

# Source Protection Municipal Implementation Fund: Source Protection Road Signs

## Frequently Asked Questions (FAQs)

October 23, 2015

### 1. What are source protection road signs?

Source protection road signs are signs that are installed on municipal and provincial roads to identify source protection vulnerable areas. These signs will raise awareness with the public and emergency responders of the drinking water protection zones where a spill could have significant impacts on public drinking water supplies in the area.

### 2. Are any components of municipal road signage currently eligible under SPMIF?

Under current agreements, installing municipal road signage is an eligible activity if the signs are an element of, or supports a significant threat policy that the municipality must implement. The significant threat policy could be an education and outreach policy or any other policy which the municipality must implement.

In these cases, the labour associated with the installation of the municipal road signs would be eligible and could fall under Salaries and Benefits and/or Services.

### 3. Under the current agreements, can I use SPMIF funding to pay for the signs?

Under the current agreements, the production and/or purchase of road signs is not an eligible cost as this cost does not fall within the three eligible cost categories which are Salaries and Benefits, Services, Printing and Distribution. As well, the signs would be considered a capital cost which is an ineligible cost.

However, municipalities can request an amendment to their agreement to include this cost if it is integral to a significant threat policy that they are obligated to implement.

#### **4. What do I do if I am uncertain if my municipality is eligible to use our SPMIF funding for road signs?**

If you need help to understand your obligations for implementing your source protection plan policies, please contact your local source protection authority. They will be able to help you determine whether installing municipal road signage could be an element of, or to support a legally-binding significant drinking water threat policy that the municipality is required to implement.

#### **5. How much are municipal road signs likely going to cost?**

The Ministry has heard that the cost to purchase and/or produce the signs could range from \$13 to \$18 per sign. Installation costs may vary based on criteria such as location, volume, and wages for staff or service fees.

In accordance with the agreement, municipalities must be able to demonstrate value for money as it considers all goods or services procured under this agreement. Best practices in demonstrating value for money include using a competitive, fair and transparent process that considers economy and efficiency.

#### **6. Will I be asked to submit receipts if I choose to amend our agreement to allow for the purchase of the signs?**

The Ministry may ask municipalities for financial records (including receipts) as part of its requirement to monitor the SPMIF program.

#### **7. What changes need to be made to allow SPMIF funds to be used towards the production and/or purchase of the actual road signs?**

In order to permit the production/purchase of signs as an eligible cost under SPMIF, the agreement must be amended to include these costs. To amend the agreement, the following items need to occur:

- a) The municipality must request the addition of the production/purchase of signs as an eligible program cost under SPMIF by emailing [SourceProtectionFunding@Ontario.ca](mailto:SourceProtectionFunding@Ontario.ca) with “SPMIF Signage – Name of Municipality” in the subject line.
- b) Within the body of the email, the following must be included:

- a. the policy number and policy details that the signage is an element of, or supports;
- b. confirmation that the policy is legally-binding; and
- c. the name of the applicable source protection plan.

If the request is approved, an amendment to the Municipality's agreement will need to be put in place to allow for this new cost. The Ministry will prepare and email the amendment to the municipality. Complete instructions will be provided within the email.

- c) Please note that only municipalities that have duly executed (i.e. signed by both the Municipality and the Ministry) amended Grant Funding Agreements that specifically include the addition of the production/purchase of signs as an eligible program cost may use their funds for these costs.

## **8. Who can I contact if I have more questions?**

If you have questions about your source protection plan policies, please contact your local source protection authority.

If you have questions pertaining to SPMIF, please email us at [SourceProtectionFunding@Ontario.ca](mailto:SourceProtectionFunding@Ontario.ca) with your municipality's name in the subject line.