



APPENDIX H

POLICY SECTION: BUILDINGS/PLANT/GROUNDS-PLANT

SUB-SECTION:

POLICY NAME: PLAQUES FOR NEW SCHOOLS

POLICY NO: B.P.02

Date Approved:	Date of Next Review:	Dates of Amendments:
	April 2026	April 22, 2021 BM p 34, 22 Jan 87; BM p 126, 19 Jun 86; BM,79.

Purpose:

To establish guidelines for consistent, cost effective and aesthetically suited plaques to commemorate the opening and blessing of new schools.

Scope and Responsibility:

It has been customary to commemorate the opening of a new building with the creation of a perpetual plaque to be mounted to the interior of the school wall near the front entrance. This policy outlines the design of the plaques, as well as the material used, to ensure a cost effective and attractive product at all TCDSB school sites. The Communications Department will ensure that all new plaques are consistent with the TCDSB's corporate branding strategy.

Alignment with Multi Year Strategic Plan:

Living Our Catholic Values

Enhancing Public Confidence

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Inspiring and Motivating Employees

Policy:

A suitable plaque shall be installed in all new schools within construction costs.



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Regulations:

1. In the year that a school begins operation, a plaque, in a standard form, shall be erected inside the front door. It shall be inscribed with the following information:
 - a) TCDSB logo
 - b) Name of school
 - c) Text: Dedicated to witness, faith, innovation and action through Catholic Education
 - d) All trustees on the Board, at the time, beginning with the Chair and Vice-Chair
 - e) Director of Education
 - f) Year of new school opening
2. The plaque shall remain on display for the lifetime of the school.
3. Plaques must be consistent with the TCDSB's corporate branding strategy, see Appendix A for instructions and example.
4. Plaque material of choice will reflect a contemporary and economical option that will be consistent with TCDSB corporate branding.

Evaluation and Metrics:

The effectiveness of the policy will be determined by a review and inspection of new school plaques to take place at each new school/facility opening to ensure TCDSB branding has been accurately reflected.



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Figure A

In order to remain consistent with TCDSB's corporate branding strategy, plaques shall:

- Include the TCDSB logo
- Use variations of the font Century Gothic ONLY
- Include School Name
- Include "Opened [month] [year]"
- Include text: Dedicated to witness, faith, innovation and action through Catholic Education
- List all trustees on the Board, at the time, beginning with the Chair and Vice-Chair; and the Director of Education

Content and design should align with the following style:

