



**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: November 8, 2023
TO: Business Committee
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Administrative Procedures 318 and 401

Background

As part of the ongoing review of our Administrative Procedures to ensure currency, we have reviewed the following Administrative Procedures:

AP 318 – Travel Assistance to National Competitions
AP 401 – Early Retirement Incentive Plan

This Information Sheet outlines the reasons for their deletion.

Discussion

AP 318 – Travel Assistance to National Competitions

AP 318 last amended in 1986 provides that students may be eligible for a grant of \$1,000 from the Board to attend national competitions. It is likely that this was a Board policy which then shifted to an administrative procedure. AP 318 does not mandate that the grant is provided. For instance, there are limits that the funds must be “in the confines of the budget” and be on a matching basis.

However, with that exception this AP does state that the “Board shall” provide the funds. Notably, the District does not have records of any travel assistance being spent from a central location. While schools regularly support travel for extra-curricular activities, centrally the District does not. Rather than edit this AP it will be deleted to match current practice. Further, maintaining this AP, even if funds were not provided due to “confines of the budget” it would create an unfair expectation for our students that funds were available when they are not in the tight resourcing environment we are in.

AP 401 – Early Retirement Incentive Plan

AP 401 (the AP), last updated in 1983, predated collective bargaining with teachers. Staff have not found evidence of the last time the AP was administered and there is no current memory of the application of the AP. Further, the AP is contrary to the current reality of a tight job market. The reality is that such a strategy to encourage retirement is both financially unfeasible and would be contrary to the District’s human resources needs.

Should such a program be required in the future, an AP could be contemplated. However, restrictions related to *The Public Education Labour Relations Act* and the Employment Termination Standards Regulation likely mean that the Board is subject to external rules and that an AP would be redundant.

Appendix A: AP 318 – Travel Assistance to National Competitions

Appendix B: AP 401 – Early Retirement Incentive Plan