

SAUGEEN MOBILITY

and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Friday, September 12, 2025, 10:00 a.m.

Boardroom, 603 Bruce Rd 19, Walkerton, ON & via Zoom

Board Members Present: Kym Hutcheon, Deputy Mayor, Brockton, Chair
Ed McGugan, Councillor, Huron-Kinloss (past Chair)
Jennifer Shaw, Deputy Mayor, Arran-Elderslie, Vice-Chair (via Zoom)
Doug Townsend, Councillor, West Grey
John Divinski, Councillor, Saugeen Shores
Scott Mackey, Mayor, Chatsworth
Joel Loughhead, Councillor, Grey Highlands (via Zoom)
Monica Singh-Soares, Councillor, Southgate (via Zoom)
Warren Dickert, Deputy Mayor, Hanover
Mike Hinchberger, Councillor, Kincardine

Absent members: none

Other members present: Stephan Labelle, Manager

1. Call to Order

The Chair called the meeting to order at 10:00 a.m.

2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

3. Approval of Agenda Motion

Motion Moved by John Divinski; Seconded by Mike Hinchberger.

That the agenda be accepted as amended.

Carried

4. Minutes of the Previous Meeting – June 20, 2025

Motion Moved by Scott Mackey; Seconded by Doug Townsend.

That the minutes from June 20, 2025 be approved as presented.

Carried

5. Minutes of the Previous Meeting – September 5, 2025

Motion Moved by Joel Loughhead; Seconded by Jennifer Shaw.

That the minutes from September 5, 2025 be approved as presented.

Carried

6. Delegation - none

7. Business Arising from the Minutes

A. Partnership agreement and By-law June 2025

Motion Moved by Ed McGugan; Seconded by John Divinski

That the partnership agreement and By-Law discussions be deferred until the October 10, 2025 Board meeting

Carried

Motion Moved by Ed McGugan; Seconded by Mike Hinchberger

That the By-Law, on page 5 of 13, be changed from “time to time” to “yearly” and that the annual meeting stay in the document.

Carried

B. Letter to the Public Guardian and Trustee and Articles of Amendment – deferred until the October 10, 2025 Board meeting.

Motion Moved by Ed McGugan; Seconded by John Divinski

That the partnership agreement and By-Law discussions be deferred until the October 10, 2025 Board meeting

Carried

C. Agreement between Kincardine and Saugeen Mobility

The Manager presented two documents pertaining to the enhanced service agreement, along with a draft letter addressed to Kincardine Council. The Board agreed that these documents were satisfactory and should be forwarded to Kincardine’s Chief Administrative Officer.

Motion Moved by Mike Hinchberger; Seconded by Ed McGugan

That both agreement options and letter to Council be sent by the Manager to Kincardine’s Chief Administrative Officer (CAO) for consideration.

Carried

8. Correspondence - none

9. New Business

A. Host Municipality

Motion Moved by Ed McGugan; Seconded by John Divinski.

That the host municipality discussion be deferred until the October 10, 2025 Board meeting, where a draft letter for the Chair’s signature will be presented to the Directors for consideration.

Carried

B. Annual Letter

The letter sent annually to municipalities was presented and discussed. It was agreed to modify it slightly.

Motion Moved by Mike Hinchberger; Seconded by Ed McGugan.

That the annual letter be sent to all SMART municipalities as amended.

Carried

C. Report on Chatsworth fee per kilometer and municipal contribution

The Manager presented the report and explained that further study should be carried out to clarify what the fee per kilometer should be for all municipalities.

Motion Moved by Monica Singh-Soares; Seconded by Jennifer Shaw.

That the Manager carry out an evaluation of the fee per kilometer and the municipal contribution for each SMART participating municipality.

Carried

D. SMART policies

The Board directed the Manager to review all policies and ensure that they are up-to-date.

10. Reports and Recommendations

A. Report on June and July 2025 operations

The June 2025 Operations Report indicated that a total of 2,659 rides were carried out. The report also showed that deadhead kilometers (47,484km) accounted for 133% of billed kilometers. The July 2025 Operations Report indicated that a total of 2,579 rides were carried out. The report also showed that deadhead kilometers (48,209km) accounted for 127% of billed kilometers.

Motion Moved by Doug Townsend; Seconded by Warren Dickert.

That the report on June and July 2025 operations be accepted as presented.

Carried

11. Closed Session - none


12. Adjournment & Upcoming Meeting Date

Friday, October 10, 2025, 10:00 a.m.

Motion Moved by Monica Singh-Soares; Seconded by John Divinski.

That the Board meeting be adjourned as of 11:43 a.m.

Carried

Signed by:

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Kym Hutcheon, Chair

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Stephan Labelle, Recording Secretary