



**Meeting Agenda**  
**December 4, 2025**  
**Municipality of County of Kings**  
**Council Chambers**

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1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – September 11, 2025
4. Operations Update
5. 2026/27 Annual Business Plan
6. Adjournment



Valley Community Fibre Network

**Meeting Minutes:  
September 11, 2025  
Immediately following  
VCFNA AGM  
Council Chambers and via Microsoft  
Teams**

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In Attendance:

Ian Palmeter, Councillor, Town of Wolfville  
Emily Lutz, Councillor, Municipality of the County of Kings  
Jim Ivey, Councillor, West Hants Regional Municipality  
Gary Doucette, Acadia University  
Matt Povah, Nova Scotia Community College

Also Present:

Scott Conrod, CAO, Municipality of the County of Kings  
Jen Boyd, CAO, Town of Berwick  
Mike Livingstone, Director of Finance & IT, Municipality of the County of Kings  
Carlee Rochon, Director of Finance, West Hants Regional Municipality  
Chad West, Manager of IT, Municipality of the County of Kings  
Tyler Honeywood, Manager of Financial Reporting, Municipality of the County of Kings  
Cris Shirritt, Board Solicitor  
Haley Hutt, Recording Secretary, Municipality of the County of Kings

Regrets:

Chrystal Remme, Councillor, West Hants Regional Municipality  
Justin Serino, Councillor, Town of Berwick

1. Call to Order

The meeting of VCFN was called to order at 2:54 p.m.

2. Approval of Agenda

Chad West requested a closed session be added to the end of the meeting.

**On motion of Councillor Lutz and Councillor Ivey, that the September 11, 2025 agenda be approved as amended.**

**Motion Carried.**

3. Approval of Minutes:

**On motion of Councillor Lutz and Gary Doucette, the minutes of the VCFN meeting on April 8, 2025 be approved. Motion Carried.**

4. Operations Update

Chad West provided a brief operations update.

5. Work Plan Update

Chad West provided a brief work plan update.

6. Approval of banking access

There were no changes to banking access as all officers remained the same.

7. Closed Session

**On motion of Councillor Lutz and Gary Doucette, that the VCFN go into a closed session in accordance with section 22 (2) (e) Municipal Government Act: contract negotiations.**

**Motion Carried.**

Meeting went in camera at 3:09 p.m. and returned at 3:13 p.m.

**8. On motion of Gary Doucette and Councillor Lutz to approve the contract amendment with Rogers/ X Country as discussed in camera. Motion Carried**

9. Adjournment

**On motion of Councillor Lutz, that the meeting adjourn.  
Motion Carried.**

The Meeting adjourned at 3:15 p.m.

Approved by:

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Councillor Ian Palmeter, Chair

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Haley Hutt, Recording Secretary

DRAFT

**TO** VCFN Board  
**PREPARED BY** Chad West and Tyler Honeywood  
**MEETING DATE** December 4, 2025  
**SUBJECT** Proposed 2026/27 Annual Business Plan

**ORIGIN**

- First introduction.

**RECOMMENDATION**

That the VCFN Board receive the briefing on the proposed 2026/27 Annual Business Plan as information.

**DISCUSSION**

This document outlines the proposed 2026/27 Annual Business Plan, which as per the VCFN Agreement, would serve as the 2026/27 operating budget and three-year capital plan.

The proposed plan includes \$60,000 for a network operations service, \$30,000 for a capital plan to upgrade the common internet and a plan to eliminate the accumulated deficit by 2033.

The proposed plan includes the following notable differences from the current state:

1. A reduction in anticipated interest revenue due to declining interest rates.
2. An increase in recurring fees due to the addition of new dark fibre leases.
3. Elimination of project management fees associated with the Xplore service contract that was terminated in 2025.
4. A budget of \$15,000 to cover repairs and maintenance, which would be sufficient to cover a significant repair event should one occur during the year.
5. \$60,000 for a network operations service.
6. \$30,000 capital plan to upgrade the common internet.

The detailed proposed 2026/27 Annual Business Plan is attached.

**FINANCIAL IMPLICATIONS**

- Partner contributions would remain fixed at their current levels:

Acadia University	\$21,067
NSCC	\$21,067
Municipality of the County of Kings	\$13,978
West Hants Regional Municipality	\$5,113
Town of Wolfville	\$1,306
Town of Berwick	\$670

**ALTERNATIVES**

- Partner contributions could be reduced by removing the network operations service, however this would come at increased risk of not meeting contractual service level obligations.
- Reserves could be invested in a GIC for higher returns.



# Briefing

## **IMPLEMENTATION**

- Board to provide feedback on suggested amendments by December 31, 2025.
- Updated 2026/27 Annual Business Plan to be circulated based on suggested amendments.
- Representatives to submit the 2026/26 Annual Business Plan to each of the Parties for approval.
- 2026/27 Annual Business Plan to be approved at the March 2026 meeting of the Board.

## **APPENDICES**

- Appendix A: 2026/27 Annual Business Plan
- Appendix B: 2027/27 Capital Plan

## Appendix A: Annual Business Plan

VCFN - Budget			
	2026/27	2027/28	2028/29
Common internet fees	18,600	18,600	18,600
Installation fees	16,190	16,190	16,190
IRU fee	61,790	61,790	61,790
Interest	28,490	39,980	42,100
Operating Contributions	63,200	63,200	63,200
Recurring fees	172,000	172,970	173,320
<b>Revenue</b>	<b>360,270</b>	<b>372,730</b>	<b>375,200</b>
Amortization	51,649	51,643	51,649
Pole Fees	141,190	145,430	149,790
<b>Cost of Goods Sold</b>	<b>192,839</b>	<b>197,073</b>	<b>201,439</b>
<b>Gross Margin</b>	<b>167,431</b>	<b>175,657</b>	<b>173,761</b>
Accounting	17,500	17,500	17,500
Bank charges	190	200	210
Dues and fees	1,370	1,410	1,450
Fibre network	13,260	13,660	14,070
Insurance	7,500	7,730	7,960
Legal	2,500	2,630	2,760
Repairs and maintenance	15,000	15,300	15,610
Telephone	400	410	420
Network Operations	60,000	60,000	60,000
<b>Operating Expenses</b>	<b>117,720</b>	<b>118,840</b>	<b>119,980</b>
<b>Net Income</b>	<b>49,711</b>	<b>56,817</b>	<b>53,781</b>
Deficit, beginning of year	(345,125)	(295,414)	(238,597)
Deficit, end of year	(295,414)	(238,597)	(184,816)

# Appendix B: 2027/27 Capital Plan

## Valley Community Fiber Network

Project Justification Sheet  
2025/26 to 2029/30 Capital Budget & Forecast

ONGOING PROGRAM

NEW PROJECT

CARRYOVER PROJECT

**PROJECT** Common Internet Upgrade

GL ACCOUNT # 1140

<b>DEPARTMENT</b>	Information Technology	<b>PROJECT #</b> 26-01	<b>PRIORITY</b>	High	<b>ASSET CATEGORY</b>	Computer Hardware/Software
<b>NEW OR REPLACEMENT ASSET</b>	Replacement	<b>LEVEL OF SERVICE IMPACT</b>	Maintain level of service	<b>EXPECTED LIFE</b>	7	years

**DESCRIPTION**

Upgrade core network and edge component of the VCFN Common Internet service to support 10Gbps internet speeds.

**NEED FOR PROJECT**

The Cisco switches which are currently used on the VCFN core network are approximately 15 years old and are well past their useful service life. Risk of a critical failure of this core service without an upgrade is high.

**CARRYOVER DETAIL**

First introduction of project.

**FUNDING SOURCE DETAIL**

Project to be funded with cash on hand.

**OTHER CONSIDERATIONS**

- MAINTAINS A CORE PROGRAM OR SERVICE
- MANDATED BY LAW OR CONTRACT
- REPLACING END OF LIFE ASSET
- REQUIRED FOR HEALTH & SAFETY
- ENVIRONMENTAL IMPACT - PREVENTION OR MITIGATION
- SIGNIFICANT IMPACT IF DEFERRED
- IMPACTS OTHER GOVERNMENTS
- PREVIOUSLY COMMITTED

**ESTIMATED IMPACT ON OPERATING BUDGET**

	1st Year	2nd Year
<b>GOODS &amp; SERVICES</b>	30,000	-
<b>OTHER</b>	-	-
<b>DIRECT COST</b>	30,000	-
<b>FINANCING COST</b>	-	-
<b>DEPRECIATION</b>	4,286	4,286
<b>INDIRECT COST</b>	4,286	4,286
<b>TOTAL COST</b>	34,286	4,286
<b>REVENUE</b>	-	-
<b>NET COST</b>	34,286	4,286

**ESTIMATED PROJECT COST**

	2026/27	2027/28	2028/29	2029/30	2030/31	Total
Engineering/Consulting	8,000	-	-	-	-	8,000
Equipment	22,000	-	-	-	-	22,000
Construction	-	-	-	-	-	-
<b>TOTAL</b>	30,000	-	-	-	-	30,000
<b>FUNDING SOURCE</b>						
From Operating	30,000	-	-	-	-	-
Fed/Prov Grants	-	-	-	-	-	-
Reserves - Capital	-	-	-	-	-	-
Reserves - Operating	-	-	-	-	-	-
Debt	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
<b>TOTAL</b>	30,000	-	-	-	-	-