

NANAIMO LADYSMITH PUBLIC SCHOOLS

BUSINESS COMMITTEE PUBLIC MEETING

INFORMATION SHEET

DATE: May 10, 2023
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Administrative Procedure 354 – Risk Management and Third Party Promotion

Background:

This Information Sheet is intended to introduce the Board to a recently created Administrative Procedure ("AP") associated with risk management and third party promotion.

Discussion:

On April 19, 2023, the Superintendent instituted AP 354 – Risk Management and Third Party Promotion. The purpose of the AP is to provide transparent guidance to third parties seeking to promote their events or organizations in schools. The District has typically allowed the promotion of youth sports and arts etc. that are external to the District. Recently, there have been requests from organizations, including parents and prom organizing committees that have sought the ability to promote their events that typically have been denied. The AP is intended to balance the ability of students to access events and organizations that may be of interest yet are unconnected with the District with the District's requirements to limit its liability.

To date, there have been four requests made pursuant to the AP which have had all or part of a request approved. For instance, four prom organizing groups were approved to have information shared with students by the school as well the placement of posters in the schools as long as they aligned with the requirements of the AP. Notably, requests to sell tickets in schools and have staff reach out to specific students were denied. Based on the limited experience staff believe that AP has achieved the balance of risk management and student access.

Appendix A – Administrative Procedure 354 – Risk Management and Third Party Promotion