



## COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

<b>By-law Name:</b>	<b>By-Law 14: Delegation of Functions and Powers</b>
<b>Resolution Number:</b>	C21-05-719
<b>Date Approved by Council:</b>	May 25, 2021
<b>Date of Next Review:</b>	3 years from approval by Council

The Eastern Shores School Board (ESSB) is a public body constituted under the *Education Act* (R.S.Q., c. I-13.3). The *Education Act* assigns powers, duties and responsibilities to, among others, the Council of Commissioners, the **Administration** and the Principals of the schools and centres. It also assigns general functions, responsibilities or duties to the School Board that cannot be delegated.

Section 174 of the *Education Act* gives the Council of Commissioners the power to delegate some of its functions and powers to the Director General, the Assistant Directors General, a school/centre Principal or Service/Department Director. Functions and powers may also be delegated to the Executive Committee, a Governing Board, or a School Board Committee, such as the Resource Allocation Committee. However, the Council of Commissioners retains powers that it has not delegated. It also retains the powers expressly assigned to it by the *Education Act* in sections 9 to 12, 155.1, 162, 168, 169, 170, 172, 174, 175, 175.1, 176.1, 179, 186, 193.1, 200 and where the legislator specifically uses the term "Council of Commissioners".

In addition, it should be noted that certain sections of the *Education Act* assign general functions, responsibilities or duties to the School Board. Although they use the term "School Board", they are not among the powers that can be delegated. Indeed, powers such as "receive", "organize", the words "ensure" or "transmit" are general functions, responsibilities or duties assigned to the School Board and are not powers involving actual and discretionary decision making by the **Administration**. They are non-discretionary obligations of the School Board and therefore cannot be delegated.

The powers delegated by the Council of Commissioners imply a real discretion on the part of the delegate to whom the power is attributed and not a simple execution of a decision already taken, which is more a matter of day-to-day management.

### **Sub-Delegation Prohibited**

Delegated powers cannot be sub-delegated. Accordingly, the Director General, an Assistant Director General or any other member of the **Administration** may not assign to another person a power delegated to him under the present By-Law.

### **Day-to-Day Management**

In general, the Council of Commissioners reserves the right to establish major administrative frameworks such as the School Board's orientations, policies, regulations, budget and control procedures. The Director General is responsible for defining the administrative standards and procedures that ensure the proper functioning of the School Board.

Pursuant to sections 201 and 202 of the *Education Act*, the Director General is responsible for the day-to-day management of the activities and resources of the School Board. They ensure that the decisions of the Council of Commissioners are carried out, and perform the tasks assigned to them by the Council.

Pursuant to section 203 of the *Education Act*, the Assistant Director General assists the Director General in the exercise of their duties and powers under their authority. Pursuant to section 260 of the *Education Act*, the personnel required for the operation of the School Board shall perform their duties under the authority of the Director General and the personnel assigned to a school/centre shall perform their duties under the authority of the Principal.

In the exercise of their day-to-day management, an Immediate Superior may assign to an employee under his authority certain responsibilities that they possess and that do not derive from powers delegated by this By-Law. The administrative acts related to the positions held by the employees or expressly provided for by law are not subject to any delegation and shall be exercised by the employees concerned in accordance with the legislative and administrative frameworks in force, in order to ensure the proper functioning of each department or service of the School Board.

## Table of Contents

Sub-Delegation Prohibited.....	2
Day-to-Day Management.....	2
PRINCIPLES OF DELEGATION OF POWERS.....	5
LEGAL FRAMEWORK .....	6
Provincial Legislation:.....	6
GENERAL PROVISIONS .....	7
DEFINITIONS, ABBREVIATIONS AND ACRONYMS.....	8
STRUCTURE OF THE DELEGATION OF POWERS .....	11
<b>CHAPTER 1: GENERAL FUNCTIONS AND POWERS OF THE SCHOOL BOARD .....</b>	<b>12</b>
<b>CHAPTER 2: POWERS RELATED TO SCHOOLS AND CENTRES .....</b>	<b>14</b>
<b>CHAPTER 3: POWERS RELATED TO GOVERNING BOARDS .....</b>	<b>15</b>
<b>CHAPTER 4: POWERS RELATED TO THE MANAGEMENT OF EDUCATIONAL SERVICES.....</b>	<b>16</b>
<b><i>4.1 Implementation of the basic school regulation and derogations .....</i></b>	<b>16</b>
<b><i>4.2 Organization of educational services .....</i></b>	<b>16</b>
<b><i>4.3 Evaluation of students' learning .....</i></b>	<b>17</b>
<b><i>4.4 Students' enrolment .....</i></b>	<b>18</b>
<b><i>4.5 School attendance .....</i></b>	<b>18</b>
<b>CHAPTER 5: POWERS RELATED TO THE MANAGEMENT OF SCHOOL ORGANIZATION.....</b>	<b>19</b>
<b><i>5.1 School transportation .....</i></b>	<b>19</b>
<b>CHAPTER 6: POWERS RELATED TO COMMUNITY SERVICES .....</b>	<b>20</b>
<b>CHAPTER 7: POWERS RELATED TO THE MANAGEMENT OF HUMAN RESOURCES.....</b>	<b>21</b>
<b><i>7.1 Hire, appointment, assignment, termination of employment.....</i></b>	<b>21</b>
<b><i>7.2 Leaves.....</i></b>	<b>24</b>
<b><i>7.3 Labour relations.....</i></b>	<b>24</b>
<b>CHAPTER 8: POWERS RELATED TO THE MANAGEMENT OF FINANCIAL RESOURCES .....</b>	<b>26</b>

<b>CHAPTER 9: POWERS RELATED TO THE MANAGEMENT OF MATERIAL RESOURCES OF THE SCHOOL BOARD</b> .....	28
<b>9.1 Conclusion of contract</b> .....	28
<b>9.2 Functions of the Chief Executive Officer (LCOP, LGCE)</b> .....	29
<b>9.3 Functions of the Chief Executive Officer (RCA, RCS, RCTC, RCTI)</b> .....	31
<b>9.4 Functions of the Chief Executive Officer (DGCOP)</b> .....	32
<b>9.5 Functions of the Chief Executive Officer (DGR)</b> .....	33
<b>9.6 Functions of the Chief Executive Officer of the public body under the LAMP</b> .....	34
<b>9.7 Management of movable and immovable property</b> .....	34

## PRINCIPLES OF DELEGATION OF POWERS

### Efficiency

The efficient management of the School Board and the need to respond to issues in a timely fashion require the Council of Commissioners to entrust certain powers and duties to the **Administration** while concurrently maintaining accountability.

### Empowerment

Part of the power of decision and action is transferred to the **individual** directly concerned in order for them to acquire control of the means that enable them to make better use of their resources and strengthen their autonomy of action.

### Judgment

The delegate shall have the ability and opportunity to exercise judgment on the best decision to make in the circumstances. Thus, they shall have the relevant information, the necessary means and the appropriate scope for action. They shall be able to base their judgment on the trust and benevolent treatment of the delegating authority.

### Relevance

Functions and powers must be exercised by the authority most relevant to the issues at stake and their purpose. Thus, while it is recognized that functions and powers of a political, normative or regulatory nature, as well as structuring decisions, are generally the responsibility of the Council of Commissioners, administrative acts relating to the day-to-day management of the School Board are the prerogative of the **Administration**.

### Subsidiarity

The *Education Act* defines the principle of subsidiarity as "the principle that powers and responsibilities should be delegated to the appropriate level of authority with a view to achieving an appropriate distribution of decision-making centres and with a view to bringing them as close as possible to the students or communities concerned". As such, powers and responsibilities shall be delegated to the appropriate level of authority so that decision making powers are adequately distributed and brought closest to those directly concerned by that action.

## LEGAL FRAMEWORK

In addition to the *Education Act*, the legislative basis for this By-Law emanates from various provincial laws and their corresponding regulations and/or directives, as well as ESSB's By-Laws and Policies, including, but not limited to:

### Provincial Legislation:

- *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (R.S.Q., c. A-2.1)
- *Act respecting contracting by public bodies* (R.S.Q., c. C-65.1) (the "LCOP")
- *Act respecting the Autorité des marchés publics* (R.S.Q., c. A-33.2.1) (the "LAMP")
- *Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises* (R.S.Q., c. G-1.011) (the "LGCE")
- *Regulation respecting certain service contracts of public bodies* (R.S.Q., c. C-65.1, r.4) (the "RSC")
- *Regulation respecting certain supply contracts of public bodies* (R.S.Q., c. C-65.1, r.2) (the "RGC")
- *Regulation respecting construction contracts of public bodies* (CQLR, c. C-65.1, r.5) (the "RCC")
- *Regulation respecting contracting by public bodies in the field of information technologies* (CQLR, c. C-65.1, r. 5.1) (the "RITC")
- *Directive of the Treasury Board concernant la gestion des contrats d'approvisionnement, de services et de travaux de construction des organismes publics* (the "DGCOP")
- *Directive of the Treasury Board concernant la reddition de comptes en gestion contractuelle des organismes publics* (the "DRCGC")

## GENERAL PROVISIONS

- The preamble is an integral part of the By-Law.
- The Council of Commissioners delegates its powers to the Executive Committee, the **Senior Executive Staff Members**, the **Senior Staff Members** and the **Administration**, in accordance with the provisions set out below and as specified in the attached Allocation Chart, which forms an integral part of the By-Law.
- Where a power has been delegated, only those that possess the delegation may exercise the power itself, unless the said delegation is revoked by the Council of Commissioners.
- Unless otherwise specially delegated in the Allocation Chart, the Council of Commissioners delegates all functions conferred on the Chief Executive Officer as per the LGCE and the LCOP to the Director General.
- The delegate shall be accountable for actions taken under this By-Law. The Director General is accountable to the Council of Commissioners for all decisions or actions undertaken pursuant to the present By-Law and shall report, at a minimum, on a quarterly basis. The Assistant Directors General, **Senior Staff Members** and other members of the **Administration** referred to in this By-Law are accountable to the Director General for all decisions or actions undertaken pursuant to the present By-Law and must report, as required by the Director General.
- None of the actions taken pursuant to this By-Law shall result in expenditures beyond those accepted in the adopted budgets.
- All expenses of the School Board shall be done in conformity with the guidelines, parameters and directives established by the MEQ. The delegate has the power to require from the schools/centres and Services/Departments any information or document deemed necessary for the exercise.
- The delegate has the power to form committees related to the exercise of its delegated jurisdiction.
- The delegate shall carry out the consultations necessary for the exercise of its delegated jurisdiction.
- The delegate may request any recommendation or report relevant to the exercise of its jurisdiction.
- Acts under this By-Law shall be done in accordance with applicable laws and regulations, as well as in accordance with the regulations and policies of the School Board and collective agreements. In the event of any conflict, contradiction or inconsistency between the provisions of the present By-Law and any provisions of the ESSB policies and/or procedures, the provisions of the present By-Law shall prevail. In any other cases, such as duplication or repetition, the ESSB policies and/or procedures shall be read in conjunction with the present By-Law and be interpreted and adapted in conformity with the guidelines and principles established in the present By-Law.

- Where a monetary value is set out in this By-Law as part of a benefit or agreement, jurisdictional thresholds shall be based on the overall value of the benefit or agreement, exclusive of taxes.
- Contracts with no monetary value and counterpart risks for the School Board shall be under the delegation to the Director General, unless otherwise specified herein.
- Contracts that do not involve public funds expenditures shall be under the delegation to the Director General, unless otherwise specified herein.
- Contracts, other than those provided for in the Allocation Chart, will abide by the same amounts delegated in relation with the service contracts (sections 115 & 115.1).
- In the event that the Director General is unable to act, his delegated authority shall be exercised by the Assistant Director General.
- In the event that an Assistant Director General is unable to act, his delegated authority shall be exercised by the Director designated by the Council of Commissioners, the Director General or the person designated by the Director General.
- In the event that a **Senior Staff Member** is unable to act, his delegated authority shall be exercised by his immediate supervisor.
- The delegation of authority implies full and complete jurisdiction over the functions and powers delegated to members of the **Administration**, including all necessary acts resulting from their exercise (representation, negotiation, signature, payment, etc.).

## DEFINITIONS, ABBREVIATIONS AND ACRONYMS

In this By-Law, the use of the bold interface identifies the terms defined in this section as follows:

**Administration:** Globally refers to the Director General, the Assistant Directors General, the **Senior Staff Members** as well as any other administrators under their authority, including namely Principals, Coordinators and Managers.

**Chief Executive Officer:** Refers to the Council of Commissioners, to the exception of the parts of the functions conferred on the Chief Executive Officer delegated expressly to the Director General.

**MEQ:** Refers, for the purpose of the present By-Law, to the Ministre or Ministère de l'Éducation du Québec and is designated as MEQ.

**Senior Executive Staff Member:** Refers to the Director General and the Assistant Director General.

**Senior Staff Member:** Means an administrator, a senior staff administrator in a school or a senior staff administrator in a centre. For the purposes of this By-Law, it refers to the Schools and Centres Administrators (**Senior Staff Members - In-School Administrators**), the Directors of Services and/or Departments of the School Board and the Secretary General (**Senior Staff Members - Administrators**).



For the purposes of the present By-Law, these abbreviations and acronyms have the following meaning:

<b>ABBREVIATIONS</b>			
<b>EXEC.</b>	Executive Committee	<b>TS</b>	Transportation Services
<b>DG</b>	Director General	<b>IMM. SUP.</b>	Immediate Superior
<b>ADG</b>	Assistant Director General	<b>P</b>	Principal in a School/Centre
<b>D</b>	Director of Service/Department	<b>AE/VT</b>	Adult education/Vocation Training
<b>FS</b>	Financial Services	<b>AO</b>	Administrative Officer
<b>HR</b>	Human Resources		
<b>ES</b>	Educational Services		
<b>IT</b>	Information Technology		
<b>MR</b>	Material Resources		
<b>SG</b>	Secretary General		
<b>SO</b>	School Organization		

ACRONYMS			
<b>EA</b>	Education Act	<b>LFRNR</b>	Loi favorisant le respect de la neutralité religieuse de l'État et visant notamment à encadrer les demandes d'accommodements pour un motif religieux dans certains organismes <i>An Act to promote respect for the religious neutrality of the State and to provide a framework for requests for accommodation on religious grounds in certain organizations.</i>
<b>DRC</b>	Directive concernant la reddition de comptes en gestion contractuelle des organismes publics <i>Directive on Contract Management Accountability of Public Bodies</i>	<b>LGCE</b>	Loi sur la gestion et le contrôle des effectifs des ministères, des organismes et des réseaux du secteur public ainsi que des sociétés d'État <i>Workforce Management and Control Act for Public Sector Departments, Agencies and Networks and Crown Corporations</i>
<b>DGCOP</b>	Directive concernant la gestion des contrats d'approvisionnement, de services et de travaux de construction des organismes publics <i>Directive on the Management of Procurement, Service and Construction Contracts of Public Bodies</i>	<b>LGRI</b>	Loi sur la gouvernance et la gestion des ressources informationnelles des organismes publics et des entreprises gouvernementales <i>Act respecting the governance and management of information resources of public bodies and government enterprises</i>
<b>DGR</b>	Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle <i>Guideline on risk management of corruption and collusion risks in contract management processes</i>	<b>RCA</b>	Règlement sur certains contrats d'approvisionnement des organismes publics <i>Regulation respecting certain procurement contracts of public bodies</i>
<b>LAMP</b>	Loi sur l'autorité des marchés publics <i>Public Procurement Authority Act</i>	<b>RCS</b>	Règlement sur certains contrats de service des organismes publics <i>Regulation respecting certain service contracts of public bodies</i>
<b>LCOP</b>	Loi sur les contrats des organismes publics <i>Public Bodies Contracts Act</i>	<b>RCTC</b>	Règlement sur les contrats de travaux de construction des organismes publics <i>Regulation respecting construction contracts for public bodies</i>
<b>LFDAR</b>	Loi facilitant la divulgation d'actes répréhensibles à l'égard des organismes publics <i>An Act to Facilitate the Disclosure of Wrongdoing in Public Bodies</i>	<b>RCTI</b>	Règlement sur les contrats des organismes publics en matière de technologies de l'information <i>Regulation respecting contracts of public bodies in the field of information technology</i>

## STRUCTURE OF THE DELEGATION OF POWERS

In order to facilitate the comprehension and the application of the present By-Law, the powers and authority delegated are classified into nine major categories as follows:

- CHAPTER 1: General functions and powers of the School Board
- CHAPTER 2: Powers related to Schools and Centres
- CHAPTER 3: Powers related to Governing Boards
- CHAPTER 4: Powers related to the management of Educational Services
  - 1) Implementation of the basic school regulation and derogations
  - 2) Organization of educational services
  - 3) Evaluation of students' learning
  - 4) Students' enrolment
  - 5) School attendance
- CHAPTER 5: Powers related to the management of School Organization
  - 1) School transportation
- CHAPTER 6: Powers related to community services
- CHAPTER 7: Powers related to the management of Human Resources
  - 1) Hire, appointment, assignment, termination of employment
  - 2) Leaves
  - 3) Labour relations
- CHAPTER 8: Powers related to the management of Financial Resources
- CHAPTER 9: Powers related to the management of Material Resources of the School Board
  - 1) Conclusion of contract
  - 2) Functions of the Chief Executive Officer (LCOP, LGCE)
  - 3) Functions of the Chief Executive Officer (RCA, RCS, RCTC, RCTI)
  - 4) Functions of the Chief Executive Officer (DGCOP)
  - 5) Functions of the Chief Executive Officer (DGR)
  - 6) Functions of the Chief Executive Officer of the public body under the LAMP
  - 7) Management of movable and immovable property

## ALLOCATION CHART

CHAPTER 1: GENERAL FUNCTIONS AND POWERS OF THE SCHOOL BOARD							
	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
1	Establish an Advisory Committee on Management (CMAC) / Resource Allocation Committee (RAC)	EA 183, 193.2, 193.3		X			
2	Designate employees to the various School Board committees			X			
3	Exercise the functions and powers set out in the LFRNR, to be conferred on the person with the highest administrative authority within the organization	LFRNR 17		X			
4	Exercise the functions and powers set out in the LFDAR, to be conferred on the highest-ranking administrative official within the organization	LFDAR 13		X			
5	Designate an officer responsible for dealing with disclosures and LFRNR	LFDAR 13		X			
6	Designate an officer responsible for the application of contracting rules RARC			X			
7	Designate an Information Security Officer ( <i>Responsable de la sécurité de l'information</i> (RSI))	LGGRI		X			
8	Designate an Incident Management Coordinator ( <i>Coordonnateur sectoriel de la gestion des incidents</i> (CSGI))	LGGRI		X			
9	Claim the value of the property damaged or destroyed by a student from the student's parents if the student is a minor, or from the student if the student is of full age	EA 18.2					P-AO
10	In legal proceedings: ( <i>excluding matters relating to labour relations disputes such as: grievances, arbitrations and other proceedings under labour laws or regulations on working conditions</i> )	EA 73, 108, 177.2, 196					

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
10.1	Initiate legal proceedings on behalf of the School Board, when the value is:			Less than \$50,000.00		SG \$25,000 and less	
10.2	Appoint an external legal counsel for any legal related matters, including legal representation, legal opinion.			X		SG D. FS	
10.3	Defend, intervene in any legal matters, regardless of the value in dispute			X		SG	
10.4	Settle out of court any legal matters, when the value in dispute is:			Less than 50,000.00		SG \$25,000 and less	
11	Enter, on behalf of the School Board, a culpability plea to a penal infraction and the payment of the fine attached to it, when the value in dispute is:			Less than \$ 25,000			
12	Affiliate the School Board with other administrative bodies	EA 214		X			
13	Take any measure requiring immediate action, including authorizing expenses to ensure the safety of students, employees and the general public, or the continued functioning of the School Board's establishments (schools and centres) property and services, including any derogation from a policy and/or procedure of the School Board when the urgency of the situation or the real impossibility of acting justifies it in the circumstances			X			
14	In the absence, or inability to act of the Secretary General, the Director General signs the minutes of proceedings along with the Chairman or his replacement, and signs any document or copy of documents from the Board's archives.	EA 172		X			

CHAPTER 2: POWERS RELATED TO SCHOOLS AND CENTRES							
	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
15	Request a school/centre to provide a general education program to students enrolled in a vocational training program provided by a vocational training centre or by an enterprise that meets the conditions determined by the MEQ.	EA 38, 98, al. 1		X			
16	Request a vocational training centre to provide a general education program.	EA 98, al. 2		X		D.AE/VT	
17	Give formal notice to an institution that refuses to comply with the <i>Education Act</i> or with a regulation of the Government, the MEQ or the School Board; failing that, take appropriate action to ensure compliance with the <i>Education Act</i> and the regulations, such as substituting its decisions for the decisions of the institution	EA 218.2		X			

CHAPTER 3: POWERS RELATED TO GOVERNING BOARDS							
	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
18	Receive and approve, for the School Board, a draft contract of a Governing Board for the provision of goods and services  Indicate to the Governing Board, for draft service and supply contracts referred to in sections 90 and 110.3 of the <i>Education Act</i> its disagreement on the ground of non-compliance with the applicable laws and standards	EA 91, 110.4				SG	
19	Determine the number of parents' representatives and staff representatives on a school's/Centre's Governing Board after consulting each group concerned	EA 43				SG	
20	Vary the rules governing the composition of the Governing Board where fewer than 60 students are enrolled in a school/centre. after consulting each group concerned	EA 44				SG	
21	Determine the number of the other representatives of each group on the Governing Board of a centre after consulting each group concerned	EA 103				SG	
22	Appoint to the Governing Board of a centre representatives from socio-economic and community groups and from within enterprises after consulting each group concerned	EA 102				D.AE/VS	
23	Order that the functions and powers of the Governing Board be suspended and that they be exercised by the principal of the school pursuant to article 47  School/centre determines the suspension period when after three consecutive notices have been sent at intervals of at least seven days, the Governing Board is unable to hold a meeting for lack of a quorum	EA 52. 62, 108		X			
24	Consult with governing boards concerning the selection criteria for the appointment of a school principal or centre director.	EA 79 (2) 110.1 (2)				D. HR	

CHAPTER 4: POWERS RELATED TO THE MANAGEMENT OF EDUCATIONAL SERVICES							
	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
25	Enter into an agreement with another school board or a school service centre, a body or a person if the School Board is unable to provide instructional services at the elementary and secondary level such as student services, literacy services, popular education services	EA 209, 213			X		
26	Prepare an annual report containing a statement of the School Board's Activities during the school year and a report of the educational and cultural activities of its schools and adult education centers.	ES 220		X			
<b>4.1 Implementation of the basic school regulation and derogations</b>							
27	Accept requests for exemptions from the basic school regulation, for humanitarian reasons or to avoid serious harm to a student, with respect to the admission of students to school and attendance	EA 222, 246				D. ES	
28	Apply to the MEQ for an exemption from the rules governing the certification of studies	EA 222, 460				D. ES	
29	Permit a departure from a provision of the basic school regulation so that a special school project may be carried out	EA 222				D. ES	
30	Exempt a student who needs special support services in the language of instruction, second language or mathematics program from a subject prescribed by the basic school regulation	EA 222.1, 223				D. ES	
31	Allow a school to replace a program of studies established by the MEQ by a local program of studies	EA 222.1				D. ES	
<b>4.2 Organization of educational services</b>							
32	Develop and offer programs of studies leading to an occupation or a profession and award an attestation of qualification	EA 223, 246.1				D. AD/VT D. ES	
33	Develop and administer the school and centre calendars and the calendars applicable to any facility of the Board.	EA 238		X			
34	Ensure the development and implementation of Safe Schools and Anti-Violence policies in schools.					D. ES	
35	Ensure that each school has an educational project and facilitate its implementation by means of an action plan.	EA 218, 221.1				D. ES	



	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
36	Establish a committee on services to students with handicaps	EA 185				D. ES	
37	Receive and study advice from the committee on services to handicapped students.	EA 187				D. ES	
38	Consult the Special Needs Advisory Committee concerning the Policy on the organization of educational services for students with special needs.	EA 235				D. ES	
39	Enter into an agreement, for the provision of instructional services at the preschool, elementary or secondary level, with another school board, a school service centre or an educational body in Canada which provides educational services equivalent to those referred to in the <i>Education Act</i>	EA 213			X		
40	Establish a program for each student service and special educational service contemplated in the basic school regulation in general education in the youth sector	EA 224				D. ES	
41	Enter into an agreement with another school board, a school service centre, a body or a person for the provision of student services and special educational services	EA 213 & 224			X		
42	Establish a program for each student service and popular education service provided for in the basic regulation in vocational training and adult education centres	EA 247				D. AD/VT	
43	Enter into an agreement for the provision of literacy services and popular education services	EA 213			X		
44	Enter into an agreement with enterprises, including on-the-job training and apprenticeship programs	EA 213					P AO
45	Enter into an agreement with any person or body with regard to the contents of the programs in those matters which do not come under the jurisdiction of the MEQ	EA 224			X		
46	Enter into an agreement with government departments and other outside bodies to carry out projects for which the School Board has received a specific grant	EA 255			X		
<b>4.3 Evaluation of students' learning</b>							
47	Determine the subjects for which internal common examinations will be imposed at the end of each cycle of the elementary level and at the end of the first cycle of the secondary level	EA 231, 232				D. ES	
48	Impose internal examinations in the subjects in which no examination is imposed by the MEQ and for which credits are compulsory for the issue of a secondary school diploma or a vocational training diploma	EA 249				D. ES D. AE/VT	

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
49	Recognize, in accordance with the criteria or conditions established by the MEQ, the learning acquired by a student otherwise than as prescribed in the basic school regulation	EA 232				D. ES	
<b>4.4 Students' enrolment</b>							
50	Admit the child to preschool education for the school year in which he attains 5 years of age, or admit him to elementary school education for the school year in which he attains 6 years of age. Admit to elementary school education a child admitted to preschool education who has attained 5 years of age	EA 241.1				D. ES	
51	Establish rules governing promotion from elementary school to secondary school and from the first cycle to the second cycle of the secondary level	EA 233				D. ES	
<b>4.5 School attendance</b>							
52	Exempt a student from compulsory school attendance by reason of illness or for the purpose of receiving medical treatment or care required by his state of health.	EA 15				D. ES	
53	Exempt a student from compulsory school attendance at the request of his parents by reason of a physical or mental handicap which prevents him from attending school	EA 15				D. ES	
54	Determine for homeschooled students the terms and conditions for free access to student services, premises, textbooks, instructional material, examinations imposed by the MEQ and examinations imposed by the School Board	EA 15				D. ES	
55	Establish procedures to ensure school attendance	EA 18				D. ES	
56	The principal shall ascertain, in the manner determined by the school board, that students attend school regularly	EA 18					P
57	Expel a student from all schools/centres within the School Board, for just and sufficient cause, at the request of the principal.	EA 15.3, 242		X			

CHAPTER 5: POWERS RELATED TO THE MANAGEMENT OF SCHOOL ORGANIZATION							
	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
58	Determine the allocation of premises or buildings or parts thereof, or their use between institutions established in the same premises or buildings. Consultation process	EA 211 (p.4)		X			
<b>5.1 School transportation</b>							
59	Authorize the payment to students of an amount to cover all or part of their transportation costs	EA 299				D. TS	
60	Authorize student transportation contracts for less than a year, in accordance with approved budgets					D. TS	
61	Suspend a student from school transportation for:					D. TS	
	<ul style="list-style-type: none"> <li>• One or more periods of more than ten days</li> <li>• One or more periods of ten days or less</li> </ul>						P
62	Enter into agreements with transportation companies for the school's extra-curricular activities, determine funding arrangements and claim the cost from parents.	EA 291, 292					P
63	Authorize modifications to bus routes according to the terms and conditions of school transportation contracts					D.TS	
64	Allow any person other than those for whom it arranges school transportation services to use this school transportation service up to the number of seats available and establish the cost of the transportation services offered	EA 298				D. TS	
65	Suspend school transportation in emergency situations (Storms, Road condition, etc )						P AO
66	Enter into an agreement to provide transportation for all or some of the students of another school board, a school service centre or a private education institution and establish the cost of the transportation services offered	EA 294, 296		X			

CHAPTER 6: POWERS RELATED TO COMMUNITY SERVICES							
	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
67	Enter into agreements with the police force in the territory of the school board regarding how the police force will intervene in an emergency or when an act of bullying or violence is reported	EA 214.1			X		
68	Enter into an agreement with an institution, another body in the health and social services network or a community organization operating in its territory for the provision of services to students after an act of bullying or violence is reported	EA 214.2			X		
69	Enter into an agreement with an institution operating a child and youth protection centre in its territory concerning the services to be provided to a child and his parents by the health and social services network and the education network	EA 214 .3			X		
70	Authorize and enter into any agreement with a community agency for the enforcement of MEQ measures and agree on the terms and conditions, when the value of the agreement is:	EA 213, 255, LGCE 16		X Under \$50,000			
71	Organize, provide cultural, social, sports, scientific or community services in the premises of the school/centre	EA 255(2), 258					P
72	Enter into agreements for sports, cultural and recreational centers in respect of the deeds of establishments and promote the use of premises by public or community organizations, subject to the rights of the Governing Boards.	EA 93, 266		X Exceeds one year			P under 1 year
73	Agree with the Governing Board on how to organize and provide childcare for preschool and elementary school students	EA 256				D. ES (for new daycares)	P (for existing daycares)
74	Agree with Governing Boards on the arrangements for supervising students who stay at school at lunch time and claim the cost from parents	EA 292					P
75	Authorize out of province travel: Students, Staff			X			

**CHAPTER 7: POWERS RELATED TO THE MANAGEMENT OF HUMAN RESOURCES**

**General Notes:**

*The Director General is the employee of the Council of Commissioners. As such, this section does not apply to him.*

*The School Board is the employer of the staff it requires for its operations and those of its schools, vocational training centers and adult education centers (EA 259).*

*Staff assigned to a school perform their duties under the authority of the school director and staff assigned to a vocational training or adult education center perform their duties under the authority of the center director (EA 260).*

**7.1 Hire, appointment, assignment, termination of employment**

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
76	Appoint a secretary general	EA 259		X			
77	Appoint a person responsible for adult education services	EA 264		X			
78	Appoint a person responsible for educational services for handicapped students or students with social maladjustments or learning disabilities	EA 265		X			
79	Approve all decisions related to hiring and termination regarding assistant director general and senior staff:	EA 259					
	Make all decisions related to hiring, promotion, appointment, assignment, reassignment, transfer (administrative or disciplinary), changes of dossiers, demotion and probation (successful completion, extension or early termination) regarding the ADG and Senior Staff Members.			X			
	Make all decisions related to hiring, promotion, appointment, assignment, reassignment, transfer (administrative or disciplinary), changes of dossiers, demotion and probation (successful completion, extension or early termination) regarding all unionized employees of the school board.					D. HR	
80	Proceed with layoffs, placement on surplus and non-reengagement regarding: <ul style="list-style-type: none"> <li>Assistant Director General and the <b>Senior Staff Members</b></li> </ul>			X			
	<ul style="list-style-type: none"> <li>All other employees of the School Board, including the other members of <b>Administration</b></li> </ul>					D. HR	

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
81	Proceed with the dismissal, termination of employment or any other administrative and disciplinary action resulting in the severance of the link of employment with the School Board, regarding:						
	<ul style="list-style-type: none"> <li>Any temporary or external member of <b>Administration</b> to the exclusion of the <b>Senior Executive Staff Members</b> and the <b>Senior Staff Members</b></li> </ul>			X			
	<ul style="list-style-type: none"> <li>Any temporary professional, teaching and support staff</li> </ul>			X			
	<ul style="list-style-type: none"> <li>Any other contractual employees of the School Board</li> </ul>			X			
82	The administration, application and reporting in respect to the Act Respecting Workforce Management and Control within Government Departments (LGCE)					D. HR	
83	Sign all hiring contracts and confirmations of employment for all categories of personnel with the exception of the Director General, senior staff of services and senior staff of schools and centres;					D. HR	
84	Determines the function(s) of the Board directorate and of other staff under their responsibility;			X			
	Other staff:					D. ES D. FS DSOT DAD/VT D. HR	P AO
85	Determines whether the probationary period of a staff member under their responsibility has been successfully completed.				X	D. ES D. FS DSOT DAD/VT D. HR	P AO
86	Approves staffing for each school, center and department, based on the staffing plan.			X			
87	Establish the staffing plans for schools for all categories of employees, except senior staff.	EA 259				D. ES	
88	Determine the date and the form upon which the principal and centre director will inform the School Board of the needs of the school in respect of each staff category and of the professional development needs of the staff.	EA 96.20 110.13				D. HR	

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
89	Assign all personnel in schools, centres and the board office according to the approved staffing plans of all categories of employees, and upon the recommendations of the resource allocation committee, except executive staff and senior staff	EA 261, 259				D. HR	
90	Shall ensure that every teacher hired by the Board holds a teaching license issued by the Minister of Education.	EA 23, 261				D. HR	
91	Ensure that new employees have no judicial record relevant to the functions that could be assigned to them.	EA 261.0.1				D. HR	
92	Request, in exceptional circumstances, authorization from the Minister to engage as pre-school education providers, elementary or secondary level teachers, or adult and vocational education teachers, persons who do not hold a teaching license.	EA 23, 25				D. HR	
93	Abolish, modify or create a new position for all types of personnel to the exclusion of the <b>Administration</b>			X			
94	Temporarily create an <b>Administration</b> position that does not exceed June 30 of the current year			X			
95	Impose administrative measures			Imm. Sup.	Imm. Sup.	Imm. Sup.	Imm. Sup.
96	Impose disciplinary measures such as warnings or reprimand:			X			
	• To the Assistant Director General and the Senior Staff Members				Imm. Sup.	Imm. Sup.	Imm. Sup.
	• To any other members of the <b>Administration</b>				Imm. Sup.	Imm. Sup.	Imm. Sup.
97	Impose an administrative suspension with pay:			X			
	• To the Assistant Director General and the <b>Senior Staff Members;</b>					D. HR	
	• To any other employee of the School Board, including the other members of <b>Administration</b>						
98	Impose a disciplinary suspension without pay:			X			
	• To the Assistant Director General and the <b>Senior Staff Members;</b>					D. HR	
	• To any other employee of the School Board, including the other members of <b>Administration</b>						

7.2 Leaves							
	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
99	Authorize leaves of absence, loans of services and staff exchanges: <ul style="list-style-type: none"> <li>Of the Assistant Director General and the <b>Senior Staff Members</b>;</li> </ul>			X			
	<ul style="list-style-type: none"> <li>Any other employees of the School Board, including the other members of the <b>Administration</b></li> </ul>					D. HR	
100	Authorize a request for progressive retirement for: <ul style="list-style-type: none"> <li>Any member of <b>Administration</b></li> </ul>			X			
	<ul style="list-style-type: none"> <li>Any other employee of the School Board</li> </ul>					D.HR	
7.3 Labour relations							
101	Submit employer's grievances to the arbitration process					D. HR	
102	Defend and intervene in grievances or disputes arising out of labour legislation, working conditions regulations or collective agreements, regardless of the value in dispute					D. HR	
103	Take steps to resolve problems, grievances and any other types of disagreements regarding: <ul style="list-style-type: none"> <li>The Assistant Director General and the Senior Staff Members;</li> </ul>			X			
	<ul style="list-style-type: none"> <li>Any other employees of the School Board, including the other members of the Administration</li> </ul>					D.HR	
104	Sign and approve local agreements and any other local entente with unions and associations			X			
105	Proceed with the consultation of unions and associations			X Assoc		D. HR unions	



	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
106	Authorize settlement agreements related to grievances or disputes arising out of labour legislation, working conditions regulations or collective agreements when the value in the dispute is:						
	<ul style="list-style-type: none"> <li>• Less than \$50,000</li> </ul>			X			
	<ul style="list-style-type: none"> <li>• Less than \$25, 000</li> </ul>					D.HR	
107	Ask the principal to exercise functions and powers other than those of a principal	EA 96.26, 110.13		X			
108	Designate the staff assistant who shall exercise the principal's functions and powers if the principal is absent or unable to act	EA 96.10					P
109	Designate a person to fill the position of principal temporarily	EA 96.8		X			
110	Appoint a person responsible for each immovable where the deed of establishment places more than one immovable at the disposal of the institution	EA 41, 100		X			
111	Appoint a person responsible for an institution with only one immovable at its disposal and where there is no vice-principal	EA 41, 100, 211		X			
112	Enter into an agreement with any educational institution at the university level concerning the training of future teachers and the mentoring of teacher trainees or newly qualified teachers	EA 261.1				D. HR	

CHAPTER 8: POWERS RELATED TO THE MANAGEMENT OF FINANCIAL RESOURCES							
	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
113	May, subject to the conditions it determines, authorize a school or a centre, to incur expenses that have not been approved	EA 276				D. FS	
114	Manages the budget within their area of responsibility and renders an account thereof.					All Departments	P AO
115	Exercise budgetary control over the various administrative units with respect to both the operating and the capital budgets. Said control may include a recovery plan for the administrative unit.					D. FS	
116	Initiate, supervise and manage the budget preparation process throughout the School Board.					D. FS	
117	Contract short-term loans within the maximum amounts authorized by the Minister (Section 288).					D. FS	
118	Establish an annual procedure for the Board advisory committees, schools, centers and Governing Boards to render an account of their administrative budgets.					D. FS	
119	Authorize the closing and opening of any bank account and designate the signatories					D.FS	
120	Negotiate and enter into a financial services agreement with a financial institution.					D.FS	
121	Receive cash donations for School Board Services/Departments					D.FS	
122	Write off bad debts for an amount of:						
	• Less than \$50,000		X				
	• Less than \$15,000			X			
	• Less than \$ 5,000					D. FS	
123	Take the necessary steps to collect from debtors any outstanding monies owed to the Board, its schools or its centers.					D. FS	
124	Take any action on behalf of the School Board for the recovery of school taxes and/or the value of the property as provided for in the Education Act, and any action for damages and sign all documents and procedures required to this end.					D. FS	
125	Authorize and ensure disbursement of accounts payable					D. FS	

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
126	Determine the financial contributions payable in regard to services and goods for which the right to free use does not apply in institutions	EA 3, 7, 212.1 216					P AO
127	Require a financial contribution in respect of a student who does not hold the status of Québec's resident.	EA 216		X			
128	Following a request made by a student or his parents, exempt the student from payment of the required financial contribution (as per #108) for humanitarian reasons or to avoid serious prejudice to him	EA 216		X			
129	Approve the transfer of budgets within a Department, at the request of the Directors of Departments					D.FS	
130	Approve increases of Service/Department's budget that are offset by increases of revenues where the source of funding is from the MEQ, according to the parameters indicated by the MEQ:						
	<ul style="list-style-type: none"> <li>Over \$ 100,000</li> </ul>			X			
	<ul style="list-style-type: none"> <li>Up to \$ 100,000</li> </ul>					D. FS	

**CHAPTER 9: POWERS RELATED TO THE MANAGEMENT OF MATERIAL RESOURCES OF THE SCHOOL BOARD**

**9.1 Conclusion of contract**

*Note: The threshold set according to intergovernmental agreements is available on the Treasury Board Secretariat website. In March of 2020, the applicable threshold is \$105,700 and will be indexed on January 1, 2022.*

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
131	Signs, for and on behalf of the Board, any agreement, contract or act, agreed upon and established by resolution, under the authority of the Council of Commissioners or the Executive Committee, as the case may be.			X			
132	Enter into a supply contract, including an information technology supply contract, involving an expenditure of:	EA 266					
	• Less than \$100,000			X			
	• Less than \$ 25,000					D/SG	
	• Less than \$ 5,000					Manager of MR	P AO
133	Enter into a service contract, including an information technology service contract, <b>with an individual:</b>	LGCE 16					
	• Less than \$100,000			X			
	• Less than \$10,000					D/SG	
	• Less than \$5,000						P AO
134	Enter into a service contract, including an information technology service contract, <b>with a person other than an individual:</b>						
	• Less than \$100,000			X			
	• Less than \$10,000					D/SG Manager MR	
	• Less than \$5,000						P AO

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
135	Enter into a construction contract, in accordance with applicable regulations, involving an expenditure of:	EA 266					
	<ul style="list-style-type: none"> <li>• Less than \$100,000</li> </ul>			X			
	<ul style="list-style-type: none"> <li>• Less than \$50,000</li> </ul>					D. MR	
	<ul style="list-style-type: none"> <li>• Less than \$10,000</li> </ul>					Manager MR	
	<ul style="list-style-type: none"> <li>• Less than \$5,000</li> </ul>						P AO
136	Enter into a professional service contract in accordance with applicable regulations, involving an expenditure of:			X			
	<ul style="list-style-type: none"> <li>• Less than \$ 100,000</li> </ul>						
	<ul style="list-style-type: none"> <li>• Less than \$5,000</li> </ul>					Directors	
137	Enter into a lease agreement as a tenant for a building or part of a building for an amount of:	EA 266		X Less than \$150,000			
<b>9.2 Functions of the Chief Executive Officer (LCOP, LGCE)</b>							
138	Authorize the conclusion of a contract involving an expenditure equal to or above the public tender threshold if there is only one possible contractor because of the existence of a guarantee, an ownership right or an exclusive right, or the artistic, heritage or museological value of the required property or service	LCOP 13, al.1, par.2		X			
139	Authorize the conclusion of a contract involving an expenditure equal to or above the public tender threshold if the contract involves confidential or protected information.	LCOP 13, al.1, par.3		X			
140	Authorize the conclusion of a contract involving an expenditure equal to or above the public tender threshold for which a public call for tenders would not serve the public interest	LCOP 13, al.1, par 4		X			

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
141	<p>Authorize, in the case of a contract governed by the LCOP that involves an expenditure equal to or above the public tender threshold, an accessory amendment that entails an additional expenditure of <b>more than 10%</b> of the initial amount of the contract:</p> <ul style="list-style-type: none"> <li>Until the cumulative amount of all accessory amendments (change orders) remains equal to or less than \$100,000</li> </ul>	LCOP 17, al.2		X			
142	<p>Authorize, in the case of a contract governed by the LCOP that involves an expenditure equal to or above the public tender threshold, an accessory amendment (change orders) that entails an additional expenditure of <b>up to 10%</b> of the initial amount of the contract.</p>	LCOP 17, al.2					
	<ul style="list-style-type: none"> <li>Until the cumulative amount of all accessory amendments (change orders) remains equal to or less than \$100,000</li> </ul>			X			
	<ul style="list-style-type: none"> <li>Until the cumulative amount of all accessory amendments (change orders) equal to or less than \$50,000</li> </ul>					D.MR	
143	<p>Authorize a contract with a company ineligible for government contracts, or a subcontract directly related to a government contract with a company ineligible for government contracts, where there is an emergency and the safety of persons or property is at stake</p>	LCOP 25.0.3, al.2		X			
144	<p>Authorize the conclusion of a contract or a subcontract directly related to a public contract with an enterprise that does not hold an authorization to contract, when an urgent action is required and there is a threat to human safety or property</p>	LCOP 25.0.3, al.2 and 3		X			
145	<p>Ensure the administration, the application and the reporting to the Secrétaire du Conseil du trésor the accountability information considered necessary under the LCOP, its regulations or directives, as applicable.</p>	LCOP 22.1 DRC 8		X			
146	<p>To sign the declaration as the head of the organization (Déclaration du dirigeant) that is to be transmitted annually to the Secrétaire du Conseil du trésor attesting to the reliability of the information and controls</p>	LCOP 22.1 DRC 8		X			

### 9.3 Functions of the Chief Executive Officer (RCA, RCS, RCTC, RCTI)

*General Note: Section 8 of the LCOP only permits the delegation of the duties of the Chief Executive Officer to the Director General, regardless of the subject matter.*

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
147	Designate the members of the committee set up to analyze a tender with an unusually low price	RCA 15.4 RCS 29.3 RCTC 18.4 RCTI 35		X			
148	Receive a copy of the report of the committee in charge of analyzing a tender with an unusually low price and, if applicable, authorize the rejection of the tender with an unusually low price	RCA 15.8 RCS 29.7 RCTC 18.8 RCTI 39		X			
149	Authorize the launch of a public call for tenders for a delivery order contract, including a delivery order contract in the field of information technologies, with multiple suppliers comprising an awarding rule which allows the awarding of an order to any of the selected suppliers whose price submitted does not exceed the lowest price by more than 10%	RCA 18, al.2 RCTI 43, al.2		X			
150	Authorize the conclusion of a supply contract or a service contract of a repetitive nature, including in the field of information technologies, where the expected term, including any renewal, is greater than 3 years	RCA 33, al. 1 RCS 46, al. 1 RCTI 57, al.1		X			
151	Authorize the conclusion of a contract involving an expenditure equal to or above the public tender threshold if only one tenderer submitted a compliant tender or if only one tenderer submitted an acceptable tender	RCA 33, al.2 RCS 46, al.2 RCTC 39, al.2 RCTI 57, al 2		X			
152	Uphold or cancel the performance evaluation of the supplier, service provider or contractor and inform them of the decision	RCA 45 RCS 58 RCTC 58 RCTI 82, al.2		X			
153	Authorize the publication of a notice of the call for tenders for a construction contract if the tender validity period is greater than 45 days	RCTC 39, al.1		X			

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
154	Authorize the School Board representative to proceed with the mediation as part of the dispute resolution process	RCTC 51		X			
155	Authorize the launch of a call for tenders involving a competitive dialogue in the field of information technologies	RCTI 19		X			
156	Allow the tendering process to continue when, in a competitive dialogue, only two tenderers meet the selection criteria	RCTI 20, al.3		X			
157	Authorize the determination of the most advantageous goods or services based on criteria other than price when entering into a contract for the acquisition of cloud goods or services by mutual agreement with a supplier or service provider who has concluded a framework agreement with the government procurement agency	RCTI 48, al.2, par.2		X			
158	Send to the government procurement agency the supplier's or service provider's performance evaluation in the case of a contract for the acquisition of cloud goods or services entered into by mutual agreement with a supplier or service provider who has concluded a framework agreement with the government procurement agency	RCTI 82, al.3		X			
<b>9.4 Functions of the Chief Executive Officer (DGCOP)</b>							
<i>General Note: Section 8 of the LCOP only permits the delegation of the duties of the Chief Executive Officer to the Director General, regardless of the subject matter.</i>							
159	Authorize the School Board to join a group purchasing tender during the execution of a contract involving an expenditure:	LCOP 15 DGCOP 3.5					
	<ul style="list-style-type: none"> <li>• For a service contract: <ul style="list-style-type: none"> <li>• More than \$100,000</li> <li>• Less than \$ 100,000</li> </ul> </li> </ul>		X				
	<ul style="list-style-type: none"> <li>• For a supply contract: <ul style="list-style-type: none"> <li>• More than \$250,000</li> <li>• Less than \$ 250,000</li> </ul> </li> </ul>		X				
				X			
160	Limit the scope of a service provider's license in a contract for the development of a program	DGCOP 3.10, al.2		X			



	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
161	Request an assignment of copyright from the service provider in a contract for the development of a computer program and, if applicable, refuse to grant a copyright license to the service provider	DGCOP 3.11, al.1 and al.3		X			
162	Grant an exemption from the requirement to enter into a professional services contract in the field of information technologies with a service provider holding an ISO 9001:2015 registration certificate	DGCOP 6		X			
163	Designate the person(s) who may act as the selection committee's secretary	DGCOP 8, par. 2		X			
164	Appoint the members of the selection committee	DGCOP 8, par. 7		X			
165	Grant an exception from the conditions related to the operation of a selection committee and ensure the rotation of the individual designated for this purpose, when permitted by the DGCOP	DGCOP 8, par.9		X			
166	Authorize the conclusion of a contract or any new contract with an individual who does not own or operate a business where the sum of the expense of that contract and the expenses of previous successive contracts entered into with that individual is \$50,000 or more	DGCOP 16, al.1 and 2		X			
167	Authorize, in the case of a contract entered into with an individual who does not operate a business and involving an expenditure equal to or greater than \$50,000, an accessory amendment cannot exceed more than 10% of the initial contract.	DGCOP 18, al.2		X			
<b>9.5 Functions of the Chief Executive Officer (DGR)</b>							
<i>General Note: Section 8 of the LCOP only permits the delegation of the duties of the Chief Executive Officer to the Director General, regardless of the subject matter.</i>							
168	Design and implement the organizational framework for managing the risks related to corruption and collusion within the School Board's contract management processes, ensure that it is applied at all stages of the contract management process, its revision and updating, and that it provides the necessary resources for its implementation, in compliance with the DGR	DGR 3		X			

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES
169	Submit the School Board's annual risk management plan along with any other related documents to the Chair of the Conseil du trésor	DGR 5		X			
170	Approve the monitoring and review report on the organizational framework for managing the risks related to corruption and collusion within the School Board's contract management processes	DGR 6		X			
171	Submit the monitoring and review report on the organizational framework for managing the risks related to corruption and collusion within the School Board's contract management processes along with any other related documents to the Chair of the Conseil du trésor	DGR 7		X			
<b>9.6 Functions of the Chief Executive Officer of the public body under the LAMP</b>							
172	Submit observations to the Autorité des marchés publics following a complaint	LAMP 45, al. 1, par.3		X			
<b>9.7 Management of movable and immovable property</b>							
173	Authorize any agreement entered into by the Governing Board for the use of the premises or immovables placed at the disposal of the school or center if the term of the agreement exceeds one year	EA 93, 110.4		X			
174	Grant a servitude:					D.MR	
	<ul style="list-style-type: none"> <li>• For the purpose of a public service, without financial compensation being request</li> <li>• For any other purpose</li> </ul>			X			
175	Lend or lease immovables or premises belonging to the School Board, subject to the rights of its schools or centers regarding the property placed at its disposal in the three-year plan for the destination of immovables and the deeds of establishment:	EA 266					
	<ul style="list-style-type: none"> <li>• More than one year</li> </ul>			X			
	<ul style="list-style-type: none"> <li>• Not exceeding one year</li> </ul>					D.MR	

	SUBJECTS	REFERENCE	EXEC.	DG	ADG	DEPT.	SCHOOLS CENTRES				
176	Lend or lease movable property belonging to the School Board, subject to the rights of its schools or centers regarding the property placed at its disposal when the value is:	EA 266		X							
	<ul style="list-style-type: none"> <li>• \$100,000 and more</li> </ul>										
	<ul style="list-style-type: none"> <li>• \$5,000 and more</li> </ul>										D. MR
	<ul style="list-style-type: none"> <li>• Less than \$5000</li> </ul>						P AO				
177	Sell or otherwise dispose of the School Board's movable property worth:			X							
	<ul style="list-style-type: none"> <li>• More than \$ 2,500</li> </ul>										
	<ul style="list-style-type: none"> <li>• Less than \$ 2,500</li> </ul>										D. MR
	<ul style="list-style-type: none"> <li>• Less than \$ 1,000</li> </ul>						P AO				
178	Accept moveable property gratuitously on behalf of the School Board					D. ES D. MR D. IT	P AO				
179	Insure the property of the School Board and take out liability insurance for its own benefit and for the benefit of the members of the Council of Commissioners, the Governing Board, its committees and staff members, on a need basis.	EA 178, 270				D. FS					