

Ministry of Education
Business and Finance
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Ministère de l'Éducation
Division des opérations et des
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Toronto ON M7A 1L2



2005:B8

MEMORANDUM TO: Directors of Education

FROM: Nancy Naylor
Assistant Deputy Minister
Business and Finance Division

DATE: November 16, 2005

SUBJECT: Ministry of Education's *Good Places to Learn*
Signage Program

In an effort to ensure local communities are aware of the facility renewal projects at schools across Ontario, the Ministry of Education will be implementing a signage program. *Good Places to Learn* signs will be available to schools that are benefiting from renewal investments of more than \$20,000. The production and shipment of the 4' x 8', bilingual signs will be paid for by the Ministry. The installation of the signs at the school sites is to be arranged and paid for by the school boards using existing renewal grants. The design template for the *Good Places to Learn* signs is attached.

Signage Requirements

Boards are to identify the total number of signs required, based on the number of facility renewal projects over \$20,000. As some renewal projects involve more than one school, boards are advised to count all schools within a project, but to a maximum of one sign per school even if a school is included in several projects. Facility renewal projects currently underway and new projects that arise are to be considered for signage. Signs should be installed at the start of the project, and within 30 days of receipt by the board where feasible. They should typically be removed within 30 days following the project being completed.

Sign installation, removal and disposal are the responsibility of the school boards and are to be arranged and paid by boards using funds from their existing *Good Places to Learn* Stage 1 allocations. Damaged or defaced signs will be replaced by the Ministry and installation costs paid for by boards in the same way.

The signs should be installed in a location that is clearly visible from the road (ideally secured to a wall near the main entrance of the school, or alternatively, secured to a fence). The selected location for sign installation must not restrict accessibility or interfere with facilities and services (i.e. electrical systems, drainage, etc). Boards are asked to pay particular attention to ensuring that sign placement does not create a risk to student, staff or visitor safety.

The design for the *Good Places to Learn* signs incorporates plate changes for each school board logo. Boards are to provide their school board logo, preferably in black and white, in one of the follow file formats: tiff, Illustrator, eps or .psd.

Administration of the Signage Program

The Ministry will act as the link between the school boards and the service provider producing and shipping the signs. An email account has been established for the purpose of administering the signage program. The vendor, CoSign, has been contracted by the Ministry to produce and distribute the signs.

By November 25, 2005, boards are to provide the following information that identifies the projects requiring signs under *Good Places to Learn* Stage 1. In the future, sign orders will need to be placed on an as-needed basis.

- school board name and contact information for the staff person who will serve as the board liaison for the signage program. Please include the staff contact's telephone number and email address;
- total number of signs required, based on the number of facility renewal projects over \$20,000;
- full board shipping address and board contact for the receipt of signs; and
- school board logo (preferably in black and white) provided in one of the following file formats - tiff, Illustrator, eps or .psd.

Please send the above information to the email address bsb.signage@edu.gov.on.ca. The Ministry would appreciate receiving sample digital photos that show the sign in relation to the project.

The Ministry contacts for the signage programs are:

- Steven Mitchell, Business Services Branch (416-325-2015) for any project/sign criteria issues; and
- Karen Edwards, Communications Branch (416-325-7093) for liaising with the vendor, contract administration, and sign orders.



Nancy Naylor
Assistant Deputy Minister
Business and Finance Division

Attachment

cc: Senior Business Officials
Senior Plant Officials