

## **Valley Regional Services Board of Directors Meeting**

**Wednesday, November 19, 2025, 10:00 a.m.**

**Valley Waste-Resource Management Boardroom with Virtual Attendance Option**

### **APPROVED MINUTES**

A meeting of the Valley Regional Services Board of Directors was held on Wednesday, November 19, 2025, at 10:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

#### **Board Members in Attendance:**

<b>Municipality / Town</b>	<b>Board Members</b>	<b>Others in Attendance</b>
Municipality of Annapolis County	Dianne LeBlanc	Regrets Rob Frost, CAO Virtual
Town of Annapolis Royal	Amery Boyer, Mayor	Virtual Sandi Millett Campbell, CAO Virtual
Town of Berwick	Mike Trinacty, Mayor	In Person Jen Boyd, CAO In Person
Town of Berwick	Justin Serino, Alternate	Virtual
Town of Kentville	Andrew Zebian, Mayor	Virtual Chris McNeill, CAO In Person
Municipality of the County of Kings	Dave Corkum, Mayor	In Person Scott Conrod Regrets
Town of Middleton	Gail Smith, Mayor	In Person Ashley Crocker, CAO In Person
Town of Wolfville	Jodi MacKay, Mayor	In Person Glenn Horne, CAO In Person
Municipality of Digby	Linda Gregory, Warden	In Person Tyler Pulley Regrets
Kings Transit		Meg Hodges, General Manager In Person
Valley Waste		Andrew Garrett, General Manager In Person
Kings Transit & Valley Waste		Dan L'Abbe, Director Finance & Corporate Services In Person
Recording Secretary, Valley Regional Services		Andrea Garrett, VWRM In Person

#### **Agenda Item No. 1 –Welcome and Call to Order**

Chair Corkum welcomed everyone and called the meeting to order at 10:01 a.m.

#### **Agenda Item No. 2 – Approval of Agenda**

**ON MOTION OF WARDEN GREGORY AND SECONDED BY MAYOR SMITH that the Valley Regional Services Board of Directors approve the November 19, 2025, agenda, as circulated in the meeting package.**

**MOTION CARRIED.**

#### **Agenda Item No. 3 – Approval of the Minutes**

**Agenda Item No. 3.1 – Approval of the Meeting Minutes held October 15, 2025**

**ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR MACKAY that the Valley Regional Services Board of Directors approve the October 15, 2025, Meeting Minutes, as circulated.**

**MOTION CARRIED.**

## **Agenda Item No. 4 – Kings Transit Authority**

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### **Agenda Item No. 4.1 – General Manager’s Report**

As circulated in the meeting package, General Manager Hodges presented the Kings Transit Authority (KTA) General Manager’s Report. Key highlights included:

- The Greenwood 2 (G2) Route will remain suspended until at least early December due to mechanical issues. A spare bus has been of temporary assistance to mitigate disruptions.
- Priority has been given to stabilizing the fleet and commissioning the new Nova Buses so that the G2 route can be reinstated.
- The maintenance team continues to balance daily triage of the active fleet with efforts to bring the newly purchased buses online. Hiring an additional mechanic will provide immediate relief to the workload pressures.
- The operations team continues to recruit and train new drivers.
- KTA’s ICIP funding application was submitted with scope change and is being reviewed.
- The *Tidal Transit Authority* name was submitted to the Registry of Joint Stocks and awaits approval.
- KTA GM and Fleet Manager attended the Canadian Urban Transit Association (CUTA) Fall Conference. The event was a great learning experience.
- Kings Transit entered a float in the New Minas Parade of Lights on November 15<sup>th</sup>
- Budget preparation is well underway.

In response to the question, KTA has yet to approach NSCC to partner with recruiting and training heavy duty mechanics through the mechanics program, but KTA is eager to work with them.

In response to the question, advertising wrap on a bus exterior is marketed on a year-by-year contract with the wrap generally lasting many years. Bus 61’s wrap, for example, has lasted for 3 years.

**ON MOTION OF WARDEN GREGORY AND SECONDED BY MAYOR TRINACTY that the Valley Regional Services Board of Directors receive the November 19, 2025, Kings Transit Authority General Manager’s Report.**

**MOTION CARRIED.**

## **Agenda Item No. 4.2 – Kings Transit Authority – Financial Statement Report as of September 2025**

Director of Finance & Corporate Services, Dan L’Abbe, presented the Financial Statement report as of September 2025. Key highlights include:

- Most cost variances are due to timing issues.
- Fare revenue is down, while advertising revenue has increased.
- Repairs and maintenance expenses are currently lower than budgeted due to insurance claim reimbursement and capitalization of labour for work on the used buses purchased.
- Fuel costs have decreased following the removal of the federal fuel tax.
- Health benefit costs are higher than originally anticipated but reflect the Board’s June 2025 motion to increase employer RRSP contributions.
- Overall, the organization remains on track for the year.

In response to the question, the impact on the financials by suspending a route is difficult to predict accurately. While fare revenue may drop, there are some savings on fuel and bus repairs/ maintenance. Overall, the net effect is minimal.

**ON MOTION OF MAYOR SMITH and SECONDED BY MAYOR MACKAY, that the Valley Regional Services Board of Directors receive the November 19, 2025, Kings Transit Authority Financial Statements Report as of September 2025.**

**MOTION CARRIED.**

**Agenda Item No. 4.3 – Kings Transit Authority - Request for Decision, Mechanic Hiring**

General Manager Hodges presented to the Board the urgent need to hire a third mechanic. It was explained that the current situation is challenging, with several buses out of service and routes reduced. The five Nova Buses have not been made road-ready due to unexpected mechanical issues with other fleet vehicles. Hodges noted that funding for a third mechanic is included in next year's budget, but the need is immediate.

The comment was made that breakdowns and unpredictability can result in lost confidence and ridership, which is difficult to bring back once lost.

In response to the question, currently the fleet manager is tasked with handling overlapping tasks; hiring an additional mechanic would alleviate this inefficiency and help invest in a long-term plan for transit.

**ON MOTION OF WARDEN GREGORY and SECONDED BY MAYOR MACKAY, that the Valley Regional Services Board of Directors approves the creation of one additional full-time Heavy- Duty Mechanic position within the maintenance department, effective immediately, to address critical fleet maintenance requirements and ensure continued service delivery.**

and further that,

the Board acknowledges this action will result in a current-year budget overrun, and that the additional costs be apportioned among the participating municipalities in accordance with the established cost-sharing framework.

**MOTION CARRIED**

**Agenda Item No. 5 – Kings Transit and Valley Region Solid Waste-Resource Management Authorities**

General Manager Garrett referred to the two Request for Decisions included in the meeting package, *Agenda Item 5.1 - RFD for Banking Services* and *Agenda Item 5.2 - RFD for Auditing Services*. It was suggested by one municipality that this may need to be held *In Camera* to discuss contract negotiations. It was also suggested that the scheduled Agenda Item 7, *In Camera session in keeping with Section 22(2)(e) of the Municipal Government Act*, could also be discussed at this time.

**ON MOTION OF MAYOR MACKAY AND SECONDED BY MAYOR TRINACTY that the Valley Regional Services Board of Directors move to an In Camera session in keeping with section 22(2)(e) of the Municipal Government Act at 10:32am.**

**MOTION CARRIED.**

The November Regular Monthly Meeting of the Valley Regional Services Board of Directors was called back to open session at 10:45 a.m.

### **Agenda Item No. 5.1 – Request for Decision for Banking Services**

**ON MOTION OF MAYOR MACKAY and SECONDED BY MAYOR TRINACTY, that the Valley Regional Services Board of Directors contract BMO as the banking institution for both the Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority for a five-year term;**

and further that,

the Chair and General Manager, serving as Secretary, be authorized to sign associated contracts as required.

**MOTION CARRIED.**

### **Agenda Item No. 5.2 – Request for Decision for Auditing Services**

**ON MOTION OF MAYOR MACKAY and SECONDED BY MAYOR TRINACTY, that the Valley Regional Services Board of Directors contract BDO as the auditor for both Kings Transit Authority and the Valley Region Solid Waste-Resource Management Authority effective immediately for a five-year term;**

and further that,

the Chair and General Manager, serving as Secretary, be authorized to sign associated contracts (if required).

**MOTION CARRIED.**

## **Agenda Item No. 6 – Valley Region Solid Waste-Resource Management Authority**

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### **Agenda Item No. 6.1 – General Manager’s Report**

As circulated in the meeting package, General Manager Garrett presented the Valley Waste-Resource Management General Manager’s Report. Key highlights included:

- The agreements with Circular Materials are very close to being signed.
- Circular Materials hosted a successful media event on November 5. Also, all regions released a coordinated social media campaign to announce Extended Producer Responsibility for Paper, Packaging and Packaging-like Products (EPR for PPP).
- GM Garrett elaborated on new program materials that can now be recycled.
- Effective December 1, residential recycling tipping fees at both Management Centres will be removed and revenue will be received from Circular Materials’ compensation. Residents will still pay tipping fees for all other waste streams.
- ReGroup has been awarded the contract to process all residential recyclables in Nova Scotia and New Brunswick. Their Dartmouth facility is expected to open in early 2027. Scotia Recycling is pursuing an interim contract with Circular Materials to receive recyclable material.
- The RFP for the Expansion of the EMC closed and is being reviewed. An application to the Canadian Housing Infrastructure Fund (CHIF) was submitted earlier this year and, if unsuccessful, the project qualifies for Provincial Territorial CHIF funding which opens in January.
- A Request for Proposals for the transportation of ground wood (5-year term) has been released.
- Fall cleanup is nearly complete and in April, Clean-up will be replaced with bi-weekly bulky collection
- To ensure that the Solid Waste Bylaw complies with Provincial regulations, such as EPR for PPP, the Bylaw is being reviewed. VWRM will reach out to each municipality.

**ON MOTION OF MAYOR MACKAY AND SECONDED BY MAYOR TRINACTY that the Valley Regional Services Board of Directors receive the November 19, 2025, Valley Waste-Resource Management General Manager's Report.**

**MOTION CARRIED.**

**Agenda Item No. 6.2 – Valley Waste-Resource Management Authority – Financial Statement Report as of September 2025**

Director of Finance & Corporate Services, Dan L'Abbe, presented the Financial Statement report for Valley Waste as of September 2025. Key highlights include:

- The organization is currently under budget, primarily due to revenue variances.
- On the expense side, variances relate to organics, Scotia residuals, and recyclables. Construction & Demolition costs are lower because processing is being handled internally. Compensation & Employment variances are due to the timing of hiring staff.
- A detailed capital update was provided in the report.

**ON MOTION OF MAYOR SMITH and SECONDED BY MAYOR TRINACTY, that the Valley Regional Services Board of Directors receive the November 19, 2025, Valley Waste-Resource Management Financial Statements Report as of September 2025.**

**MOTION CARRIED.**

**Agenda Item No. 8 – Next Meeting**

The next Regular Monthly Meeting of the Valley Regional Services Board of Directors will be held on **Wednesday, December 17, 2025, beginning at 10:00 a.m.** in keeping with the normal meeting schedule.

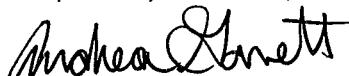
**Agenda Item No. 9 – Adjournment**

With no further business at the November regular monthly meeting of the Valley Regional Services Board of Directors, Chair Corkum called for adjournment.

**MOVED BY WARDEN GREGORY and SECONDED BY MAYOR TRINACTY that the Valley Regional Services Board of Director meeting adjourn at 11:08 a.m.**

**MOTION CARRIED.**

Respectfully submitted,



Andrea Garrett

Recording Secretary

Administration Manager, Valley Waste-Resource Management