By-Law Name	DELEGATION OF POWERS AND FUNCTIONS
Reference Number	B019
Adoption and Amendments	2026-09-22 by Resolution ETSB 26-09-02
Previous Policies	Former By-Laws Superseded by the present By-Law: B002 - Delegation of powers to the Executive Committee adopted 2001-01-23 by Resolution ETSB 01-01-53 B006 - Delegation to Director General adopted 1999-06-15 Resolution ETSB 99-203
Next Review Date	Every five (5) years, or sooner if legislative or ministerial changes impact it
Authority	Council of Commissioners Secretariat General

1.0 PREAMBLE

The Council of Commissioners (the "Council") is the governing body of the Eastern Townships School Board (the "Board") and is vested with the functions and powers necessary to administer the affairs of the Board by virtue of the *Education Act* (the "EA").

The Council maintains all powers and functions that are not delegated under this By-Law. By this By-Law, the Council delegates the powers and functions described in Appendix A (EA, ss. 174, 181).

2.0 GENERAL PROVISIONS

This By-Law confers upon the delegate full responsibility for the powers and functions delegated to them and extend to any action required in the exercise thereof or resulting there from.

The delegate shall exercise the powers and perform the functions delegated to them subject to the budget and policies of the Board and the collective agreements in force.

The functions and powers so delegated shall be performed under the direction of the Director General (EA, s. 174). The Director General is authorized to further delegate this authority to staff as deemed necessary for operations.

Delegates are accountable for their decisions and must report back to the appropriate authorities at the next relevant committee meeting.

The Director General is responsible for the day-to-day management of the Board's activities and resources and is authorized to make all necessary decisions related thereto (EA, ss. 201-202). Appendix A contained herein forms an integral part of this By-Law. This By-Law comes into force upon its adoption by Council and subsequent public notice, as provided for under Chapter V Division IX of the EA. From the moment the present By-Law comes into force, it will replace all previous versions of By-Laws B002 and B006.

The Director General is considered the highest ranking authority for the purposes of the *Act to facilitate the disclosure of wrongdoing relating to public bodies*, CQLR, c. D-11.1.

3.0 EMERGENCY SITUATIONS

The Council recognizes that in an unforeseen emergency situation, the Director General may take necessary measures to ensure the security of students, staff and the members of the public, and to protect the property and the rights of the Board. The Director General will report to the Council on all decisions taken as a result of the application of this section.

APPENDIX A

Delegations of Powers and Functions

LEGEND

DF	Director of Finance	Exec.	Executive Committee
DG	Director General	HRAC	Human Resources Advisory Committee
DHR	Director of Human Resources	PCFTT	Public Call for Tender Threshold[1]
DMR	Director of Material Resources		

FINANCIAL SERVICES, TAXATION and PROCUREMENT

Functions and Powers	Delegations			
	Reference	Exec.	DG	Other(s)
Purchases of Goods/Services below the PCFTT including all monetary expenses (duration and taxes)			X	
Tax write-offs (school taxes) under 100$	EA, s. 304 et seq.			DF
Write-off of bad-debt provisions (accounts)				DF
Short Term Loans (credit notes)	EA, s. 288			DF
Name the secretary and members of any selection committee established to evaluate the quality of tenders				DMR

HUMAN RESOURCES

Functions	Delegations			
	Reference	Exec.	DG	Other(s)
Hiring and managing of management personnel (other than “hors cadres”)			X	
Dismissal of management personnel		X		
Hiring, managing, and non-reengaging of all personnel, except management personnel				DHR
Dismissal of all personnel, except management personnel		X		

[1] See *Seuils d’application des accords* from the *Secretariat du Conseil du trésor du Gouvernement du Québec.* The power to purchase goods and services equal to or above the PCFTT remains with the Council of Commissioners, in accordance with the *Act respecting contracting by public bodies* (LCOP).

APPENDIX B
Sources

1. *Act respecting contracting by public bodies*, CQLR., c. C-65.1
2. *Education Act*, CQLR., c. I-13.3