

DELEGATION OF AUTHORITY TO SUPERINTENDENT

The Board of Trustees (Board) of Christ The Redeemer Catholic Schools (CTR) recognizes that leadership and authority within Catholic education are exercised in service to the mission of the Church and the flourishing of those entrusted to our care. Guided by the Gospel and the Catholic principle of subsidiarity, the Board believes that responsibilities should be exercised at the appropriate level, with clarity of authority, accountability, mutual respect, and faithful stewardship.

In fulfilling its governance responsibilities, the Board establishes the mission, direction, and policy framework of the Division and entrusts the Chief Superintendent with the authority necessary to lead and administer CTR within that framework. As the Division's Chief Executive Officer and Chief Education Officer, the Chief Superintendent is expected to faithfully fulfill the responsibilities entrusted by the Board and those established through provincial legislation, regulation, and direction of the Minister of Education. This relationship honours the distinct and complementary roles of the Board and Chief Superintendent and supports coherent, accountable, mission-focused leadership throughout CTR.

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.

The Board reserves to itself only those decisions that legislation requires the Board to make or that the Board has expressly reserved to itself through Board policy. All other authority within the scope of this delegation remains delegated to the Superintendent.

Where a significant new initiative raises a genuine question as to whether decision-making authority is reserved to the Board or delegated to the Superintendent, the Superintendent shall bring the matter to the Board for clarification. In the absence of legislation or Board policy expressly reserving the matter to the Board, decision-making authority remains delegated to the Superintendent.

The Superintendent is accountable to the Board as a corporate body. Direction to the Superintendent shall occur through Board policy or resolution adopted by the Board at a duly constituted meeting. No individual trustee, Board officer, or committee has authority to direct the Superintendent except where the Board has expressly delegated such authority. Therefore, the Board, 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.

The Board delegates to the Superintendent the authority to do any act or thing and to exercise any power, duty, or responsibility that the Board may do, is required to do, or may exercise under the *Education Act*, its regulations, or other applicable legislation, except those matters that may not be delegated under the *Education Act* or that the Board has expressly reserved to itself through Board policy.

The Board governs through the Superintendent and shall not exercise supervisory or administrative authority over other Division employees. Individual trustees and Board committees shall not direct staff, assign work to staff, or seek to exercise operational authority through employees. Requests requiring staff work or an administrative response shall be directed through the Superintendent in accordance with Board policy.

This delegation includes the authority to establish Administrative Procedures consistent with legislation and Board policy and, where permitted by law, to sub-delegate authority and responsibility to Division employees.

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.

The Superintendent shall establish and maintain Administrative Procedures and administrative practices necessary to implement the requirements of applicable legislation, regulations, Ministerial Orders and directives, and Board policy.

3. 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.
4. 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.
5. 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.
6. Within the authority delegated by the Board, the Superintendent is authorized to establish Administrative Procedures, make operational decisions, take administrative action, establish practices, allocate responsibilities, and develop activities necessary for the effective administration of the Division, provided the Superintendent acts in accordance with legislation and a reasonable interpretation of Board policy. Where the Board determines that greater direction or limitation is required, the Board shall provide that direction corporately through amendment of Board policy rather than through individual intervention in an operational matter.

7. The Board may amend its policies to change the boundary between authority reserved to the Board and authority delegated to the Superintendent. Until such policy is formally amended, the existing delegation remains in effect. Changes to delegated authority shall normally operate prospectively, and the Board shall respect decisions reasonably made by the Superintendent within the authority in place at the time. 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.
8. Where the Superintendent has acted within legislation, Board policy, and delegated authority, the Board shall respect the Superintendent's executive and administrative decisions. Disagreement with a particular operational decision does not, in itself, alter the delegation of authority.
9. The Board may obtain information from the Superintendent necessary to fulfil its governance, fiduciary, assurance, and monitoring responsibilities. The provision of information, consultation with the Board, or discussion of a delegated matter does not transfer decision-making authority from the Superintendent to the Board or require prior Board approval unless the matter has been expressly reserved to the Board.
10. The Superintendent may seek the Board's perspective or inform the Board regarding a matter within delegated authority without relinquishing that delegated authority. Where the Superintendent seeks formal Board direction, that request shall be expressly identified as such.
11. Where the Board has concerns regarding the exercise of delegated authority, those concerns shall be addressed by the Board corporately with the Superintendent through monitoring, evaluation, clarification of expectations, or amendment of Board policy, as appropriate. Individual trustees shall not independently intervene in or seek to reverse an administrative decision.
12. A committee of the Board shall not exercise authority over the Superintendent or administration except to the extent expressly delegated to the committee by the Board. A recommendation, discussion, or request arising from a Board committee does not constitute direction to the Superintendent unless authorized by the Board.
13. The Board retains authority respecting the appointment, employment contract, evaluation, and other matters concerning the Superintendent that are reserved to the Board by legislation or Board policy, subject to any required Ministerial approval.

Approved: February 29, 2020

Amended: September 26, 2026