

Ministry of Education

Capital and Business Support
Division

315 Front Street West
15th Floor
Toronto ON M7A 0B8

Ministère de l'Éducation

Division du soutien aux
immobilisations et aux affaires

315, rue Front Ouest
15e étage
Toronto (Ontario) M7A 0B8

2024: SB07

Date: April 2, 2024

Memorandum to: Directors of Education
Directors of Education Senior Business Officials
Secretary/Treasurers of School Authorities

From: Patrizia Del Riccio
Director (A)
Business Operations Strategic Support Branch

Subject: Updated Communications Protocol

As you are aware, the government recently updated the guidelines to include Ontario Builds signage for all infrastructure projects, including constructing, modernizing, expanding, renovating, replacing and rehabilitating infrastructure, as mentioned in [Memo SB04: Ontario Builds Signage - Updated Requirements for Capital Priorities School-based Child Care and Renewal Projects](#).

- Eligible Capital Priorities and child care projects require **project-specific signs**, with a **proof submitted for ministry approval before the sign is produced**. Installation must be **confirmed with a photo via email**.
- Eligible school renewal projects can use the generic English or bilingual (in French Designated Areas) templated design **provided by the ministry** without seeking additional approval. Installation must be **confirmed via VFA**.

The Ministry of Education appreciates your cooperation as these changes are implemented to support increased transparency in public communications of the government's investments to build modern schools faster. The Communication Protocol has now been updated to reflect these signage requirements.

In this Protocol, you can find:

- Signage guidelines
- Timelines for signage placement
- A [link](#) to assist you in developing templates
- Sample signs

You will note that the templates reference the historic \$16 billion investment to support school construction, repair and renewal over 10 years, which was announced in the 2024 Ontario Budget. This investment will benefit students and communities across the province as we work to support the educational and child care infrastructure needs of growing communities and ensure value for taxpayer dollars.

If you have any further questions regarding signage requirements, please direct your inquiries to either:

- Anne Scott, Manager, Strategic Initiatives and Issues Management Unit
Anne.Scott@ontario.ca; or
- Patrizia Del Riccio, Director (A), Business Operations Strategic Support Branch
Patrizia.DelRiccio@ontario.ca.

Thank you for your continued collaboration on this initiative.

Sincerely,

Original signed by Patrizia Del Riccio
Director (A)
Business Operations Strategic Support Branch

C: Facility Managers Early Years Leads, District School Boards Children's Services Leads,
Consolidated Municipal Service Managers and District Social Services Administration
Boards

Andrew Locker, Director, Field Services Branch, Ministry of Education