

COR/2020/01586

INFORMATION CIRCULAR

To: All Municipalities, Local Service Districts, Inuit Community Governments, Consultants, and Regional Service Boards

RE: ICIP Project Photographs

Date: June 15, 2020

This Circular is being sent out as a reminder to those Ultimate Recipients who receive funding through the Investing in Canada Infrastructure Program (ICIP), that Infrastructure Canada requires photographs of ICIP projects at some point during their construction, as well project signage must be in place.

This is outlined in the ICIP Agreement in Schedule B – Communications Protocol:

PROJECT SIGNAGE

B.8 - Signage

- (h) *signage should be installed at each Project site one (1) month prior to the start of construction, be visible for the duration of that Project, and remain in place until one (1) month after construction is completed and the infrastructure is fully operational or opened for public use.*

Project sign requirements from Infrastructure Canada can be found at:

<https://www.infrastructure.gc.ca/pub/signage-panneaux/guidelines-lignesdirectrices-eng.html>

It is important to note that the federal portion of funding will not be released until the sign is in place and photo of the sign has been provided to the project representative.

PROJECT PHOTOS

B.5 - Individual Communications

- (f) *The Ultimate Recipient will be required to send a minimum of one photograph to each of the Parties of the construction in progress, or of the completed project, for use in social media and other digital individual communications activities. Sending the photos will constitute permission to use and transfer of copyright. Photographs are to be sent to INFC.photos@canada.ca along with project name and location.*

As a clarification, this is **in addition to** the requirement to have a federal sign at the project site.

For example, a suitable photograph may include: progress photo mid-construction, or photos of the project complete and ready for community use. These photographs can be included with Monthly Status Reports, or forwarded to the MAE Regional Office Project Representatives for filing and submittal to Infrastructure Canada.

Sincerely,

A handwritten signature in black ink that reads "Kim Kieley". The signature is written in a cursive, flowing style.

Kim Kieley, P. Eng., FEC
Director (A)
Infrastructure and Waste Management

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