

## **DELEGATION OF AUTHORITY TO SUPERINTENDENT**

The Alberta Legislature, through the Alberta Education Act (Act), has delegated much of its authority for the governance of education to locally elected school boards. The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with Section 52(4) and (5) of the Act, cannot be delegated. This delegation of authority to the Superintendent specifically:

- Includes any authority or responsibility of the Board set out in the Act and Regulations as well as authority or responsibility set out in other legislation or Regulations;
- Includes the ability to enact Administrative Procedures, in alignment with Board policies, which are required to carry out this authority; and also
- Includes the ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any significant new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

Therefore, the Board of Trustees (Board) of Christ the Redeemer Catholic Separate School Division, having appointed a Superintendent as Chief Executive Officer, will direct the Superintendent through written policies, as well as through targets to be achieved in the Annual Education Results Report and Four-Year Education Plan.

Further, the Board delegates to the Superintendent 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 Section 52 of the Act which include the power to make a bylaw, the power to close a school or a school building, the power to requisition from a municipality, or the power to hold a hearing under Section 212. The Superintendent may sub-delegate any of these duties and responsibilities with the exception of the duties in Section 52(5) of the Act, which include the power to suspend or terminate the services of a teacher.

Accordingly:

1. The Superintendent is authorized to suspend 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 Act.
2. The Superintendent is authorized to suspend from the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation.

3. The Superintendent shall develop administrative procedures that are consistent with Board policy, the Act, Regulations, and Alberta Education policies and procedures.
4. In the absence of Board policy, the Superintendent is directed to develop administrative procedures to fulfill Board obligations created by any federal or provincial legislation.
5. The Board will develop policies instructing the Superintendent to achieve certain results. These policies shall be developed systematically from the broadest, most general level to more defined levels.
6. The Board will develop policies, which limit the latitude the Superintendent may exercise in choosing the organizational means. These policies should be developed systematically from the broadest, most general level to more defined levels.
7. As long as the Superintendent uses any reasonable interpretation of the Division policies, the Superintendent is authorized to establish all further administrative procedures, make all decisions, take all actions, establish all practices and develop all activities.
8. The Board may change its Division policies, thereby shifting the boundary between Board and Superintendent domains. By doing so, the Board changes the latitude of choice given to the Superintendent. However, as long as any particular policy is in place, the Board shall respect and support the Superintendent's choices. This does not prevent the Board from obtaining information from the Superintendent about the delegated areas. The Board can shift delegation to best accommodate the needs of the Division at any given time, within the parameters authorized by legislation and Board policy.

**Approved:** February 29, 2020

**Amended:** February 27, 2025