TO: CAOs, CFOs, and Capital Project Managers
FROM: Gas Tax – Public Transit Management Services
RE: New Federal Guidelines for Gas Tax Project Signage

The Government of Canada has introduced new signage guidelines for capital projects that utilize funding provided through the Gas Tax Agreement (GTA). These guidelines will be applicable for all transfer programs administered by Infrastructure Canada. The guidebook includes information on the use of graphics, colour, size, placement, suggested titles and language use, and is available here: [http://www.ubcm.ca/EN/main/funding/gas-tax-fund/recipient-reporting.html](http://www.ubcm.ca/EN/main/funding/gas-tax-fund/recipient-reporting.html)

**Summary of Changes**

Signage requirements under the Gas Tax Agreement currently require “permanent signage at the location of projects receiving investments under this Agreement” (Schedule G).

The new guidelines provide greater flexibility for recipients through the following changes:

1. The requirement for a permanent sign is eliminated and replaced with a requirement for temporary signage;
2. Signage is not required for projects of short duration, modest investment or located in a remote area; and
3. The size and materials used may be adapted to the location, size and cost of the project.

Infrastructure Canada has provided assurance that recipients will be in full compliance with the signage requirement set out in the GTA by following the new guidelines. The new guidelines go into effect immediately. If your community is in the midst of construction, or is planning construction in the short term, please consider whether signage is appropriate for these projects. Installation of signage is an eligible cost under the GTA.

**Accountability Framework**

Signage and communications are part of the Recipient Accountability Framework (Schedule C) of the Gas Tax Agreement. In order to demonstrate local government compliance in this area, UBCM has added a tool to our website to track signage installation. If your community is installing a sign for a project utilizing Gas Tax funding, please let us know through this easy to use online database: [https://www.formstack.com/forms/ubcm-signage](https://www.formstack.com/forms/ubcm-signage)

**Questions?**

If you have any questions with regard to signage guidelines, please contact Phillip Hasek, [Philip.Hasek@inf.c.gc.ca](mailto:Philip.Hasek@inf.c.gc.ca), 613-960-9268.