

EYYOU CHISKOTAMACHAOUN

COMMISSION SCOLAIRE CRIE

CREE SCHOOL BOARD

CONSOLIDATED BY-LAW NO. 1

GENERAL BY-LAW

AS AMENDED TO JUNE 21, 2017

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

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EEYOU CHISKOTAMACHAOUN
COMMISSION SCOLAIRE CRIE - CREE SCHOOL BOARD

CONSOLIDATED BY-LAW NO. 1-2001

Being the General By-law of the CREE SCHOOL BOARD.

BE IT ENACTED as follows:

ARTICLE 1

NAME

- 1.01 The Board shall be known as the "CREE SCHOOL BOARD" or "COMMISSION SCOLAIRE CRIE" or "EEYOU CHISKOTAMACHAOUN".

ARTICLE 2

INTERPRETIVE PROVISIONS

- 2.01 This By-law shall be interpreted so as to be consistent with Section 16 of the *James Bay and Northern Quebec Agreement*. In this By-law, unless the context indicates otherwise, the following words shall mean:

- | | | |
|----|----------------|--|
| a) | "ACT": | The <i>Education Act for Cree, Inuit and Naskapi Native Persons</i> (R.S.Q., c. I-14) as applicable to the Board under the terms of section 722 of S.Q., 1988 Chapter 84 and under the terms of the James Bay and Northern Quebec Agreement; |
| b) | "BOARD": | The Cree School Board; |
| c) | "CHAIRPERSON": | The Chairperson of the Council; |
| d) | "COMMUNITY": | The Cree Nation of Chisasibi, the Eastmain Band, the Cree Nation of Mistissini, the Cree Nation of Nemaska, the Crees of the Waskaganish First Nation, the Ouje-Bougoumou Cree Nation, the Waswanipi Band, the Cree Nation of Wemindji and the Whapmagoostui First |

Nation incorporated under the *Cree-Naskapi (of Quebec) Act*, as well as every Cree community that may in the future be constituted as a local government under section 12 of the *Cree-Naskapi (of Quebec) Act*;

- e) "COUNCIL": The Council of Commissioners of the Board;
- f) "CREE" or "MEMBER OF THE CREE NATION": A person who qualifies as a Cree in accordance with the criteria for eligibility established in Section 3 of the *James Bay and Northern Quebec Agreement*;
- g) "DIRECTOR GENERAL": The Director General of the Board;
- h) "EXECUTIVE COMMITTEE": The Executive Committee of the Council;
- i) "MINISTER": The Minister of the Quebec government responsible for education;
- j) "PARENT": The father or the mother or the legal guardian of a child enrolled in a school of the Board or, in the father, mother or legal guardian's absence from the Community, including absence for exercising traditional Cree activities, the authorized guardian of such child;
- k) "POLICY REGARDING THE AWARD OF SUPPLY, SERVICES AND CONSTRUCTION CONTRACTS": The policy of the Board, the goal of which is to provide a framework for and to determine the rules regarding the awarding of supply contracts, services contracts, and construction work contracts for the Board and which also defines the roles and responsibilities of school and department administrations in purchasing goods, services, and awarding construction work contracts;
- l) "SECRETARY-GENERAL": The Secretary-General of the Board.

Unless the context indicates otherwise, in this by-law, the singular shall include the plural and the plural the singular; the masculine shall include the feminine.

ARTICLE 3
HEAD OFFICE

- 3.01 The head office of the Board shall be in Mistissini, Québec where the Board shall be situated for all legal purposes.
- 3.02 The Board shall establish an office in all of the Communities and in such other places as it may deem appropriate.

ARTICLE 4
COUNCIL OF COMMISSIONERS

4.01 COMPOSITION

The Board shall be administered by a Council of Commissioners composed of members designated as follows:

- a) every Community shall elect one Commissioner to represent it;
- b) the Chairperson elected pursuant to section 4.04.

4.02 QUALIFICATIONS

The qualifications for being eligible to hold office as a Commissioner are:

- a) for the commissioners referred to in subsection 4.01a), to be a Cree member of the Community for which the candidate seeks to hold office as a Commissioner;
- b) for the Chairperson, to be a Member of the Cree Nation;
- c) to be of the age of majority;
- d) not to be subject to protective supervision within the meaning of the *Civil Code of Québec*;
- e) not to have been found guilty by a court of competent jurisdiction of any offense under the *Education Act*, the *Education Act for Cree, Inuit and Naskapi Native Persons* or under any act relating to federal, provincial, municipal or school

elections for the term as commissioner and for the five-year period preceding such term;

- f) not to have been found guilty at any time by a court of competent jurisdiction of any criminal offense under section 124 (selling or purchasing office) or section 125 (influencing or negotiating appointments or dealing in offices), or Part V (sexual offences, public morals and disorderly conducts) or Part X (fraudulent transactions relating to contracts and trade) of the *Criminal Code* and not having been formally pardoned for such offense by the competent federal authorities.

A person who is employed by the Board is not eligible to hold office as a Commissioner unless that person resigns from his employment with the Board as soon as elected.

In addition, a person who is employed full-time with another employer than the Board or who holds a full-time elected office may not hold office as the Chairperson unless, as soon as elected, that person resigns his employment or takes a full-time leave of absence from his employment or that person resigns his full-time elected office.

The Chairperson must hold office on a full-time basis and may not take other full-time gainful employment or occupy another full-time elected office during his or her term of office with the Council.

4.03 ELECTION OR DESIGNATION OF COMMISSIONERS

Each Community shall elect one (1) Commissioner to represent it according to the procedures set out in the *Regulation Respecting Procedures for Election of Commissioners to the Cree School Board* (O.C. 722-85). Elections shall be held in the month of June or as soon thereafter as convenient on a date determined by the Council in each Community having Commissioners whose terms of office are about to expire.

Failing such an election because there are no candidates, the band council of the concerned Community may designate the Commissioner through a duly adopted resolution, a certified copy of which shall be forwarded to the Board.

4.04 ELECTION OF CHAIRPERSON

The Members of the Cree Nation shall elect from among themselves one (1) Commissioner who shall act both as the Commissioner elected by the Cree Nation Government and as the Chairperson of the Board. This election shall be held every three (3) years on a date determined by the Council. This election shall be held in accordance with the procedures set out in the By-law Respecting Procedures for the Election of the Chairperson of the Cree School Board.

4.05 ELIGIBILITY TO VOTE FOR COMMISSIONERS

To be eligible to vote for a Commissioner, the elector must be:

- a) for the election of a Commissioner referred to in subsection 4.01a), a Cree member of the Community in which the election is held, or a Cree member of any Community but who is resident in the Community in which the election is held;
- b) for the election of the Chairperson, a Member of the Cree Nation;
- c) of the age of majority;
- d) not be subject to protective supervision within the meaning of the *Civil Code of Québec*.

4.06 NON-MEMBER RESIDENTS

Persons who are not Members of the Cree Nation but who are resident in the concerned Community and entitled to the services from the Board and who meet the qualifications specified in the Act for electors shall be entitled to vote for the Commissioners elected for their Community of residence and referred to in subsection 4.01a). Persons who are not Members of the Cree Nation are not entitled to vote for the Chairperson.

4.07 OATH OR DECLARATION

No person may exercise any of the powers of a Commissioner until that person has made an oath or solemn affirmation to well and faithfully discharge the duties of the office to the best of that person's judgement and ability. An entry of the taking of the oath or making of the solemn affirmation shall be made in the minute book of the Board.

4.08 TERM OF OFFICE

A Commissioner shall normally hold office for a term of three (3) years and shall normally remain in office until the date he is replaced. When a person is elected or designated as a Commissioner to replace a person who has not completed his full three (3) year term, that person so replacing as Commissioner shall only hold the office for the remaining unexpired term of the person so replaced. The term of office as Commissioner shall commence on the first day of the first Council meeting following his designation or election and shall normally end on the day on which his replacement as Commissioner commences his term. Commissioners may be re-designated or run for re-election.

4.09 RESIGNATION OF COMMISSIONERS

A Commissioner may resign from this office upon giving notice in writing to the Chairperson and, unless a later date is stipulated in such notice, the resignation shall take effect thirty (30) days after the date of such notice or upon its earlier acceptance by the Chairperson.

4.10 TERMINATION OF OFFICE

The office of a Commissioner shall automatically be terminated:

- a) if the Commissioner resigns, at the time such resignation becomes effective;
- b) if the Commissioner dies;
- c) if the Commissioner refuses to accept office;
- d) if the Commissioner ceases to be qualified as a Commissioner; or
- e) if the Commissioner does not attend three (3) consecutive meetings of the Council, with at least a seven (7) day interval between each such meeting.

4.11 FILLING VACANCY

Save for the position of Chairperson, within thirty (30) days following termination of office pursuant to section 4.10, the Council shall fill the vacant position for the unexpired portion of the term in such manner as it considers appropriate. The Council may consult for such purposes the band council of the concerned Community.

4.12 CHAIRPERSON VACATES OFFICE

If during the concerned term of office, the Chairperson vacates his office for one of the reasons set out in section 4.10, the Members of the Cree Nation shall elect from among themselves another person for the remainder of the term. This election shall be held at the date determined by the Council and in accordance with the procedures set out in the *By-law Respecting Procedures for the Election of the Chairperson of the Cree School Board*. If less than six (6) months remain in the term of office calculated at the date the election is held, the mandate of the person so elected shall extend both for the unexpired term of office and for a three (3) year term thereafter.

4.13 REGULAR MEETINGS

The Council shall fix by resolution the place, date and hour of its regular meetings, but in no case shall there be fewer than four (4) meetings per year.

Regular meetings of the Council may be called by or on behalf of the Chairperson. Notice specifying the place, date and hour of the Council meeting and containing a provisional agenda of such meeting shall be given to each of the members of the Council at least seven (7) days prior to the date fixed for such meeting. Any matter may be dealt with at regular meetings even if not mentioned in the notice calling such meeting.

4.14 SPECIAL MEETINGS

The Chairperson, the Director General or the Secretary-General may call a special meeting by notice in writing given at least two (2) days before the date fixed for such meeting. Only the matters mentioned in the notice calling such special meeting may be dealt with at such meeting unless all the Commissioners are present at such meeting and consent thereto.

Before proceeding at a special meeting, it must be ascertained and entered in the minutes of the meeting that the notice calling such meeting was properly given to the members of the Council not present at the opening of the meeting. If it appears that the notice calling the meeting has not been given to the absent members, the special meeting shall be immediately terminated.

Two (2) Commissioners or fifty (50) electors may, by written notice, request the Chairperson or in his absence, the Secretary-General, to call a meeting of the Council. Should the Chairperson or the Secretary-General fail to call such meeting within ten (10) days after the receipt of such notice, any person who has given such notice may convene a meeting of the Council by registered letter addressed to each of the Commissioners and mailed at least ten (10) days before the date fixed for the meeting. Such notice must contain an agenda of the issue or issues for which this meeting is being so convened.

4.15 EMERGENCY MEETINGS

In the event of an emergency, the Commissioners may, if they all are agreed, participate and vote at a special meeting by any means enabling all the Commissioners to communicate among themselves orally, such as by telephone or video-conference. They are then deemed to have attended the meeting. Such a meeting shall be convened by the Chairperson or the Director General.

The minutes of the meeting must mention the fact that the meeting was held with the aid of the means of communication indicated and that all the Commissioners agreed to such a meeting.

4.16 PUBLIC MEETINGS

Meetings of the Council shall be public. No person other than a Commissioner, the Director General and the Washaw Sibi representative may take part in the deliberations of the Council without permission from the Chairperson.

However, the Council may decide by resolution to hold part of a meeting *in camera* in order to discuss any subject of a personal nature as well as :

- a) the security of the property or documents of the Board;
- b) labour relations or employee negotiations;
- c) a matter that is in its preliminary stages and respecting which discussion in public could prejudice the Board's ability to carry out its activities or negotiations;
- d) the conduct of existing or anticipated legal proceedings;
- e) personal matters about an identifiable individual; or
- f) advice that is subject to solicitor-client privilege, including communications necessary for the purpose.

The reason for the closed meeting, any decisions made and the general nature of the matter must be recorded in the minutes of the meeting. The vote on any decision taken as a result of discussions held during a closed meeting shall be open to the public.

4.17 ADJOURNMENT

Any regular or special meeting may be adjourned by the Council to another hour of the same day or to the immediately subsequent day without it being necessary to give notice of such adjournment to the absent members.

4.18 WAIVER

Unless otherwise provided by law, meetings of the Council may be held without previous notice if all Commissioners are present in person or sign a written waiver of notice of the time, place and purpose of the meeting.

4.19 QUORUM

The quorum for meetings of the Council shall consist of an absolute majority of the Commissioners then in office.

Any properly called meeting of the Council at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions of the Board vested in or exercisable by the Council generally.

4.20 VOTING

Questions properly arising at any meeting of the Council shall be decided by a majority of the votes of those present. Motions need not be seconded. In case of a tie-vote, the Chairperson shall have a casting vote in addition to any other vote which the Chairperson may be entitled to cast.

No one may be represented, nor exercise his right to vote by procuracy at a meeting of the Council. Votes are taken by a show of hands unless a Council member requests a vote by secret ballot. A declaration by the Chairperson to the effect that a resolution has been adopted or rejected and an inscription in the minutes to this effect shall be conclusive evidence thereof.

4.21 PARTICIPATION AND VOTING BY TELEPHONE

With the consent of a majority of the Commissioners physically present at a regular or special meeting of the Council, any Commissioner may take part in and vote at the meeting by any means enabling all participants to communicate among themselves orally, such as the telephone.

This consent can only be validly given if the Commissioners physically present at the place where the meeting is held form a quorum and if the Chairperson is among those present.

The minutes of such a meeting shall indicate:

- a) that the meeting was held with the aid of the means of communication indicated;
- b) the name of every Commissioner physically present at the meeting, and the names of those having agreed to proceed in this way;
- c) the name of any Commissioner who took part in the meeting through that means of communication.

Any Commissioner participating in and voting at a meeting by such a means of communication is deemed to be present at the place where the meeting is held.

4.22 EXPENSES

The Commissioners shall be entitled to receive the representation allowances provided pursuant to the Act and shall be reimbursed by the Board for all expenses when attending meetings of the Board in accordance with the policy for travel expenses which the Council may establish for the senior management employees of the Board.

4.23 GENERAL POWERS OF THE COUNCIL

The Council shall manage and administer the affairs of the Board in all things and may make or cause to be made for the Board any contract which the Board may by law enter into and generally may exercise all such powers and authorities and do all such acts and things as the Board by statute or by regulation or otherwise is authorized to exercise and to do.

Among other things, the Council shall adopt a yearly personnel plan for the Board as well as a yearly budget and a yearly education plan. Such personnel plan, budget and education plan may be modified from time to time by the Council. The personnel plan must indicate under separate headings the number of senior and management staff, non-teaching professional staff, teaching staff and support staff the Board is entitled to hire, as well as a breakdown of staffing by Community, distinguishing between school and regional office operations. The budget must indicate under separate headings the amounts allocated to each school and community which may be administered by the local Community Education Administrator in accordance with this By-law. The education plan must indicate the number of hours taught for each subject matter in each grade as well as the method of evaluation and promotion of students.

The Council shall also implement the *Policy regarding the award of supply, services and construction contracts* when awarding supply contracts, service contracts and work contracts for the Board and request reports from the Director General, the Deputy Director General (Pedagogical), the Deputy Director General (Operations) and senior and management staff of the Board with respect to the implementation of the Policy.

The Council may in accordance with the Act and the By-laws of the Board establish and abolish such committees and offices and engage and discharge such persons as it may deem appropriate to carry out the objects of the Board pursuant to the direction and authority of the Board. The Council may also take all steps necessary or desirable to obtain funds and moneys for the said objects.

The Council may also appoint and engage the Director General, the Deputy Director General (Pedagogical) and the Deputy Director General (Operations), and approve their promotion, re-assignment, transfer, leave of absence, demotion, suspension, placement on

availability, cancellation or non-renewal of engagement and dismissal, subject to the applicable by-laws concerning their working conditions.

4.24 WASHAW SIBI REPRESENTATIVE ON THE COUNCIL

Until such time as it is constituted as a local government under section 12 of the *Cree-Naskapi (of Quebec) Act*, the Cree of Washaw Sibi shall elect one (1) representative who shall participate in the Council of Commissioners and such representative shall be provided observer status, which does not include the right to vote upon decisions of the Council of Commissioners and his participation in Council meetings shall not be considered for a determination of quorum.

ARTICLE 5 EXECUTIVE COMMITTEE

5.01 COMPOSITION

The Board shall establish an Executive Committee of three (3) members designated as follows:

- a) the Chairperson and Vice-Chairperson of the Board;
- b) another member of the Council appointed every year by resolution of the Council at the first meeting of the Council following the yearly designation and/or election of Commissioners.

The Director General is a non-voting member of the Executive Committee.

5.02 TERM OF OFFICE

The member of the Executive Committee appointed annually shall remain in office notwithstanding the expiry of that person's term until that person is re-appointed or replaced on the Executive Committee provided that person remains a Commissioner.

5.03 VACATION OF OFFICE

A person shall cease to be a member of the Executive Committee when that person:

- a) ceases to be a Commissioner or, as the case may be, ceases to be the Chairperson or Vice-Chairperson of the Board;

- b) refuses to accept the office;
- c) resigns in writing from the Executive Committee; or
- d) does not attend six (6) consecutive meetings of the Executive Committee provided there is at least a seven (7) day interval between each such meeting.

In the event a vacancy occurs because the member of the Council appointed yearly as a member of the Executive Committee resigns but remains a Commissioner, such vacancy shall be filled by appointment by the Council within thirty (30) days following the occurrence of such vacancy; if the member does not remain a Commissioner, the vacancy shall be filled by appointment by the Council within thirty (30) days of the Council filling such vacant position pursuant to section 4.10.

5.04 INTERNAL PROCEDURE AND ADMINISTRATION

The Executive Committee, with the authorization of the Council, may adopt a resolution concerning its administration and internal procedure.

5.05 CHAIRPERSON OF THE EXECUTIVE COMMITTEE

The Chairperson of the Board shall be the Chairperson of the Executive Committee.

5.06 RESOLUTIONS

Every administrative act undertaken by the Executive Committee shall be effected by a resolution adopted at a regular, special or emergency meeting.

5.07 REGULAR MEETINGS

Regular meetings of the Executive Committee shall take place on the dates and at the places determined by resolution of the Executive Committee or resolution of the Council. Notice specifying the place, date and hour and containing a provisional agenda of each meeting shall be given in writing to each member of the Executive Committee at least seven (7) days prior to the date fixed for such meeting. Any matter may be dealt with at a regular meeting even if not mentioned in the notice calling such meeting.

5.08 SPECIAL MEETINGS

Special meetings of the Executive Committee may be called by any member of the Executive Committee entitled to vote, the Director General or the Secretary-General.

Notice of a special meeting must be given to every member of the Executive Committee at least twenty-four (24) hours before such meeting. Such notice is validly given if each member is reached personally or by telephone within the specified delay and given oral or written notice of the date, place and hour of the special meeting as well as of the matters to be discussed.

Only those matters specified in the notice may be dealt with at a special meeting, unless all the voting members are present and consent otherwise.

Special meetings of the Executive Committee may be held without previous notice if all voting members of the Executive Committee are present in person or sign beforehand a written waiver of notice of the time, place and purpose of the meeting.

Before proceeding at a special meeting, it must be ascertained and entered in the minutes of the meeting that the notice calling the meeting was given as required to the voting members of the Executive Committee who are not present at the opening of the meeting. If it appears that the notice calling the meeting has not been served on an absent voting member, the special meeting shall be immediately terminated on pain of nullity of all proceedings that may be taken thereat. Voting members of the Executive Committee may waive notice of any special meeting and such waiver shall be presumed to have been given if the member is present at the meeting.

5.09 EMERGENCY MEETINGS

The provisions of section 4.15, adapted as required, apply to the meetings of the Executive Committee.

5.10 PUBLIC MEETINGS

The meetings of the Executive Committee shall be public. However, the Executive Committee may decide by resolution to hold part of a meeting *in camera* in order to discuss any subject of a personal nature, as well as :

- a) the security of the property or documents of the Board;
- b) labour relations or employee negotiations;
- c) a matter that is in its preliminary stages and respecting which discussion in public could prejudice the Board's ability to carry out its activities or negotiations;
- d) the conduct of existing or anticipated legal proceedings;

- e) personal matters about an identifiable individual; or
- f) advice that is subject to solicitor-client privilege, including communications necessary for the purpose.

The reason for the closed meeting, any decisions made and the general nature of the matter must be recorded in the minutes of the meeting. The vote on any decision taken as a result of discussions held during a closed meeting shall be open to the public.

5.11 ADJOURNMENT

Any regular or special meeting may be adjourned by the Executive Committee to another hour of the same day or to a subsequent day, without it being necessary to give notice of the adjournment to the absent member.

5.12 QUORUM AND VOTE

Two (2) members entitled to vote constitute a quorum of the Executive Committee.

All questions shall be decided by the vote of the majority of the voting members present. Motions do not need to be seconded. The Chairperson may vote upon each question and, in case of a tie, the Chairperson shall have a casting vote in addition to any other vote which the Chairperson may be entitled to cast.

5.13 PARTICIPATION AND VOTING BY TELEPHONE

The provisions of section 4.21, adapted as required, apply to the meetings of the Executive Committee.

5.14 FUNCTIONS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall administer the business and activities of the Board and ensure that every order, ordinance, decision, resolution or contract be faithfully and impartially observed and carried out.

It shall also perform the functions delegated to it in writing by the Council.

It shall also implement the *Policy regarding the award of supply, services and construction contracts* when awarding supply contracts, service contracts and work contracts for the Cree School Board.

ARTICLE 6

CREE SCHOOL BOARD MANAGEMENT GROUP

6.01 COMPOSITION

The Cree School Board Management Group shall consist of the following staff: the Director General, the Deputy Director General (Pepagogical), the Deputy Director General (Operations), the Director of Finance and Administrative Services, the Director of Human Resources Services, the Director of Education Services, the Director of Adult Education, the Director of Post-Secondary Student Services, the Secretary-General, the Director of School Operations, the Director of Material Resources Services, the Director of Information and Technologies and the Director of Communications and Community Relations.

6.02 OPERATIONS

The Director General shall preside the meetings of the Cree School Board Management Group. The Cree School Board Management Group shall determine its mode of operations.

6.03 MANDATE

The Cree School Board Management Group shall act as a consultative and administrative body responsible for general planning and coordination of the activities of the Board and shall:

- a) review all new policies, projects, major contracts, policy revisions, procedures, changes to procedure and rules of application of procedures, if possible prior to their submission to the Council or the Executive Committee for approval;
- b) ensure that the *Policy regarding the award of supply, services and construction contracts* is implemented by the officers' senior staff and managers of the Board and provide advice to the Council and the Executive with respect thereto;
- c) review the day-to-day administration of the Board and make recommendations to the Council or the Executive Committee;
- d) supervise the compliance with the budget of the Board;
- e) maintain good communications between the Council and all departments of the Board, community school administrations and the Communities.

ARTICLE 7
OFFICERS, SENIOR STAFF AND MANAGERS

7.01 OFFICERS

The Board shall have a Chairperson, Vice-Chairperson, Director General, the Deputy Director General (Pedagogical) and the Deputy Director General (Operations).

7.02 CHAIRPERSON

The person elected as commissioner by the members of the Cree Nation is the Chairperson of the Board.

7.03 VICE-CHAIRPERSON

At the first regular meeting of the Council following each annual election or designation of Commissioners, the Commissioners shall elect a Vice-Chairperson from amongst themselves, who shall remain in office for a period of one (1) year.

If the Chairperson is absent or unable to act, he shall be replaced by the Vice-Chairperson. If the Vice-Chairperson is absent or unable to act, he shall be replaced by another Commissioner designated for that purpose by the Council. When replacing the Chairperson, the Vice-Chairperson shall have the same powers and obligations as the Chairperson.

Election of the Vice-Chairperson shall be by way of secret ballot of the members of the Council present at the meeting of the Council. A candidate must obtain over 50% of the votes cast to be elected as Vice-Chairperson.

In the event the Vice-Chairperson resigns or ceases to be a Commissioner pursuant to section 4.10, the Council must proceed to the nomination of a new Vice-Chairperson within the following thirty (30) days at the subsequent regular meeting or at a special meeting duly called for such purpose.

7.04 DIRECTOR GENERAL, THE DEPUTY DIRECTOR GENERAL (PEDAGOGICAL) AND THE DEPUTY DIRECTOR GENERAL (OPERATIONS)

The Director General, the Deputy Director General (Pedagogical) and the Deputy Director General (Operations) shall be appointed by the Council.

The decision to engage or to terminate the engagement of the Director General, the Deputy Director General (Pedagogical) and the Deputy Director General (Operations) shall be taken by two-thirds (2/3) of the votes of all members of the Council then in office.

7.05 SENIOR STAFF

The senior staff of the Board shall include a Director of Education Services, a Director of Adult Education, a Director of Post-Secondary Student Services, a Director of Finance and Administrative Services, a Director of Human Resources Services, a Secretary-General, a Director of School Operations, a Director of Material Resources Services, a Director of Information and Technologies, a Director of Communications and Community Relations, Community Education Administrators and School Principals as well as any other senior staff position which the Council may from time to time by resolution deem appropriate to create.

7.06 MANAGERS

The management staff of the Board shall include the following coordinators and managers as well as any other management staff position which the Council may from time to time by resolution deem appropriate to create:

- a) under the supervision of the Director General:
 - i) the Deputy Director General (Pedagogical);
 - ii) the Deputy Director General (Operations);
 - iii) the Secretary General;
 - iv) the Director of Finance and Administrative Services;
 - v) the Director of Adult Education;
 - vi) the Director of Post Secondary Student Services;
 - vii) the Director of Human Resources Services;
 - viii) the Director of Communications and Community Relations;
 - ix) Coordinator of Strategic Planning and Projects; and

- x) an Administrative Officer;
- b) under the supervision of the Deputy Director General (Pedagogical):
- i) the Director of Education Services;
 - ii) the Director of School Operations;
 - iii) the Coordinator of School Improvement;
 - iv) an Administrative Officer.
- c) Under the supervision of the Deputy Director General (Operations):
- i) the Director of Information and Technologies;
 - ii) the Director of Material Resources Services;
 - iii) the Community Education Administrators.
- d) under the supervision of the Secretary General:
- i) an Administrative Officer.
- e) under the supervision of the Director of Education Services:
- i) a Coordinator of Cree Programs;
 - ii) a Coordinator of Instructional Services;
 - iii) a Coordinator of Professional Development;
 - iv) a Coordinator of Student Services;
 - v) a Coordinator of Special Education.
- f) under the supervision of the Coordinator of Student Services:

- i) an Administrative Officer.
- g) under the supervision of the Director of Finance and Administrative Services:
 - i) a Coordinator of Finance;
 - ii) a Coordinator of Payroll.
- h) under the supervision of the Coordinator of Payroll:
 - i) an Administrative Officer;
 - ii) a Paymaster.
- i) under the supervision of the Coordinator of Finance:
 - i) a Senior Administrative Officer;
 - ii) an Administrative Officer.
- j) under the supervision of the Director of Material Resources Services:
 - i) a Coordinator of Material Resources Services;
 - ii) a Capital Projects Manager.
- k) under the supervision of the Coordinator of Material Resources Services
 - i) a Superintendent of Facilities;
 - ii) a Superintendent of Equipment;
 - iii) a Superintendent of Maintenance.
- l) under the supervision of the Director of Human Resources Services:
 - i) one or more Human Resources Services Advisors;

- ii) a Coordinator of Human Resources Services;
 - iii) an Administrative Officer.
- m) under the supervision of the Director of School Operations:
- i) the School Principals;
 - ii) the Coordinator of School Operations;
 - iii) the Coordinator of School Data Management.
 - iv) an Administrative Officer.
- n) under the supervision of a School Principal:
- i) one or more School Vice-Principals.
- o) under the supervision of a Community Education Administrator:
- i) a General Maintenance Foreman.
- p) under the supervision of the Director of Adult Education:
- i) a Coordinator of Adult Education – General Education;
 - ii) a Coordinator of Adult Education – Administrative Services;
 - iii) a Coordinator of Adult Education – Vocational Training;
 - iv) a Centre Director for the Sabtuan Regional Vocational Training Centre in Waswanipi.
- q) under the supervision of the Centre Director for the Sabtuan Regional Vocational Training Centre in Waswanipi:
- i) a Residence Manager for the Sabtuan Regional Vocational Training Centre in Waswanipi.

- r) under the supervision of the Director of Post Secondary Student Services:
 - i) an Administrative Officer.

- s) under the supervision of the Director of Information and Technologies:
 - i) a Coordinator of Telecommunications and Information Systems;
 - ii) a Coordinator of Hardware Infrastructure.

7.07 APPOINTMENT OF SENIOR STAFF AND MANAGERS

All senior staff and managers shall be appointed by the Executive Committee.

7.08 TERM OF OFFICE

In the absence of any agreement to the contrary, all positions, with the exception of the office of Chairperson and Vice-Chairperson, shall be held during the pleasure of the Board and all officers, senior staff and managers shall be subject to dismissal for cause.

ARTICLE 8 SCHOOL COMMITTEES

8.01 ESTABLISHMENT

There shall be established, by resolution of the Council, one Elementary School Committee for each community in which there is an elementary school and, in addition, one High School Committee for each community in which there is a high school. In those communities where a comprehensive school exists (combining elementary and secondary), the general assembly of Parents provided for in section 8.04 may decide to combine the Elementary and High School Committees into one single School Committee.

8.02 COMPOSITION

Each School Committee shall be composed of from five (5) to eleven (11) members and shall include:

- a) one (1) member from the band council or one (1) person appointed by the band council of the Community in which the school is located;

- b) at least one (1) Parent representative from each concerned school;
- c) if there are six (6) or more students attending the concerned school who normally reside in a community other than that in which the school is situated, at least one (1) Parent representative of such students.

The number of Parents in each School Committee shall be fixed by the general assembly of parents as set out in section 8.04.

If the general assembly of parents set out in section 8.04 so decides, one or more elders from the community may be appointed to the School Committee by this general assembly insofar as the total number of members of the said committee does not exceed eleven (11).

The local Commissioner is a member of the School Committee, but is not entitled to vote.

The local school principal and Community Education Administrator may attend meetings of the School Committee but are not entitled to vote; they must attend a meeting of the School Committee if requested to do so by the chairperson of the School Committee.

8.03 ELIGIBILITY

The qualifications for being eligible to hold office as a member of a School Committee are:

- a) to be of the age of majority;
- b) not to be affected by any legal incapacity;
- c) to be a Parent of a child attending the school (except for the representative or delegate of the Band Council);
- d) not to have lost eligibility pursuant to a violation of a Conflict of Interests, *Code of Ethics or Professional Conduct Guidelines* adopted by the Council pursuant to section 8.14.

Employees of the Board are not qualified to be members of a School Committee.

8.04 ELECTIONS BY GENERAL ASSEMBLY OF PARENTS

- a) The Chairperson of the School Committee shall call a general assembly of the parents to take place on a date between August 1st and September 30th to elect the members of the School Committee for the following term of office. Elections must be held at least every three (3) years. Elections held beyond the time limits set out in this By-law shall be deemed to have been validly held if all the other formalities have been respected;
- b) Notice of the general assembly must be given at least seven (7) days prior to the date set for the said assembly by a notice posted in each concerned school and, if possible, in the Band Council office, or in any other conspicuous place within the community. A copy of such notice shall be sent, in the same delay, to the Chairperson, the Director General or the Secretary-General, the local Community Education Administrator and the Commissioner representing the community;
- c) The general assembly of the parents is temporarily presided by the chairperson of the School Committee until such time as the assembly elects an Election Chairperson who must not be a candidate for membership in the School Committee. The procedure for the election of the Election Chairperson is the same as for the election of the School Committee members described below;
- d) A Parent present at the general assembly of parents may propose:
 - i) the number of Parents that should sit on the School Committee;
 - ii) if elders should sit on the School Committee and if so, how many;
 - iii) in those Communities with comprehensive schools, whether or not the Elementary and High School Committees should be combined into one single School Committee.

The Parents present at the said general assembly then vote by a show of hands on the proposed items.

- e) A Parent present at the general assembly may propose a candidate to the office of School Committee member. If the number of candidates exceeds the number of seats available, the general assembly shall vote by a show of hands or, if deemed appropriate by the Election Chairperson, by lining up behind their chosen candidate. A secret ballot may be held if requested by at least ten (10) Parents present at the general assembly;

- f) Each Parent of a student attending a school under the jurisdiction of the School Committee, may vote for as many candidates as there are positions to fill, but only one vote is counted for each Parent even if the Parent has more than one child attending the school;
- g) Parents who are not Cree members of the Community but who have a child registered in the school may vote at the general assembly of parents;
- h) The Election Chairperson shall declare elected the candidates who have obtained the greatest number of votes. In case of a tie between two (2) candidates, he shall have a casting vote;
- i) The Election Chairperson shall prepare a written report of the general assembly indicating the names of the candidates who have been elected to the School Committee and shall within fifteen (15) days of the said general assembly, send a copy of the report to the Chairperson, the Director General or the Secretary-General, the local Community Education Administrator and the Commissioner representing the Community;
- j) The local school principal and Community Education Administrator may for the purpose of these elections act as resource persons to the chairperson of the School Committee, the Election Chairperson and the general assembly. In the event the chairperson of the School Committee is unable to act, the Community Education Administrator may, in consultation with the local Commissioner, call the election following the procedures described above.

8.05 ELECTIONS OF REPRESENTATIVES FROM OUTSIDE THE COMMUNITY

When there are six (6) or more students attending the concerned school who normally reside in a Community other than that in which the school is situated, at least one (1) Parent representative of such students should be a member of the School Committee. The selection of this or these representative(s) is made as follows:

- a) the Community Education Administrator of the Community in which the concerned school is located shall inform the Community Education Administrator of the other Community of the requirement of appointing a Parent representative of the concerned students;
- b) the Community Education Administrator of the other Community shall then convene a meeting of the Parents of the concerned students to take place on a date between August 1st and September 30th of at least each third (3rd) year at which meeting the Parent representative shall be elected. For this purpose, the provisions of section 8.04, adapted as required, shall apply;

- c) the Community Education Administrator of the other Community shall report in writing to the Community Education Administrator of the Community in which the concerned school is located of the results of this election. Such report shall also be forwarded to the Chairperson, the Director General or the Secretary-General.

The fact that the Parents of these students from another community do not elect their representative to the School Committee as provided above does not foreclose the School Committee from conducting its meetings and operations and all things done by a School Committee in such circumstances are deemed valid for all intents and purposes.

8.06 TERM OF OFFICE

The elected members of the School Committee shall hold office for three (3) years. The mandate of School Committee members shall be renewable. An elected member of the School Committee remains in office even though his or her child may no longer be attending the school during his term.

The mandate of the member or delegate of the Band Council of the Community shall terminate on August 1st of the third year following his election or appointment at which time such member or delegate of the Band Council shall be reconfirmed in the position or replaced by the Band Council.

Notwithstanding the foregoing, a School Committee member shall remain in office until the replacement is elected or appointed.

8.07 VACATION OF OFFICE

A person shall cease to be a member of a School Committee when the person:

- a) dies;
- b) ceases to be qualified;
- c) is affected by mental or physical incapacity rendering the person unable to perform the duties of a member of the School Committee;
- d) refuses to accept office;
- e) resigns in writing; or

- f) does not attend five (5) consecutive meetings of the School Committee provided there was an interval of at least seven (7) days between each such meeting.

Within thirty (30) days after the occurrence of a vacancy, the remaining members of the School Committee shall appoint a new member except in the case of a vacancy in the seat of the member or delegate of the Band Council, in which case the appointment shall be made within the same delay by the Band Council.

8.08 CHAIRPERSON OF THE SCHOOL COMMITTEE

Within thirty (30) days following their election, the members of the School Committee shall hold their first meeting to choose their chairperson. Within thirty (30) days of this first meeting, the new chairperson must send a report of his appointment to the chairperson, the Director General or the Secretary-General, the local Community Education Administrator and to the Commissioner representing the Community. This report may also be included in the report of the Election Chairperson referred to in section 8.04 hereof.

In case of absence or inability to act of the chairperson of the School Committee, the members may choose his replacement from among themselves.

8.09 REGULAR MEETINGS OF THE SCHOOL COMMITTEES

A School Committee must determine the date, place and hour of its regular meetings as well as the methods and procedures of communication with the Parents. Meetings shall be held regularly at least once a month and shall be held in a school under its jurisdiction or in any other place in the Community determined by the School Committee.

8.10 SPECIAL MEETINGS OF SCHOOL COMMITTEES

The chairperson of a School Committee, one third (1/3) of its members, the local school principal, the Director General, the Chairperson, the local Commissioner or the local Community Education Administrator may call a special meeting of a School Committee.

Notice of such special meeting shall be given by verbal or written notice to each of the members who are present in the Community. However, if members of the School Committee have been elected from outside Communities, the notice must be given to them at least two (2) days before the date set for the special meeting.

8.11 ATTENDANCE AND VOTING BY TELEPHONE

Members of the School Committee, including the member or members elected under section 8.05 as representatives from outside the Community, may take part in a meeting and

vote thereat by any means enabling all participants to communicate among themselves orally, such as the telephone.

8.12 PUBLIC MEETINGS

The meetings of a School Committee are public, but a School Committee may decide to hold a private meeting, particularly when it studies complaints made against pupils or local employees of the Board, applications for employment by teachers or principals and any other subject of a personal nature.

8.13 QUORUM

The quorum for meetings of a School Committee shall be one half (1/2) of all its members qualified to vote.

8.14 CONFLICT OF INTEREST, CODE OF ETHICS AND PROFESSIONAL CONDUCT

A member of the School Committee is bound by any conflict of interests, code of ethics or professional conduct guidelines which the Council may adopt from time to time for such purposes.

Such code or guidelines may provide that a member of a School Committee who violates its provisions is no longer eligible to hold office on a School Committee for a period of up to six (6) years.

8.15 PARTICIPATION IN MEETINGS

No one other than its members may take part in the deliberations of a School Committee without permission of its chairperson or of the School Committee itself; however, this provision does not apply to a Commissioner, the Director General, all senior staff of the Board at a director's level, the local school principal and the local Community Education Administrator.

8.16 MINUTES

The local Community Education Administrator will ensure that minutes of the meetings of the School Committee shall be recorded and copies forwarded to the Secretary-General.

8.17 COMMUNICATIONS AND REPORTS

A School Committee shall determine all proper measures to ensure the efficiency of its operations and internal communications and shall ensure that all members are kept informed of its operations and decisions.

A School Committee shall, before June 1st of each year, make an annual report of its activities to the Council. All reports, opinions and recommendations of a School Committee shall be forwarded in writing to the Secretary-General and the local Community Education Administrator.

8.18 ASSEMBLY OF PARENTS

During the school year, a School Committee, the Chairperson, the Director General, the local school principal or the local Community Education Administrator may call a general assembly of parents for the purposes determined by the party convening such meeting. This general assembly is called in the same manner provided for in section 8.04 hereof and is chaired by the Chairperson of the School Committee or by such other person designated by the School Committee or failing such designation, by the local Community Education Administrator.

8.19 BUDGET

The budget of a School Committee shall be determined each year by the Council and shall be administered by the Chairperson of the School Committee, or at the request of either the School Committee or its chairperson, by the local Community Education Administrator. The local school principal and Community Education Administrator shall place at the disposal of the School Committee the necessary available resources of the school and other facilities, such as rooms for meetings, stationery and secretarial services.

Before March 1st of each year, a School Committee must forward in writing to the Council its budgetary provisions for the following year.

8.20 COMPENSATION AND EXPENSES

The Council may include in the yearly budget of a School Committee an amount in order to partially compensate school committee members for their participation and their expenses incurred in the activities of the School Committee.

The Board shall also reimburse the members of a School Committee for their expenses for travel, lodging and meals incurred when attending official meetings of their School Committee held outside the community in which they reside, in accordance with regulations adopted by the Council for such purposes.

8.21 FUNCTIONS OF THE SCHOOL COMMITTEES

The School Committees shall give opinions and make recommendations on matters pertaining to the quality of education within their respective communities and on matters referred to them by the Board.

A School Committee shall have the following functions:

- a) to promote participation by Parents and the community in the planning and improvement of education services in the schools;
- b) to study measures to promote Cree culture and language in the schools;
- c) to review the education needs of the community and to make recommendations thereon to the Board;
- d) to recommend to the Board, after consultation with the local school principal and Community Education Administrator, any measure likely to improve the administration and management of schools, student accommodations and staff residences;
- e) to act as a liaison between the school and the community;
- f) to provide advice to the Community Education Administrator in the preparation of the proposed annual budget and personnel plan of the school for review and submission to the Council;
- g) to provide advice to the school principal in implementing the yearly education plan in the school;
- h) such other functions as may be delegated to it from time to time by the Council.

The Board must consult the School Committee with respect to the selection, hiring, and discretionary leave of absence of employment of regular teachers, the principal, the vice-principal, the Community Education Administrator and all other professional and support staff members working in the school except casual and temporary employees. The Board must also consult the School Committee with respect to the school calendar and year, changes in curriculum and the rate of introduction of Cree, French and English as teaching languages. Such consultation shall be carried out in accordance with the procedures and policies established by the Board from time to time.

If best efforts have been made to convene a meeting of a School Committee to consult on the areas mentioned in the previous paragraph, and there is either an urgency requiring a decision to be made quickly, or repeated failed attempts to convene a meeting, the Board may exceptionally make a decision without the prior consultation of the School Committee. In such exceptional circumstances, the decision will be explained at the subsequent meeting of the School Committee and the exceptional circumstances leading to the lack of the consultation shall be explained.

Any opinion or recommendation that must be given to the Board shall be presumed to have been properly given if sent to the Director General, Deputy Director General (Pedagogical), Deputy Director General (Operations) or Secretary-General.

ARTICLE 9

LOCAL ADULT EDUCATION COMMITTEE

9.01 CREATION

In a Community where adult education services are provided on a regular basis, the Council may, by resolution, establish one Local Adult Education Committee.

9.02 COMPOSITION

The Local Adult Education Committee shall be composed of from four (4) to five (5) persons and shall include:

- a) one (1) member from the band council or one (1) person appointed by the Band Council of the Community for which the Committee is established;
- b) the school Commissioner representing the community for which the Committee is established;
- c) the Community Education Administrator for the concerned Community and one (1) representative appointed by the Director of Adult Education from among his staff shall also be members of this Committee but they may not vote thereat.

Other members may be added to this Committee by the Director of Adult Education such as representatives of the Cree Human Resources Development of the Cree Nation Government.

9.03 TERM OF OFFICE

The mandate of a member of the Local Adult Education Committee shall terminate when the member no longer holds the function by which membership in the Committee is acquired or, as the case may be, is replaced by the authority appointing the member to the Committee.

9.04 OPERATIONS

The provisions of sections 8.07 to 8.17 of these by-laws concerning vacation of office, chairperson of the Committee, regular meetings, special meetings, attendance and voting by telephone, public meetings, quorum, conflict of interest, participation in meetings, minutes and communications and reports, apply to the Local Adult Education Committee with the required adaptations.

9.05 FUNCTIONS

The Local Adult Education Committee shall give opinions and make recommendations to the Director of Adult Education and to the Council on matters pertaining to the quality of adult education in the community and on matters referred to it by the Board.

The Local Adult Education Committee shall have the following functions:

- a) to promote participation by the community in the planning and improvement of adult education services in the community;
- b) to review the adult education needs of the community and to make recommendations thereon to the Board;
- c) to recommend to the Board any measure likely to improve the administration, management and delivery of adult education services in the community;
- d) such other functions as may be assigned to it by the Director of Adult Education.

ARTICLE 10

BANKING AND SIGNING AUTHORITIES

10.01 A bank or trust account may be opened at any chartered bank or in a Savings and Credit Union, subject to approval by resolution of the Council. Withdrawals and any other transactions involving the Board's bank or trust account and requiring a signature must be signed by at least two (2) of the following officers: the Chairperson, the Vice

Chairperson, the Director General, the Deputy Director General (Pedagogical), the Deputy Director General (Operations), the Director of Finance and Administrative Services, the Secretary-General and the Director of Education Services.

However, the Board may by resolution open special bank or trust accounts for specific purposes and authorize that withdrawals or any other transactions involving such accounts be effected by the signature of at least two (2) employees of the Board.

ARTICLE 11

AMENDMENT OR REPEAL OF BY-LAWS

11.01 By-laws of the Board may be enacted, repealed or amended by enacting a by-law by a vote of a simple majority of the members of the Council present at a duly called meeting.

ARTICLE 12

BOOKS, MINUTES, SIGNATURE AND CERTIFICATION OF DOCUMENTS

12.01 BOOKS

The Board must keep at its head office one or several books in which must be entered:

- a) a copy of the Act and of the Order in Council establishing it as a school board;
- b) a copy of the regulations applicable to the Board and adopted under the Act and a certified copy of its By-laws;
- c) the minutes of meetings of the Council and of the Executive Committee and schedules thereto;
- d) copies of authorizations or approvals from the Minister or from the Government of Québec as the case may be;
- e) the surname, first name, occupation and address of each member of the Council indicating for each the date of election or appointment, as the case may be;
- f) the election report or resolution attesting to the election or appointment of a Commissioner;

- g) the name, address and characteristics of each of the schools within the jurisdiction of the Board, including statistical information pertaining to the students at such schools;
- h) the contracts relating to the Board's immovables;
- i) the budgets and financial statements of the Board.

12.02 MINUTES

The minutes of each meeting of the Council or Executive Committee, as the case may be, shall be approved at the beginning of the following meeting or thereafter and shall be signed by the Chairperson and countersigned by the Secretary-General or the secretary of the meeting.

12.03 SIGNATURE AND CERTIFICATION OF DOCUMENTS

Contracts, documents or any instruments in writing requiring the signature of the Board shall be signed by the Chairperson and the Director General or any other two (2) persons designated by resolution of the Council and all contracts, documents and instruments in writing so signed shall be binding upon the Board without any further authorization or formality.

The Deputy Director General (Pedagogical), the Deputy Director General (Operations), the Director of Finance and Administrative Services, the Director of Human Resources Services, the Director of Post-Secondary Student Services, the Director of Education Services, the Secretary-General, the Director of Adult Education, the Director of School Operations, the Director of Material Resources Services, the Director of Communications and Community Relations, the Director of Information and Technologies may sign such contracts, documents or instruments in writing pertaining to their respective departments in accordance with the authority delegated to them respectively.

The Council or the Executive Committee have the power from time to time by resolution to appoint an officer or officers or a senior staff member or a manager to sign specific contracts, documents and instruments in writing on behalf of the Board.

The signature or signatures of the Chairperson, the Director General, the Deputy Director General (Pedagogical), the Deputy Director General (Operations), the Director of Finance and Administrative Services, the Director of Human Resources Services, the Director of Post-Secondary Student Services, the Director of Education Services, the Director of Adult Education, the Secretary-General, the Director of School Operations, the Director of Material Resources Services, the Director of Information and Technologies, the Director of Communications and Community Relations, the School Principals, the various Coordinators and the various Community Education Administrators may, if specifically authorized by resolution of the Council, be printed, engraved, lithographed or otherwise mechanically reproduced upon all contracts, documents or instruments in writing executed or issued by or on behalf of the Board.

The signature or signatures of any of the foregoing persons authorized as aforesaid and so reproduced shall be deemed to have been manually signed by such persons whose signature or signatures is or are so reproduced and shall be as valid to all intents and purposes as if they had been signed manually and notwithstanding that the persons whose signature or signatures is or are so reproduced may have ceased to hold office at the date of the delivery or issue of such contracts, documents or instruments in writing.

ARTICLE 13

RULES AND REGULATIONS FOR MANAGEMENT AND OPERATIONS

13.01 The Council may prescribe such rules and regulations not inconsistent with this By-law relating to the management and operation of the Board as it deems expedient.

ARTICLE 14

FINANCIAL YEAR

14.01 The financial year of the Board shall begin on July 1st of each year and end on June 30th of each subsequent year.

ARTICLE 15

AUDITOR

15.01 The Council shall appoint each year one or more auditors or fill any vacancy occurring in the office of auditor and shall fix the remuneration of the auditors.

ARTICLE 16

PUBLIC NOTICES

16.01 Notwithstanding any irreconcilable provision of the Act, the publication of public notices for school purposes may be made by posting a copy of the notice in a public place within the community. The notice shall explain its purpose and be posted within the time prescribed by the Act or, if not, as soon as possible.

ARTICLE 17
DELEGATIONS OF POWERS

17.01 POWER TO DELEGATE

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

17.02 EXECUTIVE COMMITTEE

The Council hereby delegates the following rights, powers and obligations to the Executive Committee:

- 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 appointment and engagement 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 appointment and engagement 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 short periods of time not exceeding one (1) month;
 - 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 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;
 - 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 of the Board for amounts greater than seventy-five thousand dollars (\$75,000), but less than two hundred thousand dollars (\$200,000);
 - iv) to contract temporary loans for the Board pending the receipt of subsidies from the Governments;
 - v) 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*, agreements for post-secondary education;
 - ii) agreements with the Government of Canada for education and training programs not provided for under an act of the legislature of Québec.

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

17.03 CHAIRPERSON

The Council hereby delegates the following rights, powers and obligations to the Chairperson:

- 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;
- 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.

17.04 VICE-CHAIRPERSON

The Council hereby delegates the following rights, powers and obligations to the Vice-Chairperson:

- a) to replace the Chairperson at meetings of the Council 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.

17.05 DIRECTOR GENERAL

The Council hereby delegates to the Director General the rights, powers and obligations to oversee and be responsible for the day to day administration of the Board and to oversee and be responsible for the work of and give directions to the senior staff of the Board. The Director General is also responsible for ensuring the quality of the services provided by the Board. More particularly, the Council hereby delegates to the Director General the following specific rights, powers and obligations:

- a) 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) to 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) to be an *ex-officio* member of all committees created by the Council;
 - v) to 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) to ensure the preparation of the annual report of the Board and to submit the same to the Council for approval.
- b) in relation to personnel matters:
 - 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 (Pedagogical);
 - the Deputy Director General (Operations);

- the Director of Finance and Administrative Services;
 - the Director of Human Resources Services;
 - the Director of Adult Education;
 - the Director of Post Secondary Student Services;
 - the Director of Communications and Community Relations;
 - the Secretary-General;
 - the Coordinator of Strategic Planning and Projects; and
 - the Administrative Officer of the Office of the Director General.
- ii) to approve the expense accounts of all senior and management staff if his or her 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 engagement 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;
- c) in relation to financial matters:
- i) in coordination with the Director of Finance and Administrative Services, 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 and Administrative 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 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) in coordination with the Director of Finance and Administrative Services, 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;
- vi) in coordination with the Director of Finance and Administrative Services, to authorize cost reallocations for 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;
- vii) 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.

17.06 DEPUTY DIRECTOR GENERAL (PEDAGOGICAL)

The Council hereby delegates to the Deputy Director General (Pedagogical) (under the supervision and authority of the Director General) the rights, powers and obligations to oversee and be responsible for the day to day administration of the pedagogical departments and services of the Board and be responsible for the work and give direction to the pedagogical senior staff of the Board. The Deputy Director General (Pedagogical) is also responsible for ensuring the quality of the pedagogical services provided by the Board. More particularly, the

Council hereby delegates to the Deputy Director General (Pedagogical) the following specific rights, powers and obligations:

- a) in relation to general administration matters:
 - i) 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.

- b) in relation to general pedagogical matters:
 - i) to oversee the development of the objectives and strategies of the Board dealing with all pedagogical 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 pedagogical activities and resources of the Board including in regard to Education Services and School Operations;
 - iii) represent the Board in educational matters.

- c) 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, the Coordinator of School Improvement and the Administrative Officer of the Office of the Deputy Director General (Pedagogical);
 - 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 (Pedagogical), 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 (Pedagogical), 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) in relation to financial matters:
- i) in coordination with the Director of Finance and Administrative Services, 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 and Administrative Services 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 and Administrative Services, 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.

17.07 DEPUTY DIRECTOR GENERAL (OPERATIONS)

The Council hereby delegates to the Deputy Director General (Operations) (under the supervision and authority of the Director General) the rights, powers and obligations 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 Deputy Director General (Operations) is also responsible for ensuring the quality of the infrastructures and resources services provided by the Board. More particularly, the Council hereby delegates to the Deputy Director General (Operations) the following specific rights, powers and obligations:

- a) in relation to general administration matters:
 - i) 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.
- b) 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.

- c) 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 and the Community Education Administrators.
 - ii) in collaboration with the concerned senior staff, to prepare the personnel plan for submission to the Council in regard to infrastructures and resources services;
 - iii) 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;
 - 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 (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 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;
 - vi) 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.

- d) in relation to financial matters:
 - i) in coordination with the Director of Finance and Administrative Services, 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 and Administrative Services 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 and Administrative Services, 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.

17.08 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 (Pedagogical). 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 (Pedagogical):

- 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 and Special Education;
- e) to administer and manage all programs and resources related to the complementary and supplementary services as defined in the pedagogical 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 (Pedagogical) 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 and Administrative Services, to authorize cost reallocations not exceeding twenty-five thousand dollars (\$25,000) 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 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.

17.09 DIRECTOR OF ADULT EDUCATION

The Council hereby delegates to the Director of Adult Education the rights, powers and obligations for the administration, management and evaluation of adult education 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 Adult Education the following specific rights, powers and obligations to be exercised under the supervision of the Director General:

- a) in relation to adult education activities carried out within the Cree Communities;
 - i) to promote adult education in the communities;
 - ii) to plan the curriculum and programs of instruction for adult education in the communities and to submit these to the Council for approval;
 - iii) to approve the selection and registration of students for the adult education 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 Adult Education 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 Adult Education 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 and Administrative Services, to authorize cost reallocations not exceeding twenty-five thousand dollars (\$25,000) within the budgets relating to Adult Education 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 Adult Education 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:
- 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 Adult Education-General Education, the Coordinator of Adult Education-Administrative Services and the Coordinator of Adult Education-Vocational Training;
 - ii) subject to the personnel plan and the budget approved by the Council, to approve the appointment and engagement of all support staff of Adult Education, 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 Adult Education 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 Adult Education 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 Adult Education, 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; recommend the hiring to the Executive Committee, approve the work schedules and the vacation schedules; and approve the expense accounts of the Director and managers of the Sabtuan Regional Vocational Training Centre.

17.10 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;
- 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 effective as of June 21, 2017, 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 and Administrative Services, to authorize cost reallocations not exceeding twenty-five thousand dollars (\$25,000) 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 or her 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 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.

17.11 DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

The Council hereby delegates to the Director of Finance and Administrative Services the rights, powers and obligations relating to the administration, management and evaluation of the financial and personnel 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 Finance and Administrative Services the following specific rights, powers and obligations to be exercised under the supervision of the Director General:

- a) 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 or her 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 and Administrative Services 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 twenty-five thousand dollars (\$25,000) 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;
 - xi) 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;
 - xii) to exercise the powers and obligations conferred by sections 321 to 326 and 333 to 338 of the Act upon a Secretary-Treasurer;
 - xiii) to carry out or have carried out the special audit provided for in section 17.35 of this by-law.
- 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 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.

17.12 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) 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 Services and his or her 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 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;
 - iii) 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;
 - iv) 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;

- v) to supervise all matters pertaining to personnel including, without limitation, hiring policies, labour relations, salaries, conditions of employment and negotiations of collective agreements;
 - vi) 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 and Administrative Services, to authorize cost re-allocations not exceeding twenty-five thousand dollars (\$25,000) 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.

17.13 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 and Administrative Services, to authorize cost reallocations not exceeding twenty-five thousand dollars (\$25,000) 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.

17.14 SECRETARY-GENERAL

The Council hereby delegates to the Secretary-General the rights, powers and obligations relating to the administration, management and evaluation of the official records of the Board, the whole under the supervision of the Director General. More particularly, the Council hereby delegates to the Secretary-General the following specific rights, powers and obligations under the supervision of the Director General:

- a) to act as secretary to and to keep in a register the minutes of the meetings of the Council, the Executive Committee and the Cree School Board Management Group;
- b) to have the custody of the corporate seal and minute books of the Board and to certify all official acts of the Board;
- c) 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;
- d) to attend to official correspondence and communications on behalf of the Board;
- e) to have custody and management of the archives of the Board;
- f) 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;
- g) 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);

- h) 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);
- i) in coordination with the Director of Finance and Administrative Services, to authorize cost reallocations not exceeding twenty-five thousand dollars (\$25,000) 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;
- j) to exercise the powers and obligations conferred by sections 318 to 320 and 327 to 329 of the Act upon a Secretary-Treasurer;
- k) 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 or her Administrative Officer;
- l) 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;
- m) 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;
- n) 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.

17.15 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 (Pedagogical). 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 (Pedagogical):

- a) in relation to the management, supervision and evaluation of schools:
 - i) coordinate the relationship between the School Principals and the Community Education Administrators;
 - ii) coordinate the relationship between the schools and 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 (Pedagogical) 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 and Administrative Services, to authorize cost reallocations not exceeding twenty-five thousand dollars (\$25,000) 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 and the Administrative Officer of the office of the Director of School Operations;
 - ii) 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;
 - iii) 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;
 - iv) 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;
 - v) 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;
 - vi) to authorize all salary modification slips, salary modification forms (MS forms), absence forms and other administrative documents for School Principals.

17.16 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 and Administrative Services 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 twenty-five thousand dollars (\$25,000);
 - iii) in coordination with the Deputy Director General (Operations) and subject to the budget approved by the Council as well as the Policy regarding an 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 twenty-five thousand dollars (\$25,000);
 - iv) in coordination with the Director of Finance and Administrative Services, to authorize cost reallocation not exceeding twenty-five thousand dollars (\$25,000) 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 Mississini;
 - 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 twenty-five thousand dollars (\$25,000);

- 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 twenty-five thousand dollars (\$25,000);
 - 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 pedagogical 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 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 pedagogical 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-pedagogical 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.

17.17 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 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 pedagogical 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 pedagogical 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 pedagogical staff of the school including the Vice-Principal, the teachers and the pedagogical 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 pedagogical 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 pedagogical 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.

17.18 CENTRE DIRECTOR FOR THE SABTUAN REGIONAL VOCATIONAL TRAINING CENTRE IN WASWANIPi

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 Adult Education:

- 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 Adult Education, to prepare the proposed annual budget of the Centre and to forward it to the Director of Finance and Administrative Services 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 twenty-five thousand dollars (\$25,000);
 - iii) in coordination with the Director of Adult Education 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 twenty-five thousand dollars (\$25,000);
 - iv) in coordination with the Director of Finance and Administrative Services, to authorize cost reallocations not exceeding twenty-five thousand dollars (\$25,000) 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 twenty-five thousand dollars (\$25,000);
 - 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 twenty-five thousand dollars (\$25,000);
 - 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 immoveable 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 Adult Education 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 or 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.

17.19 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 immoveable 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 capital projects, including capital repairs and renovations, insofar as the total cost is estimated not to exceed fifty thousand dollars (\$50,000);
 - vii) in coordination with the Deputy Director General (Operations) and the Director of Finance and Administrative Services, 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;
 - viii) 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 and the Capital Projects Manager;
 - 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 and Administrative Services, to authorize cost re-allocations not exceeding twenty-five thousand dollars (\$25,000) 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.

17.20 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 and the Coordinator of Hardware and Infrastructure;
 - 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 and Administrative Services, to authorize cost re-allocations not exceeding twenty-five thousand dollars (\$25,000) 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.

17.21 VARIOUS COORDINATORS AND CAPITAL PROJECTS MANAGER

The Council hereby delegates the following to the Coordinator of School Operations, Coordinator of School Improvement, Coordinator of School Data Management, Coordinator of Student Services, Coordinator of Cree Programs, Coordinator of Instructional Services, Coordinator of Professional Development, Coordinator of Special Education, Coordinator of Adult Education-General Education, Coordinator of Adult Education - Administrative Services, Coordinator of Adult Education - Vocational Training, Coordinator of Human Resources Services, Coordinator of Payroll, Coordinator of Telecommunications and Information Systems, Coordinator of Hardware Infrastructure, the Coordinator of Material Resources Services and the Capital Projects Manager:

- a) The rights and powers to authorize expenses relating to their respective offices for amounts not exceeding twenty-five thousand dollars (\$25,000), and to the Coordinator of Finance and the Coordinator of Material Resources Services, the rights and powers 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 their respective Directors;

- 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 their respective offices in consultation with their respective Directors and to supervise and oversee the activities of the support staff of their respective offices, except with respect to disciplinary measures.

17.22 COORDINATOR OF ADULT EDUCATION – VOCATIONAL TRAINING

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

- 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 Adult Education courses of the Board and for this purpose to proceed to purchases from the suppliers authorized by the Board for amounts not exceeding twenty-five thousand (\$25,000);
- b) to sign 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.

17.23 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 or her Administrative Officer.

17.24 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 and Administrative Services:

- 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 or her Administrative Officer and the Paymaster.

17.25 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 and Administrative 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 or her Senior Administrative Officer and Administrative Officer.

17.26 COORDINATOR OF MATERIAL RESOURCES SERVICES

The Council hereby delegated to the Coordinator of Student Services the following rights and powers to be exercised under the supervision of the Director of Finance and Administrative 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.

17.27 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) The rights and powers to authorize expenses relating to his espective 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;

17.28 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 or her 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.

17.29 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.

17.30 RESIDENCE MANAGER FOR THE SABTUAN VOCATIONAL TRAINING CENTRE IN WASWANIFI

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.

17.31 ADMINISTRATIVE OFFICERS OF THE DIRECTOR GENERAL, THE DEPUTY DIRECTOR GENERAL (PEDAGOGICAL), THE SECRETARY GENERAL AND THE DIRECTOR OF SCHOOL OPERATIONS

The Council hereby delegates to the Administrative Officers of the Director General, the Deputy Director General (Pedagogical), the Secretary General and the Director of School Operations, the following rights, powers and obligations, the whole under the supervision of the Director General, Deputy Director General (Pedagogical), the Secretary General and the Director of School Operations respectfully:

- 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 the Director General, the Deputy Director General (Pedagogical) and the Secretary General, 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 Director General, the Deputy Director General (Pedagogical), the Secretary General and of the Director of School Operations, except with respect to disciplinary measures, and to approve the short term absences of the support staff of the offices of the Director General, of the Deputy Director General (Pedagogical), the Secretary General and of the Director of School Operations in consultation with the Director General, the Deputy Director General and the Secretary General.

17.32 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 Article 17 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, unless another process is 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.

17.33 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.

17.34 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.

17.35 REVIEW OF BY-LAW

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 and Administrative Services shall annually provide an audit report as to the use of and respect of the financial delegations provided under this by-law.

ARTICLE 18

COMING INTO FORCE

- 18.01 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.