

Appendix B

Ontario Builds Signage Questions & Answers

Q: Who pays for Ontario Builds signage?

A: All expenses related to the Ontario Builds sign such as design, production, and installation are the responsibility of school boards.

Q: At what phase of construction should an Ontario Builds sign be installed at a project site?

A: A sign should be present at a building site at all stages – before capital work commences and throughout construction.

To ensure timely placement of signage we are asking school boards adhere to the following timelines for placement of signage as detailed below:

1) 2019-20 & 2020-21 CP projects where sites are owned by school boards

- Signage is required to be installed by April 30, 2021
- Note: School boards are encouraged to submit digital proofs of signage to the ministry for approval by March 16, 2021 to ensure sufficient time to meet the April 30, 2021 deadline.

2) 2019-20 & 2020-21 CP projects where sites are not currently owned by school boards

- Signage is required to be installed within 60 days of the date of site acquisition (board assumes ownership of the project site).

Q: Is Ontario Builds signage required at project sites approved prior to 2019-20, whether or not they currently have an existing sign?

A: In general, projects approved prior to 2019-20 are not required to have Ontario Builds signage, however, if a school board would like to post a sign for projects that are currently in the planning or construction phase, they are welcome to do so. Boards are to adhere to the communications protocol in these instances including using the Ontario Builds templates.

Q: Our school board still has a few BuildON Education and/or BuildON Child Care signs posted. Do these need to be replaced with a new Ontario Builds sign?

A: Please take down all BuildON signs that are currently posted. If the work is still ongoing, and is anticipated to take longer than 6 months, please consider replacing the BuildON sign with a new Ontario Builds sign using the appropriate template. If the work is completed, an Ontario Builds sign is not required.

Q: What is the protocol for older worn or damaged signs?

A: Based on the board’s assessment, damaged or worn out signs should be replaced at sites where construction is currently in progress. All expenses related to Ontario Builds signage, such as design, production, and installation are the responsibility of the school board.

Q: When should Ontario Builds signs be removed from a project site?

A: As a general guideline, an Ontario Builds sign can be removed within six months after the completion of the project.

Q: Who approves signage?

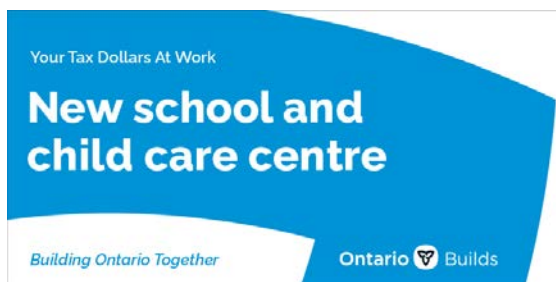
A: School boards are to submit a digital proof of the sign for approval to the ministry via email to MinistryofEducation@ontario.ca.

Ministry approval of the digital proof must be received before finalizing and physically producing Ontario Builds signage.

Q: How should our school board’s project be described on the Ontario Builds sign?

A: Below are examples of the project description for the following:

1. New school and child care centre



2. New school



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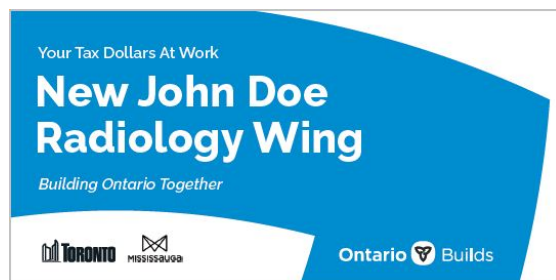
3. New school addition



Q: In the event of a co-funded project with the provincial and municipal governments, what is the procedure for signage?

A: It is advised that the school board arrange for their own Ontario Builds signage to be installed. If communication has been made with the provincial and municipal governments in advance of the project, and an agreed upon signage schedule and design are in place, a co-branded sign can proceed as long as the current Ontario visual identity and trillium logo are used appropriately.

An example of a municipal and provincial sign, each retaining their own branding for a project, is below:



Q: Where can project partners find information on how to design their sign?

A: All signs must use the design and directions set out in the Ontario Builds Visual Identity Guide. The ministry is supplying school boards with the sign requirements and templates, which can be found at <https://www.ontario.ca/page/ontario-builds-templates>.

All signs **must comply** with the Accessibility Standards of the Accessibility for Ontarians with Disabilities Act.

Additional questions about the guide can be directed to the project coordinators, as identified on the last page of this document.

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Q: Are there any guidelines to the physical location/placement of Ontario Builds signs on project sites?

A: School boards must ensure signs are properly installed in a prominent area and do not obstruct traffic or cause safety concerns, particularly if they are located near roads. To avoid potential safety issues, funding recipients should ensure the appropriate provincial and municipal authorities are consulted.

Q: Do we require organizations to post Ontario Builds signage in addition to having the Ontario Builds logo on their partner sign?

A: Yes, organizations are required to post Ontario Builds signage in addition to having the Ontario Builds logo on their partner sign.

Q: As my school board does not have in-house creative services, how do I create an Ontario Builds sign?

A: School boards that do not have in-house creative services capabilities may consider reaching out to a supplier in the community to help design the signage based on the Ontario Builds Visual Identity Guide and using the templates.