



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

BOARD GOVERNANCE POLICY	
Motion	2015-02-021
Adopted	February 24, 2015
Last Revised	
Review Date	

DELEGATION OF AUTHORITY

1. PURPOSE

The purpose of this governance policy is to define how the Board retains its authority and delegates responsibility. This policy delegates authority to enable the supervisory officer to provide system leadership, and describes limitations on that authority.

2. APPLICATION

It is understood that the supervisory officer will sub-delegate authority and responsibility to staff members for specific organizational duties, but retains ultimate responsibility for their work. References to the supervisory officer in this policy include references to such a designated individual.

3. POLICY

- 3.1 Moosonee District School Area Board delegates authority to enable the supervisory officer to provide leadership as the chief education officer and chief executive officer of the Board. The supervisory officer is responsible for the administration of all aspects of the Board’s operations.
- 3.2 Moosonee District School Area Board delegates to the supervisory officer the right to do any act or exercise any power that the Board may or is required to do or exercise except those matters, which in accordance with the legislation, cannot be delegated. Matters that cannot be delegated include, but are not limited to, policy development and review, selection of the supervisory officer, the supervisory officer’s performance appraisal, decisions regarding appeals of student suspension, and student expulsion.
- 3.3 The Board entrusts the day-to-day management of the school system to its staff under the leadership of the supervisory officer.
- 3.4 The supervisory officer is authorized to hire staff in accordance with the *Education Act*, the *Human Rights Code*, requirements for a criminal record check under the *Criminal Code (Canada)*, and within the staff complements and salary ranges approved in collective agreements and the annual Board budget.
- 3.5 The Board delegates authority to the supervisory officer to hire staff using a fair selection process based on qualifications, experience, and merit, and that supports the creation of a bias-free workplace.

- 3.6 The supervisory officer is authorized to establish human resource procedures, including performance appraisals, job expectations and responsibilities, job authority for the staff, professional development of all staff, the effective handling of grievances, and protection against wrongful conditions.
- 3.7 The Board delegates authority to the supervisory officer to make decisions during the summer months with regard to emergent business matters as required to avoid negative impact on the system. The supervisory officer will report to the Board on any decisions made through delegated authority at the earliest opportunity.

4. ADMINISTRATIVE PROCEDURES

- 4.1 The Board delegates to the supervisory officer the right to develop administrative procedures to implement Board policy and to address all issues not governed by Board policy.
- 4.2 The administrative procedures must comply with legislated requirements; be consistent with Board policies, goals and priorities; provide system direction; and ensure the reasonably uniform application of the procedures by those staff members responsible for their implementation.
- 4.3 The development of separate and distinct policy and procedural documents reinforces the distinction between the Board's responsibility to govern and the supervisory officer's executive or administrative duties.
- 4.4 The Board delegates to the supervisory officer the authority to develop administrative procedures in the following major categories: general administration, educational programs and materials, students, human resources, and business administration.

5. LIMITATIONS ON AUTHORITY

- 5.1 Board delegation of authority is within certain executive limitations, including but not limited to the following:
- a) The supervisory officer shall comply with all legal, Ministerial, and Board mandates.
 - b) Budgeting for any fiscal year or part of any fiscal year shall comply with legislative requirements and Board strategic planning.
 - c) The supervisory officer will obtain clear parameters for settlement from the Board before undertaking negotiations with any employee bargaining unit, and will abide by the terms of collective agreements.
 - d) The supervisory officer will ensure that student accommodation and capital planning does not deviate materially from the approved Capital Plan.
 - e) The supervisory officer will ensure that Board assets are protected from unnecessary risk and are insured against theft and casualty losses to at least replacement value.
 - f) The supervisory officer will ensure that Board buildings and equipment are maintained in a state that meets health and safety standards.

- g) The supervisory officer will protect the organization, the Board, and staff from unnecessary exposure to claims of liability or loss.
- 5.2 The Board reserves to itself the authority to make decisions on specific matters. The Board will instruct the supervisory officer through written policies and decisions of the Board in public session.
- 5.3 The Board requires that any new provincial legislation or major initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

REFERENCE DOCUMENTS

Legal:

Education Act, Paragraph 218.1 (f): Day to Day Management
Education Act, Section 283: Chief Executive Officer
Education Act and Regulations
Policy/Program Memoranda
Education Quality and Accountability Office Act
Ontario College of Teachers Act
Child and Family Services Act
Human Rights Code
Criminal Code (Canada)
Employment Standards Act
Labour Relations Act
Municipal Freedom of Information and Protection of Privacy Act
Occupational Health and Safety Act
Ontarians with Disabilities Act
Pay Equity Act

Board:

Board Governance Policies
Board Multi-Year Plan
Administrative Procedures