



**Commission scolaire francophone  
Territoires du Nord-Ouest**

*L'école francophone, l'avantage par excellence*

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## **4. GOVERNANCE PROCESS**

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### **4.2 DELEGATION TO SUPERINTENDENT**

RESOLUTION NO.: 1617-RO-11-08  
APPROVAL DATE: 2017-09-18  
REVIEW DATE:

*All authority and accountability of staff, as far as the Commission scolaire francophone des Territoires du Nord-Ouest (CSFTNO) is concerned, is considered the authority and accountability of the Superintendent.*

- 4.2.1 The Superintendent, as treasurer, shall be responsible for managing financial resources as instructed by the CSFTNO.
- 4.2.2 The CSFTNO shall direct the Superintendent to achieve specified results, for specified recipients, at a specified cost through establishment of Ends policies. Similarly, the CSFTNO shall limit the latitude the Superintendent may exercise in practices, methods, directives and other “means” through establishment of Executive Limitations policies.
- 4.2.3 As long as the Superintendent uses any reasonable (conservative) interpretation of the Ends and Executive Limitations policies, the Superintendent is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.
- 4.2.4 The CSFTNO may change its Ends and Executive Limitations policies, thereby shifting the boundary between CSFTNO and Superintendent domains. By so doing, the CSFTNO changes the latitude of choice given to the Superintendent. But, so long as any particular delegation is in place, the CSFTNO shall respect and support the Superintendent’s choices. This does not prevent the CSFTNO from obtaining information in the delegated areas.
- 4.2.5 Only decisions of the CSFTNO acting as a body are binding upon the Superintendent:
- (a) Decisions or instructions of individual CSFTNO members, officers or committees are not binding on the Superintendent, except in rare instances when the CSFTNO has specifically authorized such exercise of authority.
  - (b) In the case of CSFTNO members or committees requesting information or assistance without CSFTNO authorization, the Superintendent can refuse such

requests that are deemed disruptive or require—in the Superintendent's judgment—a material amount of staff time or funds.

4.2.6 The CSFTNO shall allocate, by resolution, the discretionary sum of \$5,000 to the Superintendent to facilitate purchases and CSFTNO operating costs. Use of the discretionary fund for personal purposes is strictly prohibited. This fund shall be administered in the Superintendent's judgment, in the following categories:

- (a) Hospitality charges related to CSFTNO business
- (b) Purchase of gifts for staff leaving the CSFTNO
- (c) Costs related to the hospitalization of a member of staff or of the CSFTNO, or of his or her immediate family
- (d) Costs related to the specific needs of a CSFTNO student
- (e) Costs related to the transportation of a CSFTNO member of staff or student that are deemed necessary by the Superintendent
- (f) All other costs related to CSFTNO business that are deemed necessary by the Superintendent
- (g) Trustees shall be formally notified about the nature of these expenses at a future meeting.

4.2.7 The Superintendent is authorized to take actions that come under the CSFTNO's authority, including human resource matters and matters pertaining to contract administration and/or award in the summer months. For this, the Superintendent shall submit a report on actions taken during this period to the CSFTNO in September.