

Valley Regional Services Board of Directors Meeting

Wednesday, December 17, 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, December 17, 2025, at 10:00 a.m., based in the Valley Waste-Resource Management Boardroom with a virtual attendance option.

Board Members in Attendance:

Municipality / Town	Board Members	Others in Attendance
Municipality of Annapolis County	Dianne LeBlanc, Warden In person	Rob Frost, CAO Virtual
Town of Annapolis Royal	Amery Boyer, Mayor Virtual	Sandi Millett Campbell, CAO Regrets
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 Regrets Debra Crowell, Alternate Virtual	Chris McNeill, CAO In Person
Municipality of the County of Kings	Dave Corkum, Mayor Regrets Emily Lutz, Alternate In Person	Scott Conrod, CAO Regrets
Town of Middleton	Gail Smith, Mayor In Person	Ashley Crocker, CAO Regrets
Town of Wolfville	Jodi MacKay, Mayor In Person	Glenn Horne, CAO Virtually
Municipality of Digby	Linda Gregory, Warden In Person	Tyler Pulley, CAO 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		Andrea Garrett, VWRM In Person

Agenda Item No. 1 –Welcome and Call to Order

Vice-Chair MacKay welcomed everyone and called the meeting to order at 10:00 a.m.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF WARDEN GREGORY AND SECONDED BY MAYOR TRINACTY that the Valley Regional Services Board of Directors approve the December 17, 2025, agenda, with the amendment to move Agenda Item No. 7.1 Correspondence – Letter from the Valley Public Transit Riders Association to Agenda Item No. 5, immediately following the Kings Transit Authority updates and all subsequent agenda items will be renumbered accordingly.

MOTION CARRIED.

Agenda Item No. 3 – Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Meeting Minutes held November 19, 2025

Two corrections were noted:

- Agenda Item 6.1, Valley Region Solid Waste-Resource Management Authority General Manager’s report: “EPR for PPP” should be amended to “Extended Producer Responsibility for Packaging, Paper and Packaging-Like Products”.
- Agenda Item 6.2, Valley Region Solid Waste-Resource Management Authority Financial Statement Report as of September 2025: “The organization is ahead of schedule” should be amended to “The organization is currently under budget”

ON MOTION OF WARDEN GREGORY AND SECONDED BY MAYOR SMITH that the Valley Regional Services Board of Directors approve the November 19, 2025, Meeting Minutes, with the noted amendments to Agenda Items 6.1 and 6.2.

MOTION CARRIED.

Agenda Item No. 4 – Kings Transit Authority

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 G2 route remains suspended due to bus repairs. Service is expected to resume in the New Year.
- Bus 59 experienced a severe engine failure. Engine replacement options are under review and will likely cause a significant budget overage.
- Fuel expenditures are currently lower than anticipated
- November’s Ridership is lower compared to the same period last year, likely due to the suspension of the G2 route and reliability issues.
- Early winter conditions have kept Operations busy. Snow response plans and procedures have been updated with detours on hilly routes in adverse conditions to ensure fleet and passenger safety.
- The transition from Kings Transit Authority to Tidal Transit Authority is underway and requires resolutions to be signed by all participating municipalities.
- Work on the F2027 budget continues in consultation with CAOs and finalization is expected for the January Board meeting.
- A new ridership survey was available on the KTA website and a link to the survey results was included in the meeting package.
- Website updates are ongoing so that it can be managed internally.
- A large print schedule has been prepared for implementation when the G2 route returns.
- An RFP for hybrid buses is in development with the assistance of Colliers and other transit agencies.
- Interviews for the mechanic’s position currently underway.

In response to the questions:

- The bus shelter in the Town of Digby has not been removed. GM Hodges will investigate whether the shelter is privately owned or municipally owned.
- The website redesign aims to make it easier for staff to internally update content.
- Snow route days are communicated through social media, radio, and websites. Additionally, there are plans to launch an app that will notify subscribers directly about route changes.
- GM Hodges will share the weather communications plan with municipalities so they can inform their staff.
- The current version of the policy is a draft, shared with the board to illustrate the decision-making process for snowy days. The language regarding disembarking procedures on Page 14 of the KTA Storm Policy has been removed from the final version.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY WARDEN GREGORY that the Valley Regional Services Board of Directors receive the December 17, 2025, Kings Transit Authority General Manager’s Report.

MOTION CARRIED.

Agenda Item No. 5 – Correspondence

Agenda Item No 5.1 – Letter from the Valley Public Transit Riders Association

The Valley Public Transit Riders Association is an advocacy group representing a diverse range of transit users in the Valley region. The Association actively follows KTA developments and seeks to reconnect with the new Board to reaffirm its role as an advocate for local transit riders.

MOVED BY COUNCILLOR LUTZ and SECONDED BY WARDEN LEBLANC that the Valley Regional Services Board of Directors receive the December 4, 2025, correspondence from the Valley Public Transit Riders Association.

MOTION CARRIED.

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

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:

- Valley Waste has finalized a long-term agreement with Circular Materials for curbside residential recycling collection. This covers all collection costs - recycling, overhead, education, customer service, and finance.
- EFR Environmental will introduce a new fleet of collection trucks over the next three months to support the new recycling contract.
- Scotia Recycling has an agreement with Circular Materials to process residential recycling from western Nova Scotia for 16 months.
- VW has finalized an agreement with Circular Materials for post-collection services, using the Eastern and Western Management Centres as transfer facilities and will also receive compensation for these services.
- Effective December 1st, residential recycling fees at the Management Centres were eliminated.
- Work on the FY2027 budget continues with CAOs. Finalization is expected for the January Board meeting.
- Residents are encouraged, but not required, to bring certain materials (e.g., Styrofoam™, chip bags, aerosol cans) to Drop-Off Depots. There are currently four depots in the Valley region.
- The 2026 Valley Waste Calendar has been distributed and community presentations by Education staff are available upon request.
- Capital Projects:
 - Roscoe Construction has been awarded the contract to replace the rear tunnel door at the Western Management Centre, with completion expected in March.
 - Div Con Construction is building the HHW building shelter at the Western Management Centre and is scheduled for completion in March.
- The Canadian Housing Infrastructure Fund (CHIF) application remains pending despite multiple follow-ups.
- Fall Clean-up tonnage increased this year by 30% this year, due to a to a later schedule and wet conditions
- A Request for Proposals for the transportation of ground wood closed on December 4th with four proposals received.

In response to the question, the drop-off depot network for recyclable materials has been established by Circular Materials. They are working to secure additional locations; however, at present, there are only four drop-off depots in the Valley Region. Valley Waste continues to encourage Circular Materials to expand the network.

ON MOTION OF MAYOR TRINACTY AND SECONDED BY MAYOR SMITH that the Valley Regional Services Board of Directors receive the December 17, 2025, Valley Waste-Resource Management General Manager’s Report.

MOTION CARRIED.

Agenda Item No. 7 – In Camera Session in keeping with Section 22(2)(e) of the *Municipal Government Act, Valley Waste-Resource Management*

ON MOTION OF WARDEN LEBLANC AND SECONDED BY MAYOR SMITH that the Valley Regional Services Board of Directors move to an In Camera session for Valley Waste in keeping with section 22(2)(e) of the Municipal Government Act at 10:36 a.m.

MOTION CARRIED

The December Regular Monthly Meeting of the Valley Regional Services Board of Directors was called back to open session at 10:43 a.m.

MOVED BY MAYOR TRINACTY and SECONDED BY MAYOR SMITH that the Valley Regional Services Board of Directors award the contract for the provision of transportation of wood waste for the 5-year period of January 1st, 2026 –December 31st, 2030, to John's Towing and Transport Ltd. of South Berwick, based on their submission under VWRP2512, dated December 4th, 2025;

And further that,

the Chair and General Manager be authorized to execute the appropriate contract documents for and on behalf of the Valley Region Solid Waste-Resource Management Authority.

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, January 21, 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 December regular monthly meeting of the Valley Regional Services Board of Directors, Vice Chair MacKay called for adjournment.

MOVED BY COUNCILLOR LUTZ and SECOND BY MAYOR SMITH that the Valley Regional Services Board of Director meeting adjourn at 10:44 a.m.

MOTION CARRIED.

Respectfully submitted,



Andrea Garrett

Recording Secretary

Administration Manager, Valley Waste-Resource Management