travel warrants for local staff – including all teachers and the professional and support staff working under the school administration and their dependents, subject to the by-laws and policies of the Board in such matters.

- c) in relation to personnel matters:
- i) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Vice-Principal of the school;
 - ii) in collaboration with the Community Education Administrator, to supervise the preparation of the proposed local personnel plan relating to all pedagogy staff in the school including teachers and to forward it to the Director of School Operations for review and submission to the Council;
 - iii) subject to the budget approved by the Council, to hire short term non-contractual substitute teachers following a system submitted to the consultation of the School Committee;
 - iv) to be responsible for the supervision and evaluation of the pedagogy staff of the school including the Vice-Principal, the teachers and the pedagogy professional and support staff working in the school and to approve their work schedules and vacation schedules;
 - v) subject to the personnel plan and the budget approved by the Council and in consultation with the School Committee, to approve the appointment and engagement of all local support staff of the school carrying out pedagogy activities, including, without limitation, all student affairs technicians, childcare workers, documentation technicians, teacher aids and student supervisors, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal, as well as their work and vacation schedules, the whole subject to the applicable collective agreements;
 - vi) to administer in the school the support staff collective agreement for the pedagogy support staff employees and for this purpose, to impose, if need be, to the support staff employees under the supervision of the School Principal appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - vii) to administer in the school the teachers and the non-teaching professionals collective agreements and for this purpose, to impose, if need be, disciplinary measures upon the teachers and the non-teaching professionals of the school, except suspensions of more than thirty (30) working days, dismissal or non-reengagement, but including suspension in view of dismissal;

- viii) to replace the Community Education Administrator when the latter is absent from the community or unable to carry out the duties of the position for more than five (5) working days;
- ix) to authorize all salary modification slips, salary modification forms (MS forms), absence forms and other administrative documents for all local staff including all teachers and Vice-Principals and the professional and support staff working under the school administration, but excluding School Principals and General Maintenance Foreman.

22. COMMUNITY EDUCATION ADMINISTRATORS

The Council hereby delegates to the Community Education Administrators the rights, powers and obligations relating to the administration, management and evaluation within their respective communities of the non-educational program activities and resources of the school, the whole under the supervision of the Deputy Director General (Operations). More particularly, the Council hereby delegates to the Community Education Administrators the following specific rights, powers and obligations to be exercised within their respective communities and under the supervision of the Deputy Director General (Operations):

- a) in relation to financial matters:
 - i) in collaboration with the School Principal and in consultation with the School Committee, to prepare the proposed annual budget of the school and to forward it to the Director of Finance for review and submission to the Council;
 - ii) subject to the budget approved by the Council, to authorize expenses related to the Board's activities in the community for amounts not exceeding thirty-five thousand dollars (\$35,000);
 - iii) in coordination with the Deputy Director General (Operations) and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contract*, to approve contracts of one year duration or less relating to the Board's activities in the community insofar as the total consideration involved in any such contract does not exceed thirty-five thousand dollars (\$35,000);
 - iv) in coordination with the Director of Finance, to authorize cost reallocation not exceeding thirty-five thousand dollars (\$35,000) within the budgets relating to the school provided that such reallocations do not exceed the general overall budget approved for such purposes by the Council.
- b) in relation to equipments and buildings:

- i) the allocation and management of the housing units of the Board available in the community for the personnel of the Board in accordance with the by-laws and policies of the Board in such matters except for those housing units reserved for the head office staff and located in Mississauga;
- ii) in coordination with the Director of Material Resources Services and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve the purchase by the Board of moveable property for amounts not exceeding thirty-five thousand dollars (\$35,000);
- iii) subject to the budget approved by the Council, to approve the rental by the Board of housing units in the community for periods not exceeding ten (10) months insofar as such rental is required because of a housing shortage of Board owned housing units and insofar as the total consideration involved in the lease does not exceed thirty-five thousand dollars (\$35,000);
- iv) in coordination with the Director of Material Resources Services and subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts* to approve the acquisition of supplies for the school (with the approval of the School Principal for pedagogy materials) and for this purpose, to proceed to tenders and purchases from the suppliers authorized by the Board for local Board operations in the community;
- v) to approve all authorized food transportation claims and contracts relating thereto and expenses relating to storage and transportation of personal effects of eligible local personnel, in accordance with the by-laws, policies and collective agreements of the Board in such matters;
- vi) subject to the by-laws and policies of the Board on such matters, to regulate and supervise local student transportation;
- vii) in coordination with the Director of Material Resources Services, to regulate the administration of moveable and immovable property belonging to the Board in the community, subject to the by-laws and policies adopted by the Council in such matters;
- viii) to approve the lease of immovable property belonging to the Board for less than 3 months, subject to the authorization of the Minister in cases where the annual rent exceeds one thousand two hundred dollars (\$1,200);

- ix) to approve regulations respecting health and safety in the schools which are not contrary to the by-laws and policies adopted by the local government and the Council in such matters;
- c) in relation to personnel matters:
 - i) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the General Maintenance Foreman;
 - ii) in collaboration with the School Principal and in consultation with the School Committee, to prepare the proposed annual personnel plan for the school and to forward it to the Director of Human Resources Services for review and submission to the Council;
 - iii) subject to the personnel plan and the budget approved by the Council and in consultation with the School Committee, to approve the appointment and engagement of all local support staff of the community not carrying out pedagogy activities, including without limitation, all clerks, secretaries and maintenance staff, as well as their promotion, re-assignment, transfer, leave of absence without pay, demotion, suspension, placement on availability, cancellation or non-renewal of engagement and dismissal, as well as their work and vacation schedules, the whole subject to the applicable collective agreements and the applicable by-laws concerning working conditions;
 - iv) to administer in the school the support staff collective agreement for the non-pedagogy support staff employees and for this purpose, to impose, if need be, to the support staff employees under the supervision of the Community Education Administrator appropriate disciplinary measures including suspension, dismissal and non-reengagement;
 - v) to authorize all salary modification slips, salary modification forms (MS forms), absence forms and other administrative documents for the General Maintenance Foreman.

23. (PROJECT MANAGER) CONTRACTING MANAGER

The Council hereby delegates to the (Project Manager) Contracting Manager the following rights and powers to be exercised under the supervision of the Director General:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as

well as the *Policy regarding the award of supply, services and construction contracts*;

- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director General and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

24. (PROJECT MANAGER) CHANGE MANAGEMENT OFFICER

The Council hereby delegates to the (Project Manager) Change Management Officer the following rights and powers to be exercised under the supervision of the Director General:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director General and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

25. COORDINATOR OF SCHOOL OPERATIONS

The Council hereby delegates to the Coordinator of School Operations the following rights and powers to be exercised under the supervision of the Director of School Operations:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of School Operations and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

26. COORDINATOR OF SCHOOL IMPROVEMENT

The Council hereby delegates to the Coordinator of School Improvement the following rights and powers to be exercised under the supervision of the Director of School Operations:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of School Operations and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

27. COORDINATOR OF SCHOOL DATA MANAGEMENT

The Council hereby delegates to the Coordinator of School Data Management the following rights and powers to be exercised under the supervision of the Director of School Operations:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of School Operations and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

28. COORDINATOR OF STUDENT SUCCESS

The Council hereby delegates to the Coordinator of Student Success the following rights and powers to be exercised under the supervision of the Director of School Operations:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of School Operations and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

29. COORDINATOR OF STUDENT SERVICES

The Council hereby delegates to the Coordinator of Student Services the following rights and powers to be exercised under the supervision of the Director of Student Services:

- a) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of his Administrative Officer;
- b) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- c) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Student Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

30. COORDINATOR OF SCHOOL IMPROVEMENT

The Council hereby delegates to the Coordinator of School Improvement the following rights and powers to be exercised under the supervision of the Director of School Operations:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of School Operations and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

31. COORDINATOR OF CREE PROGRAMS

The Council hereby delegates to the Coordinator of Cree Programs the following rights and powers to be exercised under the supervision of the Director of Education Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as

well as the *Policy regarding the award of supply, services and construction contracts*;

- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Education Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

32. COORDINATOR OF INSTRUCTIONAL SERVICES

The Council hereby delegates to the Coordinator of Instructional Services the following rights and powers to be exercised under the supervision of the Director of Education Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Education Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

33. COORDINATOR OF PROFESSIONAL DEVELOPMENT

The Council hereby delegates to the Coordinator of Professional Development the following rights and powers to be exercised under the supervision of the Director of Education Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Education Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

34. COORDINATOR OF SPECIAL EDUCATION

The Council hereby delegates to the Coordinator of Special Education the following rights and powers to be exercised under the supervision of the Director of Education Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Education Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

35. COORDINATOR OF RESPONSE TO INTERVENTION

The Council hereby delegates to the Coordinator of Response to Intervention the following rights and powers to be exercised under the supervision of the Director of Education Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Education Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

36. COORDINATOR OF SABTUAN ADULT EDUCATION SERVICES – GENERAL EDUCATION

The Council hereby delegates to the Coordinator of Sabtuan Adult Education Services – General Education the following rights and powers to be exercised under the supervision of the Director of Sabtuan Adult Education Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Sabtuan Adult Education Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

37. COORDINATOR OF SABTUAN ADULT EDUCATION SERVICES – ADMINISTRATIVE SERVICES

The Council hereby delegates to the Coordinator of Sabtuan Adult Education Services – Administrative Services the following rights and powers to be exercised under the supervision of the Director of Sabtuan Adult Education Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Sabtuan Adult Education Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

38. COORDINATOR OF SABTUAN ADULT STUDENT SUCCESS

The Council hereby delegates to the Coordinator of Sabtuan Adult Education Student Success the following rights and powers to be exercised under the supervision of the Director of Sabtuan Adult Education Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Sabtuan Adult Education Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

39. COORDINATOR OF SABTUAN ADULT EDUCATION SERVICES – VOCATIONAL TRAINING

The Council hereby delegates to the Coordinator of Sabtuan Adult Education Services-Vocational Training the following rights and powers to be exercised under the supervision of the Director of Sabtuan Adult Education Services:

- a) subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*, to approve the acquisition of supplies for the Sabtuan Adult Education Services courses of the Board and

for this purpose to proceed to purchases from the suppliers authorized by the Board for amounts not exceeding thirty-five thousand (\$35,000);

- b) to authorize travel itineraries and corresponding travel claims for students for whom travel is required for the regional vocational programs delivered outside the Sabtuan Regional Vocational Training Centre;
- c) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- d) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Sabtuan Adult Education Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

40. COORDINATOR OF PAYROLL

The Council hereby delegates to the Coordinator of Payroll the following rights and powers to be exercised under the supervision of the Director of Finance:

- a) to supervise and oversee the activities, recommend the hiring to the Executive Committee, as the case may be, approve the work schedules and the vacation schedules, and approve the expense accounts of his Administrative Officer and the Paymaster;
- b) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- c) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Finance and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

41. COORDINATOR OF HUMAN RESOURCES SERVICES (OPERATIONS)

The Council hereby delegates to the Coordinator of Human Resources Services (Operations) the following rights and powers to be exercised under the supervision of the Director of Human Resources Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Human Resources Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

42. COORDINATOR OF HUMAN RESOURCES (STAFFING)

The Council hereby delegates to the Coordinator of Human Resources Services (Staffing) the following rights and powers to be exercised under the supervision of the Director of Human Resources Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Human Resources Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

43. COORDINATOR OF EMPLOYEE RELATIONS

The Council hereby delegates to the Coordinator of Employee Relations the following rights and powers to be exercised under the supervision of the Director of Human Resources Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the Policy regarding the award of supply, services and construction contracts;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Human Resources Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

44. COORDINATOR OF LEARNING AND DEVELOPMENT

The Council hereby delegates to the Coordinator of Learning and Development the following rights and powers to be exercised under the supervision of the Director of Human Resources Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Human Resources Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

45. COORDINATOR OF FINANCE

The Council hereby delegates to the Coordinator of Finance the following rights and powers to be exercised under the supervision of the Director of Finance:

- a) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of his Senior Administrative Officer and Administrative Officer;
- b) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- c) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of their respective offices in consultation with the Director of Finance and to supervise and oversee the activities of the support staff of his of her office, except with respect to disciplinary measures;
- d) until such time as an Interim Director of Finance is appointed, to carry out the duties and functions of the Director of Finance in cases where the Director of Finance is, or is foreseen to be, absent or otherwise unable to personally carry out his duties and functions, for more than five (5) working days.

46. COORDINATOR OF TELECOMMUNICATIONS AND INFORMATIONS SYSTEMS

The Council hereby delegates to the Coordinator of Telecommunications and Informations Systems the following rights and powers to be exercised under the supervision of the Director of Information and Technologies:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Information and Technologie and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

47. COORDINATOR OF HARDWARE INFRASTRUCTURE

The Council hereby delegates to the Coordinator of Hardware Infrastructure the following rights and powers to be exercised under the supervision of the Director of Information and Technologies:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Information and Technologies and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

48. COORDINATOR OF MATERIAL RESOURCES SERVICES

The Council hereby delegated to the Coordinator of Material Resources Services the following rights and powers to be exercised under the supervision of the Director of Material Services:

- a) to supervise and oversee the activities, recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules, and approve the expense accounts of the Superintendant of Facilities, the Superintendant of Equipment and the Superintendant of Maintenance;

- b) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- c) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Finance and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

49. COORDINATOR OF STRATEGIC PLANNING AND PROJECTS

The Council hereby delegates to the Coordinator of strategic planning and projects the following rights and powers to be exercised under the supervision of the Director General:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts* and under the supervision of the Director General;
- b) To oversee the implementation of the Strategic Action Plan in collaboration with management.

50. COORDINATOR OF POST SECONDARY STUDENT SERVICES

The Council hereby delegates to the Coordinator of Post Secondary Student Services the following rights and powers to be exercised under the supervision of the Director of Post Secondary Student Services:

- a) to participate, under the supervision of the Director of Post Secondary Student Services, in the development, implementation and monitoring of all Post Secondary Student Services Programs of the Board;
- b) to carry out the necessary preparatory work for the Director of Post Secondary Student Services to exercise his rights, powers and obligations, including with respect to personnel matters;
- c) in consultation with the Director of Post Secondary Student Services, administer and manage the Post Secondary Student Services Programs of the Board offered to the eligible post-secondary clientele;

- d) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- e) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Post Secondary Student Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

51. CAPITAL PROJECTS MANAGERS

The Council hereby delegates to the Capital Projects Managers the following rights and powers to be exercised under the supervision of the Director of Material Resources Services:

- a) to authorize expenses relating to his office for amounts not exceeding thirty-five thousand dollars (\$35,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts*;
- b) in relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to approve the short term absences of the support staff of his office in consultation with the Director of Material Resources Services and to supervise and oversee the activities of the support staff of his office, except with respect to disciplinary measures.

52. SUPERINTENDENTS OF FACILITIES, MAINTENANCE AND EQUIPMENT

The Council hereby delegates to the Superintendents of Equipment, Facilities and Maintenance the right and power to authorize expenses related to his office and payments of accounts for amounts not exceeding fifteen thousand dollars (\$15,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts* and under the supervision of the Director of Material Resources Services.

53. ADMINISTRATIVE OFFICER IN THE POST-SECONDARY STUDENT SERVICES

The Council hereby delegates to the Administrative Officer in the Post-Secondary Student Services the right and power to authorize expenses relating to the Post-Secondary Student Services for amounts not exceeding ten thousand dollars (\$10,000), subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts* and under the supervision of the Director of Post-Secondary Student Services.

54. RESIDENCE MANAGER FOR THE SABTUAN VOCATIONAL TRAINING CENTRE IN WASWANIPU

The Council hereby delegates to the Residence Manager for the Sabtuan Regional Vocational Training Centre in Waswanipi the following rights and powers:

- a) to approve traveling expenses, travel advances and travel warrants for the students of the Sabtuan Regional Vocational Training Centre in Waswanipi (the "Centre") in accordance with the by-laws and policies of the Board in such matters;
- b) to allocate and manage the student residences of the Board available for the students of the Centre in accordance with the by-laws and policies of the Board in such matters;
- c) to approve expenses relating to storage and transportation of personal effects of students of the Centre, in accordance with the by-laws and policies of the Board in such matters.

55. ADMINISTRATIVE OFFICERS OF THE CHAIRPERSON, THE DIRECTOR GENERAL, THE DEPUTY DIRECTOR GENERAL (PEDAGOGY), THE DEPUTY DIRECTOR GENERAL (OPERATIONS), THE SECRETARY-GENERAL, THE DIRECTOR OF SCHOOL OPERATIONS, THE DIRECTOR OF MATERIAL RESOURCES SERVICES, THE DIRECTOR OF SABTUAN ADULT EDUCATION SERVICES, THE DIRECTOR OF INFORMATION AND TECHNOLOGIES AND THE COORDINATOR OF STUDENT SERVICES

The Council hereby delegates to the Administrative Officers of the Chairperson, the Director General, the Deputy Director General (Pedagogy), the Deputy Director General (Operations), the Secretary General, the Director of School Operations, the Director of Material Resources Services, the Director of Sabtuan Adult Education Services, the Director of Information and Technologies and the Coordinator of Student Services the following rights, powers and obligations, the whole under the supervision of the Director General, the Deputy Director General (Pedagogy), the Deputy Director General (Operations), the Secretary-General, the Director of School Operations, the Director of Material Resources Services, the Director of Sabtuan Adult Education Services, the Director of Information and Technologies and the Coordinator of Student Services, respectively:

- a) In relation to financial matters, the rights and powers to authorize expenses relating to their respective offices for amounts, subject to the budget approved by the Council as well as the *Policy regarding the award of supply, services and construction contracts* and under the supervision of their respective officers or senior staff, not exceeding ten thousand dollars (\$10,000);

- b) In relation to personnel matters, subject to the personnel plan and the budget approved by the Council, to supervise and oversee the activities of the support staff of the offices of the respective officers and senior staff, except with respect to disciplinary measures, and to approve the short term absences of the support staff of the offices of their respective officers and senior staff.

56. IF DELEGATED POWERS CANNOT BE EXERCISED

For greater certainty, none of the rights, powers and obligations delegated by the Council under this by-law may be sub-delegated by the delegate to another person or body.

However, in the event that one of the persons that is delegated powers by the Council under this by-law cannot properly exercise a specific delegated right, power or obligation, for whatever reason, such right, power or obligation may be exercised by the immediate supervisor of that person or by an officer or senior management staff of the Board who supervises such immediate supervisor, or by another officer or senior management staff as provided by another process set out in this or another by-law of the Board. In the event the Executive Committee cannot exercise a specific delegated right, power or obligation, such right, power or obligation may be exercised by the Council.

57. LIABILITY

When an officer of the Board or a senior or management staff member of the Board has been delegated powers and authorities having financial implications, the concerned officer or senior or management staff member is personally liable to the Board for any exercise of these powers carried out either fraudulently or in a manner which exceeds the level of authorization granted under this by-law.

58. ANTI-AVOIDANCE

When this by-law delegates to an officer of the Board or a senior or management staff member of the Board financial powers and authorities limited to certain amounts, it is not permissible to reduce or split expenses, accounts or contracts in order to exercise these powers or authorities in a manner which could not otherwise have been exercised without exceeding the level of authorization granted under this by-law.

59. REVIEW OF BY-LAW

The Secretary General, in collaboration with the Director General, shall annually review the delegation of powers provided for under this by-law and, if need be, make recommendations to the Council in this matter. The Director of Finance shall annually provide an audit report as to the use of and respect of the financial delegations provided under this by-law.

60. COMING INTO FORCE

This by-law shall come into force in accordance with the provisions of the Act. On the date of coming into force of this by-law, all previous by-laws of the Board relating to any subject matter contained in this by-law shall be deemed to have been replaced by this by-law.