



Meeting Agenda
May 22, 2026
10:00 a.m.
Council Chambers and via
Microsoft Teams

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – December 4, 2025
4. Appointment of Vice-Chair
5. Operations update
6. Approval of 2026/27 Annual Business Plan
7. Appointment of Auditor
8. Adjournment



Valley Community Fibre Network

Meeting Minutes:

December 4, 2025

2:00 pm

**Council Chambers and via Microsoft
Teams**

In Attendance:

Ian Palmeter, Councillor, Town of Wolfville

Peter Allen, Councillor, Municipality of the County of Kings

Chrystal Remme, Councillor, West Hants Regional Municipality (arrived at 2:04)

Justin Serino, Councillor, Town of Berwick

Gary Meister, Acadia University

Matt Povah, Nova Scotia Community College

Also Present:

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

Brittany Cleveland, Accounting Analyst

Haley Hutt, Recording Secretary, Municipality of the County of Kings

Regrets:

Robbie Hiltz, Councillor, Municipality of the County of Kings

1. Call to Order

The meeting of VCFN was called to order at 2:01 p.m.

2. Approval of Agenda

On motion of Councillor Serino and Councillor Allen that the December 4, 2025 agenda be approved as circulated.

Motion Carried.

3. Approval of Minutes:

**On motion of Matt Povah and Councillor Serino, that the minutes of the VCFN meeting on September 11, 2025 be approved.
Motion Carried.**

4. Operations Update

Chad West provided a brief operations update.

5. 2026/27 Annual Business Plan

Chad West and Tyler Honeywood presented the briefing on the 2026/27 Annual Business Plan.

6. Adjournment

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

The Meeting adjourned 2:27 p.m.

Approved by:

Councillor Ian Palmetter, Chair

Haley Hutt, Recording Secretary

Valley Community Fibre Network Authority

Meeting Agenda May 22, 2026, immediately following VCFN meeting Council Chambers and via Microsoft Teams

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes – September 11, 2025
4. Appointment of Vice-Chair
5. Approval of common internet upgrade
6. Appointment of Auditor
7. Appointment of CRA Representative
8. Adjournment

Valley Community Fibre Network Authority
Meeting Minutes: September 11, 2025,
immediately following VCFN meeting
Municipality of the County of Kings Council Chambers
& Microsoft Teams Meeting

In Attendance:

Ian Palmeter, Councillor, Town of Wolfville
Emily Lutz, Councillor, Municipality of the County of Kings
Jim Ivey, Councillor, West Hants Regional Municipality

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
Gary Doucette, Acadia University
Matt Povah, Nova Scotia Community College
Cris Shirritt, Board Solicitor
Haley Hutt, Recording Secretary, Municipality of the County of Kings

Regrets:

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

1. Call to Order

The meeting was called to order at 3:17 p.m.

2. Approval of Agenda

On motion of Councillor Lutz and Councillor Ivey, the September 11, 2025 agenda be approved. Motion Carried.

3. Approval of Minutes – January 6, 2025

On motion of Councillor Lutz and Councillor Ivey, that the minutes of the VCFNA meeting on April 8, 2025 be approved. Motion Carried.

4. Common Internet upgrade update

Chad West provided an update on the Common Internet upgrade.

5. Adjournment

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

The meeting adjourned at 3:50 p.m

DRAFT



Request for Decision

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|---------------------|---|
| TO | VCFNA Board |
| PREPARED BY | Tyler Honeywood, Manager of Financial Reporting |
| MEETING DATE | May 22, 2026 |
| SUBJECT | Appointment of CRA representative |

ORIGIN

- First Introduction to VCFNA Board

RECOMMENDATION

That the VCFNA Board designate Brittany Cleveland, Accounting Analyst as a designate of the VCFNA on Canada Revenue Agency's records.

INTENT

VCFNA Board to designate Brittany Cleveland as a designated for Valley Community Fibre Network Authority (VCFNA) on Canada Revenue Agency's (CRA) records in order to create a CRA MyBusinessAccount for the Authority.

DISCUSSION

In order to access the VCFNA's tax documents online the VCFNA must appoint an individual as a designate. This will be for the sole purpose of updating records with the CRA in order to create an online account.

FINANCIAL IMPLICATIONS

- None.

APPENDICES

- None

APPROVALS

Mike Livingstone, Director of Finance & IT

May 12, 2026