

SAUGEEN MOBILITY
and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Thursday, June 4, 2026, 10:00AM
Boardroom, 603 Bruce Rd 19, Walkerton, ON & via Zoom

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

Board Members Absent: Monica Singh-Soares, Councillor, Southgate
Mark Goetz, Mayor, South Bruce

Others Present: Stephen Labelle, General Manager

1. Call to Order & Roll Call

The Chair called the meeting to order at 10:00AM. The Board confirmed quorum.

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

None declared.

3. Approval of Agenda

Motion

Motion Moved by: Ed McGugan; Seconded by: Warren Dickert
That the agenda be approved as presented.
Carried

4. Minutes of the Previous Meeting – April 10, 2026

Motion

Motion Moved by: Ed McGugan; Seconded by: Scott Mackey
That the minutes from April 10, 2026, be approved as presented.
Carried

5. Delegation - none

6. Business Arising from the Minutes

A. Proposed Ride Trial for Non-Disabled Persons Over the age of 60

Motion

The General Manager presented a report in response to the Board’s earlier request for additional information on offering rides to non-disabled persons over the age of 60, where space is available. The report addressed several considerations. It noted that the Accessibility for Ontarians with Disabilities Act does not prohibit this type of service, and that the Ontario Human Rights Code supports transportation options that help reduce hardship in accessing transportation. Legal counsel had also advised that expanding the service would not jeopardize SMART’s charitable status. In addition, the Ministry of Transportation currently funds co-mingled transportation at other transit agencies, where persons with and without disabilities are transported on the same vehicle, and had indicated no objection to SMART doing the same.

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The report also noted that there would be operational impacts. These would include additional workload for dispatch and drivers related to confirming space availability, explaining the registration process, and communicating behavioural expectations to new riders. Health and safety coverage for staff through WSIB would not change. The report recommended that SMART offer the service on a space-available basis for a three-month pilot period, subject to confirmation of insurance and legal considerations.

The Board was further advised that, since the report was prepared, the Ministry of Transportation had informed the Bruce Dufferin Grey Wellington Transit Study group that, for Ontario Transit Infrastructure Fund funding to be available beyond October 31, new transportation services must be created. As a result, SMART's proposed pilot could be the only new service allowing funding beyond October 31.

The Board also discussed the possibility of SMART participating as a subcontractor to the BDGW Transit System, rather than as an integrated part of the new system. This could allow SMART to be reimbursed for the full cost of each ride.

Motion Moved by: Jennifer Shaw; Seconded by: Mike Hinchberger

That the General Manager express to the BDGW Transit Study group that SMART is interested in providing enhanced service for non-disabled riders if SMART is contracted as a subcontractor of the new BDGW Transit System, subject to confirmation of legal, insurance, and funding arrangements.

Carried

B. TripSpark Custom Distance Report

Motion

The General Manager advised that a custom TripSpark report, intended to improve the precision of municipal contribution calculations, to identify deadhead travel, and to identify high-demand zones within each municipality, would cost approximately \$10,500. He advised that the BDGW Transit Study group had been asked to cover this cost or alternatively to contribute \$5,000, and that it was considering this request. The General Manager proposed compiling the required data manually as a short-term solution by modifying the spreadsheets generated from current TripSpark reports, before committing to a paid customization.

Motion Moved by: Ed McGugan; Seconded by: Mike Hinchberger

That the General Manager report back at the next Board meeting on whether an internally produced, one-time report could meet SMART's needs as an alternative to purchasing a customized TripSpark report.

Carried

7. Correspondence - None

8. New Business

A. Driver Vehicle Inspection Application (ReadyChek)

Motion

The General Manager presented a proposal to implement ReadyChek, an app-based daily vehicle inspection system, in response to concerns identified following a fatal collision involving a SMART vehicle several years ago. He advised that drivers currently submit paper inspection reports only weekly or biweekly, which prevents timely identification of missed inspections or vehicle deficiencies. ReadyChek would require drivers to complete a daily inspection through the company phone before beginning their day, that the app would automatically report deficiencies, and would flag major defects requiring a vehicle to be taken out of service or to be repaired immediately. The estimated cost is approximately \$3,580 per year, paid monthly.

Board members discussed the reliability of driver self-reporting, training provided to drivers on vehicle inspections, and whether TripSpark offers a comparable inspection feature. The General Manager agreed to confirm whether TripSpark has this capability before the Board makes a final decision.

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Motion Moved by: John Divinski; Seconded by: Ed McGugan

That consideration of the ReadyChek vehicle inspection proposal be tabled pending confirmation of whether TripSpark offers a comparable inspection module.

Carried

B. Request to Donate a Vehicle to the Hanover Scouts

The General Manager advised that SMART had received a request from a staff member to donate a surplus vehicle to the Hanover Scouts. The Board discussed SMART's existing Capital Asset Disposal policy, which requires that vehicles valued at more than \$1,000 be listed for sale through GovDeals or a similar online auction platform, open to all bidders including SMART employees and clients. Board members expressed concern about the fairness of donating a vehicle to one community organization when other organizations would not have had the same opportunity and generally agreed that surplus vehicles should continue to be disposed of in accordance with the existing policy.

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

That the General Manager submit a written request to the Canada Revenue Agency Charities Directorate seeking permission to donate one 9-passenger vehicle to the Hanover Scouts, and report back to the Board with the Directorate's response and a recommendation at the next meeting.

Defeated

Motion Moved by: Ed McGugan; Seconded by: Scott Mackey

That the General Manager explain to the staff member the policy, and that any vehicle disposal continue to be carried out through the current service, namely GovDeals.

Carried

C. SMART Get-Together

Ed McGugan requested that the 2026 SMART Get-Together be added for discussion to the agenda for the next meeting. The General Manager agreed to do so.

9. Reports & Recommendations

A. Report on March 2026 Operations

The Board reviewed the report on March 2026 operations. The General Manager advised that ridership was down approximately 9%, or 647 rides, compared with the same period last year, which he attributed in part to winter storms, while noting that some municipalities saw increased ridership.

Motion Moved by: Scott Mackey; Seconded by: Joel Loughhead

That the report on March 2026 operations be accepted as presented.

Carried

B. Report on April 2026 Operations

The Board reviewed the report on April 2026 operations. The discussion also included budgeting. The General Manager and Board members agreed to revisit long-term budget planning and the 2027 SMART Budget over the summer in preparation for the September Board meeting.

Motion Moved by: Warren Dickert; Seconded by: John Divinski

That the report on April 2026 operations be accepted as presented.

Carried

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10. Adjournment & Upcoming Meeting Date – Friday July 10, 2026

The next meeting was confirmed for Friday, July 10, 2026, at 10:00AM.

Motion Moved by: Warren Dickert; Seconded by: John Divinski

That the meeting be adjourned as of 11:56AM.

Carried

Signed by:

Kym Hutcheon 7/21/2026

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Kym Hutcheon, Chair

Signed by:

Stephen Labelle 7/21/2026

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Stephen Labelle, Recording Secretary