



**NANAIMO LADYSMITH PUBLIC SCHOOLS  
STRATEGIC DIRECTIONS COMMITTEE  
PUBLIC MEETING  
INFORMATION SHEET**

DATE: June 11, 2025  
TO: Strategic Directions Committee  
FROM: Paul Kingsbury, Operations Manager and Mark Walsh, Secretary-Treasurer  
SUBJECT: Administrative Procedure 305.8 – Video Surveillance, Facilities and School Bus

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**Background:**

In 2022, the facilities department installed cameras at several district buildings to improve security. The district drafted an Administrative Procedure to govern the installation of cameras and use of video surveillance and recording.

This information sheet outlines the changes to Administrative Procedure 305.8 – Video Surveillance, Facilities and School Bus (the AP).

**Discussion:**

Facilities now better understands the system and its functions and has adapted the AP to better reflect how the system works and to make sure cameras are used for their intended purpose in a manner that benefits the district and students while maintaining privacy.

**Key changes:**

- Terminology changed to reflect the style of cameras in use.
- Addition of permission to use footage to review trespassing and vandalism after hours.
- Addition of permission to use footage to manage the system and identify concerns with facilities.
- Storage time updated to reflect when footage is deleted.
- Minor formatting changes.

The changes above reflect greater knowledge of how the district's cameras and software are designed and used and will help ensure the system use is aligned with the AP.

**Appendix A:** AP 305.8AP – Video Surveillance, Facilities and School Bus