



# Riverside School Board

<b>By-law Name:</b>	By-law 11: Delegation of Authority to the Director of Material Resources and Technology
<b>By-law Number:</b>	B416-20120221
<b>Date Approved by Council:</b>	February 21, 2012
<b>Date of Next Review:</b>	3 years from approval by Council

## 1. Preamble

The Council of Commissioners delegates to the Director of Material Resources and Technology, under the authority of the Director General, the following functions, rights, powers and obligations and the responsibility to render an account of their management to the Director General.

This by-law should be read in conjunction with the "Policy on Purchasing of Goods and Services and Disposal of Obsolete Equipment" which contains additional related information.

In this text, the masculine gender is used simply for ease of expression.

## 2. Functions, Rights, Powers and Obligations Delegated

### 2.1 Corporate Management

2.1.1 The Director of Material Resources and Technology signs a lease for movables or immovables in all cases where the amount of the annual lease does not exceed the maximum amount specified by Board Policy, subject to the powers of the governing boards.

2.1.2 The Director of Material Resources and Technology initiates the tendering process in accordance with Board resolutions.

2.1.3 The Director of Material Resources and Technology authorizes alterations, renovations or repairs to the Board's facilities, in all cases where the total cost of the project, including materials and labour does not exceed the maximum amount specified by Board Policy.

2.1.4 The Council reserves the right to recall, by Board resolution, any item delegated to the Director of Material Resources and Technology.



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## **2.2 Financial Management**

- 2.2.1 The Director of Material Resources and Technology is authorized to consult legal counsel for matters under his purview for amounts not forecast to exceed the maximum amount specified by Board Policy.
- 2.2.2 The Director of Material Resources and Technology authorizes legal counsel to take any and all actions, or to initiate any measure deemed necessary in matters that could be sent before a tribunal or a court where the amount is less than the maximum amount specified by Board Policy.
- 2.2.3 The Director of Material Resources and Technology prepares and manages the budget within his area of responsibility and renders an account thereof.
- 2.2.4 The Director of Material Resources and Technology may delegate, to other management personnel in the service, the authority to approve expenses or to carry out commitments for sums not exceeding \$10,000 within the budget that is under their responsibility;

## **2.3 Technology Management**

- 2.3.1 The Director of Material Resources and Technology is responsible for the global management of Technology Services.
- 2.3.2 The Director of Material Resources and Technology may delegate the day-to-day operations of the Technology department to the staff under his responsibility.

## **2.4 Human Resources Management**

- 2.4.1 The Director of Material Resources and Technology determines the functions of the staff under his responsibility.
- 2.4.2 The Director of Material Resources and Technology determines whether the probationary period of a staff member under his responsibility has been successful.
- 2.4.3 The Director of Material Resources and Technology hires temporary staff, as required, within the budget under his area of responsibility.

## **3. Coming into Force**

This by-law comes into force upon its adoption by Council and subsequent public notice, as provided for under Chapter V Division IX of the Education Act. It is available to be viewed by the public at the Board offices during regular working hours.



This By-Law # 11 – Delegation of Authority to the Director of Material Resources and Technology, was adopted at the Council of Commissioners on February 21, 2012.

Signed, in accordance with Section 396 of the Education Act, at Saint-Hubert, Quebec.

  
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Moira Bell, Chairman

  
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Denise Paulson, Secretary General