Valley Regional Services Board of Directors Meeting

Wednesday, June 17, 2026, 10:00 a.m.
Valley Waste-Resource Management Board room with Virtual Attendance Option
APPROVED MINUTES

A meeting of the Valley Regional Services Board of Directors was held on Wednesday, June 17, 2026, at 10:00 a.m., based in the Valley Waste-Resource Management board room with a virtual attendance option.

Board Members in Attendance:

Municipality / Town	Board Members		Others in Attendance	
Municipality of Annapolis County	**Dianne LeBlanc, Warden**	Virtual	Rob Frost, CAO	Virtual
Town of Annapolis Royal	**Sybil Skinner-Robertson, Deputy Mayor**	Virtual	Sandi Millett Campbell, CAO	Regrets
Town of Berwick	**Chris Goddard, Councillor**	In Person	Jen Boyd, CAO	Virtual
Town of Kentville	**Debra Crowell, Deputy Mayor**	Virtual	Chris McNeill, CAO	Virtual
Municipality of the County of Kings	**Dave Corkum, Mayor**	In Person	Scott Conrod, CAO	In Person
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, CAO	Regrets
Tidal Transit			Meg Hodges, General Manager	In Person
Valley Waste			Andrew Garrett, General Manager	In Person
Tidal 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

Chair Corkum welcomed everyone including Deputy-Mayor Debra Crowell, Deputy-Mayor Sybil Skinner-Robertson and Councillor Chris Goddard. The meeting was called to order at 10:00 a.m.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF MAYOR SMITH and seconded by MAYOR MACKAY that the Valley Regional Services Board of Directors approve the June 17, 2026, agenda, with the addition of:

- ***Agenda item No. 7 – In Camera Session for Tidal Transit and Valley Region Solid Waste-Resource Management Authorities in keeping with Section 22(2)(c) of the Municipal Government Act,***
- **Adjusting *Agenda Item 8 – Next Meeting* and *Agenda Item 9 – Adjournment.***

MOTION CARRIED.

Agenda Item No. 3 - Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Meeting Minutes held May 20, 2026

ON MOTION OF COUNCILLOR GODDARD and seconded by MAYOR MACKAY that the Valley Regional Services Board of Directors approve the May 20, 2026, Regular Meeting Minutes.
MOTION CARRIED.

Agenda Item No. 4 – Tidal Transit Authority

Agenda Item No. 4.1 – General Manager's Report

As circulated in the meeting package, General Manager Meg Hodges presented the Tidal Transit Authority General Manager's Report. Key updates included the following:

- Efforts are ongoing to increase the number of buses in service. The next vehicle from Nova Bus is expected to be delivered in July.
- Fuel costs have decreased since the previous reporting period.
- Ridership levels are currently lower than usual.
- A new radio advertising campaign has been launched to promote the updated brand name, including a public contest.
- Public Transit Assistance Program (PTAP) funding has been received from the Province.
- Work is underway with Maritime Bus to reestablish service connections to better align with Tidal Transit bus stops.

ON MOTION OF MAYOR MACKAY and seconded by MAYOR SMITH that the Valley Regional Services Board of Directors receive the June 17, 2026, Tidal Transit Authority General Manager's Report.
MOTION CARRIED.

Agenda Item No 4.2 – Approval of 2025/2026 Tidal Transit Authority Audited Financial Statements

The audited financial statements were presented as circulated, along with the Audit Committee Report included in the amended agenda. Director L'Abbé reported that the Authority received a clean audit opinion, with a small number of recommendations for improvement.

- Tidal Transit continues to operate without working capital and experiences ongoing cash flow constraints. The County of Kings advanced funds in Q1 to support operations.
- The approved budget forecast anticipated a $25,000 deficit; however, the current year-end position reflects a $72,000 deficit, primarily due to fuel cost increases outside of the Authority's control.
- Revenues were lower than expected due to reduced fare income and one Bus Route (G2) being out of service for an extended period.
- Expenses exceeded budget due to factors such as the unexpected addition of a cleaner and higher than anticipated professional fees.
- Vehicle repair costs were under budget.
- Additional information was noted on the funding ratios for member municipalities updated to reflect the new IMSA framework.

In response to the question, clarification will be sought regarding signatures on each section of the financial statements (management vs. Chair signatures).

ON MOTION OF MAYOR MACKAY and seconded by MAYOR SMITH that the Valley Regional Services Board of Directors adopt the Tidal Transit Audited Financial Statements for the year ending March 31, 2026.
MOTION CARRIED.

Agenda Item 4.3. Request for Decision, Bus Stop Signage

Warden Gregory joined the meeting at 10:18 a.m.

As circulated in the meeting package, the Authority is in a position to proceed with replacing and installing bus stop signage. Currently, approximately 50% of stops are signed. There are an estimated 500 stop locations in total, and all signage will be updated to meet accessibility requirements.

In more populated areas and at high use stops, route schedules will also be posted. The signage work is expected to be completed in coordination with the Provincial Sign Shop in Truro. The project includes approximately 1,300 signs, with an estimated cost of $50,000.

In response to the questions:

- It was confirmed that stops currently without signage have not previously had signs installed.
- Staff confirmed there is no debt associated with this project, as it will be funded through existing funding sources.
- A policy review is underway with an update included in Agenda Item No. 5.1

ON MOTION OF WARDEN GREGORY and seconded by MAYOR MACKAY that the Valley Regional Services Board of Directors approves Tidal Transit to purchase 1,300 bus stop signs and 300 perforated poles for a total cost of $75,000 (plus $2,893.05 non-refundable HST), with 80% of the costs funded through the Rural Transit Solutions Fund as outlined in this report.
MOTION CARRIED.

Agenda Item 4.4. Request for Decision, Hybrid Service Vehicles

As circulated, this project was approved through ICIP funding and was included in the F2027 budget. The total cost exceeds $10,000 threshold that, according to policy, requires Board approval. One bid was received for the hybrid truck and two bids for the hybrid SUV. The package will include a 5-year maintenance plan. Purchase costs are covered through ICIP funding and overall spending is lower than anticipated. The vehicles will carry Bluetooth capability, which is essential for operations and communication.

In response to the question, the warranty and maintenance package is bumper to bumper.

ON MOTION OF COUCILLOR GODDARD and seconded by WARDEN GREGORY that the Valley Regional Services Board of Directors approves Tidal Transit to purchase one (1) Ford F-150 XLT Hybrid Electric Truck for $59,010.73 (plus $2,276.27 non-refundable HST); and one (1) Ford Escape Hybrid Electric SUV for $51,387.16 with additional warranty/maintenance coverage for $7,675.00 (plus $2278.26 non-refundable HST); for a total project price of $118,072.89 (plus $4,554.54 non-refundable HST) with funding through ICIP Phase 2 as outlined in this report.
MOTION CARRIED.

Agenda Item No. 5 – Valley Region Solid Waste-Resource Management Authority

Agenda Item No. 5.1 – General Manager's Report

As outlined in the meeting package, General Manager Andrew Garrett presented the Valley Waste-Resource Management Authority General Manager's Report. Key highlights included:

- To continue discussion, there is a Request for Quotations posted which closes next week to provide policy review both Valley Waste's and Tidal Transit's Board-approved policies. Part of this review would be to ensure mirrored policies where appropriate. To date, 14 parties have taken out the RFQ package.

- Recruitment is underway following the departure of the Communications Manager.
- The contract for Household Hazardous Waste services expires in July and a Request for Proposals was posted. A Request for Decision will be brought to the next meeting. Higher costs are anticipated, with only two service providers in the province.
- The Western Management Centre (WMC) expansion contract has been awarded to Roscoe Construction. Two bids were received.
- A warehouse for the WMC will be supplied by Rikjak Construction (Bridgewater).
- Work is ongoing on the tunnel door and HHW structure overhang.
- A ½ ton truck contract was awarded to Valley Ford (three proposals received).
- A ¾ ton truck contract was awarded to Bruce Fleet Solutions (three proposals received).
- Groundwater testing completed in March showed minor exceedances. Results were reported to Environment and Climate Change, which requested continued monitoring and reporting.
- The Education team has been very active this spring and will attend all farmers' markets this summer.

In response to questions:

- The same two companies submitted bids for both expansion projects with competitive pricing.
- GM Garrett will circulate the schedule of Farmer's Market visit to the Board.

ON MOTION OF WARDEN LEBLANC And seconded by DEPUTY MAYOR SKINNER-ROBERTSON that the Valley Regional Services Board of Directors receives the June 17, 2026, Valley Waste-Resource Management Authority General Manager's Report.
MOTION CARRIED.

Agenda Item No. 5.2: Approval of 2025/2026 Valley Region Solid Waste-Resource Management Authority Audited Financial Statements.

As included in the meeting package, and with reference to the Audit Committee Report circulated in the amended agenda on Monday, Director L'Abbe provided an overview. Highlights included:

- Cash and trade receivables increased, primarily due to timing related to a change in banking.
- Capital assets increased as a result of Management Centre upgrades.
- Higher than expected material volumes were received at the Eastern Management Centre (EMC).
- Provincial Diversion Credit funding award was higher than anticipated.
- Organics volumes were lower than expected, possibly due to a dry summer.
- These financial statements include both capital and operating results.
- A total of $550,000 will be distributed to participating parties.

ON MOTION OF MAYOR SMITH and seconded by DEPUTY-MAYOR CROWELL that the Valley Regional Services Board of Directors adopt the Valley Region Solid Waste-Resource Management Authority Audited Financial Statements for the year ending March 31, 2026.
MOTION CARRIED.

Agenda Item No. 5.3. Request for Decision: Provision of Waste Wood Grinding Services

As outlined in the meeting package, the General Manager explained that the Authority owns a wood grinder, which helps meet fire code requirements and reduces costs. Other municipalities, both internal and external, have expressed interest in accessing this service. Offering the service could help offset equipment costs.

A proposed fee structure would include both internal and external rates per tonne to recover costs. This presents an opportunity to generate additional value for the Authority. The proposal would be reviewed by legal counsel.

In response to questions from the Board:

- It was confirmed that potential liabilities would be reviewed by the legal team and noted that trained Authority staff would operate the equipment, with safety as a priority.
- The comment was made to ensure the service is financially worthwhile, including accounting for equipment wear-and-tear.
- It was suggested to implement a one-year term, followed by a review and evaluation.

ON MOTION OF MAYOR SMITH and seconded by WARDEN LEBLANC that the Valley Regional Services Board of Directors approve Valley Waste-Resource Management to provide waste wood grinding services to member municipalities within the region at a cost-recovery basis, and to municipalities outside the region at a cost-recovery fee plus a minimum $10 per tonne fee, with all services subject to operational capacity and scheduling on a one (1) year term trial.
MOTION CARRIED.

Agenda Item No. 6 – Correspondence

6.1. Letter to Minister Halman – Sharps

A letter was sent to the provincial Minister of Environment and Climate Change about the sharps (needle) disposal program in Nova Scotia. The Board is awaiting a response.

Agenda item No. 7 – In Camera Session for Tidal Transit and Valley Region Solid Waste-Resource Management Authorities in keeping with Section 22(2)(c) of the Municipal Government Act

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-Resource Management and Tidal Transit in keeping with section 22(2)(c) of the Municipal Government Act at 10:50 a.m.
MOTION CARRIED.

Andrew Garrett, Andrea Garrett, Meg Hodges and Dan L'Abbe left the meeting at this time.

The June regular monthly meeting of the Valley Regional Services Board of Directors was called back to open session at 11:04 a.m.

ON MOTION OF MAYOR MACKAY and seconded by COUNCILLOR GODDARD, that the Valley Regional Services Board of Directors appoint Andrew Garrett as the Acting Executive Director of Valley Regional Services for a one-year term and authorizes the Chair of the Board to sign the employment agreement.
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, July 15, 2026, beginning at 10:00 a.m.** in keeping with the normal meeting schedule.

Agenda Item No. 9 – Adjournment

As there was no further business to bring forward, Chair Corkum adjourned the June 17, 2026, regular monthly meeting of the Valley Regional Services Board at 11:06 a.m.

Respectfully submitted,

Andrea Garrett
Recording Secretary
Administration Manager, Valley Waste-Resource Management