Valley Regional Services Board of Directors Meeting

Wednesday, October 21, 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, October 21, 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 the County of Annapolis	**Diane Le Blanc, Warden**	Virtual	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 Kentville	**Debra Crowell, Deputy Mayor**	Virtual	Chris McNeill, CAO	Regrets
Municipality of the County of Kings	**Dave Corkum, Mayor**	In Person	Andrea Hyslop, Deputy CAO	In Person
Town of Middleton	**Gail Smith, Mayor**	In Person	Waye Mason, CAO	In Person
Town of Wolfville	**Jodi MacKay, Mayor**	In Person	Glenn Horne, CAO	In Person
Municipality of Digby	**Linda Gregory, Warden**	Regrets	Tyler Pulley, CAO	In Person
Tidal Transit			Meg Hodges, General Manager	In Person
Valley Waste/ Acting Executive Director VRS			Andrew Garrett, General Manager	In Person
Recording Secretary			Andrea Garrett, Valley Waste	In Person

Agenda Item No. 1 –Welcome and Call to Order

Chair Corkum welcomed everyone. The meeting was called to order at 10:02 a.m.

Agenda Item No. 2 – Approval of Agenda

ON MOTION OF MAYOR TRINACTY and seconded by MAYOR SMITH that the Valley Regional Services Board of Directors approves the October 21, 2026, agenda as circulated.
MOTION CARRIED.

Agenda Item No. 3 - Approval of the Minutes

Agenda Item No. 3.1 – Approval of the Meeting Minutes held September 16, 2026
ON MOTION OF MAYOR MACKAY and seconded by MAYOR TRINACTY that the Valley Regional Services Board of Directors approves the September 16, 2026, Regular Meeting Minutes with the following amendments:

- **Attendance: Spelling correction to *Diane Le Blanc***
- **Agenda Item 6: Motion for In Camera Session corrected to *Section 22(2)(e).***

MOTION CARRIED.

Agenda Item No. 4 – Tidal Transit Authority

Agenda Item No. 4.1 – General Manager's Report

Mayor Boyer joined the meeting at 10:06 a.m. and abstained from all motions pertaining to Tidal Transit.

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

- TripSpark navigation system is expected to be ready in early 2027.
- A holiday bus pass campaign is being planned.
- Ridership continues to gradually recover.
- Bus #63 was retired on October 20, 2026.
- GM recently participated in a trip to Italy with Kings County representatives to review transit systems and best practices.
- Upcoming LinkNS meetings will focus on increased collaboration and joint procurement opportunities among transit organizations.
- The Cornwallis Park transit shelter is expected to open soon.

ON MOTION OF MAYOR SMITH and seconded by MAYOR MACKAY that the Valley Regional Services Board of Directors receives the October 21, 2026, Tidal Transit Authority General Manager's Report.
MOTION CARRIED.

Agenda Item 4.2 – Financial Statements as of September 30, 2026

GM Hodges provided an update on the financial statements as circulated in the meeting package.

Operational Report
Overall, operations are tracking well and remain within budget, with fuel costs representing the primary financial pressure.

ON MOTION OF MAYOR TRINACTY and seconded by MAYOR SMITH that the Valley Regional Services Board of Directors receives the October 21, 2026, Tidal Transit Authority Operational Financial Statements as of September 30, 2026.
MOTION CARRIED

Capital report
Baseline funding is supporting more capital projects than originally anticipated. The funding is currently covering approximately 40% of the cost of the Cornwallis Park transfer station project and 40% of the engine replacement for Bus 67.

In response to the question, work is underway on the bus shelter project. This includes securing permissions and agreements with property owners and participating towns and villages. An RFP is anticipated to be issued in February, with the project expected to remain on schedule.

ON MOTION OF MAYOR MACKAY and seconded by MAYOR TRINACTY that the Valley Regional Services Board of Directors receives the October 21, 2026, Tidal Transit Authority Capital Financial Statements as of September 30, 2026.
MOTION CARRIED

Agenda Item 4.3 - Request for Decision, Tire Changer and Balancer Purchase

General Manager Hodges explained that transit bus tires are highly specialized and sending them off-site for seasonal tire changes, balancing, and calibration is both challenging and costly. Baseline funding is available to support the purchase, and that existing mechanic staff have the skills and capacity to operate the equipment.

Four bids were received but two bids were disqualified for not meeting the minimum requirements as outlined in the procurement specifications.

In response to the questions:

- The anticipated delivery timeline for the equipment would be a matter of weeks.
- No additional staffing would be required, and the equipment would not negatively affect current operations. Completing the work in-house would improve efficiency.
- Based on projected savings from completing tire work internally, the investment is expected to pay for itself within five years.

ON MOTION OF MAYOR TRINACTY and seconded by MAYOR SMITH that the Valley Regional Services Board of Directors approves the purchase of one (1) Heavy-Duty Tire Balancer and one (1) Heavy-Duty Tire Changer for $60,559 (plus non-refundable HST) with 40% funding through CPTF Baseline Funding and 60% through Tidal Transit Authority capital reserves 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:

- Recruitment for the Director of Finance position is underway, with the position posted on October 21, 2026.
- Budget development is currently in progress.
- The policy review process continues, with draft policies expected to be received from ATN Consultants soon.
- Two new Education and Enforcement staff members have recently joined the organization.
- An Open House is scheduled for October 24, 2026, at the Eastern Management Centre in Kentville. From noon -2:00pm.
- Recommendations for the damaged infrastructure from the Lawrencetown facility fire has been received. The facility is expected to be closed for several months during rebuilding, and alternative operational arrangements are being explored.
- Approximately 60% of the Authority's green carts are now 27 years old and green cart replacements have increased significantly. Delivery of replacement carts has been delayed while awaiting shipment order.
- Expansion work at the Eastern Management Centre is progressing, with the roof installation underway.
- Projects at the Western Management Centre (WMC) are currently on hold.
- Increase in garbage tonnage is due to the first year offering regular bulky waste collection. Increases were also reported in wood waste and yard waste volumes.

In response to the questions:

- Fires at solid waste facilities are becoming increasingly common across the country and it is a nationwide concern.
- Statistics on facility fires in the Valley will be provided to the Board and will investigate the availability of provincial statistics.
- The replacement green carts of today are not expected to be as durable as the original green carts purchased in 1999.

ON MOTION OF MAYOR SMITH and seconded by MAYOR MACKAY that the Valley Regional Services Board of Directors receives the October 21, 2026, Valley Waste-Resource Management Authority General Manager's Report. MOTION CARRIED.

Agenda Item No. 5.2 -Financial Statements as of September 30, 2026

General Manager Andrew Garrett presented the financial statements as of September 30, 2026.

Operational Report:
Commercial customer activity has contributed to increased revenues, with wood waste volumes also exceeding projections. Diversion credit revenues are higher than anticipated and are contributing positively to the Authority's financial position.

The turbine at the Eastern Management Centre requires repairs. Future discussion regarding the turbine asset will be required as part of the upcoming budget process.

Curbside collection costs continue to exceed budget projections, driven in part by growth in the number of dwelling units serviced and fuel costs.

In response to the questions:

- The turbine generates approximately $40,000 in revenue annually and typically incurs annual repair and maintenance costs of $10,000. A business case for the future of the wind turbine will be prepared for Board consideration during future budget deliberations.

ON MOTION OF MAYOR TRINACTY and seconded by MAYOR MACKAY that the Valley Regional Services Board of Directors, that the Valley Regional Services Board of Directors receive the October 21, 2026, Valley Region Solid Waste-Resource Management Authority Operational Financial Statements as of September 30, 2026. MOTION CARRIED

Capital report:
General Manager Andrew Garrett shared a corrected version of the Capital Report online to address an error in the original report.

Projects at the Western Management Centre are currently on hold. The retention pond project for fire fighting has been withdrawn, and alternate fire suppression technology will be explored. The majority of remaining capital projects are either in progress or substantially complete.

ON MOTION OF MAYOR MACKAY and seconded by MAYOR TRINACTY that the Valley Regional Services Board of Directors, that the Valley Regional Services Board of Directors receive the October 21, 2026, Valley Region Solid Waste-Resource Management Authority Capital Financial Statements as of September 30, 2026.
MOTION CARRIED

Agenda Item No. 5.3 – Request for Decision, Annual Approval of Occupational Health and Safety Policy, AAP-08

As included in the meeting package, General Manager Andrew Garrett presented the annual Occupational Health and Safety (OHS) Policy Review for Board approval. The policy is based on the Authority's internal responsibility system and is reviewed annually to ensure it remains current and effective. He emphasized the importance of maintaining a strong safety culture, noting that the solid waste industry is recognized as one of the higher-risk sectors in Canada.

In response to the questions:

- Additional public awareness advertising will be considered to discourage improper battery disposal including their risk to worker safety.
- Education of proper battery disposal for both children and adults is being actively worked on.
- Valley Waste's Joint Occupational Health and Safety Committee meets monthly and monthly toolbox meetings are also conducted with staff to reinforce safety awareness and safe work practices.

ON MOTION OF MAYOR SMITH and seconded by WARDEN LE BLANC that the Valley Regional Services Board of Directors, That the Valley Regional Services Board of Directors formally approves the Valley Region Solid Waste-Resource Management Authority Safety Policy, AAP-08, as presented, and authorizes the Chair and General Manager to execute the Policy for and on behalf of the Valley Region Solid Waste-Resource Management Authority.
MOTION CARRIED.

Agenda Item No. 6 – In-Camera Session for Valley Region Solid Waste-Resource Management Authority in keeping with Section 22(2)(e) of the Municipal Government Act

ON MOTION OF WARDEN LE BLANC and seconded by MAYOR TRINACTY 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)(e) of the Municipal Government Act at 10:45 a.m.
MOTION CARRIED

The October Regular Monthly Meeting of the Valley Regional Services Board of Directors was called back to open session at 10:54 a.m.

Agenda Item No. 7 – Correspondence

There is no correspondence at this time.

Agenda Item No. 8 – Next Meeting

The next Regular Monthly Meeting of the Valley Regional Services Board of Directors will be held on **Wednesday, November 18, 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 October 21, 2026, regular monthly meeting of the Valley Regional Services Board at 10:55 a.m.

Respectfully submitted,

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