



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

DATE: April 9, 2025  
TO: Strategic Directions Committee  
FROM: Jacquie Poulin, Assistant Superintendent  
SUBJECT: Administrative Procedure 531 – Naming/Permanent Recognition

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**Background**

As part of our ongoing review of our Administrative Procedures to ensure currency, we have reviewed and updated AP 531 - Naming/Permanent Recognition (the AP).

**Discussion**

The purpose of the update to the AP is to provide clear guidance for schools and departments regarding permanent memorials within district facilities. The revised language now encompasses the interior of all district facilities, in addition to the exterior of buildings and school grounds. The AP stipulates that the district will not permit the installation of permanent memorial items, either internally or externally, in any of its facilities. Additionally, it outlines guidelines for temporary memorials in the event of a loss within a school or worksite.

It has now been revised and is attached for your information.

Appendix A: AP 531 – Naming/Permanent Recognition