

NANAIMO LADYSMITH PUBLIC SCHOOLS

**EDUCATION COMMITTEE
PUBLIC MEETING**

INFORMATION SHEET

DATE: October 6, 2021
TO: Education Committee
FROM: Secretary Treasurer, Mark Walsh
SUBJECT: AP 325 – Formal Complaints and Appeals

Background

At the February 2021, Business Committee meeting, staff presented the Board with a number of minor changes to AP 325 – Formal Complaints and Appeals (the “AP”). The edits were intended to provide additional clarity and align with guidance from the Office of the Ombudsperson. This memo is intended to highlight a number of additional changes following further consultation with the Office of the Ombudsperson.

Discussion

Attached to this Information Sheet is the revised AP. The changes previously provided to the Board as noted above are in blue. The additional changes are provided in red. While minor, the changes are as follows:

1. A new section has been added to highlight that while staff can take the position that a matter is not subject to appeal, ultimately, only the Board can make a final determination on appealability; and
2. A new section has been added to confirm that the District will assist an appellant in the event of an error or omission in the process on the part of the appellant.

Both the changes from February and the additional recent changes are intended to provide clarity of process to both appellants and District staff to ensure as transparent a process as possible.

Appendix A: AP 325 – Formal Complaints and Appeals