

**ORDINANCE ON THE DELEGATION OF  
FUNCTIONS AND POWERS**

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| <b>Department responsible :</b><br>General Administration | <b>Approved by :</b><br><br>_____<br>Director general   |
| <b>Effective date :</b><br>March 14, 2023                 | <b>Amended :</b><br>Resolution CC 651 2005/2006-44, 2008/2009-50, 2009/2010-52, 2010/2011-55, 2013/2014-01, 2014/2015-62, 2018/2019-78, 2021/2022-32 and 2022/2023-38 |
| <b>References :</b><br>Resolution CC 1999/2000-4          |   |

| <b>PRELIMINARY PROVISIONS (pages 3, 4 and 5)</b>   |  |  |  |
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| <b>POWERS</b>  | <b>DELEGATES</b>   | <b>\$</b>  | <b>COMMENTS</b>  |
| <p><b>Chapter I</b> General powers (pages 6 to 9).</p> <p><b>Chapter II</b> Powers related to human resources management (pages 10 to 14)</p> <p><b>Chapter III</b> Powers related to the award of contracts and the management of material resources (pages 15 to 17)</p> <p><b>Chapter IV</b> Powers related to the management of financial resources (pages 18 to 20)</p> | A person or body to whom authority is delegated, as opposed to the Council of Commissioners, which is the "delegator". | Maximum amount <u>before taxes</u> , when the delegated authority requires an expense or generates income. | <p>This may include the <i>Education Act for Cree, Inuit and Naskapi Native Persons</i> (EACINNP) or any other applicable legislation, regulations, policies or directives and normative framework related to the exercise of power by the delegate.</p> <p>It may also include any additional obligations related to the exercise of power by the delegate.</p> |



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| <p><b>Chapter V</b> Powers related to the management of educational services (pages 21 to 23)</p> <p><b>Chapter VI</b> Powers related to vocational training and adult education services (pages 24 to 26)</p> <p><b>Chapter VII</b> Powers in contentious matters (pages 27 and 28)</p> |  |  |  |
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| PRELIMINARY PROVISIONS      |   |
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| A) Purpose of the Ordinance | The purpose of this ordinance is to delegate certain powers and functions of the Council of Commissioners (CC) to the following delegates: Executive Committee (XC), non-executive and executive staff.   |
| B) Delegation of powers     | <p>Delegation: "A delegation of powers is a legal act whereby the authority (the delegator) invested with certain powers turns over the exercise of those powers to another authority (the delegate). Accordingly, the delegate takes on the obligations and responsibilities associated with the delegated powers."</p> <p>Delegator: "Person who delegates." Delegate: "Person to whom one delegates something."</p>  |
| C) Legal framework          | <p>The functions and powers of this ordinance are delegated pursuant to sections 185, 187 and 662 of the EACINNP. These functions and powers are exercised by the delegates in accordance with applicable legislation, regulations, budgetary rules, policies, directives and collective agreements.</p> <p>Pursuant to section 665 of the EACINNP, all ordinances are immediately transmitted to the Minister on being passed. The Minister shall review such ordinances within forty days and, except where the matters dealt with therein are based on Inuit culture and Inuttituut, may disallow them in writing. Unless the Minister has disallowed them, all ordinances shall automatically come into force forty days after the date of their being passed or at any earlier date indicated by the Minister.</p> <p>Note that the Education Act does not apply to Kativik Ilisarniliriniq. When cited, it is only for reference purposes and consistency with other school boards in Quebec.</p> |



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| D) Authority of the delegate (XC, non-executive or executive) | The delegation of powers and functions to the delegate includes exclusive, full and complete authority over the object of the delegation and extends to any act resulting from this authority or which is useful for its implementation. The delegated authority to take a decision or perform an act includes the power not to do so, to do so in part or to cancel it, as the case may be.  |
| E) The delegate's accountability and responsibility           | Pursuant to section 187 of the EACINNP, the functions and powers delegated to executives (delegates) are exercised under the Director General. The delegate is accountable for the actions and decisions he/she takes under this ordinance and reports to his/her immediate supervisor, in accordance with the procedures determined by the Director General. The CC is informed by the Director General. The Director General reports to the CC or, as the case may be, to the XC.   |
| F) Absence or inability of the delegate                       | In case of absence or inability of the delegate, the powers delegated to him/her shall be exercised: – by his/her assistant, or by the assistant designated by him/her in case there are more than one assistant, unless the immediate supervisor of the delegate decides otherwise; – by the immediate supervisor of the delegate, in case the delegate does not have an assistant, or by another executive designated by the immediate supervisor. This provision does not apply to the XC or the DG. In case of absence or inability of the DG, the powers exercised by him/her are exercised by an ADG. |
| G) Power of the CC (delegator)                                | The functions and powers delegated in this ordinance may be amended or revoked in whole or in part by the CC, by ordinance.<br><br>NOTE: When the acronym "CC" appears in the 2nd column of the following table, it means that the power is not delegated but retained by the CC.   |
| H) Governance   | The application of this ordinance is in keeping   |



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|  | with the principles of governance between elected officials, non-executives and executives, thus promoting sound management of public funds and accountability. |
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| <b>ACRONYMS</b>  |   |
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| <b>Delegator</b> | CC: Council of Commissioners  |
| <b>Delegates</b> | XC: Executive<br>Committee DG: Director General<br>ADG: Assistant Director<br>General SG: Secretary General<br>ASG: Assistant Secretary<br>General DH: Department Head<br>SP: School Principal<br>EXECUTIVES CONCERNED: DH, SP, Coordinator of Education and Community Services (Centre Director), Coordinators, Residence Managers, Managers and Foremen of Material Resources |



| CHAPTER I – GENERAL POWERS |   |           |    |  |
|----------------------------|---|-----------|----|--|
| POWERS                     |   | DELEGATES | \$ | COMMENTS   |
| <b>School Calendar</b>     |   |           |    |  |
| 1                          | Approve the school calendar and the work schedule   | CC        |    | The school calendar must be approved by ordinance (s. 667 EACINNP)   |
| <b>Archives</b>            |   |           |    |  |
| 2                          | Determine the retention schedule and archive classification plan  | ASG       |    | <i>Access to Information Act National Archives Act</i>   |
| <b>Agreements</b>          |   |           |    |  |
| 3                          | Enter into an agreement with the Government of Quebec or Canada, a government of another province of Canada or a foreign government     | XC        |    | <i>Act respecting the Ministère des Relations internationales (s.23)</i><br><i>Act respecting the Ministère du Conseil exécutif (s. 3.12)</i>  |
| 4                          | Enter into an agreement with another school board, an association, a public body (including a municipality), a legal or physical person | XC        |    | Note that most of these agreements are, among other things, grant agreements or collaborative agreements<br><br>See s. 81 concerning specific delegation for Adult Education and Vocational Training<br><br>Expenses incurred upon signing of these agreements are subject to the rules set out in Chapters III and IV |

| <b>Temporary closure of a facility</b> |  |  |  |  |
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| <b>5</b>                               | Temporarily close a facility (partially or completely) for a very short period of time in case of emergency or exceptional circumstances | DG (Kuuujuaq, Ville Saint- Laurent, Dorval and Saint-Anne-de-Bellevue) |  | For the Kuuujuaq, Ville Saint-Laurent, Dorval and Saint-Anne-de-Bellevue offices, the decision is made in collaboration with a committee made up of the Director of Human Resources, the Director of Finance and the Secretary General   |
|  |  | SP (for schools)   |  | For schools, before deciding, the President of the Education Committee should be consulted.  |
|  |  | Adult Centre Director (for education centres)                          |  | For adult education centres, the Centre Director should contact the school administration before making his/her decision, so that consistent measures can be applied in the same community.<br><br><i>ADM-01/Directive on emergency closing of the administrative centre</i><br><br><i>ADM-02/Directive on the closing of Schools and Adult and Vocational Education centres</i> |



| Representatives of Kativik Ilisarniliriniq |  |                               |  |   |
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| <b>6</b>                                   | <p>Designate a commissioner or the DG to represent Kativik Ilisarniliriniq:</p> <p>a) before the Board of Directors' of a public or private body</p> <p>b) at a congress, conference or similar event, before agencies, round tables, groups or working committees</p>   | <p>CC</p> <p>XC</p>           |  |   |
| <b>7</b>                                   | <p>Designate an executive, an employee or consultant to represent Kativik Ilisarniliriniq:</p> <p>a) before the Board of Directors' of a public or private body, at a congress, conference or similar event</p> <p>b) before agencies, round tables, groups or working committees</p> <p>c) to attend funerals or special events</p> | <p>DG</p> <p>DG</p> <p>DG</p> |  | <p><i>ADM-11/ Directive on Consulting Services (s. 2.2)</i></p> <p><i>MR-01/ Directive on Award of Supply, Services and Construction (s. 7.1)</i></p> <p>The designation must be made in consultation with the President</p> <p><i>ADM-07/ Policy on Travels to attend Funerals or other Special Events (s.2.1)</i></p> |





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|  | d) before a joint committee (collective agreements and regulations on the terms and conditions of employment of management personnel, reclassification committee) | XC                                      |  |  |
|  | e) before the collective agreement negotiating committee  | XC                                      |  |  |
| <b>Media Relations</b>                     |   |   |  |  |
| <b>8</b>                                   | Media relations spokesperson  | President or DG (depending on the case) |  | <i>ADM-19/ Policy on Media relations</i><br><br>The Communications Coordinator may also designate a DH or expert |
| <b>Computer resources and social media</b> |   |   |  |  |
| <b>9</b>                                   | Investigate the improper use of computer resources and social media   | DG and ASG                              |  | <i>EDU-02/ Directive on the Use of Computer Resources and Social Media</i>                                       |
| <b>Corruption and collusion</b>            |   |   |  |  |
| <b>10</b>                                  | Approve the corruption and collusion risk management plan for public contracts  | XC                                      |  | <i>ADM-20/ Policy on the Management of Risks of Corruption and Collusion (s.6.1)</i>                             |
| <b>11</b>                                  | Approve the monitoring report and review of the organizational framework for managing risks of corruption and collusion in public contracts                       | DG                                      |  | <i>ADM-20/ Policy on the Management of Risks of Corruption and Collusion (s.6.2)</i>                             |



| CHAPTER II – POWERS RELATED TO HUMAN RESOURCE MANAGEMENT |   |                               |    |  |
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| POWERS   |   | DELEGATES                     | \$ | COMMENTS   |
| <b>Working conditions</b>                                |   |                               |    |  |
| <b>12</b>  | Define general guidelines   | CC                            |    |  |
| <b>13</b>  | Approve or request the Government of Quebec to adopt or enact collective agreements or working conditions for Kativik Ilisarniliriniq employees   | XC                            |    |  |
| <b>Personnel</b>   |   |                               |    |  |
| <b>14a</b>   | <p>Approve the hiring, promotion, reassignment, transfer, demotion, lay-off for:</p> <p>a) the DG</p> <p>b) the ADG, the SG, the ASG, the DH, the SP and the Vice-SP, the Centre Director of schools</p> <p>c) any other staff member</p> | <p>CC</p> <p>XC</p> <p>DG</p> |    | <p>The decision to hire the employment of the Director General is passed by a two-thirds majority of the votes of all the members of the school board who are entitled to vote. (s. 181 EACINNP). Human Resources is required.</p> |
| <b>14b</b>   | Approve the non-renewal and termination of employment for:  |                               |    | The decision to terminate the employment of the Director General is passed by a two-thirds majority of the votes of all the  |



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|           | <p>a) the DG</p> <p>b) the ADG, the SG, the ASG, the DH, the SP and the Vice-SP, the Centre Director of schools, teaching personnel, professional personnel.</p> <p>c) support staff</p>        | <p>CC</p> <p>XC</p> <p>DG</p>             |  | <p>members of the school board who are entitled to vote. (s. 181 EACINNP). Human Resources is required.</p> |
| <b>15</b> | <p>Approve temporary assignments for periods not exceeding 60 days for:</p> <p>a) the DG</p> <p>b) the ADG, the SG, the ASG, the DH, the SP and the Vice-SP, the Centre Director of schools</p> | <p>CC</p> <p>DG</p>                       |  |   |
|           | c) a staff member under its authority   | DG, ADG, SG, ASG and executives concerned |  |   |
| <b>16</b> | Approve the hiring of occasional teachers   | SP  |  |   |
| <b>17</b> | <p>Approve changes in work location of a position from one community to another for:</p> <p>a) the DG</p> <p>b) any other staff member</p>  | <p>CC</p> <p>XC</p>                       |  |   |



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| <b>18</b>                | Approve the classification and reclassification of staff members  | XC           |  |  |
| <b>19</b>                | Modify or abolish positions for:<br>a) the ADG, the ASG, executive personnel, teachers and professionals<br>b) any other staff member | XC<br><br>DG |  |  |
| <b>20</b>                | Create positions for:<br>a) the ADG, the ASG, executive personnel, teachers and professionals<br>b) any other staff member            | CC<br><br>XC |  |  |
| <b>Leaves of absence</b> |   |              |  |  |
| <b>21</b>                | Authorize leaves with pay other than those already granted by labour agreements   | XC           |  |  |



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| <b>22</b>  | <p>Authorize leaves without pay other than those already granted by labour agreements:</p> <p>a) for more than 30 days</p> <p>b) for 30 days or less</p> <p>c) for 10 days or less</p> <p>d) for 5 days or less</p>                               | <p>XC</p> <p>DG</p> <p>ADG, SG, ASG and DH</p> <p>Executives concerned</p>           |  | <p><i>HR-09/ Directive on Special Leaves of Absence for Outside Activities (s. 2)</i></p> <p><i>HR-18/ Directive on Leaves of Absence Without Pay</i></p>  |
| <b>23</b>  | <p>Authorize work schedules and annual vacations for:</p> <p>a) the DG</p> <p>b) the ADG</p> <p>c) a staff member under its authority</p>   | <p>A member of the XC</p> <p>DG</p> <p>DG, ADG, SG, ASG and executives concerned</p> |  |  |
| <b>24</b>  | <p>Authorize deferred salary leaves for tenured employees</p>   | XC   |  | <p><i>HR-05/ Directive on leaves with deferred salary for tenured employees (s. 3.1)</i></p>   |
| <b>Training, professional improvement or field trips</b> |   |  |  |  |
| <b>25</b>  | <p>Authorize travel (training, professional development, representation or field trips), except as authorized by the Professional Improvement Fund under collective agreements and recruitment related activities under Human Resources, for:</p> |  |  | <p><i>HR-14/ Directive regarding the Professional Improvement Fund for Teachers</i></p> <p><i>HR-15/ Directive on the Professional Improvement Fund for Non-Teaching Professionals</i></p> <p><i>HR-16/ Directive regarding the Professional</i></p> |



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|  |   |   |  | <i>Improvement Fund for Support Staff</i>  |
|  | a) a commissioner or the DG   | XC  |  | <i>HR-17/ Directive regarding the Professional Improvement Fund for Management Personnel</i>   |
|  | b) travel outside Quebec for any employee   | XC  |  |  |
|  | c) travel within Quebec for any employee  | DG, ADG, SG, ASG and executives concerned             |  |  |
| <b>Performance evaluation</b>                  |   |   |  |  |
| <b>26</b>                                      | Conducting performance evaluations of:<br>a) the DG<br>b) the ADG<br>c) a staff member under his or her authority     | XC<br>DG<br>DG, ADG, SG, ASG and executives concerned |  |  |
| <b>Administrative or disciplinary measures</b> |   |   |  |  |
| <b>27</b>                                      | Terminate employment in the case of an inconclusive probation period:<br>a) DG<br>b) ADG<br>c) any other staff member | CC<br>XC<br>DG  |  | In all cases, consultation with Human Resources is required<br>Recommendation and evaluation of the immediate supervisor is required |
| <b>28</b>                                      | With the exception of the DG, impose suspensions with pay   | DG  |  |  |
| <b>29</b>                                      | With the exception of the DG, impose suspensions without pay:   |   |  | In all cases, consultation with Human Resources is required  |

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|  | a) for more than 10 days | XC                      |  |
|  | b) for 10 days or less   | DG, ADG, SG, ASG,<br>DH |  |
|  | c) for 5 days or less    | Executives concerned    |  |



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| <b>30</b>   | Impose disciplinary measures to:<br>a) the DG<br>b) the ADG<br>c) a staff member under his/her authority | XC<br>DG<br>DG, ADG, SG, ASG and executives concerned |  | In all cases, consultation with Human Resources is required   |
| <b>Recuperation days for management personnel</b> |  |   |  |   |
| <b>31</b>   | Approve of an additional 5 recuperation days to compensate for overtime for management personnel         | DG  |  | <i>HR-02/ Directive on Recuperation days for management personnel (s. 2.2)</i>  |
| <b>32</b>   | Authorize a continuous period of more than 5 recuperation days   | DG  |  | <i>HR-02/ Directive on Recuperation days for management personnel (s. 2.4)</i><br><br>Exemption for SP and the Vice-SP, Coordinator of Educational and Community Services (Center Director) or Center Director of an adult education center |





| CHAPTER III – POWERS RELATED TO THE AWARD OF CONTRACTS AND THE MANAGEMENT OF MATERIAL RESOURCES |   |                                |  |   |
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| POWERS  |   | DELEGATES                      | \$   | COMMENTS  |
| <b>Immovables</b>   |   |                                |  |   |
| 33  | Approve capital projects (including plans and specifications), including repair and renovation projects         | CC<br>XC                       | More than \$250 000<br>\$0 to \$250 000                    |   |
| 34  | Acquire, build, enlarge, alter or demolish an immovable   | CC<br>XC<br>DG                 | More than \$250 000<br>\$0 to \$250 000<br>\$0 to \$50 000 | If the cost of the operation exceeds \$100,000, Minister's approval is required (s. 545 EACINNP)  |
| <b>Rental of movable or immovable property</b>  |   |                                |  |   |
| 35  | Approve the lease of movable or immovable property belonging to third parties or to Kativik Ilisarniliriniq     | CC<br>XC<br>DG                 | More than \$250 000<br>\$0 to \$250 000<br>\$0 to \$50 000 | <b>If an immovable:</b><br>- Approval of the Ministère is required if the annual rent exceeds \$100,000 (s. 545 EACINNP)<br>- Approval of the Ministère is required if the term of the lease exceeds 3 years (s. 545 EACINNP) |
| 36  | Approve residential leases for employees or students, other than those already granted by employment agreements | Director of Material Resources |  |   |
| <b>Sale of assets</b>   |   |                                |  |   |
| 37  | Dispose, sell, give, assign, exchange, alienate or allocate an emphyteutic lease on movable or immovable        | CC                             | More than \$25 000   | <b>If an immovable:</b><br>If the cost of the operation exceeds \$100,000, approval of the Ministère is   |



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|  | property   |   |                 | required (s. 545 EACINNP)   |
|  |  | XC  | \$0 to \$25 000 |   |
|  |  | DG  | \$0 to \$10 000 |   |
|  |  | Director of Material Resources                                    | \$0 to \$5 000  | <i>Act respecting public infrastructures</i>  |
| <b>Availability of schools and other buildings</b> |  |   |                 |   |
| <b>38</b>  | Authority to decide whether facilities in the regular sector for educational purposes will be available to the community or other organizations          | Education Committee   |                 | <i>MR-02/ Directive on the Use of School Board Facilities and Equipment by the Community or Other Organizations (s.2.2)</i>   |
| <b>39</b>  | Authority to decide whether the facilities or student residences in the Adult Education sector will be available to the community or other organizations | Director of Adult Education and Vocational Training               |                 | <i>MR-02/ Directive on the Use of School Board Facilities and Equipment by the Community or Other Organizations (s. 3.1)</i>  |
| <b>40</b>  | Authority to decide whether all other facilities not intended for education will be available to the community or other organizations                    | Director of Material Resources                                    |                 | <i>MR-02/ Directive on the Use of School Board Facilities and Equipment by the Community or Other Organizations (s. 4.1)</i>  |
| <b>41</b>  | Authority to decide on any short-term rental requests of less than 3 months of a vacant housing not coming from an employee                              | Coordinator of Education and Community Services (Centre Director) |                 | <i>MR-02/ Directive on the Use of School Board Facilities and Equipment by the Community or Other Organizations (s. 5)</i><br><br>A lease must be filled out through Material Resources |



| <b>Allocation of housing for employees of schools and adult education centres</b> |  |   |  |   |
|---|--|---|--|---|
| <b>42</b>   | Allocation of housing for:<br><br>a) school employees<br><br><br><br>b) of adult education centres employees<br><br><br>c) Administrative Centre employees in Kuujjuaq | Coordinator of Education and Community Services (Centre Director)<br><br><br>Director of the Centre for Adult Education and Vocational Training<br>Director of Material Resources |  | For the Coordinator of Education and Community Services (Centre Director), the latter must consult the School Council beforehand<br><br><i>MR-03/ Directive on Housing for Employees in Nunavik</i> |
| <b>Fire drills and emergency evacuations in schools</b>                           |  |   |  |   |
| <b>43</b>   | Authorize fire drills and emergency evacuations in schools   | Coordinator of Education and Community Services (Centre Director)   |  | <i>MR-04/ Directive on Fire Drills and Emergency Evacuation in schools</i>  |



| CHAPTER IV – POWERS RELATED TO THE MANAGEMENT OF FINANCIAL RESOURCES      |  |   |  |   |
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| POWERS  |  | DELEGATES   | \$   | COMMENTS  |
| <b>Travel of personnel, Commissioners and Education Committee members</b> |  |   |  |   |
| <b>44</b>   | Determine the reimbursement rates for travel and travel expenses of staff, commissioners and education committees' members                               | CC  |  | In accordance with applicable collective agreements<br><i>HR-01/ Directive on Social Travel</i><br><i>FIN-01/ Directive on Business Travel for Elected Representatives</i><br><i>FIN-02/ Directive on business travel for employees</i> |
| <b>45</b>   | Approve claims for the reimbursement of travel expenses for a commissioner or Education Committee member   | DG  |  | <i>FIN-01/ Directive on Business Travel for Elected Representatives (s.2.7)</i>   |
| <b>46</b>   | Approve claims for the reimbursement of travel expenses for a staff member:<br><br>a) the DG<br>b) the ADG<br>c) staff member under his or her authority | A member of the XC<br><br>DG<br><br>DG, ADG, SG, ASG and executives concerned |  | <i>FIN-02/ Directive on Employees' Business Travel</i><br><i>HR-01/ Directive on Social Travel</i>  |
| <b>Procurement or service contract</b>                                    |  |   |  |   |
| <b>47</b>   | Award any procurement or service contracts   | CC<br><br>XC<br><br>DG<br><br>ADG   | More than \$250 000<br><br>\$0 to \$250 000<br><br>\$0 to \$133 800*<br><br>\$0 to | The authorized amounts are without taxes<br><br>For service contracts with a consultant, the limits do not include travel expenses related to the contract when   |



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|   |   |                      | \$75 000            | these expenses are incurred in Nunavik   |
|   |   | DH, SG and ASG       | \$0 to \$50 000     | ADM-11/ Directive on Consulting Services (s. 8.2)  |
|   |   | Executives concerned | \$0 to \$10 000     | <i>*The authorized amount for the DG will be increased automatically in accordance with the adjusted threshold determined from time to time by the government.</i> |
| <b>Budget reallocation</b>              |   |                      |                     |  |
| <b>48</b>                               | Authorize a budget reallocation to the extent that it exceeds the general budget approved by the CC   | CC                   | More than \$250 000 | In all cases, in collaboration with the Director of Finance  |
|   |   | XC                   | \$0 to \$250 000    |  |
|   |   | DG                   | \$0 to \$75 000     |  |
|   |   | DH, SG and ASG       | \$0 to \$50 000     |  |
| <b>Additional expenditure of 10%</b>    |   |                      |                     |  |
| <b>49</b>                               | In the case of a procurement or service contract involving an expenditure in excess of \$100,000, authorize an incidental amendment that results in an additional expense of up to 10% of the original contract amount and a maximum of \$100,000 | DG                   |                     | Note that below \$100,000 threshold, delegated authorities are provided under section 47   |
| <b>Write-off of accounts receivable</b> |   |                      |                     |  |
| <b>50</b>                               | Write off accounts receivable   | XC                   | More than \$25 000  |  |



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|  |   | DG  | \$0 to<br>\$25 000   |  |
| <b>Budget and financial resources</b>                |   |   |  |  |
| <b>51</b>  | Adopt and amend the annual budget   | CC  |  |  |
| <b>Expenses for emergency measures</b>               |   |   |  |  |
| <b>52</b>  | Order any expenses deemed necessary and award any necessary contracts in the event of situations that threaten the life or health of the school population or serious damage to Kativik Ilisarniliriniq's equipment | DG  |  | The DG must report to the XC regarding the action in question and the reasons for it   |
| <b>Grants (application for financial assistance)</b> |   |   |  |  |
| <b>53</b>  | Apply for grants with a government, public body (including a municipality), association, legal or natural person  | DG<br><br>ADG, DH, SG and ASG<br><br>Executives concerned | More than \$50 000<br><br>\$0 to \$50 000<br><br>\$0 to \$10 000 |  |
| <b>Loans</b>   |   |   |  |  |
| <b>54</b>  | Obtain loans and approve the corresponding interest rates   | Director of Finance                                       |  | According to the Ministère's approvals   |
| <b>Bank accounts</b>                                 |   |   |  |  |
| <b>55</b>  | Open a bank account   | XC  |  | <i>FIN-03/ Policy on Local Accounts at the regular and Adult Education sectors</i><br><br>All bank accounts require the signature of at least 2 of the following persons: the President, DG, ADG, SG, ASG, Director of Human Resources, Director of Finance or Assistant Director of Finance<br><br>Local bank accounts require the signature of |



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|  |  |  |  | at least 2 of the following persons: SP or Vice-SP, Centre Director, Community Commissioner, President of the Education Committee, Director of Finance or Assistant Director of Finance |
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| CHAPTER V – POWERS RELATED TO THE MANAGEMENT OF EDUCATION SERVICES |   |           |    |  |
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| POWERS   |   | DELEGATES | \$ | COMMENTS   |
| <b>Agreements</b>  |   |           |    |  |
| 56   | Enter into a collaborative agreement with a public body for educational, cultural, social, sporting, scientific, community or environmental activities<br><br>NOTE: These agreements must be distinguished from service contracts with third parties (including NPOs) | XC        |    | <i>Education Act</i> : s. 94 and 207.1<br><br>NOTE: Where the partner is a public body, the contract is not subject to the provisions of the <i>Act respecting contracting by public bodies</i>                          |
| <b>School attendance</b>   |   |           |    |  |
| 57   | Determine the procedures for monitoring student absences  | SP        |    | <i>Education Act</i> : ss 14; 15; 17; 18; 76; 77 15 (1), (2), (3), (4) and 15 in fine  |
| 58   | Reporting a student to the <i>Direction de la protection de la jeunesse</i> in the event of repeated and unmotivated absences   | SP        |    | <i>Education Act</i> : ss 14; 15; 17; 18; 76; 77 15 (1), (2), (3), (4) and 15 in fine<br><br><i>Youth Protection Act</i> : s. 39<br><br><i>ADM-12/ Directive on the application of the Youth Protection Act</i> (s. 3.2) |
| 59   | Exempt a student from attending school:<br><br>a) who is ill or in treatment<br><br>b) due to a physical or mental disability<br><br>c) carry out the   | SP        |    | <i>Education Act</i> : s. 15   |



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|   | assessment to provide the student with instruction at home that would allow home schooling<br><br>d) temporarily for humanitarian reasons   |                     |  |   |
| <b>Suspension or expulsion of a student</b> |   |                     |  |   |
| <b>60</b>                                   | Suspend a student   | SP                  |  | <i>Education Act. ss 15(3); 76; 96.12; 96.27; 242</i>   |
| <b>61</b>                                   | Expel a student   | XC                  |  | <i>Education Act. ss 9 to 12,15(3); 76; 110.2; 110.9; 221; 242 (Note: under sections 221 and 242, does not apply to adult students)</i><br><br><i>ADM-16/ Directive against Bullying and for the Promotion of Peaceful and Responsive Schools (s. 3.3 c)</i><br><br><i>SO-01/ Directive on suspension and expulsion of students</i> |
| <b>Educational travel</b>                   |   |                     |  |   |
| <b>62</b>                                   | Approve the annual excursion plan   | Education Committee |  | Developed by the SP or Centre Director<br><br><i>SO-05/ Directive on Field Trips and Excursions (s. 3.1)</i>  |
| <b>63</b>                                   | Agree on the relevance of an educational trip for students and their supervisors and authorize this trip<br><br>NOTE: Subject to the rules governing calls for tenders, service contracts and Chapter | Education Committee |  | <i>SO-05/ Directive on Field Trips and Excursions (s. 3.2)</i>  |



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|   | IV   |                                    |  |  |
| <b>Local Code of Conduct</b>                              |  |                                    |  |  |
| <b>64</b>   | Develop a local Code of Conduct against bullying and describe desirable and undesirable behaviours | SP                                 |  | The local Code of Conduct should be developed jointly with staff, parents and the community.<br><br><i>ADM-16/ Policy Against Bullying and for the Promotion of Peaceful and Responsive Schools (s. 2.1)</i> |
| <b>65</b>   | Develop an internal Code of Conduct  | SP                                 |  | In collaboration with the School Council and the Education Committee<br><br><i>SO-01/ Directive on suspension and expulsion of students (s. 2.2)</i>   |
| <b>Additional funding for students with special needs</b> |  |                                    |  |  |
| <b>66</b>   | Grant additional funding for students with diagnosed special needs                                 | XC                                 |  | On the recommendation of the School Operations department<br><br><i>SO-03/ Policy on Educational Costs for Beneficiaries outside Nunavik (s.2.1 d)</i>   |
| <b>Students with special needs</b>                        |  |                                    |  |  |
| <b>67</b>   | Identify students with special needs   | SP                                 |  | <i>CS-01/ Directive on the Organization of Services (special education)</i>  |
| <b>68</b>   | Determine support services that can be offered   | Director of Complementary Services |  | <i>CS-01/ Directive on the Organization of Services (special education)</i>  |
| <b>Home schooling and tutoring</b>                        |  |                                    |  |  |



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| 69  | Home schooling contract   | DG  |           | <i>SO-08/ Policy on Home Schooling and Tutoring (s .2.7)</i>  |
| 70  | Approve tutoring requests   | Director of School Operations                       |           |   |
| <b>CHAPTER VI – POWERS RELATED TO EDUCATION SERVICES IN VOCATIONAL TRAINING AND ADULT EDUCATION</b> |   |   |           |   |
| <b>POWERS</b>   |   | <b>DELEGATES</b>                                    | <b>\$</b> | <b>COMMENTS</b>   |
| <b>Code of Conduct for students in Adult Education and Vocational Training</b>                      |   |   |           |   |
| 71  | Suspend of a student for a maximum of 2 days for any breach of the Code of Conduct  | Centre Director                                     |           | The Director of Adult Education and Vocational Training must be informed of the decision<br><br><i>ADU-01 / Code of Conduct for Adult and Vocational Education Students</i> |
| 72  | Suspension of a student for more than 2 days and expel a student in the event of a serious breach of the Code of Conduct  | Director of Adult Education and Vocational Training |           | <i>ADU-01 / Code of Conduct for Adult and Vocational Education Students</i>   |
| <b>Sponsorship of transfer students</b>   |   |   |           |   |
| 73  | Allow the transfer of a student enrolled full-time in a vocational training or adult education program when he/she must attend school outside his/her community | Academic and Professional Information Counsellor    |           | <i>ADU-02 / Directive on Sponsorship for Transfer Students of the Adult and Vocational Education sector</i>   |
| 74  | Student entry dates   | Centre Director                                     |           | <i>ADU-02 / Directive on Sponsorship for Transfer Students of the Adult and Vocational Education sector</i>   |
| 75  | In exceptional circumstances, authorize childcare services and  | Centre Director or Residence Manager                |           | <i>ADU-02 / Directive on Sponsorship for Transfer Students of</i>   |



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|   | pay the related costs when the transfer student is unable to meet this responsibility (e.g., if he/she is evacuated for medical reasons, etc.) |   |  | <i>the Adult and Vocational Education sector</i>  |
| <b>76</b>   | Authorize student travel   | Centre Director                                     |  | <i>ADU-02 / Directive on Sponsorship for Transfer Students of the Adult and Vocational Education sector</i>   |
| <b>77</b>   | Authorize additional round trips for students and dependants in the event of an emergency related to the death of an immediate family member   | Director of Adult Education and Vocational Training |  | <i>ADU-02 / Directive on Sponsorship for Transfer Students of the Adult and Vocational Education sector</i>   |
| <b>Nunavimmi Pigiursavik Residence and other residences</b> |  |   |  |   |
| <b>78</b>   | Order the temporary eviction from the residence in the event of a serious incident   | Director of Adult Education and Vocational Training |  | With the adoption of this ordinance, the delegate is thereby changed.<br><br><i>ADU-03 / Directive pertaining to Nunavimmi Pigiursavik Vocational Training Centre Students' Residence</i> |
| <b>79</b>   | Order the permanent eviction   | Director of Adult Education and Vocational Training |  | <i>ADU-03 / Directive pertaining to Nunavimmi Pigiursavik Vocational Training Centre Students' Residence</i>  |
| <b>80</b>   | Establish additional rules and procedures for a residence  | Residence Manager                                   |  | <i>ADU-03 / Directive pertaining to Nunavimmi Pigiursavik Vocational Training</i>   |



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|  |  |  |  | <i>Centre Students'<br/>Residence</i> |
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| <b>Agreements</b> |   |   |                     |  |
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| <b>81</b>         | Enter into an agreement with another school board, an association, a public body (including a municipality), a legal or physical person | XC  | More than \$100 000 |  |
|                   |   | DG  | \$0 to \$100 000    |  |
|                   |   | ADG   | \$0 to \$75 000     |  |
|                   |   | Director of Adult Education and Vocational Training | \$0 to \$50 000     |  |



| CHAPTER VII – POWERS IN CONTENTIOUS MATTERS |   |  |   |  |
|---|---|--|---|--|
| POWERS                                      |   | DELEGATES  | \$  | COMMENTS   |
| <b>Real estate transaction</b>              |   |  |   |  |
| 82  | In order to prevent unnecessary litigation, agree on the terms and conditions for the payment and release of monies after the completion of a construction contract covered by the capital budget, in particular with respect to claims submitted by the contractor.  | DG   |   |  |
| <b>Contentious matters</b>                  |   |  |   |  |
| 83  | <p>Make any decision relating to a <b>judicial</b> or <b>quasi-judicial dispute</b>, including:</p> <p>a) the authorization of judicial or quasi-judicial proceedings of any kind</p> <p>b) the settlement of a transaction to prevent or terminate a legal or quasi-legal dispute (principal, interest, costs)</p> <p>c) the authorization of payment of any amount due in principal, interest and costs, pursuant to a judgment or decision of a court or quasi-judicial body</p> | <p>XC</p> <p>XC</p> <p>DG after having informed the XC</p> | <p>\$0 to \$500 000</p> <p>\$0 to \$500 000</p> <p>\$0 to \$500 000</p> | Except for point e), in all matters of more than \$500,000, CC retains authorization |



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|           | d) the signing of releases<br>e) plead guilty or not guilty to a criminal charge and authorize the payment of any fine or costs resulting therefrom      | DG<br><br>DG on the advice of a lawyer acting for Kativik Ilisarniliriniq<br><br>DH on the advice of a lawyer acting for Kativik Ilisarniliriniq | More than \$25 000<br><br>\$0 to \$25 000  |   |
| <b>84</b> | Make any decision on a grievance or dispute arising from working conditions  | CC<br><br>XC<br><br>DG<br>ADG<br>Director of Human Resources   | More than \$500 000<br><br>\$0 to \$500 000<br><br>\$0 to \$250 000<br>\$0 to \$100 000<br>\$0 to \$50 000 | <i>Education Act.</i> ss 176.1, 259, 260 and 261<br><br>Collective agreements and local management policies<br><br>Labour law legislation<br><br>Occupational health and safety legislation |
| <b>85</b> | Negotiate or enter into interpretation or consistency agreements in relation to collective agreements (without financial implications)                   | Director of Human Resources  |  |   |
| <b>86</b> | Authorize the filing of an employer grievance  | Director of Human Resources  |  |   |
| <b>87</b> | Authorize any lawsuit, legal proceedings or challenge and any withdrawal in connection with a grievance or any dispute arising out of working conditions | Director of Human Resources  |  |   |

