

# **SAUGEEN MOBILITY**

## **and REGIONAL TRANSIT**

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### **GENERAL BOARD MEETING MINUTES**

Friday, September 27, 2024, 10:00 a.m.

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

**Board Members Present:** Ed McGugan, Councillor, Huron-Kinloss, Chair  
Warren Dickert, Deputy Mayor, Hanover, Past Chair  
Cheryl Grace, Councillor, Saugeen Shores  
Kym Hutcheon, Deputy Mayor, Brockton (via Zoom)  
Mike Hinchberger, Councillor, Kincardine (via Zoom)  
Geoffrey Shea, Councillor, West Grey  
Joel Loughead, Councillor, Grey Highlands (via Zoom at 11:05)  
Scott Mackey, Mayor, Chatsworth  
Jennifer Shaw, Deputy Mayor, Arran-Elderslie (via Zoom)  
Monica Singh-Soares, Councillor, Southgate (via Zoom at 10:25)

**Board Members Absent:** Doug Townsend, Councillor, West Grey, Vice Chair

**Others Present:** Stephan Labelle, SMART 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 the Agenda**

**Motion** Moved by Cheryl Grace; Seconded by Warren Dickert

That the agenda be accepted as presented.

**Carried**

**4. Delegation**

There were no delegations.

**5. Minutes of Previous Meeting – June 28, 2024**

**Motion** Moved by Warren Dickert; Seconded by Cheryl Grace

That the minutes from June 28, 2024 be accepted as circulated.

**Carried**

**6. Business Arising from the Minutes**

**A. Policy on Charters**

The Manager clarified that, from the perspective of Saugeen Mobility's insurer, normal weekly shopping trips can still be handled by SMART without issue. Additionally, Facility, another insurance provider, has offered charter coverage at an annual cost of \$16,641 for the 30-passenger bus and \$7,290 per year for the 9-passenger van.

**Motion** Moved by Jennifer Shaw; Seconded by Kym Hutcheon

That Saugeen Mobility offer charters with both the 30-passenger bus and one 9-passenger van.

**Defeated**

During this discussion, the Chair recused himself after declaring a pecuniary interest, and the former Chair, Warren Dickert, took over to continue the conversation.

**Motion** Moved by Scott Mackey; Seconded by Cheryl Grace

That the Manager revise the wording of SMART's mandate so that if friends and family accompany an eligible member on a charter, they are responsible for covering the associated costs. And that the Manager confirm whether SMART is operating in full compliance with legal requirements and aligns with Ontario's operational guidelines for transporting eligible clients.

**Carried.**

Ed McGugan resumed his position as Chair to continue the meeting

**B. Cancellation Fee Policy**

The Manager presented the Cancellation Fee policy and stated that for trips of less than 80km, the fee will be 50% of the ride cost, with a minimum of \$30, and for trips more than 80km, the fee will be 50% to a maximum of \$300. In each instance, the Manager will calculate the cancellation fee. The Manager will also contact a client if a trend in cancellation reasons is identified.

**Motion** Moved by Scott Mackey; Seconded by Cheryl Grace

That the Cancellation Fee policy be accepted as presented.

**Carried**

**7. Correspondence**

There was no correspondence.

**8. New Business**

**A. Ontario Disability Employment Network's "Light It Up! For NDEAM"**

Before discussion began, Monica Singh-Soares declared a pecuniary interest and muted her microphone. The Manager explained that the "Light It Up" event is the lighting of the Saugeen Mobility building on the third Thursday of October in order to recognize the many ways people who have a disability contribute to businesses and their communities.

**Motion** Moved by Cheryl Grace; Seconded by Scott Mackey

That the Manager arrange for Saugeen Mobility to be illuminated in purple on October 17, 2024.

**Carried**

**B. Kincardine Enhanced Service update**

The Chair reminded the Board that in the fall of 2023, Saugeen Mobility sent a costing letter to the municipality of Kincardine in response to their request for proposal to provide an accessible van for evening and Sunday transportation services. Subsequent discussions focused on the potential impact of this project on other municipalities, with confirmation that only Kincardine would be affected. It was suggested that an existing Saugeen Mobility vehicle be used instead of purchasing a new one, but the Manager noted that this would increase maintenance costs. The Chair further elaborated, expressing concern that sharing a Saugeen Mobility vehicle with Kincardine could create the perception that other municipalities are subsidizing additional maintenance expenses. Discussions continued on this project's costing details.

**Motion** Moved by Mike Hinchberger; Seconded by Scott Mackey

That the Manager provide more detail at the October 18, 2024 Board meeting.

**Carried**

**C. SMART Townhall October 9 (through Zoom)**

The Manager stated that, as per the Strategic Plan drafted in the Spring of 2024, there will be a virtual Townhall on October 9, 2024. It will be for one hour. The Manager will provide general information on Saugeen Mobility and will then invite participants to make comments or ask questions.

**Motion** Moved by Scott Mackey; Seconded by Cheryl Grace

That the Manager hold a virtual Townhall on October 9, 2024 and provide feedback at the next Board meeting.

**Carried**

**D. Report on Municipal and Not-for-Profit Act requirements**

The Manager met with Loucks & Loucks, following the receipt of the Ombudsman report, asking that Saugeen Mobility follow the Municipal Act. The Loucks & Loucks representatives recommended that a business case to increase the number of Directors to 30 be passed by each municipality. Then, the SMART partnership will be modified to add Grey Highlands. Finally, the SMART by-laws will be modified. There was general concern about the number 30.

**Motion** Moved by Scott Mackey; Seconded by Geoffrey Shea

That the Board convene in closed session at 12:00p.m. to address matters pertaining to an ongoing investigation respecting the Board by the Ombudsman appointed under the Ombudsman Act.

**Carried**

The Board reconvened in open session at 12:15p.m. and the Chair confirmed that the Board had gone in closed session and discussed matters pertaining to an ongoing investigation respecting the Board by the Ombudsman appointed under the Ombudsman Act, and no other matters were discussed.

**Motion** Moved by Scott Mackey; Seconded by Cheryl Grace

That this issue be deferred until the Manager obtains more information.

**Carried**

**E. Date of Board meetings**

The Vice Chair is not available on the current Board meeting dates.

**Motion** Moved by Cheryl Grace; Seconded by Jennifer Shaw

That Board meetings be scheduled for the third Friday of each month, with no meetings held in July and August.

**Carried**

**F. Recording Secretary**

The person originally hired has decided not to move forward with this position. The General Manager will continue taking meeting notes in the interim.

**Motion** Moved by Scott Mackey; Seconded by Warren Dickert

That this issue be deferred until a future meeting.

**Carried**

**G. Agenda Package**

The Chair suggested that Board meeting packages should be sent out during the week of the actual meeting. This would allow for last-minute information to be received and included in the package.

**Motion** Moved by Warren Dickert; Seconded by Cheryl Grace

That Board meeting packages be sent out on Monday afternoon prior to each meeting.

**Carried**

**H. Report on bank deficit**

The Manager explained that (except in two cases) since 2008, on December 31<sup>st</sup>, there is always a deficit in the bank account. This deficit exists because Saugeen Mobility has historically spent more than it earns. There are several options to get rid of this deficit: the first is to take money from the gas tax reserve, the second would be to make staffing changes and the third option would be to increase municipal contributions. The manager recommended that for 2025, municipal contributions be increased by 7%.

In a discussion with Chris Walker, the treasurer from the Town of Hanover, the focus was on whether the current financial situation constitutes a true deficit. Chris maintained that it is indeed a deficit and should be addressed before the start of Saugeen Mobility's new fiscal year on January 1. However, after further discussion, Warren Dickert suggested that the situation may not be as critical as it seems, noting significant improvements in Saugeen Mobility's financial operations and expenditures since 2019.

**Motion** Moved by Warren Dickert; Seconded by Cheryl Grace

That the Gas Tax Reserve be used to secure federal government funding (should it hypothetically be received).

**Carried**

**Motion** Moved by Geoffrey Shea; Seconded by Scott Mackey

That the Manager invite Chris Walker to the next Board meeting to discuss deficits.

**Carried**

**9. Reports and Recommendations**

**A. Report on June 2024 operations**

There were 2,286 rides in June, leading to \$37,310 in sales and 35,455 in billed kilometers, an increase of 6% in rides, 15% in fees and a decrease of 5% in billed kilometers compared to the same period last year. There were 34,990 deadhead kilometres driven and the 1:1 ratio for deadhead kilometres is confirmed.

**Motion** Moved by Scott Mackey; Seconded by Warren Dickert

That the SL2024-0927-3 Report on June 2024 Operations be received for information.

**Carried**

**10. Adjournment & Upcoming Meeting Dates**

**Upcoming Meeting Dates**

Friday, October 18, 2024, 10:00 a.m. Regular Monthly Board Meeting, SMART Office, 603 Bruce Rd 19, Walkerton, ON.

**Motion** Moved by Geoffrey Shea; Seconded by Cheryl Grace

That the Board of Directors of SMART adjourn at 1:00 p.m.

**Carried**



Ed McGugan, Chair



Stephan Labelle, Recording Secretary