

**NANAIMO LADYSMITH PUBLIC SCHOOLS**

**BUSINESS COMMITTEE  
PUBLIC MEETING**

**INFORMATION SHEET**

DATE: December 8, 2021  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: Administrative Procedures 207, 281, 229

---

**Background**

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

AP 207 – Outside Services  
AP 218 – Community Involvement  
AP 229 – Community Continuing Education

**Discussion**

**AP 207 – Outside Services**

This AP will be deleted. AP 513 – Purchasing and AP 323 – School Contracts address the issue of the purchase of services in a more general way. Further, there is at least one specific contradiction between the APs. Moreover, some of the services specified (banking, insurance) do not necessarily warrant, nor has the District actually formally reviewed the services in the regular three year intervals. Notably, with legal services since the last review of the AP, we now have labour and employment legal services that are covered (for significant issues at least) by an insurance program. The insurance program is mandatory. Similarly with appraisals, the staff time for such a review given the limited amount of services required means that we do not necessarily maintain a list of providers at any given time.

However, in line with protecting the financial interests of the District and according to the purchasing AP staff will continue to create RFPs and RFQs as required.

**AP 218 – Community Involvement**

This AP will be deleted. This AP is not actually a procedure. It appears to be a policy statement that was transferred to the AP section during the larger policy review process. It is the opinion of staff that the commitment to community involvement is a basic belief of the District and the Board and such an AP is not required.

**AP 229 – Community Continuing Education**

This AP will be deleted. NLPS no longer provides any continuing education programs so this AP is not necessary. We note that we do have FTE in continuing education but do not offer a continuing education program as intended in the AP. We also note that a continuing education committee is envisioned but is not active.

Appendix A: AP 207 – Outside Services

Appendix B: AP 218 – Community Involvement

Appendix C: AP 229 – Community Continuing Education

