

# **SAUGEEN MOBILITY**

**and REGIONAL TRANSIT**

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saugeenmobility.ca

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SMART Participating Municipal Councils (via email)

## Saugeen Mobility Host Municipality

The purpose of this letter is to request your assistance in identifying a municipality willing to assume the role of Host Municipality on behalf of SMART. The Town of Hanover has been the Host Municipality for the last two decades. The Host Municipality is responsible for requesting and receiving provincial Gas Tax funding, and for distributing these funds to SMART as required. The annual responsibilities associated with this role include the following:

- Correspond with MTO yearly regarding the SMART municipalities involved. Provide corresponding municipality by-laws appointing the host municipality – Usually only require to do this once and is accepted each year thereafter based on previous municipal by-laws provided. Only new by-laws (new municipalities) and any revised SMART by-laws regarding the partnership have to be provided to MTO on an annual basis.
- Pass a by-law and agreement yearly once MTO provides the host municipality with the documentation to receive gas tax monies as host municipality.
- Keep a separate bank account for the gas tax reserves separate from other town accounts
- Keep track of all revenues and expenses for the gas tax reserves – have used excel spreadsheets for this.
- Provide periodic payments to SMART for the capital and operations expenses, as required, to be covered through the gas tax money. Recently have advanced funds for a federal grant program SMART received for the purchase of vehicles and eventually receive most of the money back to replenish the gas tax fund. Money not replenished is covered by the gas tax funds.
- Yearly complete the gas tax reports for all operational and capital revenues and expenses via Transfer Payment Ontario (TPON site) – usually completed shortly after receiving notification of the upcoming grant and passage of by-law to accept the grant money. Need information from SMART management to complete the capital portion especially regarding the vehicles replaced, added and removed as well as the ridership information.
- Any outside grants provided by MTO – e.g. ICIP (purchase of 11 vehicles over 3 years), Municipal Transit Enhanced Cleaning Fund (MTEC – during COVID); Public Transit Infrastructure Funding to name a few over the past years – have to be applied by the host municipality and completed similar to any other municipal grant – progress reports, claims, annual updates and

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cover the cost of the future grant, not covered by gas tax, through municipal funds until the actual grant money is received.

- Provide audit information yearly for the gas tax money for the SMART financials
- Provide updates to SMART management regarding the gas tax fund as required. Invoice yearly for administrative services on a yearly basis based on the SMART agreement (currently 1% of the total gas tax money received).

The current remuneration for this responsibility is set at **1% of the Gas Tax allocation**, with a **minimum of \$7,000**. Following review, Saugeen Mobility's Board of Directors has determined that this amount should be **increased to 1.5% of the Gas Tax, or a minimum of \$10,000**. The amount of time required to carry out this responsibility is estimated to range between approximately 50 and 70 hours over the course of a year. This includes the time spent planning, performing related tasks, attending meetings (if required), preparing documentation, and completing any necessary follow-up activities associated with the role.

Would you kindly let me know by **December 1<sup>st</sup>, 2025** if your municipality is interested in assuming this responsibility. If you have any questions or require further information, please do not hesitate to contact the SMART Manager, Stephan Labelle, at [stephan@saugeenmobility.ca](mailto:stephan@saugeenmobility.ca). Thank you for considering this request, and for your dedication to improving the lives of Grey & Bruce residents.

Yours sincerely,



Kym Hutcheon  
Chair, Board of Directors