

The Corporation of the
Municipality of Huron Shores

To: Road Committees
Subject: Annual Road Donation Program
From: John Stenger, Treasurer
Date: January 8, 2020

I am sending this memo to update you on changes to the Road Donation Program.

The Road Donation Program was started in 2003 to provide a Municipal contribution to assist with the annual maintenance of private roads. The intention was a shared cost arrangement whereby the Road Committees would also contribute to the annual maintenance. As a result, council has decided to implement a maximum amount that may be retained in reserves (i.e. in the bank). The following explanation is in the application:

NEW - The reserves (yearend bank balance) should not exceed two times the requested donation for 2020 (threshold). For 2021 and future years the reserves (yearend bank balance) should not exceed the requested donation. By way of an example; if the 2020 donation request is \$1,000 the December 31, 2019 bank balance cannot exceed \$2,000. Exceeding the thresholds set out may face disqualification for a donation until such time as reserves are depleted below the threshold.

Further, there is no longer a flat starting rate of \$500, however, to offset this change a minimum application has been set at \$500. The maximum remains unchanged at \$3,000.

Also, the application deadline has been shifted one month sooner to prove funding in advance of the summer maintenance season.

The requirements for the Road Donation Program are as follows:

- An accounting statement for the year is required and must include:
 - ✓ The starting reserves (bank balance);
 - ✓ A list of expenses;
 - ✓ A list of revenue; and
 - ✓ The ending reserve (bank balance).
- The Municipality has a December yearend, so please only report on the revenue and expenses from January to December.
- A copy of the year-end (December) bank statement confirming the reserve balance on your accounting statement. (Note: I do not require the full year of bank statements when submitting a detailed accounting statement).
- Copies of the invoices.
- Identification of the Committee's contributions (a minimum of \$100.00 per Km each year).
- The Road Donation Application form must be fully completed with two signatures and MUST be submitted on or before **April 30** of each year. (Note: new date).

Thank you to those who are submitting the required information. For those who are new to the program, I look forward to receiving the above information for the 2019 reporting year.

Please feel free to contact me if clarification is required.