



Riverside School Board

By-law Name:	By-law 9: Delegation of Authority to the Director of Finance and Transportation
By-law Number:	B414-20120221
Date Approved by Council:	February 21, 2012
Date of Next Review:	3 years from approval by Council

1. Preamble

The Council of Commissioners delegates to the Director of Financial Resources and Transportation, 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 Financial Resources and Transportation authorizes purchases with the "*comité des achats regroupés de la Montérégie*" for the benefit of all schools, centers and services.
- 2.1.2 The Director of Financial Resources and Transportation authorizes local signing officers for cheques for schools and centers.
- 2.1.3 The Director of Financial Resources and Transportation proceeds to contract short-term loans within the maximum amounts authorized by the Minister (Section 288).
- 2.1.4 Upon request of the Minister, the Director of Financial Resources and Transportation shall furnish any and all information related to the financial situation of the school Board, either directly or through an intermediary financial institution that is under contract with the School Board (Section 288).
- 2.1.5 The Director of Financial Resources and Transportation initiates, supervises and manages the budget preparation process throughout the School Board.

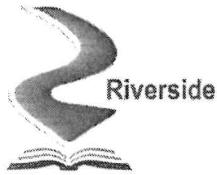


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- 2.1.6 The Director of Financial Resources and Transportation supervises the budgetary controls and follow-ups for the annual budgets of schools, centers, Board services, the Parents' Committee and including but not limited to the Advisory Committee on Services to Students with Special Needs (SNAC).
- 2.1.7 The Director of Financial Resources and Transportation establishes an annual procedure for the Board advisory committees, schools, centers and Governing Boards to render an account of their administrative budgets.
- 2.1.8 The Director of Financial Resources and Transportation is authorized to sign documents pertinent to the management of financial resources, including proofs of receipts and releases.
- 2.1.9 The Director of Financial Resources and Transportation contracts liability and professional insurance policies as required by the School Board.
- 2.1.10 The Director of Financial Resources and Transportation concludes agreements with another school board concerning the terms and conditions for the collection of tax that may be levied by each of them (i.e. neutral panel).
- 2.1.11 In accordance with Sections 90 and 91 of the Education Act, Governing Boards must submit to the Director of Financial Resources and Transportation a draft of a contract to be entered into at least 20 days before its conclusion. Furthermore, within 15 days after receiving it, the Director of Financial Resources and Transportation may indicate the Board's disagreement on the grounds of non-compliance with the standards governing the School Board.
- 2.1.12 The Council reserves the right to recall, by Board resolution, any item delegated to the Director of Financial Resources and Transportation.

2.2 Financial Management

- 2.2.1 The Director of Financial Resources and Transportation allocates petty cash funds, in appropriate amounts, to school or centre administrators for their day to day administration.
- 2.2.2 The Director of Financial Resources and Transportation is authorized to consult legal counsel for matters under his purview for amounts not to exceed the maximum amount specified by Board Policy.
- 2.2.3 The Director of Financial Resources and Transportation 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 for amounts not to exceed the maximum amount specified by Board Policy.
- 2.2.4 The Director of Financial Resources and Transportation issues cheques for current accounts payable.



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- 2.2.5 The Director of Financial Resources and Transportation is authorized to take the necessary steps to collect from debtors any outstanding monies owed to the Board, its schools or its centers.
- 2.2.6 The Director of Financial Resources and Transportation writes off, as required, accounts receivables for amounts not exceeding \$5,000.
- 2.2.7 The Director of Financial Resources and Transportation may delegate, to other management personnel in the service, the authority to approve expenses or to carry out commitments for sums not exceeding \$5,000 within the budget that is under their responsibility;

2.3 Transportation Management

- 2.3.1 The Director of Financial Resources and Transportation is responsible for the negotiations of school bus transportation contracts.
- 2.3.2 Subject to Sections 294 and 295 of the Education Act, the Director of Financial Resources and Transportation negotiates all agreements entered into to organize transportation for all or some of the students from another school board or from a private teaching institution.

2.4 Human Resources Management

- 2.4.1 The Director of Financial Resources and Transportation determines the functions of the staff under his responsibility.
- 2.4.2 The Director of Financial Resources and Transportation determines whether the probationary period of a staff member under his responsibility has been successful.
- 2.4.3 The Director of Financial Resources and Transportation 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 to be available to be viewed by the public at the Board offices during regular working hours.



This By-Law # 9 – Delegation of Authority to the Director of Finance and Transportation, 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.


Moira Bell, Chairman


Denise Paulson, Secretary General