



# Riverside School Board

<b>By-law Name:</b>	By-law 8: Delegation of Authority to the Secretary General
<b>By-law Number:</b>	B413-20120221
<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 Secretary General, 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 affairs and general operations of the School Board

- 2.1.1 The Secretary General takes appropriate action to ensure adherence to the Education Act.
- 2.1.2 The Secretary General gives public notice in all instances where the School Board is required to do so by the Education Act.
- 2.1.3 The Secretary General certifies the authenticity of documents and copies emanating from the School Board and its schools or centers (Section 172).
- 2.1.4 The Secretary General signs or affixes his signature by means of a signature stamp or by an engraved, lithographed or printed facsimile (Section 173).
- 2.1.5 The Secretary General ensures that the consultation process, initiated by Council through Board resolution, is carried out with the Parents' Committee, Governing Boards, unions and associations in accordance with the Education Act (Sections 193 and 212).



# Riverside School Board

2.1.6 The Secretary General gives public notice 30 days prior to the adoption of a by-law and transmits a copy of the draft by-law to each governing board and to the Parents' Committee (Section 392).

2.1.7 The Secretary General transmits the three-year plan to each regional county municipality or urban community whose territory coincides, in whole or in part, with the territory of the School Board (Section 217).

2.1.8 The Secretary General transmits a copy of the enrolment criteria to each Governing Board 15 days prior to the beginning of the student enrolment period (Section 239).

2.1.9 The Secretary General prepares and publishes the annual report of the School Board and transmits a copy to the Minister (Section 220).

2.1.10 The Secretary General receives applications for appeal of a decision of an administrator, advises the appellant on the procedure and expedites the appeal.

2.1.11 The Secretary General exercises the functions and powers related to the Law on Archives and approves the calendar of conservation of documents;

2.1.12 The Secretary General exercises the functions and powers related to the Law on Access to Information on behalf of the School Board.

2.1.13 The Secretary General administers the application of the Tobacco Act throughout the School Board.

2.1.14 The Council reserves the right to recall, by Board resolution, any item delegated to the Secretary General.

## **2.2 Educational services Management**

2.2.1 The Secretary General informs the Director of Youth Protection services of the expulsion of a student from all schools and centers of the School Board (Section 242).

## **2.3 Financial resources Management**

2.3.1 The Secretary General prepares and manages the budget within his area of responsibility and renders an account thereof.

2.3.2 The Secretary General concludes purchase or rental contracts for goods or services, within the Department, for amounts not exceeding the maximum amount before taxes specified by Board Policy.



# Riverside School Board

~~2.3.3~~ 2.3.3 The Secretary General 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;

2.3.4 The Secretary General is authorized to consult legal counsel for matters under his purview for amounts not forecast to exceed the maximum amount specified by Board Policy.

## **2.4 Human resources Management**

2.4.1 The Secretary General determines the functions of the staff under his responsibility.

2.4.2 The Secretary General determines whether the probationary period of a staff member under his responsibility has been successful.

2.4.3 The Secretary General hires temporary staff, as required, within the budget under his area of responsibility.

## **2.5 School Board Elections**

2.5.1 The Secretary General gives public notice containing a description of the boundaries of the electoral divisions of the School Board (Section 9).

2.5.2 The Secretary General may be called upon to exercise the functions and powers of the Returning Officer for both general school board elections and by-elections as required.

2.5.3 The Secretary General ensures that free access to the School Board's schools, centers and board administrative offices is given for provincial and school board elections.

## **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 # 8 – Delegation of Authority to the Secretary General, 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