

# *The Regional Colleges Regulations*

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Chapter R-8.1 Reg 1 (effective July 19, 1988) as amended by Saskatchewan Regulations [52/95](#), [SR 68/2001](#), and by the *Statutes of Saskatchewan*, [2014, c.S-32.21](#).

**NOTE:**

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

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## CHAPTER R-8.1 REG 1

### *The Regional Colleges Act*

#### Title

- 1 These regulations may be cited as *The Regional Colleges Regulations*.

#### Interpretation

- 2 In these regulations:

- (a) “**Act**” means *The Regional Colleges Act*;
- (b) “**brokered course**” means a course that is provided at an off-campus location by way of a contract with an institute or university and that may be used as a credit in a program offered by that institute or university, as the case may be;
- (c) “**chairperson**” means the chairperson of a board;
- (d) “**department**” means the department over which the minister presides;
- (e) “**direct program costs**” means the costs incurred in providing a course including the salary, benefits and expenses of the instructor, advertising of the course, the rental of the facility where the course is held and the cost of materials and supplies required to teach the course;
- (f) “**fiscal year**” means the period commencing on July 1 in one year and ending on June 30 in the following year;
- (g) “**institute**” means the Saskatchewan Polytechnic or any other institute designated by the minister;
- (h) “**university**” means The University of Regina or The University of Saskatchewan and includes a college or an educational institution that has been granted affiliated or federated status by The University of Regina or The University of Saskatchewan or any other institution designated by the minister.

29 Jly 88 cR-8.1 Reg 1 s2; 9 Jne 95 SR 52/95 s3;  
2014, c.S-32.21, s.34.

#### First meeting of board

- 3(1) Where the Lieutenant Governor in Council establishes a college pursuant to section 3 of the Act, a person appointed by the minister as chairperson shall:

- (a) set a date for the first meeting of the board that is not later than 10 days after the date on which the Order appointing the members of that board appears in the Gazette;
- (b) **Repealed.** 9 Jne 95 SR 52/95 s4.
- (c) serve as the secretary-treasurer of the board until the board appoints a secretary-treasurer.

- (2) **Repealed.** 9 Jne 95 SR 52/95 s4.

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- (3) At the first meeting of a board, the board shall, from among its members, elect a vice-chairperson who, in the event of the disability or absence of the chairperson, has all of the powers and shall perform all of the duties of the chairperson.
- (4) At the first meeting of a board, the board shall, by resolution:
- (a) arrange the time and place for regular meetings of the board;
  - (b) name the financial institutions in which it shall deposit all moneys of the college and through which it shall transact the financial affairs of the college;
  - (c) authorize the preparation of the corporate seal of the board;
  - (d) provide for the establishment of an office for the college and authorize any activities and procedures that may be required to provide for the initial affairs of the college; and
  - (e) establish any procedures that may be necessary to acquire a principal for the college, including any advertising that may be required.

29 Jly 88 cR-8.1 Reg 1 s3; 9 Jne 95 SR 52/95 s4.

**Chairperson**

- 4(1) The minister shall appoint a chairperson from among the members of the board for any term the minister considers appropriate and until a successor is appointed and may reappoint a chairperson for subsequent terms.
- (2) The chairperson shall preside at all meetings of the board.

28 Sep 2001 SR 68/2001 s2.

**Secretary-treasurer**

- 5 Subject to the authority of the board, the secretary-treasurer of a board shall:
- (a) keep a full and correct record of the proceedings of every meeting of the board in a minute book provided for that purpose and ensure that the minutes when adopted by the board are signed by the chairperson;
  - (b) receive and disperse all moneys of the board in the manner directed by the board;
  - (c) pay all accounts payable by the board in accordance with the procedures determined by the board;
  - (d) keep a complete and detailed record of all of the financial transactions of the board;
  - (e) give and receive receipts in respect of all moneys received or paid out, as the case may be, and keep on file all vouchers of expenditure;
  - (f) close and balance the books of the college on June 30 in each year;
  - (g) prepare and transmit to the department, in any form that may be specified by the department, any reports and statements and other information with respect to the operations of the college that may be required by the minister.

29 Jly 88 cR-8.1 Reg 1 s5; 9 Jne 95 SR 52/95 s6.

**Election of officers**

6(1) Within 30 days before or after the commencement of each fiscal year, a special meeting of a board is to be held, at the call of the chairperson, for the purpose of electing a vice-chairperson.

(2) A board shall determine a method of appointing its standing committees.

29 Jly 88 cR-8.1 Reg 1 s6; 9 Jne 95 SR 52/95 s7.

**Employees**

7(1) In this section, “**personnel**” includes all employees of a board and all persons who hold management positions with a board.

(2) Every board shall prepare and maintain a job evaluation system and personnel policy respecting its employees.

(3) The personnel policy maintained pursuant to subsection (2) shall include:

- (a) job descriptions for each of the positions in the college;
- (b) the salary ranges for all classifications employed by the college;
- (c) the terms and conditions of employment for its employees including:
  - (i) the salary administration policy of the college relating to salary adjustments, performance increments or other incentive payments whether directly or indirectly provided;
  - (ii) the policy of the board with respect to performance evaluation of its employees;
  - (iii) the policy of the board with respect to all personnel benefit programs and the manner in which the costs of such benefits are apportioned between the board and its employees;
  - (iv) the travel expenses, including vehicle allowance benefits and sustenance and accommodation rates approved by the board for its employees and the mechanism for adjusting those amounts;
  - (v) policies regarding hours of work, statutory and public holidays, vacation leave, sick leave and all other types of leave with or without pay, including educational leave;
  - (vi) the policies of the board regarding lay-off, job abolition and termination or dismissal;
  - (vii) all other policies of the board pertaining to personnel management.

(4) A board shall ensure that the matters described in clause (3)(c) are approved by the minister before they are included in the personnel policy.

29 Jly 88 cR-8.1 Reg 1 s7.

**Liaison**

**8** The department may assign personnel to perform a liaison function between the department and the regional college board and its employees for the purpose of mutual information and support with respect to policy, planning and evaluation in areas such as program budget reviews, staff establishments, recruitment and orientation of board members, in-service training, board and committee meetings and the maintenance of a viable regional college structure.

29 Jly 88 cR-8.1 Reg 1 s8.

**Accounting**

**9** Every board shall follow the accounting and budgeting procedures set out in the Regional Colleges Accounting and Reporting Manual of the department.

29 Jly 88 cR-8.1 Reg 1 s9.

**Contracts re programs**

**10(1)** In consultation with the department, boards shall:

- (a) contract for the delivery of educational programs under the jurisdiction of universities and institutes; and
- (b) develop a standardized form of contract to be used for the purposes of clause (a).

(2) The terms of contracts between boards and educational institutions for purposes other than those mentioned in clause (1)(a) are to be generally consistent with the standard form of contract developed in accordance with clause (1)(b).

29 Jly 88 cR-8.1 Reg 1 s10.

**Contracts re space, etc.**

**11(1)** Subject to any conditions and approvals required by the Act, a board may contract with school boards, individuals and agencies for the use of space, equipment and facilities to carry out the instructional and educational activities of the college.

(2) Program levels approved in the college budget, other agency contracts or course purchases carry an automatic approval for space required to deliver the course.

29 Jly 88 cR-8.1 Reg 1 s11.

**Fees**

**12(1)** A board shall establish a fee policy for all programs administered by the board.

(2) In each budget prepared by a board pursuant to section 15 of the Act, the board shall identify:

- (a) revenue from non-credit courses; and
- (b) the direct program costs for non-credit courses.

(3) Tuition fees for brokered courses at an undergraduate level shall not exceed the amounts prescribed in fee schedules established by the universities or institutes for the same courses offered in the city in which the university or institute is located.

(4) Tuition fees for brokered courses at a graduate level offered by a university through a regional college shall be established on the basis of a negotiation between the university and regional college involved.

(5) Tuition fees and other fees for brokered courses from an out-of-province institution, excluding Lakeland College, may be established at a level that exceeds the fees normally charged by the accrediting institution in order to ensure that, at a minimum, the direct costs of the courses are recovered.

29 Jly 88 cR-8.1 Reg 1 s12; 9 Jne 95 SR 52/95 s8.

#### **Pension plans**

**13(1)** Every board shall arrange with The Teachers' Superannuation Commission for superannuation coverage for all employees who occupy positions designated as requiring teacher certification and who meet the requirements of *The Teachers' Superannuation Act*.

(2) Subject to subsection (3), every board shall arrange with the Municipal Employees' Superannuation Commission or any other superannuation plan that may be available for superannuation coverage of permanently employed personnel of the college other than those employees described in subsection (1).

(3) Where a board intends to arrange superannuation coverage pursuant to subsection (2) with a plan other than the plan administered by the Municipal Employees' Superannuation Commission, the board shall obtain the prior approval in writing of the minister or any person designated by the minister.

29 Jly 88 cR-8.1 Reg 1 s13.

#### **Annual report**

**14(1)** The annual report required to be filed by a board pursuant to section 16 of the Act shall be transmitted to the department within 180 days after the end of the fiscal year in respect of which it was prepared.

(2) The annual report shall include:

- (a) the information required pursuant to section 16 of the Act;
- (b) a statement identifying the board members and the committee organizations of the board;
- (c) a list of the permanent staff of the college and their position titles;
- (d) the number of regular and special meetings held by the board; and
- (e) a summary of the locations, types and levels of programs offered by the college, and the numbers of people served by those programs.

29 Jly 88 cR-8.1 Reg 1 s14.

#### **Coming into force**

**15** These regulations come into force on the day on which they are filed with the Registrar of Regulations.

29 Jly 88 cR-8.1 Reg 1 s15.

