

**NANAIMO LADYSMITH PUBLIC SCHOOLS  
BOARD OF EDUCATION  
PUBLIC MEETING  
INFORMATION SHEET**

DATE: April 18, 2026  
TO: Board of Education  
FROM: Gillian Robinson, Exec. Director of Communications, Privacy & Community Engagement  
SUBJECT: Ladysmith Primary Expansion & Ladysmith Intermediate Replacement – Communication Plan

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### **Background**

On April 8, 2026, the province announced funding to build a new elementary school in south Ladysmith and an expansion to Ladysmith Primary. As a result, when the new school building in south Ladysmith opens in Fall 2029, there will be two Kindergarten to Grade 7 elementary schools in Ladysmith instead of separate primary and elementary schools.

As these projects develop, the school district has committed to regular communications with staff, families and the local community.

### **Discussion**

A communications plan will be developed to outline communications for the various phases and milestones of each project and important information as the projects near completion and are ready for student occupancy. Additionally, the opening of two K to 7 schools in Ladysmith will require a review of catchment boundaries. Similar to the process when catchment boundaries were reviewed for the reopening of Rutherford Elementary, the district will ensure we embark on a thorough consultation process as the opening of the new school in Ladysmith south.

Key considerations for timely communications include:

- The start of deconstruction of the current building on Davis Road.
- The start of construction at Ladysmith Primary.
- The start of construction at Davis Road.
- Consultation period and process for catchment boundary review.
- The result of catchment boundary consultation.
- Opening dates.
- Opening information for both schools as K to 7 schools.
- Official opening events.

### **Important dates and timeline**

#### **Ladysmith south:**

Deconstruction of current building- Summer/Fall 2026

Design phase- Spring/Fall 2026

Contracts awarded- Spring 2027

Construction begins- Fall 2027

Opening- Fall 2029

**Ladysmith Primary:**

Design phase- Spring 2026  
Contracts awarded- Spring 2026  
Construction begins- Summer 2026  
Opening- Fall 2027

The school district will provide timely communications in advance of these key dates.

**Communications channels****District website**

A webpage will be created on the school district website (sd68.bc.ca) to provide important updates regarding the projects as well as answers to frequently asked questions and information about catchment boundary consultation. This will be updated regularly by the Communications team.

**Social media, newsletters**

The district has two regular communications- our district newsletter and naan'um Digest (employee newsletter). These communications run bi-weekly on alternate weeks. Each will be used to share information with families, communities and staff about the projects. Additionally, the district shares news and events through our primary district social media channels: Facebook, Instagram and TikTok.

**Emails**

The district frequently uses a mass email notification system to send emails directly to district families with important information. Direct email will be used for important notifications such as regular project updates, catchment boundary consultation information and reminders of important dates.

**Media**

News releases will inform local media of important dates, events and the catchment boundary consultation process.

**Conclusion**

Regular communications that utilize a variety of channels are vital to keeping the community informed while important projects such as school additions, new school buildings and catchment boundary reviews are underway.

The district will develop a comprehensive, multi-channel communications plan to provide communications to families, staff and the community in a timely manner.

