

BYLAW 9220

ADMINISTRATIVE REGULATIONS

The Board of Education recognizes the importance of having specific and detailed instructions in writing for the guidance and decision-making of its personnel. To ensure that the administration of day-to-day matters throughout the School District are in accordance with the School Act, the Board requires that Administrative Regulations be formulated and compiled. All administrative regulations will be based on policy statements adopted by motion at official Board meetings. It shall be the responsibility of the Superintendent of Schools as the Chief Executive Officer to ensure that these motions are carried out.

1. Definition

An Administrative Regulation outlines specific and detailed instructions which:

- a) derive from a policy statement adopted by motion by the Board
- b) are consistent with such policy statement from which they derive
- c) make the policy statement operative
- d) enables personnel, to whom day-to-day administration of the School District has been delegated, to make decisions commensurate with the intent of the policy statement adopted by the Board.

2. Formulation and Compilation

Following adoption of new policy statements, or amendments or deletion of existing policy statements, by the Board of Education, the Superintendent of Schools, in the capacity of Chief Executive Officer, shall be responsible for the formulation and compilation of such new or amended administrative regulations, or deletion of existing administrative regulations, as required which:

- a) shall be fully consistent with such policy statements adopted by the Board in order to make them operative, and

- b) shall conform to the School Act.

3. Presentation

Administrative Regulations shall be presented in writing by the Superintendent of Schools or designate at the Board agenda setting meetings consisting of the Official Trustee, Superintendent and Secretary-Treasurer as information items only, unless:

- a) the administrative regulation content involves a direct monetary attachment requiring authorization by the Board, in which case a motion must accompany the administrative regulation for Board action; or
- b) the advice of the Superintendent of Schools is that a particular administrative regulation should receive special consideration of the Board, in which case a motion must accompany the administrative regulation for Board action.

The Board agenda setting meeting shall, following its review and determination of readiness for presentation to the Board, include the item on the agenda for information or consideration of the Board at its next regular meeting at which the Board may:

- a) in the case of an information item, direct any changes it deems necessary, and, in the absence of any directions, the item is deemed to be accepted.
- b) in the case of an administrative regulation requiring adoption by motion, either:
 - i) Adopt the motion as submitted
 - ii) Amend the motion and adopt the motion as amended
 - iii) Refer the motion
 - iv) Table the motion; or
 - v) Defeat the motion thereby adopting, or amending and adopting as amended, or referring, or tabling, rejecting the proposed new administrative regulation or amendment to, or deletion of, the existing administrative regulation, as the case may be.

Minor Updating Process

From time-to-time, minor updating of regulations is needed to reflect current nomenclature and other operational requirements. Types of minor updating are new position descriptions, gender language, number sequences and organization of manuals where required. Minor updating will be done without submission of each updated administrative regulation to the Board. The Board will be advised

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.

in writing of any such updates for their information. This process will not change the intent of any documents.

Greater Victoria School District

Adopted: December 16, 1968
Revised: July 1975
Revised: September 11, 1978
Revised: August 1981, November 1981
Revised: January 1997
Adopted: February 25, 2002
Reviewed: March 2012
Revised: December 14, 2022
Revised: March 31, 2025