



By-Law no. BL2023-CA-01	Delegation of Functions & Powers of the Sir Wilfrid Laurier School Board	
Approved	Resolution no.	CC-230621-CA-0137
Revised	Resolution no.	
Origin	Secretary General	

BY-LAW CONCERNING THE DELEGATION OF FUNCTIONS AND POWERS OF THE SIR WILFRID LAURIER SCHOOL BOARD

1. FOUNDATIONS

- 1.1. The _____ and other laws assign powers, functions and responsibilities to the school board, the Council of Commissioners, the Director General, the Governing Boards and the Institution Directors.
- 1.2. The _____ and other laws grant the Council of Commissioners the power to delegate certain of its powers and functions, as the case may be, to the Executive Committee, the Director General, the Assistant Director General, a school principal, a centre director or to other senior staff members, as well as to the Resource Allocation Committee or a Governing Board.
- 1.3. The functions and powers delegated to an Assistant Director General, a school principal or a centre director, or to other senior staff members shall be exercised under the direction of the Director General.
- 1.4. The _____ stipulates that the mission of the School Board must be exercised in accordance with the principle of subsidiarity, i.e., that
- 1.5. The _____ stipulates that the members of the council of commissioners must make sure that the school board's human, material and financi

- 3.2. The fundamental role of the Director General is to ensure the day-to-day management of the activities of the School Board and its component institutions. The day-to-day management is not subject to the delegation of functions and powers.
- 3.3. Day-to-day management is exercised notably through the Assi

- 4.5. The delegate has the power to require from the institutions and governing boards, any information or document deemed necessary for the exercise of their functions and powers, at the time and in the form prescribed.
- 4.6. The delegate has the power to form committees related to the exercise of their delegated jurisdiction, to consult as necessary and to request any relevant recommendation or report.
- 4.7. In the event of the absence or inability to act of the Director General, their delegated powers shall be exercised by the assistant director general.
- 4.8. In the absence or inability to act of the Assistant Director General, their delegated authority shall be exercised by the director general or such other Department Director, as the Director General may designate.
- 4.9. In the event of the absence or inability to act of a De

CC: Council of Commissioners
EC: Executive Committee
DG: Director General
ADG: Assistant Director General
DD: Department Directors
SG: Legal, Corporate and Communications Management
PS: Pedagogical Services Management
FR: Financial Resources Management
HR: Human Resources Management
SASO: School Affairs and School Organization Management
MRT: Material Resources and Transportation Management
IR: Information Resources Management
ID: Institution Director (school and centre)
AD: Institution (school and centre) or Department (collectively) Assistant Director
AD/HR: Any of the Assistant Director of Human Resources (as determined by the Director of Human Resources)
AD/MRT: Assistant Director of Material Resources and Transportation
CO: Coordinator of a department (collectively)
CO/BS: Coordinator of Business Services
CO/MRT: Coordinator of Material Resources and Transportation Department

DCGR: Directive concernant la gestion des risques en matière de corruption et de collusion dans les processus de gestion contractuelle (in French only)
DGCOP: Directive concernant la gestion des contrats d'approvisionnement, de services et de travaux de construction des organismes publics (in French only)
DRC: Directive concernant la reddition de comptes en gestion contractuelle des organismes publics (in French only)
LAMP:
LCOP:
LGCE: enterprises
LIP:
LFDAR:
RCA: Regulation respecting certain supply contracts of public bodies
RCS: Regulation respecting certain service contracts of public bodies
RCTC: Regulation respecting construction contracts of public bodies
RCTI: Regulation respecting contracting by public bodies in the field of information technologies

7. FINAL PROVISIONS

7.1. The present by-law replaces any other by-law concerning the delegation of functions and powers previously adopted by the Sir Wilfrid Laurier School Board.

7.2. The present by-law comes into force on the day of the publication of a public notice of its adoption.

TABLE OF DELEGATION OF FUNCTIONS AND POWERS

Legislation (LIP [)	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
S. 15 par. 1 (1)	Exempt a child from attendance at school by reason of illness or for the purpose of receiving medical treatment or care required by the child's state of health.					PS			
S. 15 par. 1 (2)	Exempt a child from attendance at school by reason of a physical or mental handicap which prevents the child from attending school.					PS			
S. 15 par. 4	Exempt a student of the school, at the request of the student's parents, from compulsory school attendance for one or more periods totalling not more than six weeks in any school year, to allow the student to carry out urgent work.					PS			
S. 18	Establish procedures to ensure that students attend school.					PS			
S. 18.2	Claim, from the parents of the minor student or from the student of full age, the value of the property made available to the student that has not been returned.						X		
SCHOOLS – ESTABLISHMENT (CHAPTER III – DIVISION I)									
S. 37.2	Request a school, after consulting with the governing board, to provide preschool education services to students enrolled in accordance with section 224.1 of the .					SASO			
S. 38	Request a school to provide a general education program to students admitted to a vocational education program in a vocational training centre or business that meets the conditions determined by the Minister.				X				

Legislation (LIP [])	Function or Power	Delegate
		CC

Legislation (LIP
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Function or Power

Delegate

CC

EC

Legislation (LIP
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Legislation (LIP [])	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
	subject to the conditions it determines, with a department or agency of the Government of Canada or the government of another province of Canada.								

Legislation (LIP [)	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
S. 216	<p>Require a financial contribution from a student who is not a resident of Québec for services for which the right to free education under section 3 does not apply.</p> <p>Exempt, at the request of a student or their parents, a student from paying the required financial contribution for humanitarian reasons or to avoid serious prejudice to the student.</p>					SASO			

Legislation (LIP [)	Function or Power	Delegate							
		CC	EC		ADG	DD	ID	AD	CO
S. 222.1 par. 3	Allow a school to replace a program of studies established by the Minister by a local program of studies designed for a student or a category of students who are unable to benefit from the programs of study established by the Minister.					PS			
S. 224	Establish a program for each supplementary and special educational service covered by the basic school regulation, except in matters coming under the jurisdiction of a minister other than the Minister of Education, Recreation and Sports.					PS			
S. 224 par. 2	Enter into an agreement with any person or body with regard to the contents of the programs in matters that do not come under the jurisdiction of the Minister of Education, Recreation and Sports.					PS			
S. 231	Ensure that the school evaluates student achievement and administers the examinations imposed by the Minister. Impose internal examinations in the subjects determined by the School Board at the end of each cycle of the elementary level and at the end of the first cycle of the secondary level. Impose internal examinations in the subjects where there is no examination imposed by the Minister and for which units are compulsory for the issuance of the Secondary School Diploma or the Diploma of Vocational Studies.					PS			
S. 232	Recognize, in accordance with the criteria or conditions established by the Minister, the learning acquired by a student otherwise than as prescribed in the basic school regulation.					PS			
S. 233	Establish rules governing promotion from elementary school to secondary school and from the first cycle to the second cycle of the secondary level.					PS			

S. 236

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Legislation (LIP
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Function or Power

Delegate

CC

Legislation (LIP
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Legislation (LIP [])	Function or Power	Delegate						
		CC	EC	DG	ADG	DD	ID	AD

Legislation (LIP [])	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
S. 265	Appoint a person responsible for educational services for students with disabilities and students with social maladjustments or learning disabilities.			X					

FUNCTIONS AND POWERS RELATING TO FINANCIAL RESOURCES (CHAPTER V – DIVISION VI)

IN ACCORDANCE WITH THE PRINCIPLES

Legislation	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
	- Less than \$250,000			X					
	- Up to the public tender threshold				X	MRT			
	- Less than \$5,000							AD/MRT	
	- Less than \$2,500								CO/MRT
LIP 255 and 266	Enter into a public-private partnership contract .	X							
	Enter into a contract for the application of the					MRT			
LEADERSHIP FUNCTIONS LAMP									
LAMP	Perform the functions of an officer of a public body as set out in the LAMP.			X					
LEADERSHIP FUNCTIONS LCOP									
LCOP 21.0.1	Designate a Contract Rules Compliance Monitor (CRCM)	X							
LCOP 13 par. 1 (2), (3), (4) and par. 2 (contract by mutual agreement)	Authorize the entering into of a contract by mutual agreement involving an expenditure equal to or greater than the threshold for public tender under par. 1, par. 2, 3 and 4 of the ACPB, depending on the amount of the expenditure:								
	- \$500,000 and more	X							
	- \$250,000 to less than \$500,000		X						
	- Less than \$250,000			X					

Legislation	Function or Power	Delegate						
		CC	EC	DG	ADG	DD	ID	AD

Authorize, in the case of a contract covered by the ACPB that involves an expenditure equal to or greater than the public tender threshold, an incidental amendment that results in an additional expenditure, as follows¹:

LCOP 13 par. 2

Legislation	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
LCOP 13 par. 2, 22.1 DRC 2 and 8	Provide the President of the Treasury Board with the accountability information considered necessary for the production of the report on the application of the Act or any other information necessary for accountability under the Act, its regulations or directives, as the case may be, and make the declaration attesting to the reliability of the data and controls.			X					
LEADERSHIP FUNCTIONS – LCOP RULES									
RCA 15.4 par. 2 RCS 29.3 par. 2 RCTC 18.4 par. 2 RCTI 35 par. 2	Designate the members of the committee formed to analyze a tender that appears to be abnormally low in price.			X					
RCA 15.6 par. 2, 15.8 par. 2 and par. 3 RCS 29.5 par. 2, 29.7 par. 2 and par. 3 RCTC 18.6 par. 2, 18.8 par. 2 and par. 3 RCTI 37 par. 2, 39 par. 2 and par. 3	Receive a copy of the report of the committee responsible for analyzing a tender whose price appears to be abnormally low and, if applicable, authorize the rejection of a tender whose price is abnormally low.			X					
RCA 18 par. 2 RCTI 43 par. 2	Authorize the issuance of a public call for tenders for a standing offer procurement contract, including an information technology standing offer contract, with several suppliers, counting an award rule allowing the awarding of a contract to any of the selected suppliers whose tender price does not exceed the lowest price by more than 10%.			X					

RCA 33 par. 1
RCS 46 par. 1
RCTI 57 par. 1

Authorize the conclusion of a procurement contract or a service contract of a

Legislation	Function or Power	Delegate						
		CC	EC	DG	ADG	DD	ID	AD

More than 5 years

Legislation	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
RCA 45 RCS 58 RCTC 58 RCTI 82 par. 1 and par. 2	Maintain or not maintain an evaluation of the performance of a supplier, service provider or contractor and inform them.			X					
RCTC 39 par. 1	Authorize the publication of a tender notice for a construction contract when the tender validity period is greater than 45 days.			X					
RCTC 51	Mandate the School Board representative to proceed with mediation as provided for in the dispute resolution process.			X					
RCTI 19	Authorize the launching of a call for tenders involving a competitive dialogue in matters of information technology.			X					
RCTI 20 par. 3	Authorize the continuation of the bidding process when, in a competitive dialogue, only two bidders meet the selection criteria.			X					
RCTI 48 par. 2 (2)	Authorize the determination of the most advantageous goods or services to be made on criteria other than price, in the context of entering into a contract for cloud-based goods or services by mutual agreement with a supplier or service provider that has entered into a framework agreement with the government procurement agency.			X					
RCTI 82 par. 3	Forward to the government acquisition agency the vendor's or service provider's performance evaluation in connection with a contract for the acquisition of cloud goods or services entered into by mutual agreement with a vendor or service provider that has a framework agreement with the government acquisition agency.			X					
LEADERSHIP FUNCTIONS - DGCOP									
DGCOP 3.5	Authorize the School Board to join a group purchase during the execution of a contract, involving an expenditure of:								
	- \$500,000 and more	X							

Legislation	Function or Power	Delegate				
		CC	EC	DG	ADG	DD

Legislation	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
	- Less than \$250,000			X					
DGCOP 18 par. 2	Authorize, in the case of a contract with a natural person who is not a sole proprietor and which involves an expenditure equal to or greater than \$50,000, an incidental amendment which results in an additional expenditure, as follows:								
	- 20% of the original contract amount and more		X						
	- From 10% to less than 20% of the initial contract amount			X					

Legislation (LIP [])	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
MANAGEMENT OF MOVABLE AND IMMOVABLE PROPERTY									
	Enter into a lease contract for immovables or part of an immovable, as a tenant, in the amount of:								

S. 266

Legislation (LIP [])	Function or Power	Delegate							
		CC	EC	DG	ADG	DD	ID	AD	CO
S. 267	Enter into a partnership agreement to jointly establish, maintain or improve a school, vocational training centre, adult education centre or college.	X							
FUNCTIONS AND POWERS RELATING TO STUDENT TRANSPORTATION (CHAPTER VI – DIVISION V)									
S. 291	Provide transportation for all or part of its students, including establishing daily school entry and exit times for the purpose of arranging transportation.					MRT			
S. 291 par. 2 and 297	Enter into or award a contract for student transportation.			X					

Legislation (LIP [])	Function or Power	Delegate					
		CC	EC	DG	ADG	DD	ID