

Policy 11 - Delegation of Authority

The Board, having appointed the Superintendent as Chief Executive Officer of the Board, hereby delegates to that individual the authority to do any act or thing, or exercise any power that the Board may or is required to do except those powers specifically set out in the *Education Act* and those things clearly specified in policy or the Collective Agreement as being reserved for the Board. This delegation of authority to the Superintendent specifically:

- Includes any authority or responsibility set out in the *Education Act* and regulations as well as authority or responsibility set out in other legislation or regulations;
- Includes the ability to enact administrative procedures, practices or regulations required to carry out this authority; and also
- Includes the ability to sub-delegate this authority and responsibility as required.

The Board expects that issues will arise from time to time that are not covered by policy, and which will have to be dealt with at the moment by the Superintendent.

In such situations, the Superintendent will try to judge what the wishes of the Board most likely would be, and is given the latitude and freedom to act accordingly.

Specifically

1. The Board may not delegate those responsibilities listed under Section 52(4) of the *Education Act*.
2. In accordance with Section 52(5) of the *Education Act*, only the Superintendent is delegated the authority to suspend a teacher from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the Education Act, any governing collective agreement and in a reasonable manner. The decision shall be appealable to a Board of Reference.
3. The Superintendent is delegated the authority to hear student matters as per Policy 13 - Appeals Regarding Student Matters.
4. The Superintendent is delegated the authority to hear appeals regarding the placement of students in educational programs and or the development of a student's Individual Program Plan.
5. In addition to the stipulations noted in the foregoing, the following functions are reserved as being the responsibility of the Board:
 - 5.1. Hiring the Superintendent,
 - 5.2. Approving the annual budget,
 - 5.3. Approving the school calendar,
 - 5.4. Negotiating salary agreements, excluding management contracts,
 - 5.5. Approving new Board policies and revisions to existing Board policies.

6. Notwithstanding the above, the Board also reserves to itself:
 - 6.1. the authority to make decisions on specific matters requiring Board approval in accordance with Board policies not yet stipulated, and
 - 6.2. the Board will hear appeals for the decisions of management, and only those decisions outlined in the respective Board policies or outlined in employment contracts. For certainty, Board policies are as follows:
 - 6.2.1 Policy 13 - Appeals Regarding Student Matters
 - 6.2.2 Policy 14 - Appeals Regarding Teacher Matters”
 - 6.2.3 Policy 17 Appendix - Appeals Regarding Transportation Matters
 - 6.3. Where the employment agreement provides for appeals to the Board, the Board will consider the appeal. Appeals not specifically listed or identified to be heard by the Board in employment agreements will be heard and decided by the Superintendent for final determination.
7. It is clearly understood that in carrying out the duties as Chief Executive Officer of the Board (with the exceptions noted above), the Superintendent shall keep the Board reasonably informed at all times.
8. In the event that the Board does not employ a Deputy Superintendent, it shall, on an annual basis, identify another properly qualified employee of the Division who shall be responsible, on an as needed basis, to provide services to the Board as the Acting Superintendent. The individual so designated shall serve as the Division’s Acting Superintendent while the Superintendent is on vacation, or for such other time as the Superintendent is unable to fulfil his/her responsibilities, for example as a result of illness or injury, at the request of the Board. Such appointment shall be made at the pleasure of the Board for such time period as is specified by the Board, but shall be considered a temporary appointment.
9. The Superintendent shall develop administrative procedures that are consistent with the Education Act, Regulations and Alberta Education policies and procedures regarding the following areas:
 - 9.1. Dispute Resolution
 - 9.2. Early Childhood Services
 - 9.3. Student Evaluation
 - 9.4. Teacher Growth, Supervision and Evaluation

Reference: Section 33, 51, 52, 202, 203, 204, 206, 209, 210, 213, 214, 215, 217, 218, 219, 222
Education Act

Effective: August 12, 1997

Amended: November 10, 2020, August 21, 2025