

**THE MUNICIPALITY OF THE COUNTY OF KINGS**  
**COMMITTEE OF THE WHOLE**  
**Tuesday, October 19, 2021**  
**9:00 a.m.**  
**AGENDA**

**Audio Recording Times Noted In Red**  
**(Minutes: Seconds)**

1. Roll Call **00:00**
2. Approval of Agenda **01:08** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes Page 3
  - a. September 21, 2021 **01:40**
5. Business Arising from Minutes Page 3
  - a. September 21, 2021 **02:07**
6. Presentations Page 13
  - a. 9:10 a.m. Nova Scotia Department of Justice re: RCMP Budget Increase **02:48**
  - b. 9:30 a.m. Annapolis Valley Trails Coalition **50:10**
7. Administration Page 14
  - a. Community Flag Raising: World Polio Day October 22, 2021 **82:00** Page 16
  - b. Amendments to Policy IT-07-001: Acceptable System & Network Usage **85:36**
  - c. Amendments to Policy ADMIN-01-000: Policy Development **90:00** Page 35
  - d. Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings **112:30** Page 49
  - e. Connection of Strategic Plan to Performance Management **172:10** Page 68
8. Engineering and Public Works, Lands & Parks Services Page 78
  - a. FY2022-23 Priority List for Provincial/Subdivision Road Resurfacing Program **226:34**
9. Budget and Finance Committee Recommendations September 29, 2021 Page 93
  - a. General Operating Accountability Report (Period Ended March 31, 2021) **243:06**
  - b. 2021-22 Operating Accountability Report - Reserve Transfer **257:20**
  - c. General Operating Accountability Report (Period Ended June 30, 2021) **258:17**
  - d. Capital Accountability Report (Period Ended March 31, 2021) **258:55**
  - e. Capital Accountability Report (for Period Ended June 30, 2021) **259:20**
10. Correspondence **238:40**
  - a. 2021-10-05 Braedan MacVicar Thank You Page 94
  - b. 2021-10-05 Soldiers Memorial Hospital Foundation Thank You Page 96
  - c. 2021-10-06 Make-A-Wish Nova Scotia Thank You Page 97
  - d. 2021-10-07 Brigadoon Campaign Launch Invitation Page 98
11. External Board and Committee Reports Page 99
  - a. Kentville Joint Fire Services Committee **239:54** Page 100
  - b. Kings Transit Authority Board **242:08** Page 104
  - c. New Minas Secondary Planning Strategy Working Group **242:25** Page 105
  - d. New Minas Source Water Protection Committee **242:40** Page 106
  - e. Other: See Attached Table

12. Other Business **None**
13. Comments from the Public **None**
14. Adjournment **259:10**



**THE MUNICIPALITY OF THE COUNTY OF KINGS  
COMMITTEE OF THE WHOLE  
September 21, 2021  
DRAFT MINUTES**

**Meeting Date  
and Time**

A meeting of the Committee of the Whole was held on Tuesday, September 21, 2021 at 9:39 a.m. following a Special Council meeting in the Council Chambers, Municipal Complex, Coldbrook, NS.

**1. Attendance**

All Members of Council were in attendance.

Deputy Mayor Lutz chaired the meeting.

***Results for Roll Call***

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Trish Javorek, Director, Planning & Inspections
- Scott Quinn, Director, Engineering & Public Works, Lands & Parks
- Mike Livingstone, Manager, Financial Reporting
- Brittany Mastroianni, Manager, Community (item 9a)
- Laura Mosher, Manager, Planning & Development
- Kenisha Gordon, Diversity Specialist (item 9a)
- Gordon Roussel, Policy Analyst (item 9b)
- Amie Johnstone, Grants and Funding Administrator (item 7a)
- Janny Postema, Municipal Clerk/Recording Secretary
- Chloe Austin, Administrative Assistant/Recording Secretary

**2. [Approval of Agenda](#)**

**On motion of Councillor Misner and Councillor Allen, that Committee of the Whole approve the September 21, 2021 agenda as circulated.**

**Motion Carried.**

**COTW-2021-09-21-120**

***Results***

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For

District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

3. **Disclosure of Conflict of Interest Issues**

No Conflict of Interest issues were declared.

4. **Approval of Minutes**

4a. [July 20, 2021](#)

On motion of Councillor Hirtle and Councillor Misner, that the minutes of the Committee of the Whole meeting held on July 20, 2021 be approved as circulated.

Motion Carried.

COTW-2021-09-21-121

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

5. **Business Arising from Minutes**

5a. [July 20, 2021](#)

There was no business arising from the July 20, 2021 minutes.

6. **Presentation**

6a. [Clean Annapolis River Project: Annapolis Valley Sand Barrens Demonstration Garden Proposal for Municipal Complex](#)

Katie McLean, Program Manager, provided a [presentation](#) on behalf of the Clean Annapolis River Project on the Annapolis Valley Sand Barrens Demonstration Garden Proposal for the Municipal Complex.

On motion of Mayor Muttart and Councillor Granger, that Committee of the Whole receive the 'Clean Annapolis River Project: Annapolis Valley Sand Barrens Demonstration Garden Proposal for Municipal Complex' presentation as provided on September 21, 2021 for information.

Motion Carried.

COTW-2021-09-21-122

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For

District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

## 7. Financial Services

### 7a. [2021/22 Community Grant Awards](#)

Amie Johnstone, Grants and Funding Administrator, presented the Briefing as attached to the September 21, 2021 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Winsor and Councillor Armstrong, that Committee of the Whole receive the 2021/22 Community Grant Awards Briefing dated September 21, 2021 as information.**

**Motion Carried.**

**COTW-2021-09-21-123**

#### *Results*

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

## 8. Planning and Development Services

### 8a. [Amendments to Policy PLAN-09-003: Planning Advisory Committee](#)

Laura Mosher, Manager of Planning and Development, presented the Request for Decision as attached to the September 21, 2021 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Armstrong and Mayor Muttart, that Committee of the Whole recommend Municipal Council reconsider the March 8, 2021 motion regarding the creation of designated seats for young adults aged 16 to 25 on three Committees of Council - as provincial legislation and other by-laws of the Municipality would prohibit voting members under 18 - and pass a motion to create designated seats for young adults aged 18 to 25 on the Committees of Council outlined in the February 18, 2021 Request for Decision.**

**Motion Carried.**

**COTW-2021-09-21-124**

#### *Results*

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For

District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Councillor Armstrong and Councillor Allen, that Committee of the Whole recommend Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy PLAN-09-003, being the Policy governing the Planning Advisory Committee, as outlined in the September 21, 2021 Request for Decision.

Motion Returned to Staff.

On motion of Councillor Hirtle and Councillor Harding, that the citizen members on the Planning Advisory Committee be left at three and that the young adult seat be an additional seat.

Amendment Withdrawn.

On motion of Councillor Hirtle and Councillor Armstrong, that the proposed amendments to the Planning Advisory Committee Policy be referred back to staff to take into consideration the comments made by Councillors at the September 21, 2021 Committee of the Whole meeting.

Motion Carried.

COTW-2021-09-21-125

#### Results

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Committee of the Whole took a short break from 10:32 - 10:44 a.m.

## 9. Administration

### 9a. [Amendments to Diversity Kings County Terms of Reference](#)

Kenisha Gordon, Diversity Specialist, presented the Request for Decision as attached to the September 21, 2021 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Granger and Councillor Misner, that

**Committee of the Whole recommend Municipal Council approve the amended Terms of Reference for the Diversity Kings County Committee as attached to the September 21, 2021 agenda.**

**Motion Carried.**

**COTW-2021-09-21-126**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9b. **New Policy ADMIN-01-022:  
Council and Committee  
Videoconference**

Gordon Roussel, Policy Analyst, presented the Request for Decision as attached to the September 21, 2021 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Winsor and Councillor Granger, that Committee of the Whole recommend Municipal Council provide seven days' notice, per s. 48(1) *Municipal Government Act*, to adopt Policy ADMIN-01-022, the Council and Committee Videoconference Policy, as outlined in the September 21, 2021 Request for Decision.**

**Motion Carried.**

**COTW-2021-09-21-127**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9c. **Strategic Plan 2021-2024**

Greg Barr, Director of Finance & IT, presented the Request for Decision as attached to the September 21, 2021 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Harding and Councillor Killam, that Committee of the Whole recommend Municipal Council approve the draft 2021-2024 Strategic Plan as attached to the September 21, 2021 Request for Decision.**

**Motion Carried.****COTW-2021-09-21-128****Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9d. [Draft REMO Intermunicipal Services Agreement](#)

Scott Conrod, Chief Administrative Officer, presented the Request for Decision as attached to the September 21, 2021 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Allen and Councillor Misner, that Committee of the Whole recommend Municipal Council authorize the Mayor and CAO to executive the Intermunicipal Services Agreement for the provision of Regional Emergency Management services as attached to the September 21, 2021 Request for Decision.**

**Motion Carried.****COTW-2021-09-21-129****Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Committee of the Whole recessed for lunch from 11:54 a.m. - 12:46 p.m.

10. **Engineering and Public Works, Lands & Parks Services**

10a. [Landscape Plan for the Municipal Complex](#)

Scott Quinn, Director, Engineering & Public Works, Lands & Parks, presented the Request for Decision as attached to the September 21, 2021 Committee of the Whole agenda and provided a [presentation](#).

**On motion of Councillor Armstrong and Councillor Hirtle, that Committee of the Whole recommend Municipal Council approve the Landscape Plan for the Municipal Complex, as attached to the September 21, 2021 Committee of the Whole agenda.**

**Motion Carried.****COTW-2021-09-21-130****Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**11. Financial Services**

11a. [Financial Services](#)  
[Transfer of Valley Region](#)  
[Solid Waste-Resource](#)  
[Management Authority](#)  
[surplus to VWRM Reserve](#)

Mike Livingstone, Manager of Financial Reporting, presented the Request for Decision as attached to the September 21, 2021 Committee of the Whole agenda and provided a [presentation](#).

On motion of Mayor Muttart and Councillor Armstrong, that Committee of the Whole recommend to Council that transfers of \$768,662.70 from General Operating Reserve (61-4-460-270) and \$104,699.66 from current operations (01-2-212-148) be made to the Municipality's Valley Region Solid Waste-Resource Management Authority Operating Reserve (61-4-460-350).

**Motion Carried.****COTW-2021-09-21-131****Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Mayor Muttart and Councillor Granger, that Committee of the Whole recommend to Council that any balance in the Valley Region Solid Waste-Resource Management Authority Operating Reserve (61-4-460-350) in excess of the recommended threshold, established by policy FIN-05-017, be considered for transfer to the General Operating Reserve (61-4-460-270) on an annual basis, in conjunction with approval of the municipal budget, and beginning with the budget for fiscal 2023/24.

**Motion Carried.****COTW-2021-09-21-132**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**12. Correspondence**

Deputy Mayor Lutz provided an overview of the correspondence as attached to the September 21, 2021 Committee of the Whole agenda.

**On motion of Councillor Misner and Councillor Killam, that Committee of the Whole receive the correspondence as attached to the September 21, 2021 Committee of the Whole agenda.**

**Motion Carried.**

**COTW-2021-09-21-133**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

12a. [Valley Search and Rescue Update](#)

For information.

12b. [Halls Harbour Master Plan Open House Invitation](#)

For information.

**13. External Board and Committee Reports**

13a. [Kings REMO Regional Emergency Management Advisory Committee](#)

Report provided by Dan Stovel, Regional Emergency Management Coordinator.

13b. **Annapolis Valley Regional Library Board**

Deputy Mayor Lutz provided a verbal report.

13c. **Annapolis Valley Trails Coalition Board**

Deputy Mayor Lutz provided a verbal report.



- 13d. **Landscape of Grand Pré Inc. Board** Deputy Mayor Lutz provided a verbal report.
- 13e. **Nova Scotia Federation of Municipalities Board** Deputy Mayor Lutz provided a verbal report.
- 13f. **Valley Regional Enterprise Network Liaison & Oversight Committee** Councillor Winsor provided a verbal report.
- 13g. **Greenwood Water Utility Source Water Protection Committee** Councillor Harding provided a verbal report.
- 13h. **Kings Point to Point Transit Society Board** Councillor Harding provided a verbal report.
- 13i. **Valley Community Fibre Network Board** Councillor Hirtle provided a verbal report.
- 13j. **Police Services Advisory Committee** Councillor Killam provided a verbal report.
- 13k. **Other: [See Attached Table](#)** On motion of Councillor Allen and Councillor Misner, that Committee of the Whole receive the External Board and Committee Reports as attached to the September 21, 2021 Committee of the Whole agenda and as provided verbally.

**Motion Carried.**

**COTW-2021-09-21-134**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**14. Other Business**

Councillor Killam noted that Mr. Cameron Jess, who had been involved in forming a successful Non-profit Affordable Housing Society in the 1980s, was prepared to make a presentation to the Committee of the Whole.

Mayor Muttart informed Council that the Annapolis Valley Trails Coalition had been requested to make a presentation to the Committee of the Whole.

Councillor Winsor reported that he had made a presentation to the Association of Nova Scotia Villages on the Vision New Minas project. Mayor Muttart pointed out that 7 of the 21 villages in Nova Scotia were

located in the Municipality of the County of Kings.

Councillor Winsor noted that with respect to the new branding of the Municipality, when not all five trees were being used it did not seem complete.

15. **Comments from the Public**

No members of the public were present.

16. **Adjournment**

**On motion of Mayor Muttart and Councillor Granger, there being no further business, the meeting adjourned at 1:32 p.m.**

**Motion Carried.**

**COTW-2021-09-21-135**

**Results**

For 10  
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Misner	For
District 3	Dick Killam	For
District 4	Martha Armstrong	For
District 5	Tim Harding	For
District 6	Joel Hirtle	For
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

**Approved by:**

\_\_\_\_\_  
Emily Lutz  
Deputy Mayor

\_\_\_\_\_  
Janny Postema  
Municipal Clerk/Recording Secretary

\_\_\_\_\_  
Chloe Austin, Administrative  
Assistant/Recording Secretary

Results Legend	
-	Absent
COI	Conflict of interest
For	A vote in favour
Against	A vote in the negative or any Councillor who fails or refuses to vote and who is required to vote by the preceding subsection, shall be deemed as voting in the negative.

## Presentation to Committee of the Whole

**Subject:** Harvest Moon Trailway (HMT)

**Organization:** Annapolis Valley Trails Coalition (AVTC)

**Name of Presenter(s):** Beth Pattillo, Chair, AVTC

**Date:** October 19, 2021

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### Organization:

*(Who) Summary of the organization you will represent:*

The Annapolis Valley Trails Coalition (AVTC) mission is to champion the development of a comprehensive trail system within the Annapolis Valley. To facilitate the employment of a knowledgeable Trail Coordinator that works with trail groups and municipal units to design, build, repair and maintain trails and trail systems within the Valley region.

### Discussion:

*(What) Brief summary of the topic you wish to discuss:*

How the AVTC was formed and why. Its scope, mission and mandate, who is involved, how it is funded and who does what.

### Request:

*(Why) Please indicate the purpose of the presentation - is your organization requesting a commitment? (funding, letter of support, etc.) Or providing the presentation for information?*

Providing the presentation for information purposes.



# Municipality of the County of Kings

## Briefing

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**TO** Committee of the Whole

**PREPARED BY** Janny Postema, Municipal Clerk

**MEETING DATE** October 19, 2021

**SUBJECT** Community Flag Raising: World Polio Day October 22, 2021

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### **ORIGIN**

- October 7, 2021 Rotary Club New Minas telephone request
- [Policy ADMIN-01-11: Community Flag Raising](#)

### **RECOMMENDATION**

That Committee of the Whole receive the Briefing on the Community Flag Raising Request: World Polio Day as attached to the October 19, 2021 agenda for information purposes.

### **INTENT**

To inform the Committee of the community flag raising per Policy ADMIN-01-11: Community Flag Raising.

### **DISCUSSION**

On October 7, 2021, the New Minas Rotary Club requested that the World Polio Day flag be raised on October 22, 2021.

Section 4.6(b)(i) of the Community Flag Raising Policy states that:

“The CAO shall review the applications to determine consistency with this Policy and shall:

If the flag raising was previously approved by Council within 5 years of the current request, and is consistent with this Policy, approve the flag raising and note it on a Council Agenda for information purposes.”

The World Polio Day flag raising request was previously approved in 2017, 2018 and 2019. It is deemed consistent with the Policy and was approved by the CAO.

### **FINANCIAL IMPLICATIONS**

- No financial implications

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
✓	Vision Statement	“A community of communities where all people belong”
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	



# Municipality of the County of Kings

## Briefing

### **ALTERNATIVES**

- No alternatives are recommended.

### **IMPLEMENTATION**

- Posted to Municipality's social media.
- Flag raising on October 22, 2021.

### **ENGAGEMENT**

- No specific engagement initiative was undertaken as this item is guided by the Community Flag Raising Policy.

### **APPENDICES**

- None

### **APPROVALS**

Scott Conrod, Chief Administrative Officer

October 12, 2021



# Municipality of the County of Kings

## Request for Decision

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Gordon Roussel, Policy Analyst Vicki Brooke, Policy Analyst
<b>MEETING DATE</b>	October 19, 2021
<b>SUBJECT</b>	Amendments to Policy IT-07-001: Acceptable System & Network Usage

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### **ORIGIN**

- [Acceptable System & Network Usage Policy \(IT-07-001\)](#) approved June 5, 2012

### **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy IT-07-001: Acceptable System & Network Usage, as attached to the October 19, 2021 Committee of the Whole agenda.

### **INTENT**

For Committee of the Whole to consider recommending Council provide notice to approve amendments to the Acceptable System & Network Usage Policy with the intent of updating the Policy to current practices.

### **DISCUSSION**

Since the adoption of the current Acceptable System & Network Usage Policy, attached as Appendix A to this report), privacy and security protocols have had to keep up with rapidly evolving information and communications technology. Therefore, it is necessary to update this Policy to reflect present day standards.

The proposed amendments are included Appendix B to this report. The proposed amendments include:

- Reformatted to align with the new template.
- Definitions (s.3) have been updated.
- Under the Acceptable Usage section (4.1), a new sub-section (4.1.3) has been added which lists forbidden activities.
- Addition of s.4.7 addressing how the Municipality is to be represented when sharing information online.
- Addition of sections specific to FOIPOP (4.16-4.19) and use of corporate e-mail distribution lists (4.8).
- Expansion of Safety and Security provisions (4.9-4.15) to include the use of portable storage media, the downloading of files from outside the Network, preserving the integrity of security features such as the internet firewall, the transmission of sensitive and private data, and the designation of the server rooms as restricted areas.
- Additions to Personal Accountability requirements (4.20-4.24) to include the requirement for all users to sign an Agreement, to respect copyright laws, property rights and privacy, to be honest, accurate and complete in electronic communications, and to use care when accessing corporate e-mail from devices not on the Municipality's Network.
- Expanded provisions under Penalties (4.25-4.26) to include the requirement to report suspected incidents of non-compliance with the Policy.
- Revisions to Responsibilities (s.5) as the CAO has overall responsibility for administering the Policy.
- Wording clarifications throughout to remove ambiguity.



# Municipality of the County of Kings

## Request for Decision

Additionally, a revised user Agreement, referred to as the Municipal Information System and Network User Agreement, is attached to the Policy as Schedule A. The Policy requires that each persons to whom the Policy applies must sign the Agreement.

### **FINANCIAL IMPLICATIONS**

- There are no financial implications of the recommendation.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
✓	Not Applicable	Policy update to reflect current practices

### **ALTERNATIVES**

- Council may choose to return the Policy to staff for further amendments.

### **IMPLEMENTATION**

- Council provides seven days' notice of amendments to the Policy per s.48(1) *Municipal Government Act*.
- Council approves amended Policy.
- Post amended Policy to Municipal website.

### **ENGAGEMENT**

- Per s. 48(1) of the *Municipal Government Act*, the seven days notice period provided by Council to adopt the amended Policy provides an opportunity for public comment prior to adoption.

### **APPENDICES**

- Appendix A: Policy IT-07-001: Acceptable System & Network Usage – Current
- Appendix B: Policy IT-07-001: Acceptable System & Network Usage – Proposed without tracked changes.
- Appendix C: Policy IT-07-001: Acceptable System & Network Usage – Proposed with tracked changes

### **APPROVALS**

Chad West, Manager of Information Technology	August 4, 2021
Greg Barr, Director of Finance & Information Technology	August 9, 2021
Scott Conrod, Chief Administrative Officer	October 12, 2021

# Policy

# IT-07-001



## MUNICIPALITY OF THE COUNTY OF KINGS Acceptable System & Network Usage Policy

**Creation Date:** April 17, 2012

**Approval Date:** June 5, 2012

**Revision Date:**

**Policy Category:** Information Technology

**Next Review Date:** June 2014

**Replaces:**

### 1. Policy Statement:

The Municipality of the County of Kings ("the Municipality") recognises the essential role of technology in the enrichment of workplace productivity. As such, the Municipality provides employees and elected officials with access to technology and network services including Internet use and email for business purposes. This policy provides guidelines governing the appropriate use of the municipal network and systems to ensure the long-term integrity of the information technology (IT) infrastructure.

### 2. Applicability:

This policy applies to all authorized users of the Municipality's technology and network services, including: municipal staff (including temporary and contract employees, volunteers, students, and interns), elected officials, and other authorized organisations or individuals.

The roles and responsibilities of IT staff, as outlined in this policy, do not extend to the maintenance of non-municipally owned technology.

### 3. Definitions:

- 3.1. System refers to a communication device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations. Such devices include computers (e.g., desktop, laptop), tablets, mobile devices (e.g., cell phones, smart phones), and landline telephones.
- 3.2. Network refers to a collection of systems interconnected by communication channels that allow sharing of resources and information. Includes connectivity to the Internet where applicable.
- 3.3. Server refers to a hardware system that supplies data or resources to other systems on a network.
- 3.4. Peripheral is a device attached to a host system, but not part of it, and is more or less dependent on the host. It expands the host's capabilities but does not form part of the

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## MUNICIPALITY OF THE COUNTY OF KINGS Acceptable System & Network Usage Policy

system's core structure. Common peripherals include, but are not limited to: printers, fax machines, digital cameras, data storage devices (e.g., flash drives), projectors, keyboards, speakers, and monitors.

- 3.5. Document refers to any kind of file that can be read on a system as if it were a printed page. These include, but are not limited to: web pages, emails and files meant to be accessed by documentation or data management software (e.g., Microsoft Office applications), or an electronic publishing tool (e.g., Adobe Acrobat).

### 4. Guiding Principles

The following principles will guide the IT practices of the Municipality:

- 4.1. Efficiency – to provide seamless IT infrastructure, tools and services in support of the administrative process of the Municipality.
- 4.2. Professionalism – to require that network use and information sharing is used ethically and primarily for business-related purposes.
- 4.3. Integrity: to ensure that municipal staff and Council conduct themselves honestly and appropriately in all forms of communication, respecting the laws governing copyright infringement, intellectual property, software licensing, property rights and privacy.
- 4.4. Accountability – to require that all municipal staff and Council are responsible for understanding and following the relevant policies and procedures affecting system, network, and Internet usage.
- 4.5. Security – to continually monitor, evaluate and improve the technology and practices employed to secure the Municipality's networks, servers and systems.
- 4.6. Legislative – to adhere to applicable provincial, federal and municipal laws, regulations and policies.

### 5. Roles and Responsibilities

- 5.1. **Council** (or its designated committee) will:

- a. ensure that the Municipality has in place a comprehensive Acceptable System & Network Usage Policy.

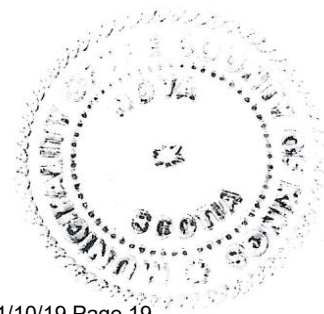
- 6.3 The **Chief Administrative Officer** will:

- a. administer and implement the Acceptable System & Network Usage Policy of the Municipality, and;
- b. identify necessary revisions to the Acceptable System & Network Usage Policy in collaboration with the IT Department and Service Area Managers.

- 6.4 The **IT Manager** will:

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## **MUNICIPALITY OF THE COUNTY OF KINGS Acceptable System & Network Usage Policy**

- a. authorize any purchasing and installing of all software associated with the Municipality's servers, systems, peripherals, and any other devices connected to the network;
- b. generate month Internet activity reports, analyse usage patterns and provide a summary report to the Management Committee, and;
- c. remain knowledgeable of new concepts to assess and promote the use of technology and ensure continuous IT training opportunities are available for all municipal staff and councillors.

### **6.5 Network Administrators will:**

- a. provide assistance and support to municipal staff and councillors to maximize their use of systems and the municipal network, and;
- b. report any observed and/or suspected incidents of non-compliance to the immediate supervisor of the individual suspected of being in violation of the Acceptable System & Network Usage Policy.

### **6.6 Service Area Managers/Supervisors will:**

- a. ensure that service area staff are familiar with the Acceptable System & Network Usage Policy as located in the policy manual;
- b. address any inappropriate activity conducted by service area staff, and;
- c. identify necessary revisions to the Acceptable System & Network Usage Policy in collaboration with the IT Department and CAO.

## **7. TERMS OF USE**

### **7.1. Acceptable Usage**

- a. In recognition of the need that most employees and elected officials have to take care of occasional personal matters during work hours, reasonable personal use of systems is allowed, provided that it does not interfere with Municipal business.
- b. In accordance with Section 100D of the *Motor Vehicles Act*, the use of portable systems (e.g., mobile phones and tablets) is prohibited while operating Municipal vehicles or private vehicles in the conduct of Municipal business.

### **7.2. Appropriate content**

- a. The following are categories of websites prohibited from access which shall not be visited by municipal users under any circumstances:
  - o file sharing and piracy sites;

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## **MUNICIPALITY OF THE COUNTY OF KINGS Acceptable System & Network Usage Policy**

- sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation;
  - sexual content or links to sexual content, and;
  - sites that promote illegal activities as defined by the *Criminal Code of Canada* and provincial regulations.
- b. Users who accidentally discover that they can connect to these sites or other potentially offensive material, must immediately disconnect from these sites and alert a Network Administrator of the occurrence.

### **7.3. Safety & Security**

- a. Municipal systems have been configured to provide protection against viruses and malicious software. Users are prohibited from changing or disabling these security settings as they are intended to protect the privacy and security of all users connected to the network.
- b. Users are prohibited from downloading and installing non-standard software on municipal systems and connecting peripheral devices to systems on the network without approval from IT staff.

### **7.4. Personal Accountability**

- a. The sharing of user names and passwords obtained for access to the network and Internet resources is strictly prohibited. Any staff or elected official who obtains a user name and password for a municipal system must keep that password confidential.
- b. Users of municipal Internet facilities shall identify themselves honestly, accurately, and completely when participating in electronic communication (e.g., email) and other interactive Internet-based activities (e.g., social media).
- c. The activity records for individual system and network usage – including but not limited to call history, emails, text messages, and Internet access – is information that may have to be released to the public, if requested, under Part XX of the *Municipal Government Act* regarding Freedom of Information and Protection of Privacy.

### **7.5 Penalty**

- a. Failure to abide by the guidelines contained within this policy may result in progressive discipline up to/including but not limited to confiscation of municipal equipment, and/or legal action as appropriate to the situation.

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Acceptable System & Network Usage Policy**

**8. Related Policies , Plans And Procedures**

Communications Strategy for the Municipality of the County of Kings (*draft*)  
Social Media Guidelines  
Municipal Government Act of Nova Scotia  
Motor Vehicles Act  
Criminal Code of Canada

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## POLICY

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## Municipality of the County of Kings

## Acceptable System &amp; Network Usage Policy

<b>Policy Category</b>	Information Technology	<b>Most Recent Amendment</b>	-
<b>First Council Approval</b>	June 5, 2012	<b>Future Amendment Date</b>	September 2025

**1. Purpose**

The Municipality of the County of Kings (Municipality) recognizes the essential role of technology in productivity, communication, and effective provision of services to the public. As such, it is critical that the Municipality's information systems, network hardware, and software are used appropriately so that integrity is maintained, and that data is secured against breach, unauthorized use, or corruption. Adherence to this Policy will reduce to the Municipality and authorized users, prevent unlawful and unethical usage, and protect the privacy of citizens and of organizations which do business with the Municipality.

**2. Scope**

This Policy applies to all authorized users of the Municipality's technology and network services, including: all staff, including temporary and contract employees, volunteers, students, and interns; elected officials; and other organizations or individuals as authorized.

This Policy does not apply to the use and maintenance of technology not owned by the Municipality.

**3. Definitions:**

- 3.1 **Network:** a collection of systems interconnected by communication channels that allow sharing of resources and information; includes connectivity to the Internet where applicable.
- 3.2 **Peripheral:** means a device attached to a host system, but not part of it, which is generally dependent on the host; it expands the host's capabilities but does not form part of the system's core structure. Common Peripherals include, but are not limited to: printers, fax machines, digital cameras, data storage devices, projectors, keyboards, speakers, and monitors.
- 3.3 **Software:** the entire set of programs, procedures, and routines associated with a system.
- 3.4 **System:** a communication device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations; such devices include computers, e.g., desktop, laptop, tablets, mobile devices, and telephones.
- 3.5 **Users:** all individuals authorized to use the Municipality's technology and network services as specified in the Scope of this Policy.

**4. Policy Statements**

## Acceptable Usage

- 4.1 The Municipality's systems and network must be used primarily to conduct the business of the Municipality. In recognition of the need to occasionally attend to personal matters during work hours, reasonable personal use of systems is allowed, provided that it does not interfere with municipal business.

- 4.2 Users shall follow all applicable Provincial and Federal laws governing the use of systems. This shall include, but not be limited to the use of portable systems, e.g., mobile phones and tablets, while operating municipal vehicles or private vehicles in the conduct of municipal business.
- 4.3 The following activities while using municipal systems and the network are strictly forbidden:
  - 4.3.1 Propagation of any virus, worm, Trojan horse, or trapdoor program code;
  - 4.3.2 Disabling, defacing, or overloading any computer system or network;
  - 4.3.3 Circumventing any system intended to protect the privacy or security of the network or another User either internally or externally;
  - 4.3.4 Misuse of municipal assets or resources, harassment of any kind, unauthorized public speaking, violating confidentiality, and misappropriation of intellectual property;
  - 4.3.5 Downloading or distributing pirated software or data; and
  - 4.3.6 Engaging in any communications that are libelous or slanderous, or which promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation.

#### Appropriate content

- 4.4 The following are categories of websites prohibited from access which shall not be visited by users under any circumstances:
  - 4.4.1 File sharing sites not authorized for use by the Manager of Information Technology;
  - 4.4.2 Piracy sites;
  - 4.4.3 Sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation;
  - 4.4.4 Sexual content and sites that link to sexual content, and;
  - 4.4.5 Sites that are illegal or promote illegal activities contrary to the laws of Canada, the Province of Nova Scotia, or other jurisdictions, if applicable.
- 4.5 Users who discover they have accidentally connected to a website described in section 4.4 or other potentially offensive material, must immediately disconnect from the website and notify a Network Administrator of the occurrence.

#### Representing the Municipality

- 4.6 As any written communication could be interpreted as representing opinions of the Municipality, users must ensure they maintain the clarity, consistency, and integrity of the Municipality's mandate and image when using municipal systems and the network to conduct business on behalf of the Municipality.
- 4.7 With respect to sharing information online:
  - 4.7.1 Only those users who are authorized to speak to the media or publically on behalf of the Municipality may speak or write in the name of the Municipality;
  - 4.7.2 Other users may participate in the course of business when relevant to their duties, but must do so only as individuals speaking for themselves. In doing so, they must not reveal confidential information, customer data, trade secrets, and any other material covered by existing municipal policies and procedures.
  - 4.7.3 Where an individual participant is identified as an employee or agent of the Municipality, that person must refrain from political advocacy and the unauthorized endorsement, or appearance of endorsement, by the Municipality of any commercial product or service not sold or serviced by the Municipality.

#### Corporate Email Distribution Lists

- 4.8 The use of corporate email distribution lists are controlled to ensure they do not overburden network resources and are used only for their intended purpose. The inappropriate use of corporate email distribution lists may expose the Municipality and others to significant liability and reputational risk. To mitigate this risk:

- 4.8.1 each distribution list must have a clearly defined purpose which is understood by all users;
- 4.8.2 one user is assigned to administer a list to ensure it is kept up-to-date and that its purpose continues to be relevant; and
- 4.8.3 users must ensure that the intended recipients in a corporate email distribution list are suitable given the purpose of the email being sent.

## Safety & Security

- 4.9 Users shall not make changes to or disable software which has been installed on municipal systems or the network for the purpose of protecting users and the Municipality's privacy and security, or protecting municipal systems and the network against viruses and malicious software.
- 4.10 To avoid introducing viruses and malicious software to municipal systems or the network, users must not connect portable storage media to municipal systems or the network other than those provided by IT staff.
- 4.11 When connecting to other systems by any means, users are expected to understand the source and use care when downloading files from outside the network.
- 4.12 Users will not attempt to disable, defeat, or circumvent any security facility including the Municipality's Internet firewall.
- 4.13 Files containing sensitive or private data that are transferred over the Internet must be transferred using a VPN client or other encryption software.
- 4.14 Users are prohibited from downloading and installing non-standard software on municipal systems and connecting peripheral devices to systems on the network without approval from IT staff.
- 4.15 Server rooms are restricted areas and can only be accessed by IT staff or outsourced technical support services.

## Freedom of Information and Protection of Privacy (FOIPOP)

- 4.16 All users shall adhere to duties and requirements established by Freedom of Information and Protection of Privacy legislation as detailed in Part XX *Municipal Government Act*.
- 4.17 Activity records for individual system and network usage, including, but not limited to, call history, emails, text messages, and Internet access, is information that the Municipality may be required to release to the public, if requested, under FOIPOP.
- 4.18 All users must use only authorized means to access the network and their municipal email account to conduct any and all business of the Municipality. Use of unauthorized systems and networks for municipal business could make those systems and networks subject to access in the event of a request made under FOIPOP.
- 4.19 Users shall take care when e-mailing non-users to ensure that all recipients of the e-mail have a right to know the provided information, and that personal privacy is protected. This may include the need to use the bcc function of e-mail to avoid unintended disclosure of recipient e-mail addresses.

## Personal Accountability

- 4.20 Prior to gaining access to the municipal system and network for the first time, all users are required to sign the *Municipal Information System and Network User Agreement*, attached to this Policy as Schedule A, indicating that they have read, understand, and agree to abide by the terms of the Agreement.

Users will be provided with a copy of the signed *Municipal Information System and Network User Agreement*. With respect to staff and Members of Council, the original signed Agreement will be filed in the user's personnel file. With respect to other authorized organizations and individuals, the original signed Agreement will be filed with other documents pertaining to the organization or individual.

- 4.21 Users must at all times respect trademark and copyright infringement laws, software licensing, and property rights. This includes refraining from copying any software licensed to the Municipality.

- 4.22 The sharing of usernames and passwords obtained for access to municipal systems and network resources is strictly prohibited. Anyone who obtains a username and password must keep that password confidential.
- 4.23 Users of municipal Internet access shall identify themselves honestly, accurately, and completely when participating in electronic communication and other interactive Internet-based activities, e.g., social media.
- 4.24 When accessing their municipal email account from their personal phone or any other means outside municipal systems and the network, users must exercise care to ensure these devices are secured and password protected. If using a public device to access municipal email, users must clear the cache of the device after logging out.

## Penalty

- 4.25 Failure to abide by this Policy or the *Municipal Information System and Network User Agreement* may result in progressive discipline up to and including, but not limited to, confiscation of municipal equipment, and/or legal action as appropriate to the situation.
- 4.26 Users are required to report any observed or suspected incidents of non-compliance to the immediate supervisor of the individual suspected of being in violation of this Policy or the *Municipal Information System and Network User Agreement*. Failure to do so constitutes equivalence to participation in the activity and therefore incurs the same disciplinary action associated with non-compliance.

## 5. Responsibilities

- 5.1 Council will:
  - 5.1.1 Ensure the Municipality has a current and comprehensive policy for acceptable system and network usage; and
  - 5.1.2 Review and amend this Policy as required.
- 5.2 The Chief Administrative Officer or designate will:
  - 5.2.1 Implement and administer this Policy; and
  - 5.2.2 Identify and propose revisions to this Policy in consultation with IT staff.

## 6. Amendments

Date	Amendments
August 2021	Transferred to new template and harmonized with User Agreement.



## Schedule A

### **Municipal Information System and Network User Agreement**

I acknowledge that I have received and read a copy of *Policy IT-07-001 Acceptable System & Network Use* of the Municipality of the County of Kings. I understand and agree to abide by the terms of this policy.

I realize that the Municipality of the County of Kings may record and store copies of electronic messages that I send and receive, the Internet address of any site that I visit, and all network activity of devices connected to the network. Municipal IT staff and management may review this information as necessary.

I understand that any deliberate violation of this policy may result in immediate disciplinary action, as described in *Policy HR-06-003 Employee Conduct* of the Municipality of the County of Kings, or in accordance with the Collective Agreement, whichever is applicable. Any action that may be subject to criminal prosecution will be referred to local law enforcement.

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Signature

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Name (Printed)

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Date

## POLICY

IT-07-001



## Municipality of the County of Kings

## Acceptable System &amp; Network Usage Policy

<b>Policy Category</b>	Information Technology	<b>Most Recent Amendment</b>	-
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**2. Scope**

This Policy applies to all authorized users of the Municipality's technology and network services, including: all municipal staff, (including temporary and contract employees, volunteers, students, and interns);, elected officials; and other organizations authorized organisations or individuals as authorized.

This Policy does The roles and responsibilities of IT staff, as outlined in this policy, do not apply extend to the use and maintenance of non-municipally-owned technology not owned by the Municipality.

**4.3. Definitions:**

~~FOIPOP: Part XX Municipal Government Act; refers to Freedom of Information and Protection of Privacy.~~

**Network:**

- 1.1. ~~System refers to a communication device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations. Such devices include computers (e.g., desktop, laptop), tablets, mobile devices (e.g., cell phones, smart phones), and landline telephones.~~
- 3.1 Network refers to a collection of systems interconnected by communication channels that allow sharing of resources and information; includes ~~includes~~ connectivity to the Internet where applicable.
- 1.2. ~~Server refers to a hardware system that supplies data or resources to other systems on a network.~~
- 3.2 **Peripheral:** ~~means is~~ a device attached to a host system, but not part of it, ~~which and~~ is ~~generally more or less~~ dependent on the host; ~~it-It~~ expands the host's capabilities but does not form part of the system's core structure. Common ~~Peripherals peripherals~~ include, but are not limited to: printers, fax machines, digital cameras, data storage devices, projectors, keyboards, speakers, and monitors.
- 3.3 **Software:** the entire set of programs, procedures, and routines associated with a system.
- 3.4 **System:** a communication device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations; such devices include computers, (e.g., desktop, laptop), tablets, mobile devices, and telephones.

3.5 Users: all individuals authorized ~~users of the~~ to use the Municipality's technology and network services as specified in the Scope of this Policy.

#### 4. Policy Statements

##### Acceptable Usage

1.3. ~~4.1~~ Use of tThe Document refers to any kind of file that can be read on a system as if it were a printed page. These include, but are not limited to: web pages, emails and files meant to be accessed by documentation or data management software (e.g., Microsoft Office applications), or an electronic publishing tool (e.g., Adobe Acrobat).

#### 2. Guiding Principles

Municipality's systems and network must be used primarily to conduct the business following principles will guide the IT practices of the Municipality:

Efficiency—to provide seamless IT infrastructure, tools and services in support of the administrative process of the Municipality.

Professionalism—to require that network use and information sharing is used ethically and primarily for business-related purposes.

Integrity: to ensure that municipal staff and Council conduct themselves honestly and appropriately in all forms of communication, respecting the laws governing copyright infringement, intellectual property, software licensing, property rights and privacy.

Accountability—to require that all municipal staff and Council are responsible for understanding and following the relevant policies and procedures affecting system, network, and Internet usage.

Security—to continually monitor, evaluate and improve the technology and practices employed to secure the Municipality's networks, servers and systems.

Legislative—to adhere to applicable provincial, federal and municipal laws, regulations and policies.

#### Roles and Responsibilities

~~Council~~ (or its designated committee) will:

ensure that the Municipality has in place a comprehensive Acceptable System & Network Usage Policy.

~~The Chief Administrative Officer~~ will:

administer and implement the Acceptable System & Network Usage Policy of the Municipality, and; identify necessary revisions to the Acceptable System & Network Usage Policy in collaboration with the IT Department and Service Area Managers.

6.4 ~~The IT Manager~~ will:

authorize any purchasing and installing of all software associated with the Municipality's servers, systems, peripherals, and any other devices connected to the network;

generate month Internet activity reports, analyse usage patterns and provide a summary report to the Management Committee, and;

remain knowledgeable of new concepts to assess and promote the use of technology and ensure continuous IT training opportunities are available for all municipal staff and councillors.

6.5 ~~Network Administrators~~ will:

provide assistance and support to municipal staff and councillors to maximize their use of systems and the municipal network, and;

report any observed and/or suspected incidents of non-compliance to the immediate supervisor of the individual suspected of being in violation of the Acceptable System & Network Usage Policy.

6.6 ~~Service Area Managers/Supervisors~~ will:

ensure that service area staff are familiar with the Acceptable System & Network Usage Policy as located in the policy manual;

address any inappropriate activity conducted by service area staff, and;

identify necessary revisions to the Acceptable System & Network Usage Policy in collaboration with the IT Department and CAO.

#### TERMS OF USE

### Acceptable Usage

In recognition of the need ~~that most employees and elected officials have to take care of to~~ occasionally attend to personal matters during work hours, reasonable personal use of systems is allowed, provided that it does not interfere with ~~municipal~~Municipal business.

4.2 Users shall follow all applicable Provincial and Federal laws governing ~~In accordance with Section 100D of the~~ use of systems. This shall include, but not be limited to ~~Motor Vehicles Act,~~ the use of portable systems ~~\_(e.g., mobile phones and tablets)\_ is prohibited~~ while operating municipal vehicles or private vehicles in the conduct of ~~municipal~~Municipal business.

4.3 The following activities while using municipal systems and the ~~Network-network~~ are strictly forbidden:

- 4.3.1 Propagation of any virus, worm, Trojan horse, or trapdoor program code;
- 4.3.2 Disabling, defacing, or overloading any computer system or network;
- 4.3.3 Circumventing any ~~S~~system intended to protect the privacy or security of the network or another User either internally or externally;
- 4.3.4 Misuse of municipal assets or resources, harassment of any kind, unauthorized public speaking, violating confidentiality, and misappropriation of intellectual property;
- 4.3.5 Downloading or distributing pirated software or data; and
- 4.3.6 Engaging in any communications that are libelous or slanderous, or which promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation.

### Appropriate content

4.4 The following are categories of websites prohibited from access which shall not be visited by ~~users~~municipal users under any circumstances:

4.4.1 Filefile sharing and piracy sites not authorized for use by the Manager of Information

### Technology; ;

4.4.2 Piracy sites;

4.4.3 Sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation;

4.4.4 Sexualsexual content and sites that linker links to sexual content, and;

4.4.5 Sitesites that are illegal or promote illegal activities contrary to as defined by the lawsCriminal Code of Canada, the Province of Nova Scotia, or other jurisdictions, if applicable and provincial regulations.

4.5b- Users who ~~accidentally~~ discover ~~that they~~ have accidentally connected to a website described in section 4.4 ~~can connect to these sites~~ or other potentially offensive material, must immediately disconnect from ~~the website~~these sites and ~~notify~~alert a Network Administrator of the occurrence.

### Representing the Municipality

4.6 As any written communication could be interpreted as representing opinions of the Municipality, users must ensure they maintain the clarity, consistency, and integrity of the Municipality's mandate and image when using municipal systems and the ~~network~~ to conduct business on behalf of the Municipality.

4.7 With respect to ~~newsgroups, chat rooms and social media~~sharing information online:

4.7.1 Only those users who are authorized to speak to the media or publically on behalf of the Municipality may speak or write in the name of the Municipality;

4.7.2 Other users may participate in the course of business when relevant to their duties, but must do so only as individuals speaking for themselves. In doing so, they must not reveal confidential information, customer data, trade secrets, and any other material covered by existing municipal policies and procedures.

- 4.7.3 Where an individual participant is identified as an employee or agent of the Municipality, that person must refrain from political advocacy and the unauthorized endorsement, or appearance of endorsement, by the Municipality of any commercial product or service not sold or serviced by the Municipality.

#### Corporate Email Distribution Lists

- 4.8 The use of corporate email distribution lists are controlled to ensure they do not overburden network resources and are used only for their intended purpose. The inappropriate use of corporate email distribution lists may expose the Municipality and others to significant liability and reputational risk. To mitigate this risk:
- 4.8.1 each distribution list must have a clearly defined purpose which is understood by all users;
  - 4.8.2 one user is assigned to administer a list to ensure it is kept up-to-date and that its purpose continues to be relevant; and
  - 4.8.3 users must ensure that the intended recipients in a corporate email distribution list are suitable given the purpose of the email being sent.

#### Safety & Security

- 4.9 Users shall not make changes to or disable software which has been installed on municipalMunicipal systems or the network for the purpose of:
- ~~4.9.1 protection of the users and the Municipality's privacy and security;~~ or
  - ~~4.9.2 protection of municipal systems and the network~~have been configured to provide protection against viruses and malicious software.
- 4.10 To avoid introducing viruses and malicious software to municipal systems or the Nnetwork, users must not connect portable storage media to municipal systems or the Nnetwork other than those provided by IT staff.
- 4.11 When connecting to other systems by any means, users -Users are expected to understand the source and use care when downloading filesprohibited from outside the Nnetwork.
- 4.12 Users will not attempt to disable, defeat, or circumvent any security facility including the Municipality's Internet firewall.
- 4.13 Files containing sensitive or private data thatchanging or disabling these security settings as they are transferred over the Internet must be transferred using a VPN client or other encryption softwareintended to protect the privacy and security of all users connected to the network.
- 4.14 Users are prohibited from downloading and installing non-standard software on municipal systems and connecting peripheral devices to systems on the Nnetworknetwork without approval from IT staff.
- 4.15 Server rooms are restricted areas and can only be accessed by IT staff or outsourced technical support services.

#### Freedom of Information and Protection of Privacy (FOIPOP)

- 4.16 All users shall adhere to duties and requirements established by Freedom of Information and Protection of Privacy legislation as detailed in Part XX Municipal Government Act.FOIPOP specifies that the Municipality and all users must protect the privacy of individuals with respect to personal information about themselves held by the Municipality and to provide individuals with a right of access to that information.
- 4.17 The aActivity records for individual system and Nnetwork usage, including, but not limited to, call history, emails, text messages, and Internet access, is information that the Municipality may be required to release to the public, if requested, under FOIPOP.
- 4.18 All users must use only authorized means to access the Nnetwork and their municipal email account to conduct any and all business of the Municipality. Use of unauthorized systems and networks for municipal business could make those systems and networks subject to access in the event of a request made under FOIPOP.
- 4.19 Users mustshall take care when e-mailing non-users to ensure that all recipients of the e-mail have a right to know the provided information, and that personal privacy is protected. This may include

the need to use the bcc function of e-mail to avoid unintended disclosure of recipient e-mail addresses.

#### Personal Accountability

4.20 Prior to gaining access to the municipal system and network for the first time, all users are required to sign ~~the-a~~ *Municipal Information System and Network User Agreement*, attached to this Policy as Schedule A, indicating that they have read, understand, and agree to abide by the terms of the ~~Agreement~~Agreement.

~~4.21~~ ~~The u~~Users will be provided with a copy of the signed *Municipal Information System and Network User Agreement*. With respect to ~~municipal~~ staff and Members of Council, the original signed Agreement will be filed in the user's personnel file. With respect to other authorized organizations and individuals, the original signed Agreement will be filed with other documents pertaining to the organization or individual.

4.21 Users must at all times respect trademark and copyright infringement laws, software licensing, ~~and property rights, and privacy~~. This includes refraining from copying any software licensed to the Municipality.

4.22 The sharing of ~~usernames~~user names and passwords obtained for access to ~~municipal systems~~the network and ~~network~~Internet resources is strictly prohibited. ~~Anyone~~Any staff or elected official who obtains a ~~username~~user name and password ~~for a municipal system~~ must keep that password confidential.

4.23 Users of municipal Internet ~~access~~facilities shall identify themselves honestly, accurately, and completely when participating in electronic communication and other interactive Internet-based activities, e.g., social media.

4.24 When accessing their municipal email account from their personal phone or any other means outside municipal systems and the network, users must exercise care to ensure these devices are secured and password protected. If using a public device to access municipal email, users must clear the cache of the device after logging out.

~~a. The activity records for individual system and network usage—including but not limited to call history, emails, text messages, and Internet access—is information that may have to be released to the public, if requested, under Part XX of the *Municipal Government Act* regarding Freedom of Information and Protection of Privacy.~~

#### 7.5 Penalty

4.25.

Failure to abide by ~~the guidelines contained within this Policy or the *Municipal Information System and Network User Agreement*~~ policy may result in progressive discipline up to ~~and including~~, but not limited to, confiscation of ~~Mmunicipal~~municipal equipment, and/or legal action as appropriate to the situation.

4.26 Users are required to report any observed or suspected incidents of non-compliance to the immediate supervisor of the individual suspected of being in violation of this Policy or the *Municipal Information System and Network User Agreement*. Failure to do so constitutes equivalence to participation in the activity and therefore incurs the same disciplinary action associated with non-compliance.

#### Responsibilities

### 7. Related Policies, Plans And Procedures

#### 5. Communications Strategy for

##### 5.1 Council will:

5.1.1 Ensure the Municipality has a current and comprehensive policy for acceptable system and network usage; and

[5.1.2 Review and amend this Policy as required.](#)

[5.2 The Chief Administrative Officer or designate will:](#)

[5.2.1 Implement and administer this Policy; and](#)

[5.2.2 Identify and propose revisions to this Policy in consultation with IT staff.](#)

#### **2.6. Amendments**

Date	Amendments
August 2021	Transferred to new template and harmonized with User Agreement.

## Schedule A

### Municipal Information System and Network User Agreement

I acknowledge that I have received and read a copy of *Policy IT-07-001 Acceptable System & Network Use* of the Municipality of the County of Kings. I understand and agree to abide by the terms of this policy. ~~-(draft)~~

I realize that the Municipality of the County of Kings may record and store copies of electronic messages that I send and receive, the Internet address of any site that I visit, and all network activity of devices connected to the network. Municipal IT staff and management may review this information as necessary.

I understand that any deliberate violation of this policy may result in immediate disciplinary action, as described in *Policy HR-06-003 Employee Conduct* of the Municipality of the County of Kings, or in accordance with the Collective Agreement, whichever is applicable. Any action that may be subject to criminal prosecution will be referred to local law enforcement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

~~Social Media Guidelines  
Municipal Government Act of Nova Scotia  
Motor Vehicles Act~~

~~Criminal Code of Canada~~





# Municipality of the County of Kings

## Request for Decision

---

<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Vicki Brooke, MPA, Policy Analyst
<b>MEETING DATE</b>	October 19, 2021
<b>SUBJECT</b>	Amendments to Policy ADMIN-01-000: Policy Development

---

### **ORIGIN**

- [July 7, 2020](#) – Revised Policy with new template approved by Council; review required.

### **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy ADMIN-01-000: Policy Development, as attached to the October 19, 2021 Committee of the Whole agenda.

### **INTENT**

For Committee to consider recommending Council adopt amendments to Policy ADMIN-01-000: Policy Development.

### **DISCUSSION**

In July 2020, Council adopted revisions to Policy ADMIN-01-000: Policy Development. At that time, amendments:

- provided for a new policy template
- established functional codes and numbering system for policies; and
- explained the policy cycle.

The revised Policy was due for review in May 2021. In the previous year, staff have used the Policy a number of times for creating new policies and proposing amendments to previously-adopted Policies. The amendments adopted by Council in 2020 are effective; accordingly, staff are now recommending minor typographical changes and a five year review period.

### **FINANCIAL IMPLICATIONS**

- There are no financial implications of the recommendation.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
✓	Not Applicable	Policy review and updating



# Municipality of the County of Kings

## Request for Decision

### **ALTERNATIVES**

- Council may choose to return the Policy to staff for further amendments.

### **IMPLEMENTATION**

- Council provides seven days' notice of amendments to the Policy per s.48(1) *Municipal Government Act*.
- Council approves amended Policy.
- Post amended Policy to Municipal website.

### **ENGAGEMENT**

- Per s. 48(1) of the *Municipal Government Act*, the seven days notice period provided by Council to adopt the amended Policy provides an opportunity for public comment prior to adoption.

### **APPENDICES**

- Appendix A: Policy ADMIN-01-000: Policy Development, with revisions
- Appendix B: Policy ADMIN-01-000: Policy Development, as adopted in 2020

### **APPROVALS**

Scott Conrod, Chief Administrative Officer

October 12, 2021

## POLICY

## ADMIN-01-000



## Municipality of the County of Kings

## Policy Development

<b>Policy Category</b>	Administration	<b>Most Recent Amendment</b>	July 7, 2020
<b>First Council Approval</b>	November 15, 2011	<b>Future Review Date</b>	<del>May 2024</del> <u>November 2025</u>

**1. Purpose**

The Municipality of the County of Kings (~~the~~ “Municipality”) recognizes the need for consistent and effective policies to serve as statements of Council’s intended course of action or principled response to matters within the Municipality’s jurisdiction. The Municipality believes ~~that~~ development of public policy is a process that provides effective parameters and guidelines for Council, committees, and staff. This Policy provides guidelines for proper policy development, adoption, and implementation.

This Policy ensures that:

- policies are developed on the basis of thorough research, analysis, and due consideration of alternatives;
- policies are written in a manner such that the intent of each policy is known, understood, and implemented correctly and consistently;
- all approved policies of the Municipality are easily identifiable and searchable by number, category and title; and
- only those policies approved by Council are used by staff and the public.

**2. Scope**

This Policy applies to all policies and policy decisions of the Municipality of the County of Kings.

**3. Definitions**

3.1 **Policy**: a corporate direction that is formally adopted by Council resolution.

3.2 **Policy Cycle**: the dynamic, provisional, continuous nature of policy development. The cycle delineates that policies must be properly researched, developed, formally adopted by Council and staff, and evaluated against intended impacts and outcomes.

3.3 **Policy Manual**: the comprehensive physical and electronic consolidation of all policies of the Municipality of the County of Kings maintained to serve as an operational guide for Council, staff, and the public.

#### 4. Policy Statements

##### 4.1 Municipal Governance

- 4.1.1 Generally, municipal governance is advanced through one of three undertakings: by resolution (motion) of Council, the approval of a policy, or enactment of a by-law.

While not exclusively, a resolution provides instruction on matters not covered by policy or by-law and is often used for matters that are non-routine. Contrastingly, policies are guiding documents that provide direction to staff on matters that are routine. By-laws typically enable a requirement of the Municipality by law, including an enforcement provision(s) relative to non-compliance.

With respect to policies, through Part II *Municipal Government Act*, staff can design and follow administrative orders (commonly referred to as standard operating procedures) that are intended to detail procedures to track the implementation of a policy.

- 4.1.2 Specifically, s.47 *Municipal Government Act* identifies that Council may exercise its powers by policy. This exercise of powers shall adhere to the requirements of the MGA.

Policies may be established in accordance with s.48(3) *Municipal Government Act* (MGA) related to any matter identified in s.49(1) or any other relevant section of the MGA, as amended, or another Act of the Legislature.

Policies differ from By-laws in that By-laws may be made by Council for matters identified in s.172(1) and (2) MGA, as amended.

Policies differ from Standard Operating Procedures in that Standard Operating Procedures detail the actions undertaken to operationalize a Policy or directive.

- 4.2 Policies will provide direction and guidance to municipal staff and Council, set fundamental goals and objectives, establish roles and responsibilities, and allocate and define the limits of authority.
- 4.3 As much as possible, policies shall use plain language and concise phrasing.
- 4.4 The Municipal Clerk shall maintain the Municipality's Policy Manual.
- 4.5 Policies shall be circulated to Council and staff once approved.
- 4.6 All adopted policies shall bear the crest and seal of the Municipality.
- 4.7 All policies shall be organized according to the following functional codes and sequential numbering:

Functional Area	Alpha Code	Numeric Code
Administration	ADMIN	01
Communication	COMM	02
Development & Building Services	DBS	03
Engineering & Public Works	EPW	04
Finance	FIN	05
Human Resources	HR	06
Information Technology	IT	07
Parks & Recreation Services	PARS	08
Planning	PLAN	09
Protective Services	PRO	10

This organization shall take the form of Alpha Code-Numeric Code-Sequential Number (three digits).

## Policy Cycle

4.8 Policy development shall be consistent with the following cycle:

- 4.8.1 Identification of policy issues  
Determination and definition of challenges and opportunities to be addressed through the policy's development; consideration of the potential policy's scope.
- 4.8.2 Research and analysis  
Collection and assessment of information to refine possible measures of the policy.
- 4.8.3 Engagement per Policy ADMIN-01-013: Community Engagement
- 4.8.4 Drafting  
Formal development of policy proposals.
- 4.8.5 Review  
Consideration of the draft policy by Committee or Council; includes presentation of revisions.
- 4.8.6 Adoption and implementation  
Policy action occurring with monitoring and evaluation of outcomes.

Following adoption and implementation, the cycle shall begin again as operationally, legislatively, or strategically needed, or as required by the policy's review timelines.

## Policy Formatting

- 4.9 All policies shall follow the template attached to and forming part of this Policy.
- 4.10 As required, a section of definitions shall be included in a policy for better interpretation or understanding.
- 4.11 Images and graphics may be used in policies as required for interpretation or understanding.

4.12 Definitions and policy statements shall be ordered with sequential numbering. All sub-lists shall use numerals, not letters.

## 5. Responsibilities

5.1 Council will:

- 5.1.1 ensure the Municipality has in place effective policies to guide the actions of staff and Council, and;
- 5.1.2 by motion of Council, provide notice, approve the adoption, repeal, or amendment of all policies of the Municipality.

5.2 The Chief Administrative Officer will:

- 5.2.1 in collaboration with Council and senior management, identify necessary areas for policy development, and amendment to existing policies;
- 5.2.2 monitor the policy cycle;
- 5.2.3 administer the policies of the Municipality; and
- 5.2.4 ensure that service area staff are advised of the approved policies of the Municipality as located in the Policy Manual.

## 6. Amendments

Date	Amendments
July 7, 2020	Policy updating; creation of template; revision of headers.
<u>October 2021</u>	<u>Policy updating; revisions to template.</u>

Appendix A: Policy Format

POLICY

ADMIN-01-000



Municipality of the County of Kings

Policy Development

<b>Policy Category</b>		<b>Most Recent Amendment</b>	
<b>First Council Approval</b>		<b>Future Review Date</b>	

1. **Purpose** [Arial 11; Bold; left justified]  
Responds to why the Policy exists; concise statement of the Municipality's position on the issue to which the Policy responds. [Arial 11; Regular; left justified]
2. **Scope** [Arial 11; Bold; left justified]  
Statement of the individuals, places, and instances governed by this Policy. [Arial 11; Regular; left justified]
3. **Definitions** [Arial 11; Bold; left justified]  
Definitions of terms used in the Policy as required for clarity or interpretation. [Arial 11; Regular; left justified]
  - 3.1 **Term**: definition;
  - 3.2 **Term**: definition.
4. **Policy Statements** [Arial 11; Bold; left justified]  
Concise directives to fulfill the purpose of the Policy. Policy statements must respond to the position provided in the purpose section and be limited to the individuals, places, and instances provided in the scope. Subheadings shall be used as necessary. [Arial 11; Regular; left justified]
  - 4.1 Statement.
  - Subheading
    - 4.2 Statement.
      - 4.2.1 Sub-statement:
        - Bulleted list.



## 5. **Responsibilities** [Arial 11; Bold; left justified]

5.1 Council will:

5.1.1 Statement; and

5.1.2 Statement. [Arial 11; Regular; left justified]

5.2 The Chief Administrative Officer will:

5.2.1 Statement; and

5.2.2 Statement.

## 6. **Amendments**

Date	Amendments
Month Day, Year	General nature of amendments.

**POLICY****ADMIN-01-000****Municipality of the County of Kings****Policy Development**

<b>Policy Category</b>	Administration	<b>Most Recent Amendment</b>	July 7, 2020
<b>First Council Approval</b>	November 15, 2011	<b>Future Review Date</b>	May 2021

**1. Purpose**

The Municipality of the County of Kings (the "Municipality") recognizes the need for consistent and effective policies to serve as statements of Council's intended course of action or principled response to matters within the Municipality's jurisdiction. The Municipality believes that development of public policy is a process that provides effective parameters and guidelines for Council, committees, and staff. This Policy provides guidelines for proper policy development, adoption and implementation.

This Policy ensures that:

- policies are developed on the basis of thorough research, analysis, and due consideration of alternatives;
- policies are written in a manner such that the intent of each policy is known, understood, and implemented correctly and consistently;
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- only those policies approved by Council are used by staff and the public.

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- 3.3 Policy Manual: the comprehensive physical and electronic consolidation of all policies of the Municipality of the County of Kings maintained to serve as an operational guide for Council, staff, and the public.

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##### 4.1 Municipal Governance

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With respect to policies, through Part II *Municipal Government Act*, staff can design and follow administrative orders (commonly referred to as standard operating procedures) that are intended to detail procedures to track the implementation of a policy.

- 4.1.2 Specifically, s.47 *Municipal Government Act* identifies that Council may exercise its powers by policy. This exercise of powers shall adhere to the requirements of the MGA.

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Policies differ from By-laws in that By-laws may be made by Council for matters identified in s.172(1) and (2) MGA, as amended.

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- 4.8.2 Research and analysis  
Collection and assessment of information to refine possible measures of the policy.
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- 4.8.4 Drafting  
Formal development of policy proposals.
- 4.8.5 Review  
Consideration of the draft policy by Committee or Council; includes presentation of revisions.
- 4.8.6 Adoption and implementation  
Policy action occurring with monitoring and evaluation of outcomes.

Following adoption and implementation, the cycle shall begin again as operationally, legislatively, or strategically needed, or as required by the policy's review timelines.

## Policy Formatting

4.9 All policies shall follow the template attached to and forming part of this Policy.

4.10 As required, a section of definitions shall be included in a policy for better interpretation or understanding.

4.11 Images and graphics may be used in policies as required for interpretation or understanding.

4.12 Definitions and policy statements shall be ordered with sequential numbering. All sub-lists shall use numerals, not letters.

## 5. Responsibilities

5.1 Council will:

- 5.1.1 ensure the Municipality has in place effective policies to guide the actions of staff and Council, and;
- 5.1.2 by motion of Council, provide notice, approve the adoption, repeal, or amendment of all policies of the Municipality.

5.2 The Chief Administrative Officer will:

- 5.2.1 in collaboration with Council and senior management, identify necessary areas for policy development, and amendment to existing policies;
- 5.2.2 monitor the policy cycle;
- 5.2.3 administer the policies of the Municipality; and
- 5.2.4 ensure that service area staff are advised of the approved policies of the Municipality as located in the Policy Manual.

## 6. Amendments

Date	Amendments
July 7, 2020	Policy updating; creation of template; revision of headers.

Appendix A: Policy Format

## Municipality of the County of Kings

## Policy Development

<b>Policy Category</b>		<b>Most Recent Amendment</b>	
<b>First Council Approval</b>		<b>Future Review Date</b>	

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    - 4.2 Statement.
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        - Bulleted list.

## 5. Responsibilities [Arial 11; Bold; left justified]

5.1 Council will:

5.1.1 Statement; and

5.1.2 Statement. [Arial 11; Regular; left justified]

5.2 The Chief Administrative Officer will:

5.2.1 Statement; and

5.2.2 Statement.

## 6. Amendments

Date	Amendments
Month Day, Year	General nature of amendments.





# Municipality of the County of Kings

## Request for Decision

---

<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Kenisha Gordon, Diversity Specialist
<b>MEETING DATE</b>	October 19, 2021
<b>SUBJECT</b>	Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings

---

### **ORIGIN**

- [February 2008](#) - The Municipality of the County of Kings formally approved a declaration to join the Canadian Coalition of Municipalities against Racism -part of a larger United Nations Educational, Scientific, and Cultural Organization (UNESCO) initiative to end racism.
- [November 20, 2012](#) - Municipal Council approved Action Plan for Ending Racism and Discrimination in the Municipality of the County of Kings.
- [August 18, 2020](#) - Contract awarded to Lightship Strategies, Indigevisor and Live Infinitus, to develop updated Action Plan.
- [December 15, 2020](#) - Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings Briefing Note.

### **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council adopt the "*Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings*" as attached to the October 19, 2021 Request for Decision.

### **INTENT**

For Committee of the Whole to receive, and recommend for approval, the *Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings*.

### **DISCUSSION**

The Municipality of the County of Kings has been directly engaged in anti-racism initiatives since 2008. In 2008, the Municipality approved a declaration to join the Canadian Coalition of Municipalities against Racism and Discrimination (CCMARD). This covenant is a collective approach to systematically protect human rights and work toward ending racism through coordination, sustainable policies and shared responsibility with government agencies, the private sector and the public. In 2012, the Municipality adopted a 2012 Action Plan for Ending Racism and Discrimination in the Municipality of the County Kings. The 2012 Action Plan served as the primary charter for equity, diversity and inclusion within the Municipality until the implementation of the 2015 Diversity Management Plan.

In 2015, the Municipality took further action to eliminate racism and to fostering a culture of diversity, equity, inclusion and belonging through the adoption of a Diversity Management Plan. The plan has been the Municipality's primary toolkit for equitable employment and hiring practices. Subsequently, the Municipality issued a request for proposal on June 18, 2020 to seek consulting services to update the Action Plan. The result of which led to the August 18, 2020, contract award to Lightship Strategies, Indigevisor and Live Infinitus, to develop an updated Action Plan.

Following the August 2020 contract award, the team of consultants had a series of high-level engagements with community partners that resulted in the identification of three lenses for the Strategy:

- Reconciliation and Mi'kmaq Treaty Rights;
- African Diaspora, Anti-Black Racism and Reparations;
- And Equity, Inclusion and Diversity.



# Municipality of the County of Kings

## Request for Decision

The high-level community engagements also yielded six pillars for the Strategy's action development to be executed in alignment with. They are:

- Demonstrating Leadership and Enhancing Representation;
- Economic Empowerment;
- Truth, Awareness, and Advocacy;
- Cultural Celebration and Reflection of Diversity;
- Creating Safe Spaces, Land and Built Environment; and
- Access and Equitable Service Delivery.

The draft Strategy has been thoroughly reviewed on several occasions by the consultant team, Municipal staff, Diversity Kings County and community partners. The most recent instances took place on October 8, 2021 and October 12, 2021. Feedback from participants highlighted that the proposed Strategy addresses many persistent community needs and concerns. Although participants expressed a high degree of satisfaction with the proposed Strategy, they also provided feedback that included areas of potential concerns/pitfalls if not considered or accounted for in the implementation of the plan.

These concerns include, but are not limited to:

- Financial commitment to action development;
- Impactful inclusion of historically marginalized equity groups in sustainable economic programs;
- Equitable access and promotion of services to historically marginalized groups;
- Ongoing engagements with community and trust building;
- Accessibility and significant inclusion of the disabled community; and
- Partnership, trust and relationship with the grassroots population of marginalized communities; Direct attention and involvement of local Black, Indigenous and People of Color.

Staff are confident in the Municipality's ability to address the aforementioned concerns through the next phase of this project: the development of a costed implementation plan.

### **FINANCIAL IMPLICATIONS**

- Upon the adoption of the Strategy for Belonging a costed implementation plan will follow.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
✓	Strong Communities	The Strategy for Belonging is grounded in the Municipality's vision for strong communities. The lenses, pillars and action development framework will support vibrant, diverse, welcoming, and sustainable communities.
	Financial Sustainability	
✓	Supports a Strategic Project	The Strategy for Belonging is a strategic project of Council. It is the Municipality's primary blueprint to build trust, partnership and relationship with communities, especially the historically marginalized equity groups. Additionally, the adoption of the Strategy for Belonging will be the core guide for the Municipality's internal policies and hiring practices.
	Supports a Core Program Enhancement	



# Municipality of the County of Kings

## Request for Decision

### **ALTERNATIVES**

- Council may amend the Strategy before approving.
- Council may direct Municipal staff and the team of consultants to take the plan back to the community for amendment, prior to acceptance.

### **IMPLEMENTATION**

- Upon approval, staff will continue to work with high-level community partners to generate costed implementation plan for Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings. The implementation plan will be developed and costed based on high priority action development areas that have been identified by community and listed in the Strategy as per appendix A.

### **ENGAGEMENT**

- Series of community engagement and strategic reviews were conducted with community partners and representation from the Black, Indigenous, disabled, Youth, and 2SLGBTQ+ communities, to ensure effective representation of multiple diverse groups, perspectives, trust building and relationship strengthening.

### **APPENDICES**

- Appendix A: Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings.

### **APPROVALS**

Brittany Mastroianni, Manager of Community Development	October 8, 2021
Rob Frost, Deputy Chief Administrative Officer	October 12, 2021
Scott Conrod, Chief Administrative Officer	October 12, 2021



MUNICIPALITY *of the*  
COUNTY *of* KINGS

# TOWARD EQUITY AND DIVERSITY

## A Strategy for Belonging in the Municipality of the County of Kings

*Draft Action Plan for Community Review: September 15, 2021*

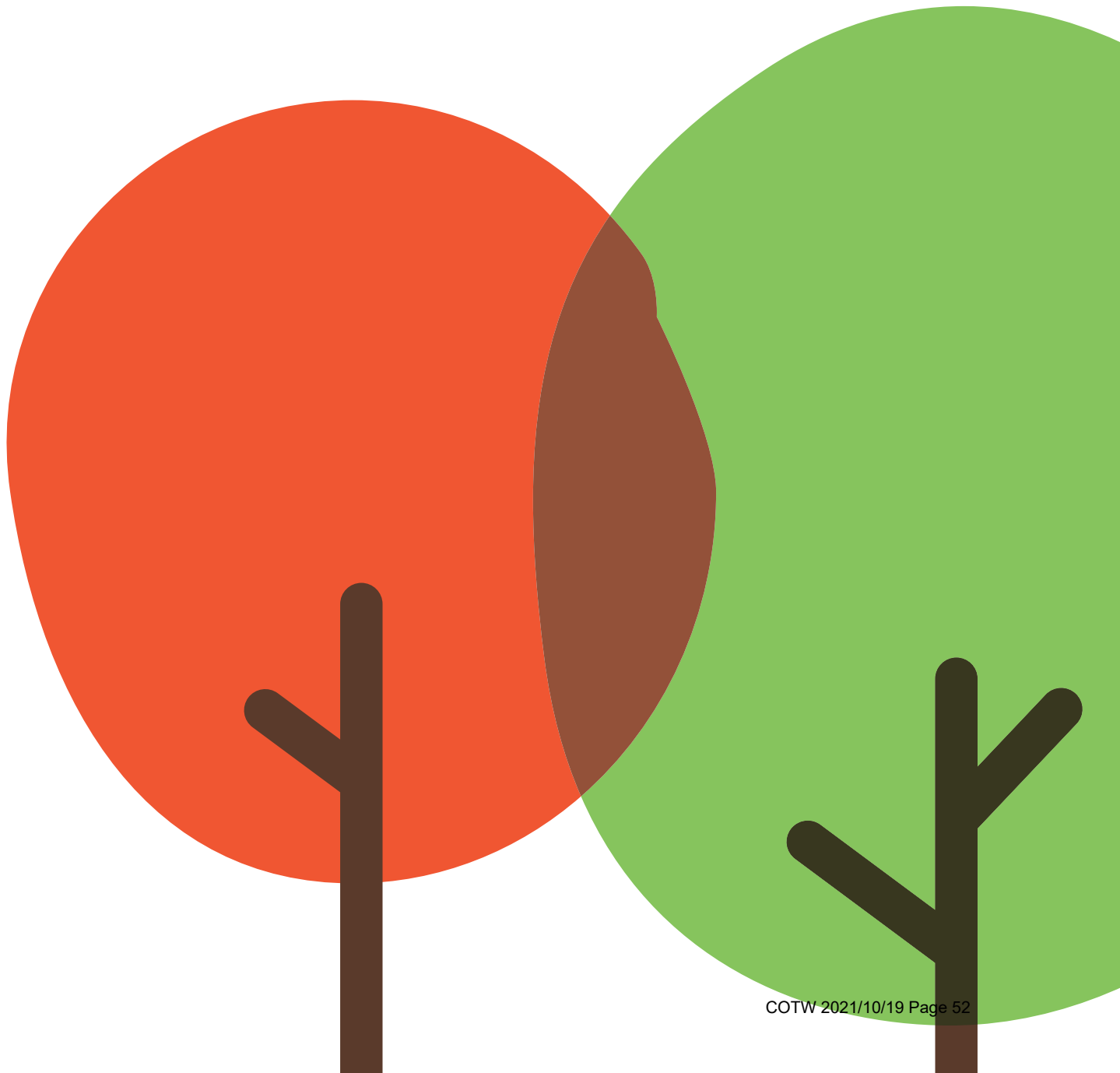




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Consulting Team

Indigevisor:	Nadine Bernard
Infinitus Academy:	Andreas Robinson
Lightship Strategies:	Renée Kuehnle

OUR COMMITMENT

The Municipality of the County of Kings rejects racism and prejudice in every form and stands firm in our commitment to our community. We are committed to Truth, Reconciliation and decolonizing our organization, community, processes, and policies.

Racism and discrimination violate human rights and are a threat to the safety and wellbeing of our communities. There are constant reminders that racism and prejudice are persistent, embedded and systemic in our community and in our own society. We hold a collective responsibility to acknowledge and confront it.

Acknowledging that we need to follow the leadership of our community, we will take a stewardship role in supporting those doing the work including community leaders, advocates, youth or elders, and community-based organizations. We denounce the historic and systemic nature of the continuing racism and discrimination against people due to culture, ability, age, socio-economic status, and gender or sexuality.

We know that the responsibility for striving toward justice belongs to all of us, including those of us who have historically been over-represented and racially privileged. Creating safe space for the voices of Black, Indigenous, people of colour, racialized, and other equity seeking communities is critical, now more than ever. The Municipality remains committed to being open and providing impartial government while continuing to work towards deep rooted and long-lasting change in the communities we serve.

We commit to being anti-racist, advocating for de-colonization, and supporting equity, inclusion, diversity, justice and belonging. We will hold each other accountable and provide transparency for our community to also hold us accountable. We commit to being fair and being good allies and collaborators. We commit to the actions in the plan and to collaborating with the community to constantly renew the actions and evaluate progress.

This commitment has been adopted by the organization including Council who have all become signatories to this plan.

**We commit to the words above, in Our Commitment, to uphold the principles of the plan, and prioritize taking action.**

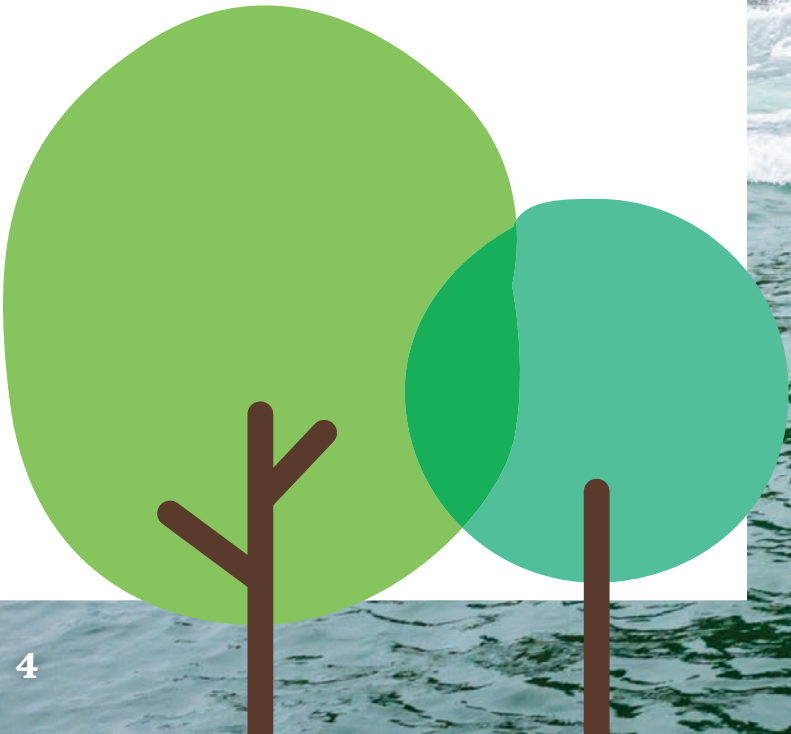
Mayor, Peter Muttart		
District 1 June Granger	District 4 Martha Armstrong	District 7 Emily Lutz (Deputy Mayor)
District 2 Lexie Misner	District 5 Tim Harding	District 8 Jim Winsor
District 3 Dick Killam	District 6 Joel Hirtle	District 9 Peter Allen

LAND ACKNOWLEDGEMENT

It is important to acknowledge that the Municipality of the County of Kings is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq Peoples. These territories are covered by the "Treaties of Peace and Friendship" which Mi'kmaq Peoples first signed with the British Crown in 1726. We are all treaty people, and these treaties are still applicable today. The treaties did not deal with surrender of lands and resources but in fact recognized Mi'kmaq title and established the rules for what was to be an ongoing relationship between nations. The Municipality is home to Annapolis Valley First Nation, and Glooscap First Nation, as well as a diverse urban and rural Indigenous population.



**Acknowledgement of Indigenous African Nova Scotian Communities:** Also depicted on the map above are the communities of Pine Woods and Gibson Woods. These communities are being included on the map as Historical Black or African Nova Scotian communities. We specifically honour the historical Black communities across Nova Scotia, who have been here for well over 400 years.



GLOSSARY

It is important to promote understanding through language and clarify the terms that are contained in the plan, or in documents supporting the plan. Many of these terms are part of a rapidly evolving discourse and their meaning could change over time, but the concepts and terms contained within form a foundation for the project.

**Aboriginal People:** This is the overall term used in Canada's 1982 Constitution Act to refer to First Nations, Inuit and Métis people. The word recognizes the fact that Aboriginal peoples are the original people of Canada (Alberta Urban Municipalities Association, 2014). Increasingly, this term is being used to only refer to Indigenous Peoples in a legal context and not making casual references.

**Accessibility:** Accessibility involves removing the barriers faced by individuals with a variety of disabilities (which can include, but is not limited to: physical, sensory, cognitive, learning, mental health) and the various barriers (including attitudinal and systemic) that impede an individual's ability to participate in social, cultural, political, and economic life. Disabilities can be temporary or permanent. As we age our abilities change and therefore an accessible society is one designed to include everybody; both people with disabilities and people who self-identify as non-disabled (City for All Women Initiative, 2015).

**African Canadians:** People of African descent in Canada, who are citizens or permanent residents (Used as an umbrella term for all peoples of African descent in Canada).

**African Nova Scotians:** Honouring specifically the historically African Nova Scotian communities across the province, who have been here for well over 400 years. \*Distinct from African Canadians or other people of African Descent who now reside in Nova Scotia. Many of these communities self-identify as Indigenous African Nova Scotian.

**African Diaspora:** The global connection of people and communities of African Descent – whether native to African or peoples from Africa – ex: people in the Americas, Europe, etc.

**Ally:** A person who supports an individual or group to be treated equitably and fairly. This often grows out of the self-awareness of inequities or privileges we have experienced. Action is taken individually or collectively to create conditions that enable everyone to have equal access to resources and benefit (City for All Women Initiative, 2015).

**Antisemitism:** Latent or overt hostility or hatred directed towards or discrimination against individual Jewish people or the Jewish people for reasons connected to their religion, ethnicity, and their cultural, historical, intellectual and religious heritage (Province of Ontario, 2017).

**Belonging:** A sense of belonging is the feeling of being connected and accepted by one's family and community. It is a critical component of human and community development and lends itself to feeling like one can participate and relate to their group or community.



**GLOSSARY (CONTINUED)**

**Colonialism (Colonization):** A practice of domination, which involves the subjugation of one people to another. Settler colonialism—such as in the case of Canada—is the unique process where the colonizing population does not leave the territory, assets ongoing sovereignty to the land, actively seeks to assimilate the Indigenous populations and extinguish their cultures, traditions and ties to the land (Government of Canada, 2019). In Canada, this means that Western European-derived ways of being, believing, knowing, and doing are implicitly or explicitly presented as the standard or norm, and other ways of being, knowing, and doing are implicitly or explicitly presented as “other,” alternative, or less worthy.

**Cultural Humility:** A practice of self-reflection to understand personal and systemic biases and to develop and maintain respectful processes and relationships based on mutual trust. Cultural humility involves humbly acknowledging oneself as a learner when it comes to understand another’s experience (Canadian Institute of Planners, 2019).

**Cultural Competency:** A comprehensive collection of behaviour, attitudes, practices, and policies that creates an inclusive environment for people of diverse backgrounds. Culturally competent organizations have the awareness, knowledge base and learned skills to effectively and sensitively work with and provide services to people of diverse backgrounds (Portland Metropolitan Region, 2016).

**Cultural Safety:** An outcome based on respectful engagement that recognizes and strives to address power differentials that can be present in planning systems, e.g., between decision makers or experts and marginalized people. It means all people feel respected and safe when they participate in planning processes (Canadian Institute of Planners, 2019).

**Decolonization:** (see antonym above Colonialism, Colonization) In Canada, decolonization is usually discussed in terms of the relationship between Indigenous and non-Indigenous peoples. It is related to Indigenous resurgence (Indigenous people reclaiming and restoring their culture, land, language, relationships, health, etc., both independent of and with the support of non-Indigenous people). Decolonization is also associated with other relationships between groups of people within Canada and in other countries and contexts around the world, and for some, is linked to broader principles of inclusion and equity. Decolonization is a process, not a product, and it involves undoing or removing colonial elements of society.

**Diversity:** Vancouver’s A Healthy City for All (2014) describes ‘diversity’ as a term that is often confused for ‘race’ or ‘culture,’ when in fact it should be used to consider the number of interlocking ways that people are disadvantaged and mistreated, and thus how people from various and marginalized groups or communities feel comfortable, safe and able to access their community spaces and institutions (City of Vancouver, 2014).

**Equity:** Fairness, impartiality, even-handedness. A distinct process of recognizing differences within groups of individuals and using this understanding to achieve substantive equality in all aspects of a person’s life (Government of Canada, 2019).

**Inclusion:** Acknowledging and valuing people’s differences so as to enrich social planning, decision-making, and quality of life for everyone. In an inclusive municipality, we each have a sense of belonging, acceptance, and are recognized as valued and contributing members of society. Real inclusion takes place when those already included in the “mainstream” learn from those who are excluded and initiate change (City for All Women Initiative, 2015).

**Institutional Racism:** Policies, practices and procedures that work better for white people than for people of colour, often unintentionally or inadvertently (National League of Cities, 2017).

**Intersectionality:** The intersection, or crossover, of our many identities affects how each of us experiences the Municipality. These intersections occur within a context of connected systems and structures of power (e.g., laws, policies, state governments, other political and economic unions, religious institutions, media) (City for All Women Initiative, 2015).

**Islamophobia:** Includes racism, stereotypes, prejudice, fear or acts of hostility directed towards individual Muslims or followers of Islam in general. In addition to individual acts of intolerance and racial profiling, Islamophobia can lead to viewing and treating Muslims as a greater security threat on an institutional, systemic and societal level (Province of Ontario, 2017).

**LGBTQ+ or 2SLGBTQQIAA:** Acronyms used to encompass most or all members of sexually- and gender-diverse communities. LGBTQ+ (Lesbian, Gay, Bisexual, Trans, Queer, +) or 2SLGBTQQIAA (Two Spirit, Lesbian, Gay, Bisexual, Trans, Queer, Questioning, Intersex, Asexual, Ally) are typically used interchangeably. Members of these communities experience overt and systemic discrimination.

**Mi’kmaq:** Mi’kmaq (Mi’kmaw, Micmac or L’nu, “the people” in Mi’kmaq) are Indigenous peoples among the original inhabitants of the Atlantic region in Canada, and the original peoples within the Municipality of the County of Kings. This traditional territory is known as Mi’kma’ki and is made up of seven districts. Mi’kmaq people have occupied their traditional territory since time immemorial.

**Marginalization:** Refers to a long-term, structural process of systemic discrimination that creates a class of disadvantaged minorities. These groups become permanently confined to the margins of society; their status is continually reproduced because of the various dimensions of exclusion particularly in the labour market, but also from full and meaningful participation in society (Province of Ontario, 2017).

**Peace and Friendship Treaties:** On the East Coast, Peace and Friendship Treaties were signed with the Mi’kmaq, Maliseet and Passamaquoddy prior to 1779. Treaties are solemn agreements that set out long-standing promises, mutual obligations and benefits for both parties. The British Crown first began entering into treaties to end hostilities and encourage cooperation between the British and First Nations. As the British and French competed for control of North America, treaties were also strategic alliances which could make the difference between success and failure for European powers. (Government of Canada, 2021).

**Privilege:** The experience of freedoms, rights, benefits, advantages, access and/or opportunities afforded to members of a dominant group in a society or in a given context (City for All Women Initiative, 2015).

**Race:** A social construct that artificially divides people into distinct groups based on characteristics such as physical appearance (particularly colour), ancestral heritage, cultural affiliation, cultural history, ethnic classification, and the social, economic and political needs of a society at a given period of time. Racial categories subsume ethnic groups (Portland Metropolitan Region, 2017).

GLOSSARY (CONTINUED)

**Racialization:** A process of delineation of group boundaries and of allocation of persons within those boundaries by primary reference to (supposedly) inherent and/or biological (usually phenotypical) characteristics (Province of Ontario, 2017).

**Racial Equity:** “Closing the gaps” so that race does not predict one’s success, while also improving outcomes for all (National League of Cities, 2017).

**Reparations:** Governments have a duty to acknowledge and address widespread or systematic human rights violations, in cases where the government caused the violations or did not seriously try to prevent them. Reparations initiatives seek to address the harms caused by these violations. They can take the form of compensating for the losses suffered, which helps overcome some of the consequences of abuse. They can also be future oriented—providing rehabilitation and a better life to victims—and help to change the underlying causes of abuse. Reparations publicly affirm that victims are rights-holders entitled to redress.  
(<https://www.racialequitytools.org/glossary>)

**Social Participation:** Involvement in meaningful activities that increase one’s sense of belonging and well-being (Government of Canada, 2019).

**Structural, Institutional or Systemic Racism:** When institutions or systems create or maintain racial inequity, often as a result of hidden institutional biases in policies, practices and procedures that privilege some groups and disadvantage others (Province of Ontario, 2017).

**Systemic Barriers:** Obstacles that exclude groups or communities of people from full participation in, and the benefits of, social, economic, and political life. They may be hidden or unintentional but are built into the way society works. Existing policies, practices and procedures, as well as assumptions and stereotypes, reinforce them (City for All Women Initiative, 2015).

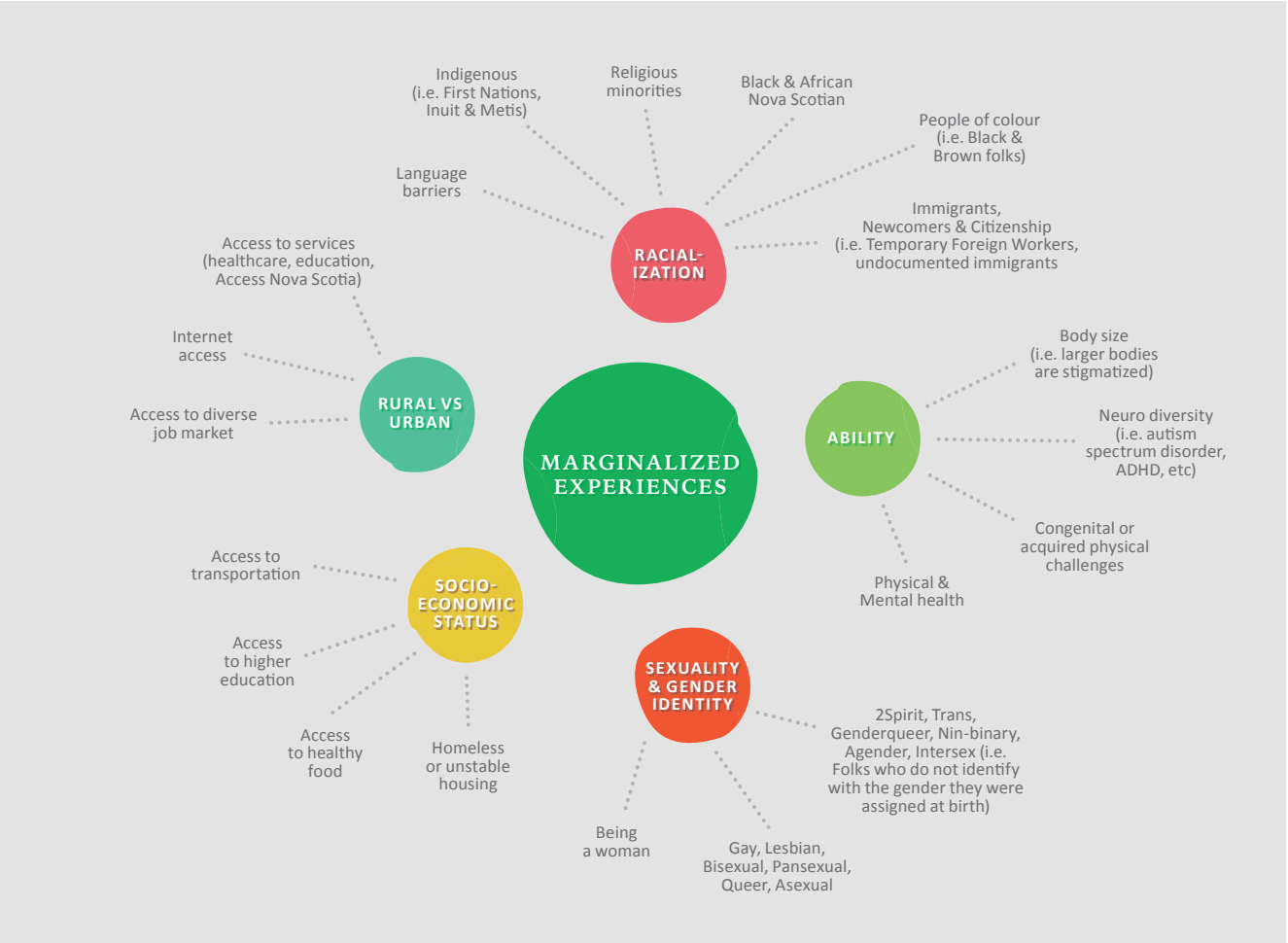
**Truth and Reconciliation:** The concept of reconciliation is about speaking the truths of the past, and acknowledgement of the harm that has been inflicted on Indigenous Communities in Canada, including Residential Schools. It is about atonement for the causes, and action to change behaviours that continue to marginalize Indigenous people. Reconciliation is about establishing and maintaining a mutually respectful relationship between Aboriginal and non-Aboriginal peoples in this country. (Truth and Reconciliation Commission, 2015).

**Two-eyed Seeing (Etuaptmumk):** is a guiding principle developed by Mi’kmaq Elder Albert Marshall that recognizes that better outcomes are more likely if we bring two or more perspectives into collaboration. Accordingly, Etuaptmumk can also be understood as a gift of multiple perspectives, an insight and framework that could help us do better in many areas of our shared lives, including our relationship with the earth.

INTRODUCTION

The Municipality of the County of Kings is a vibrant and dynamic region in the Province of Nova Scotia. Developed over the span of four centuries in Mi’kma’ki, the traditional, ancestral and unceded lands and waters of the Mi’kmaq people. As well, this region is home to multiple Historic African Nova Scotian communities, whose heritage and contributions have shaped the current landscape. Our region is now the home to a diverse population with unique stories and cultures, enriching the Municipality of the County of Kings.

A predominantly rural region, residents face complex barriers to equitable participation in the community. With a history of systemic and structural racism, experiences of rural poverty, and discrimination and stigma facing various members of the community, the well-being, resilience and future of the Municipality depends on a collective commitment to action. Some of the potential marginalized experiences and barriers that residents face within the region are illustrated through the diagram below.





PROJECT BACKGROUND

In 2008, the Municipality of the County of Kings adopted a declaration to join the Canadian Coalition of Municipalities against Racism (CCMARD), the Canadian branch of the United Nations Educational, Scientific, and Cultural Organization (UNESCO) initiative. This action was followed by the Town of Kentville who joined CCMARD in 2010. Together, Kings and Kentville committed to achieving the 10 anti-racism and anti-discriminatory UNESCO Commitments.

In July of 2012, the Race Relations and Anti-Discrimination Committee (RRADC) of the Municipality of the County of Kings contracted Horizons Community Development Associates Inc. to develop the Action Plan for ending racism and discrimination. The final version of the Action Plan was approved by Council in October 2012.

After eight years of progress made and milestones celebrated in the Municipality alongside the community’s changing needs and a rapidly evolving societal discourse, Council and the Diversity Committee have sought an update to the original Action Plan. In August of 2020, Lightship Strategies Inc., Indigevisor Advisory and Consulting and Infinitus Academy Inc. were contracted to take on this work. Since being awarded, the team has worked to conduct analyses of best practices throughout Canada and of a comprehensive policy review, as well as complete engagement throughout the municipality. Engagement has determined what has come out of the past Action Plan and what the community’s priorities and needs are going forward.

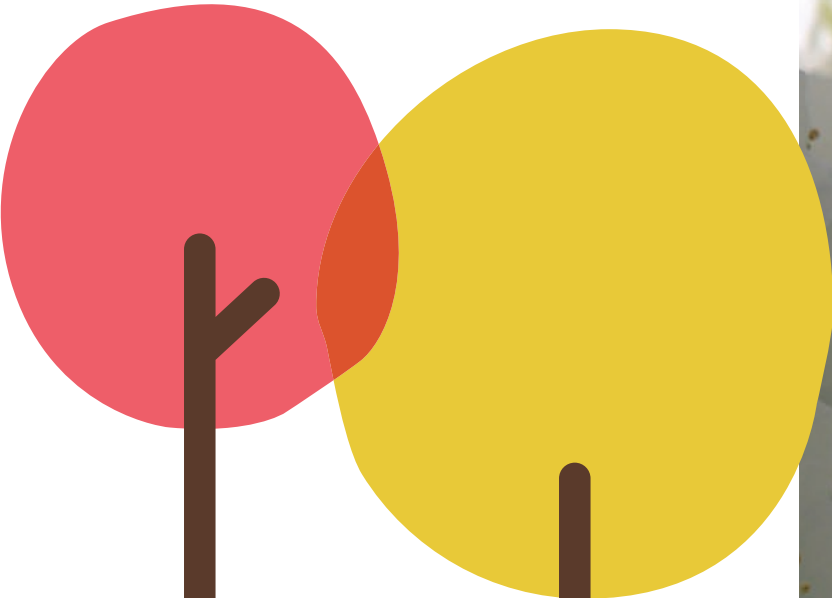
PROJECT APPROACH

Over the past year, the project team has worked closely with municipal staff, the Diversity Committee, and community collaborators through a community-led approach to identifying actions. We had some tough conversations. However, it was in the discomfort, vulnerability, and passion for justice that these conversations were possible.

A community-led approach to the development of the goals, targets and tangible actions was completed through a strategic interviewing process allowed the team to identify areas for improvement of the Municipality, as well as areas where community can support the Municipality in implementation. We believe it is in these alignments where actions can be most impactful.

This final document is a strategic policy document that will direct the creation of municipal policies and guide Council and administrative decisions related to funding, programming, policy, on-going project work, and priorities in nearly every department of the organization. While one of the key pillars of the plan is internal to the municipality’s operations, all of the other actions are outward facing. They are about providing platform and support for community to guide the Municipality authentically into action. Nearly every action includes partnership, and actions will be evaluated with community conversations.

The vision is for this to be a framework for collaboration. It is a short-term strategy that should be completed within 3-5 years. Through ongoing community engagement, new actions and targets should be added on a regular basis.



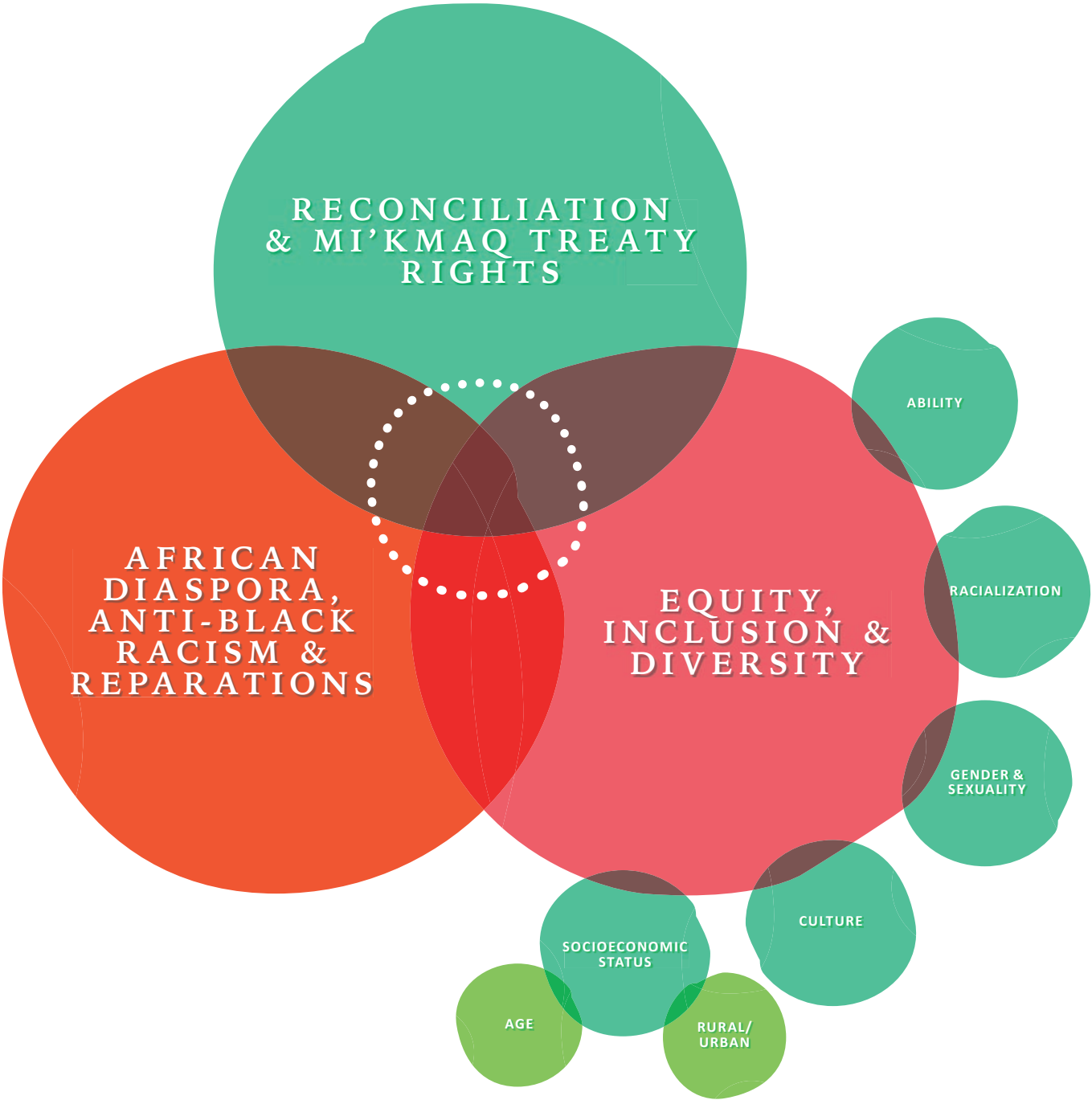
OUR LENSES

Embedded in equity and inclusion work is the consideration for intersectionality. “Intersectionality” is used to explain the intersection of oppressive power for people who belong to multiple marginalized groups. It helps us to understand how systems of power and oppression operate together. A set of ‘lenses’ were developed to enable our team to analyze existing and potential policies and actions through multiple perspectives. These lenses include:

**Reconciliation and Mi’kmaq Treaty Rights Lens:** This lens is fundamental to recognizing that Nova Scotia is on the unceded, ancestral territory of Mi’kma’ki. Using an Indigenous rights lens means we will prioritize actions or policies that enable Mi’kmaq people to access services safely and in a way that directly meets their needs. It is about supporting self-determination and decolonization. Complimenting Indigenous Rights with a Reconciliation lens ensures that we use the TRC’s 94 Calls to Action, and in particular the several Calls to Action that directly pertain to municipal governance as guidance for specific action items.

**African Diaspora, Anti-Black Racism Lens and Reparations Lens:** Is an acknowledgement of the need for reparations while recognizing; (1) That the African continent is the birthplace of humanity, with the oldest civilizations and that democracy, cooperative economics, art , entertainment, modern education and medicine, are rooted in African Wisdom and were built off the backs of African-Descended people; and (2) The centuries long displacement, disenfranchisement - lack of access, opportunity and celebration of heritage and contribution, and systemic implications impacting the current realities of persons of African Descent, specifically African Nova Scotians who have ancestral roots in the province for 400+ years.

**Equity, Inclusion and Diversity Lens:** We actively include all voices and identities and act to empower and support those who are typically excluded. We consider how systemic barriers and internal biases, such as racism, misogyny, homophobia, transphobia, ableism, ageism, and various forms of stigma are embedded in Western planning and policy processes, and thus many people and voices are not reflected in the policies that shapes our residents’ experience. This lens includes specific focus on socio-economic barriers including age and geography, ability and access for persons with disabilities, racialization and barriers faced by people of colour, gender and sexuality, as well as culture which encompasses the diverse traditions, food, clothing, language, and living heritage that enrich the Municipality.



The lens map above shows the intersections of the three lenses utilized within this work. When we look through these lenses, actions with the maximum impact will be found at the intersection or overlap between the lenses.



ENGAGEMENT &  
RELATIONSHIP BUILDING

Engagement Approach

This plan seeks to build actions in alignment with other levels of government, supporting organizations, and by seeking partnerships with neighbouring Nations, community leaders, and service providers that support equity-seeking groups within the municipality. The engagement approach has been founded in the development of partnerships with community and in a manner that protects the safety of those with lived experience of victimization and marginalization. Deeper engagement at the community level needs to be targeted towards specific action and implementation and can occur as an outcome of the plan.

In addition to community outreach, engagement was completed with Council of the Municipality of the County of Kings as well as the Diversity Committee. The Diversity Committee in particular has provided guidance throughout the planning process over several meetings and engagement sessions. The engagement results, below, include feedback from collaborating organizations, Diversity Committee and Council.

We recognize engagement is an ongoing process, rooted in relationship-building. Engagement doesn't stop once the plan is drafted, but rather the planning process sets the stage for ongoing conversation and collaboration.

Collaborators and Organizations

The following represents a list of those engaged through interviews and focus groups during the development of the plan. These organizations form a starting point and the municipality is open to hearing from other organizations or programs who would like to support the work. If you are interested in participating in the work on an ongoing basis or have ideas, please contact us [here](#).

During the planning process, the team met with approximately 30 organizations and individuals across a variety of sectors that are community leaders in this work. This included organizations targeted to serve all people in the region including youth, seniors, persons with disabilities, women, immigrants and newcomers, Mi'kmaq and the urban Indigenous community, Black and Historic African Nova Scotian Communities, and 2SLGBTQ+ communities. It also included organizations with specific mandates that will support the work by encouraging change including transit, economic development, tourism, cultural stewardship, education, and community services within the Municipality.





**What We Heard: How are we taking direction from engagement?**

Feedback on the overall direction of the plan, foundational concepts, and how to manage the project are summarized in the sections below.

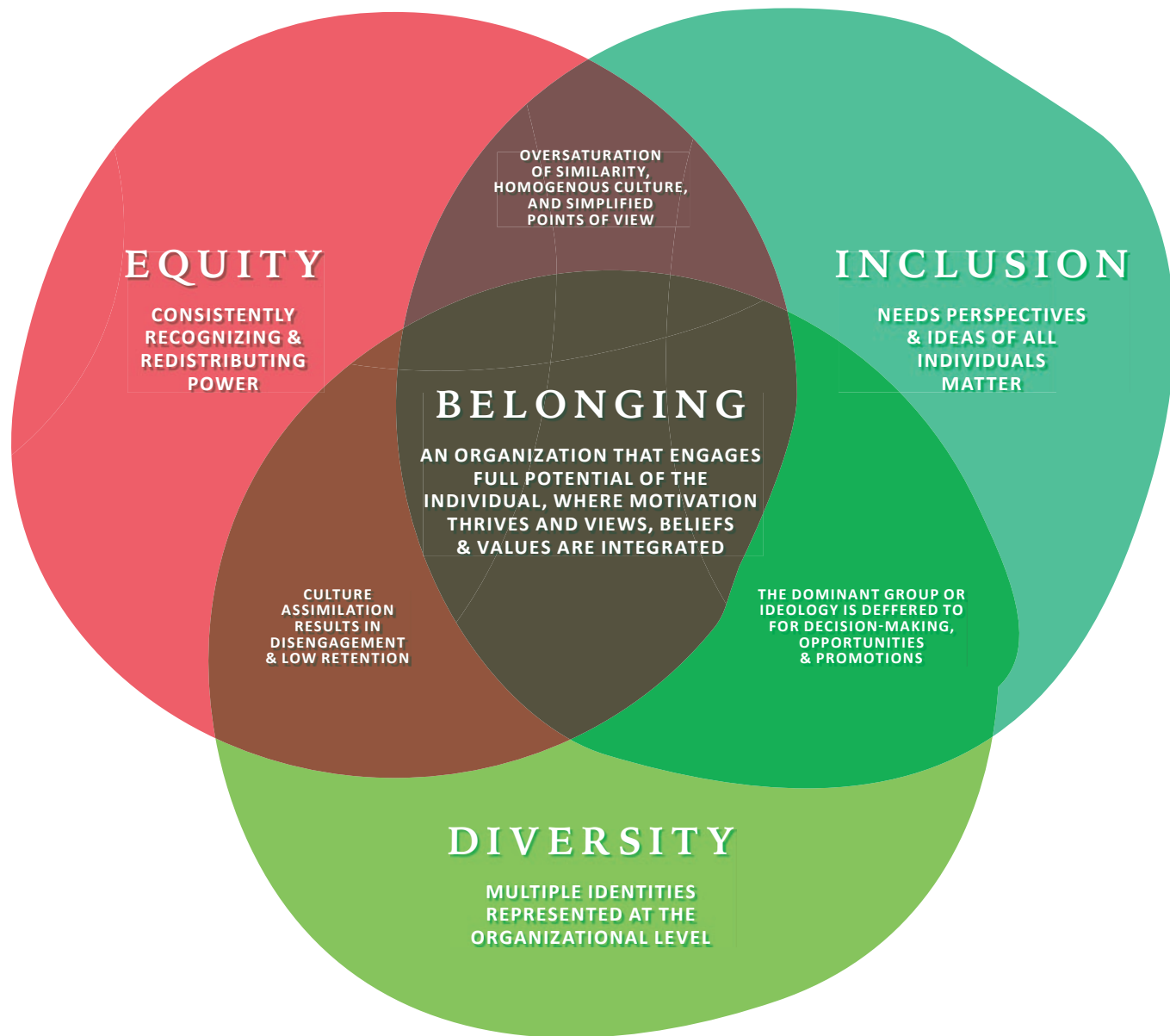
Much of the input that was heard throughout the engagement process were specific actions which have been put directly into action through the plan commitments. All of the actions in the plan were identified by participants in the planning process and input has been infused into the policy statements, vision, and organization of the plan.

Some higher-level feedback on plan management, development and the role of the Municipality is summarized below:

- The Municipality of the County of Kings needs to lead in a serving way, informed by community.
- The project must be founded in recognition of our communities who historically inhabited Nova Scotia. Mi'kmaw communities as well as African Nova Scotian Communities require Reconciliation and Reparations.
- The plan should be founded in a holistic understanding of equity and belonging.
- The plan needs to focus on specific opportunities that are actionable and tangible commitments for the community. We need to be able to define the actions clearly.
- The action plan, commitments and message must be simple, straight forward, and accessible language.
- The plan must be founded in accountability and commitment. There need to be real levers through policy and programs, and leaders need to be committed to the outcomes.
- The emphasis should be on sustainable and decentralized action throughout the whole municipal organization.
- The process needs to be transparent and collaborative. Community members should know about the progress through ongoing communication and evaluation of the plan. Community needs to be able to hold the Municipality accountable.

- The actions need to be adjustable based on community feedback. Some of the ideas may or may not work, so we need to be able to see what is working and what isn't and adjust to create a living plan.
- We can't be a full community if we don't hear all voices. We need to commit to ongoing engagement with all interested people and organizations. This plan is the beginning of a conversation.
- Some of the priority areas for action are internal policies and work environment, economic development, public accountability, opportunities for youth, equitable land use, Reconciliation, and Reparations.
- To be authentic, the actions must be 'written' or identified by the defined groups, because it relates to their truth and their life-experience.
- This plan should be founded in justice, including changing existing prejudices to acceptance and creating public accountability for acts of racism and discrimination. The language needs to be elevated.
- Community will need to see follow-through. We will need to have some sort of measurement to bring this plan back to Council each year to see how we are doing.
- The plan needs to stay at the front of mind- it can't disappear onto the side of one person's desk. There needs to be collective responsibility and action.





## VISION STATEMENT

**The Municipality will be an organization** that reflects the diversity of our community, demonstrates authentic leadership and community-led work, and where there is equal and equitable opportunity for all through employment, access to services, inclusive policy, and investment. We envision an organization that will make an impact through tangible, prevention-oriented leadership.

**The Municipality will act as a partner** that upholds fundamental rights and freedoms to move beyond inclusion to justice. As a partner, the Municipality provides a platform for hearing and reflecting all voices while supporting and investing in collaboration on anti-racism and anti-discrimination initiatives.

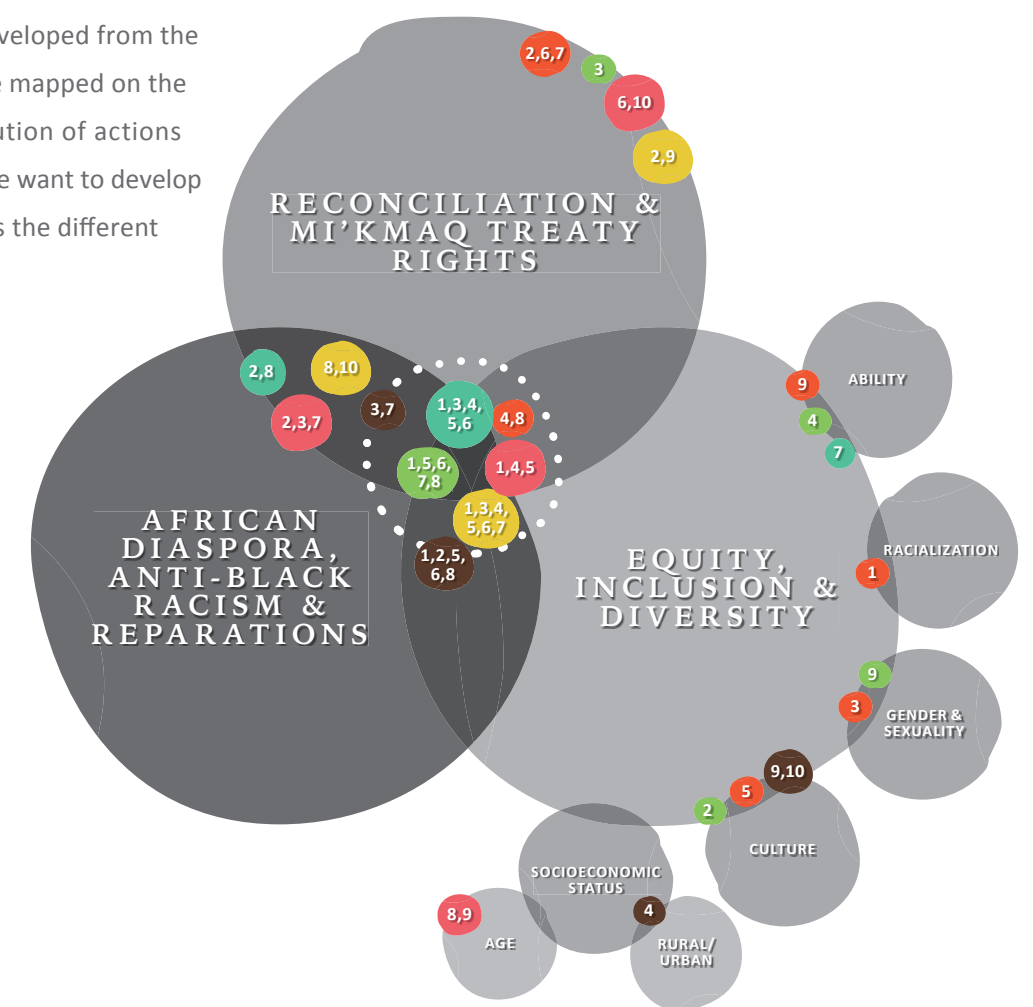
**The Municipality is a place** that is a community of communities- where everyone belongs. We strive to create a safe and attractive community that people want to visit, move to, and that reflects all of our communities and recognizes cultures.

## ACTION DEVELOPMENT

This will be a set of actions which direct the Municipality of the County of Kings in future action, policy change, investment, or collaboration. Each commitment will include guidance towards implementation such as identifying partners and collaborators, resources required, and responsibilities. Each action is organized within a set of six pillars:

- Demonstrating Leadership & Enhancing Representation
- Economic Empowerment
- Truth, Awareness, and Advocacy
- Cultural Celebration & Reflection of Diversity
- Creating Safe Spaces, Land, & Built Environment
- Access and Equitable Service Delivery

The commitments were developed from the engagement results and are mapped on the lenses to show the distribution of actions within the project lenses. We want to develop a set of actions that address the different communities in the region.





DEMONSTRATING LEADERSHIP & ENHANCING REPRESENTATION  
(INTERNAL ACTION)

This pillar is about how the municipality enhances its own capacity to be better equipped to achieve the goals of the plan. This focuses on internal policy development, hiring, and training practices as well as committees and creating and holding space for equitable representation at the municipal table.

ACTION OR PROJECT	
1	Commit to high-level pillars and policy direction of this plan within all land use, economic development and human resource policies. Review of this plan within all planning activities and reviews as critical background document Utilize the lenses developed in the project for all municipal decision-making and policy development. Consider using the framework of the plan as part of the template for the ‘request for decision’ to council.
2	The plan includes a communication strategy and an orientation package for new councillors, staff, and the public about the plan and resulting action.
3	Recruit and appoint Indigenous members to Diversity Committee.
4	Explore opportunities to make Diversity staff position part of an Inter-Municipal Service Agreement to increase capacity and focus of that position.
5	Development of a Human Resource and Employment Strategy that prioritizes internal action around equitable and representative hiring, culturally appropriate retention initiatives such as mentorship, dedicated positions for BIPOC, creating a welcoming workplace, adequate training, and partnership opportunities with local employment support programs. Also consider representation within summer student hiring initiatives. Part of this initiative should include celebrating and highlighting successes of individual staff.
6	Complete a review of all committees (diversity, planning advisory, etc.) to address creating diversity such as having Youth, Members of Historic African Nova Scotian Communities, Indigenous and gender diverse representation to promote equitable decision making.
7	Training and cultural literacy should start with mayor, councillors and senior staff. Designating 20% of PD budget to equity, inclusion training, develop orientation training and consider service awards for those doing the work at a staff level.
8	Develop a mentorship program and capacity development for Indigenous and ANS youth at the high school and university levels in all aspects of municipal operations including planning and infrastructure interns.
9	Create staff exchanges with local band councils and to dedicate support on a project-by-project basis for collaboration on funding and infrastructure development.
10	Through collaboration or an inter-municipal service agreement, developdedicated Indigenous and African Nova Scotian Liaison positions within staff to help navigate and communicate with Communities, lead initiatives and develop internal capacity through training and support for Municipal staff.

ECONOMIC  
EMPOWERMENT

This pillar is about creating opportunities for equitable economic development utilizing the Municipality’s spending power, and by fostering an inclusive entrepreneurship environment within the County or lessening financial barriers to economic participation.

ACTION OR PROJECT	
1	Development of a social entrepreneurship hub or innovation incubator for diverse business owners.
2	Collaborate with Mi’kmaq communities and African Nova Scotian communities to commit planning, community development, and infrastructure staff support to develop an affordable housing project within the Municipality by developing funding proposal, land donations, and staff support. The Municipality will have a support role, as housing is Provincial jurisdiction.
3	With the procurement policy being reviewed, there are opportunities to look at our spending power. We will set a baseline set aside of procurement dollars to diverse business owners, establish evaluation criteria and definitions according to industry standards. We will review this baseline in 3 years, and monitor spending annually.
4	Add equity, diversity and inclusion component to tender or RFP process through development of evaluation criteria. This may include items such as corporate ownership, employee representation, and capacity building and training initiatives.
5	Develop a directory of diverse business owners and opportunities in partnership with the Chamber of Commerce.
6	Support registration for diverse business owners within third-party organizations as diverse-owned vendors through providing grants for fees for one year.
7	Explore opportunities for Kings Transit to provide free passes to persons with disabilities or those participating in employment support programs.
8	Promote Indigenous and African Nova Scotian businesses through wayfinding and tourism promotion materials.



TRUTH, AWARENESS,  
& ADVOCACY

This pillar is about how the Municipality facilitates a broader public conversation, communicates with partners and participates in truth-telling and advocacy towards Reconciliation and Reparations.

ACTION OR PROJECT	
1	Provide and promote publicly available allyship education resources, training, and awareness which includes treaty education. Consider developing webinar series or discussion platform.
2	Review naming of Municipal assets such as street signs, waterbodies, and other places to authentically reflect the history of the County. For new developments prioritize expressing Mi’kmaq and African Nova Scotian names and words on new municipal developments (i.e. Streets, Parks or facilities) in the county. Include interpretation and translation of naming as appropriate to educate the public.
3	Advocate and support re-naming, replacing, or providing additional interpretation around assets and places managed by other levels of government or privately, that reflect racist and oppressive history (i.e. Removal of offensive, violent and toxic namesakes such as Cornwallis).
4	Utilize this action plan as a platform for broader community discussions and deeper engagement at the individual and public level through meetings and education sessions.
5	Develop a Communication Strategy for creating accountability which includes adding a page to the municipal website; developing a platform for sharing/communicating or joining the conversation; and celebrating success through mailing lists and social media updates.
6	Develop Friendship Accord and regular times for conversation with the Towns, County of Kings, Glooscap and Annapolis Valley First Nations to find ongoing opportunities for collaboration.
7	Deepen communication pathways and strategy with ANS and Mi’kmaq communities through designated ‘district’ style meetings and more regular two-way communication and promotion of events, employment opportunities, and news through existing channels.
8	Support early education about the history of the region through simple interpretation located at playground sites throughout the County.
9	Support early childhood education about diverse cultures and histories by supporting the Family Resource Centre, Libraries, and NSCC Child Development Centre, or other organizations in developing tools and resources provided to registered daycares in the County.
10	Commit to a consultation Terms of Reference with Mi’kmaq communities that includes considerations for Traditional Knowledge and Elder honoraria to support two-eyed seeing (Etuaptmumk in Mi’kmaq) and traditional ways of knowing within municipal work such as flood risk mapping.

CULTURAL CELEBRATION &  
REFLECTION OF DIVERSITY

Culture is always changing. This pillar is about creating a platform for sharing culture, promoting the diversity of the region, and supporting communities to tell their stories- through interpretation, events, food, and artistic expressions.

ACTION OR PROJECT	
1	Always gather around food for diversity meetings, engagement sessions, or events and utilize diverse food suppliers.
2	Consider providing grants or waiving fees to new food businesses such as food trucks to promote a multi-cultural food landscape within the Municipality. Consider dedicating space for a food truck program in new areas that do not have food services.
3	Create an elder-in-residence program for use in municipal programs, opening ceremonies, and to participate and provide guidance to municipal operations. During this development, review town crier program.
4	Promote universal access to culture through an accessible event framework which includes guidelines on described events and interpreters.
5	Develop a public art program in partnership with the Towns to express stories and places in the municipality. Prioritize Mi’kmaw, African Nova Scotian, and diverse artists in the selection criteria.
6	Acquire representative photography of the region by diverse photographers for illustrating this plan, as well as other corporate communications.
7	Co-create a municipal Interpretation and Commemoration Framework or plan that includes: <ul style="list-style-type: none"><li>• Direction on signage type, design, and placement;</li><li>• Considerations for language and translation (ie. Bilingual or Tri-lingual), and representation;</li><li>• Interpretation of monuments, statues, or sites that has public and consistent coverage and recognition of the people, cultures and contributions</li><li>• Review existing interpretation at public parks and sites and balance colonial stories with underrepresented stories.</li><li>• Committing to tangible recognition and celebration of Mi’kmaq, Historic African Nova Scotian, and African Canadian Heritage</li><li>• Engagement and community validation of information presented in interpretation.</li></ul>
8	Work with tourism partners to recognize and celebrate diverse communities and various cultural heritage locations and sites in promotions and tourism maps.
9	Consider visual support for communities such as placing pride flags and rainbow decals on municipal vehicles and education or awareness campaign tailored to that action.



CREATING SAFE SPACES,  
LAND, AND BUILT ENVIRONMENT

The Municipality is a steward of land and community facilities. This pillar is about how spaces and lands are used and managed to enhance equity, representation, and protect cultural resources.

ACTION OR PROJECT	
1	Explore opportunities to create a walking ‘buddy’ system for Active Transportation routes in the county.
2	Develop a park, mural or garden in a high traffic area as a memorial to MMIW.
3	Develop funding criteria for municipal contributions to facilities or projects which include requirements for gender inclusive washroom facilities.
4	Improve access to Community Spaces through a comprehensive review of facilities and booking system including a review of equitable fee structure, and by reducing economic barriers through free parking or transit for events.
5	Opportunity to manage a vacant agricultural lands database and pair newcomers with lands to pursue farming opportunities.
6	Review vacant land assets and transfer to Mi’kmaq communities as an act of Reconciliation.
7	Develop a Reconciliation Garden which includes medicinal plants and interpretation.
8	Work to create a cultural resource assessment framework for new developments in the Municipality to outline requirements for community engagement and archaeology in areas of significance.
9	Support the development of a fully accessible playground within the Municipality. Co-design with community to determine a desired location and appropriate equipment.

ACCESS AND  
EQUITABLE SERVICE DELIVERY

As a service provider for residents, this pillar is about removing barriers, promoting access to underserved communities or demographics, and how the county can support those delivering services that target underserved communities.

ACTION OR PROJECT	
1	Explore opportunities to develop a ‘system navigator’ position at the Municipality which will help those with barriers to access and navigate services, and support with any required interactions with the County (i.e. Paying tax bill).
2	Collaborate with police service and enforcement providers to create more equitable and safe communities.
3	Consider culturally-relevant and targeted recreation projects or programs, co-developed with the communities they are intended to serve. In particular, consider cost-sharing of activities and resources for off-reserve Indigenous and African Nova Scotian Youth.
4	Explore options and implement pilots for more accessible and regular transit in rural parts of county and examine geographical distribution of services when making decisions. Prioritize developing routes to Canning at commuter times.
5	Explore opportunities for Kings Transit to engage more closely with the communities which it serves, including ongoing engagement opportunities.
6	Adjust grant policy to include diversity criteria in the evaluation of applications. Consider ownership, leadership, employees, geography, and training investments when establishing criteria.
7	Review scholarship program and evaluation criteria to ensure they are accessible to all communities and consider designating some of the scholarships to reach African Nova Scotian and Mi’kmaq Youth.
8	Consider providing additional support to grant applicants by providing a contact person to give advice and provide support on applications or debrief those who applied to improve their applications. Consider adjusting the grant program to reduce administrative burden for small grants.
9	Explore development of a list of locally available translation services and develop a standing offer for services.
10	Work with real estate community and educational institutions to develop and distribute welcome packages to newcomers and new residents of the county that provide information on services and programs available.





## IMPLEMENTATION, COLLABORATION & EVALUATION FRAMEWORK

The following are guiding principles and recommendations for implementation and evaluation framework. This section is about being practical about what we can achieve and how we can hold each other accountable while remaining responsive to changing community needs, ideas, and opportunities.

### **What will implementation look like?**

We have heard from community that implementation is the most critical component of this work. There is no point of this exercise, if the actions and ideas of community don't get put into action. Implementing this plan requires resources, taking responsibility, and collaboration. A framework for implementation and approach to these three elements is presented below.

**Responsibility & Taking Ownership:** This plan cannot simply be dedicated to Diversity Staff or isolated to one business unit within the municipality. It is the intention that this plan will be carried by the whole municipal organization which includes leadership and support from Council, Senior Staff, and community partners. Each business unit will report on the actions in the plan that pertain to them.

**Schedule:** This plan is a short-term endeavor. Each of the actions should be substantially completed within 3-5 years. Some actions will be longer-term changes. We see every action beginning some progress within the first year of the plan being adopted by council. That means that for 'big' actions (those with a high level of effort) partnerships will be established, actions will be further scoped, RFPs will be issued, and other steps to begin that process will be undertaken.

**Resources:** The actions in the plan have been scoped with resourcing in mind. Senior staff at the municipality as well as Council have reviewed and commit to investing the resources- human, financial, administrative, and spatial resources.

**Community Collaboration:** Each action is to be co-created with the communities that they are targeted towards. This collaboration will help the municipality to maintain momentum and adjust the course to be authentic and tailored to the community needs. This might mean adapting actions that don't have as great of an impact as desired, or that might not feel relevant over time, through the evaluation process.



HOW WILL WE MEASURE PROGRESS?

This will set the parameters for reviewing the plan and using it as a living document that will constantly be changed and updated. The plan will be evaluated for its quality, performance and impact.

**Qualitative Evaluation:** This method of evaluation is about checking in with community to see what is working and what isn’t. This will be done through conversation, including an annual workshop and an open survey, with Stakeholders, and Rightsholders to discuss the actions in the plan, add actions or adjust course. A conversational approach will allow for storytelling and other means of communication will provide authentic insight into the sense of belonging that different communities experience. It will create opportunities to build new actions, find opportunities for collaboration, and focus on this work in a meaningful way. Aside from this, the Municipality should provide ongoing engagement opportunities that are accessible to all residents through surveys, suggestions, or opportunities to get involved in the work.

**Quantitative Evaluation:** Some of the actions in the plan are targeted to tangible measurement. For example, we can count dollars invested, training budgets, staff positions, and land areas. Quantitative evaluation of some actions provides concrete evidence of change that can be tracked, audited, and transparently communicated to community. Actions that will be measured quantitatively will also be evaluated with community through conversation.

WORKSHOP AGENDA

The workshop will be a half-day online or in-person event hosted by the Municipality. The format can be developed in further detail. The event should include a meal, shared by participants.

- Land Acknowledgement
- Introductions
- Actions & Progress Update which will include an update on each action. This could be a report, and highlights could be discussed.

Discussion Questions:

- What is working? What isn’t? Why?
- Are there new ideas or actions the Municipality can support or take on?
- How can we enhance awareness and communication?

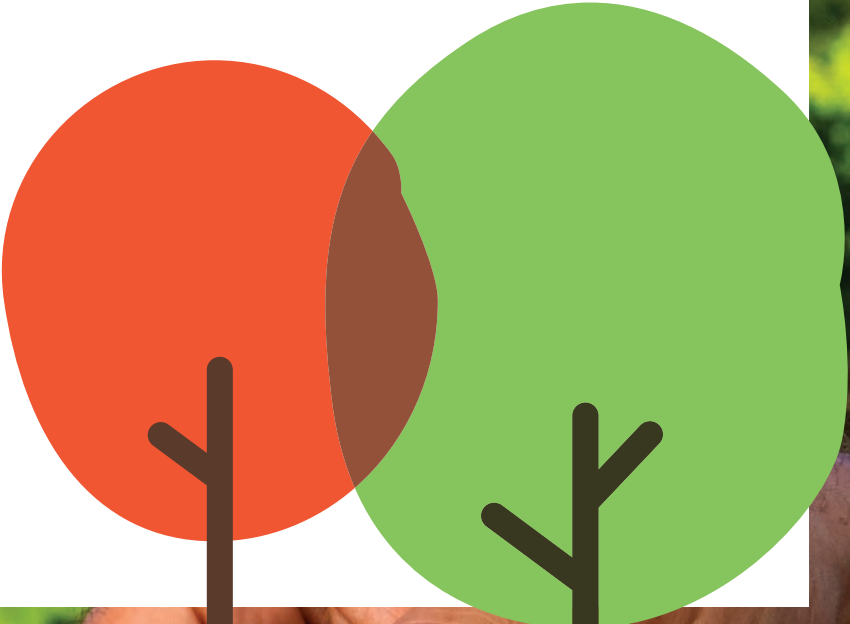
The results of the annual workshop should be summarized in a ‘What we heard’ report and circulated to Council, the contact list as well as posted to the website.

HOW WILL WE BE TRANSPARENT AND COMMUNICATE PROGRESS?

Public Accountability for the actions in the plan is a critical component for making the project a success. The Municipality commits to maintaining a section on their website that shows the status of the actions in this plan that will be publicly available.

Communication will include:

- Development of communications infrastructure including a mailing list for interested people, and opportunities for new residents and organizations to get involved in the work to support the municipality.
- Publicly available updates on plan progress at a minimum of every 6 months that will also be shared through the mailing list. This will include an update on meetings or community workshops held, resources required, internal initiatives or events, community partner initiatives or events, and progress on each action in the plan until all have been completed.
- Ongoing addition of new actions or deepening of existing actions (target 5-10 per year) as an outcome of the community evaluation workshops. These proposed actions will be circulated for feedback and to identify potential community collaborators prior to adoption.

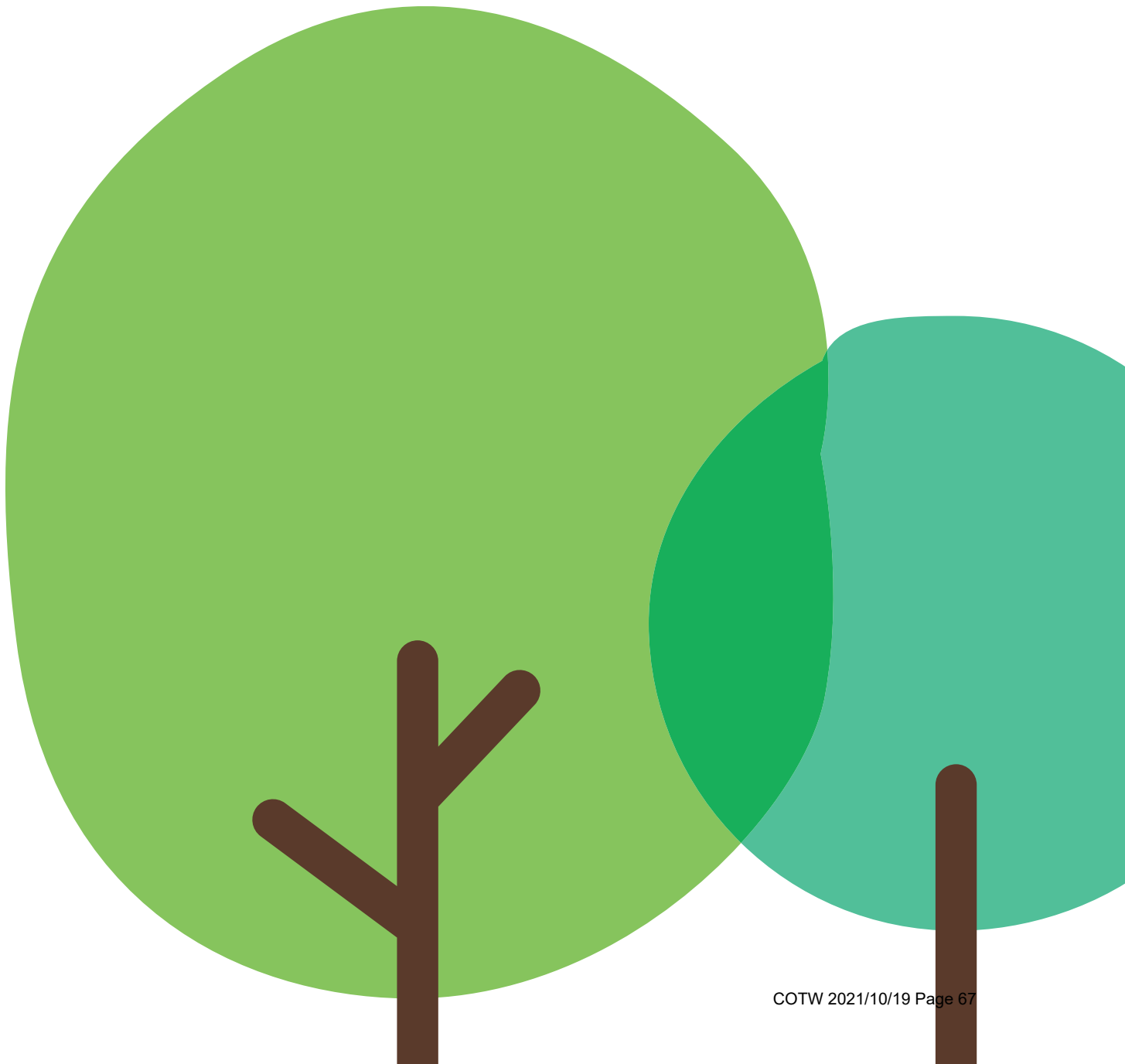




**MUNICIPALITY** *of the*  
**COUNTY** *of* **KINGS**

Phone: 1-888-337-2999  
Monday - Friday 8:30am - 4:30pm  
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*181 Coldbrook Village Park Dr, Coldbrook, NS, B4R 1B9*





# Municipality of the County of Kings

## Briefing

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Rob Frost, Deputy Chief Administrative Officer
<b>MEETING DATE</b>	October 19, 2021
<b>SUBJECT</b>	Connection of Strategic Plan to Performance Management

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### **ORIGIN**

- [December 3, 2019](#) - Approval of Non-Union Salary Administration Policy (HR-06-019)
- [September 21, 2021](#) - Approval of Strategic Plan 2021-2024 at Special Council

### **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council receive for information the Briefing on the Connection of Strategic Plan to Performance Management, as presented at the October 19, 2021 Committee of the Whole meeting.

### **INTENT**

For Council to be aware of how the performance of the Strategic Plan, and completion of Key Performance Indicators (KPIs), will be connected to Performance Reviews of the Management team (Managers, Directors).

### **DISCUSSION**

With the approval of the Strategic Plan in September of 2021 it is important for Council to understand how the action items within the Strategic Plan will be implemented, who within the organization holds what responsibility, and how the success of the Strategic Plan will be directly connected to the success of the Management team.

In December of 2019, Council approved the Non-Union Salary Administration Policy (HR-06-019). This Policy determined how salary increases of Management were to be partially connected to performance. The performance tool developed at the time was cumbersome to use for Management, and there was a need to develop an improved Performance Management tool. Examples from other Municipal units were combined with researched best practices to develop the tool as attached (Appendix A), with the intent of connecting reviews to aspects of the Strategic Plan, or other important KPIs.

In addition to thirty (30) items approved in the Strategic Plan, there are an additional thirty-two (32) items that were identified as KPIs to develop the full KPI list (Appendix B). Each item on this list is assigned to a particular Manager or Director, and the item then becomes a key component of their respective performance reviews. Priority has been given to each item on a respective performance review, and is weighted in a final calculation. Should a Manager or Director meet the requirements under the Values and Learning Objectives of their review, their possible performance increase will be based on the performance/completion of the items on the KPI list.

### **FINANCIAL IMPLICATIONS**

- Salary increases for Managers and Directors partially connected to performance per Policy.

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	



# Municipality of the County of Kings

## Briefing

	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
✓	Supports a Strategic Project	Assists in the implementation of the approved 2021-2024 Strategic Plan
✓	Supports a Core Program Enhancement	
	Not Applicable	

### **ALTERNATIVES**

- No recommended alternatives.

### **IMPLEMENTATION**

- Performance review templates have been completed for all Managers and Directors.
- Quarterly check-ins will occur with supervisor.
- KPI list will be used at Management Meetings to discuss project advancement.
- KPI list will be posted electronically or physically for staff and Council to follow progress.

### **ENGAGEMENT**

- Numerous discussions with Management to develop Performance Review Tool.

### **APPENDICES**

- Appendix A: Performance Review Sample
- Appendix B: Final Key Performance Indicator List

### **APPROVALS**

Scott Conrod, Chief Administrative Officer

October 12, 2021



## Quarterly Performance Review Check In

<b>Employee</b>	<b>Name</b> Click or tap here to enter text.		<b>Title</b> Click or tap here to enter text.
	<b>Start date in position</b> Click or tap here to enter text.		
<b>Supervisor</b>	<b>Name</b> Click or tap here to enter text.		<b>Title</b> Click or tap here to enter text.
<b>Division/ Department</b> Click or tap here to enter text.			<b>Check in start date (date of last review)</b> Click or tap to enter a date.
			<b>Check in end date (date of review)</b> Click or tap to enter a date.

**Major Goals/ Responsibilities or Key Performance Indicators**

Employees and Supervisors work together to develop 5-10 work goals/ KPIs at the start of the performance review process. Employees regularly update the actions and results columns and provide the updated plan to their Supervisor prior to each discussion meeting. To accommodate changing work priorities, Employees and Supervisors may agree to add, change or remove goals/ KPIs as necessary. Goals/ KPIs should be listed in order of priority.

Major Goal/Responsibility or KPI	Actions	Results	Expectations (No progress, Progress, Complete)
1. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
2. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
3. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
4. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
5. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
6. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
7. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
8. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
9. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
10. Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	

**Demonstrating Our Values**

Employees and Supervisors work together to describe how the Employee's performance has demonstrated MoK's Values during the review period.

VALUE	Action	Meets Expectations	Needs Improvement
Integrity			
Respect			
Excellence			
Transparency			
Innovation			
Diversity			
Sustainability			

### Learning Objectives

Employees and Supervisors work together to develop 2 – 3 learning objectives. For each objective, select the primary competency to be enhanced by the learning. Throughout the year, Employees update the actions and results columns and provide the updated plan to their Supervisor prior to each discussion meeting.

Learning Objective	Actions	Results	Competency
1.Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
2.Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.
3.Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.

### Linking Learning to Performance

Briefly explain how your learning objectives relate to your current position.

Click or tap here to enter text.
----------------------------------



### Final Comments

At the end of the fiscal year, Employees and Supervisors enter final remarks in relation to the plan.

Employee	Supervisor
Click or tap here to enter text.	Click or tap here to enter text.

Signatures and Dates	
Sign and Date at year-end review.	
<b>Employee</b>	Click or tap to enter a date.
<b>Supervisor</b>	Click or tap to enter a date.
<b>Next Level Supervisor</b>	Click or tap to enter a date.

Discussion Log	
Use this section to keep track of your meeting dates.	
Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter a date.	Click or tap to enter a date.
Click or tap to enter a date.	Click or tap to enter a date.

Annual Recommendation for Increases (to be completed on the last Quarterly Check In prior to June 1).

Table from Policy HR-06-019, Non-Union Salary Administration Policy.

Table 2 – CPI and Performance Based Increase Rates			
Evaluation	Performance	CPI	Total
Unacceptable	0.00%	N/A	0.00%
Needs Improvement	0.00%	5 year CPI	5 year CPI
Meets Expectations	1.00%	5 year CPI	1.00% + 5 year CPI
Exceeds Expectations	1.50%	5 year CPI	1.50% + 5 year CPI
Superior	2.00%	5 year CPI	2.00% + 5 year CPI

### How to Guide:

This Performance Review format is intended to assist all Management connect their work with the advancement of the Municipality of the County of Kings.

### Major Goals/ Responsibilities or Key Performance Indicators Section

Employees will work with their direct Supervisor to determine the items upon which their performance review shall be based.

Each employee will have five (5) to ten (10) items included in the **Major Goals/ Responsibilities or Key Performance Indicators** section of the form above. These items are to be ordered by priorities of the Municipality.

On a quarterly basis the employee will meet with their direct Supervisor to review activities to date for each item identified. For each item identified the employee will receive one of the following three scores; **No Progress** – indicates that nothing has changed with this item since the last review; **Progress** – indicates that the item has been advanced a reasonable amount, but not yet completed; or **Completed** – indicates that the item has been successfully completed, or for ongoing items has reached a level of success.

Quarterly reviews can also be used to re-prioritize items should the priorities of the Municipality change, or objectives can not be reached due to outside factors.

The quarterly review prior to June of each year will be used to apply the scores to the applicable increases as per policy.

### Demonstrating Our Values Section

In this section, employees are asked to provide example(s) of action(s) that demonstrates commitment to each of the following Values.

**Integrity** – the quality of being honest and having strong moral and ethical principles.

**Respect** - due regard for the feelings, wishes, rights, cultural practices or values systems of others.

**Excellence** – demonstration of being outstanding.

**Transparency** - characterized by visibility or accessibility of information especially concerning business practices and decision making.

**Innovation** – demonstrated ability to find new ways to address projects or issues.

**Diversity** – demonstrated practice of including or involving and valuing people from all groups in society.

**Sustainability** – committed to methods of operations that ensure a resource is responsibly cared for and not depleted or permanently damaged.

Employees must be able to show how their actions demonstrate the values above. Employees must clearly be able to show a minimum of 6 out of the 7 values above to be considered for an annual increase in compensation.

### **Learning Objectives Section**

Employees and their direct Supervisor must agree on learning objectives to be accomplished over a set period of time. The identified learning objectives must be connected to the Employee's position.

Completion of learning objectives are required (barring unforeseen circumstances) to be considered for an annual increase in compensation.

### **Final Comments and Signature Section**

Employees and their direct Supervisor can use this section to provide any additional feedback on performance as required.

The signature section of the performance review card should be signed by both the Employee and the Supervisor. Signing by the Employee does not always indicate agreement with all aspects of the review, but confirms receipt of the review. Should the Employee disagree with any of the review this should be stated why in the Employee comments section.

Column1	Project Name	Project Description	Champion	Team Lead	Team Member	Team Member2	Team Member3	Team Member4	Anticipated Completion Date	Status % June 30, 2021	Status % Sept 30, 2021	Status % Dec 31, 2021	Status % March 31, 2022
										Status % June 30, 2021	Status % Sept 30, 2021	Status % Dec 31, 2021	Status % March 31, 2022
										Status % June 30, 2021	Status % Sept 30, 2021	Status % Dec 31, 2021	Status % March 31, 2022
1	Canada Community-Building Fund (formerly Gas Tax) Program Review	Review of existing funding program between	Dir. F&IT	Dir. F&IT	Mgr. Fin Rpt				3/31/2022	0%	20%	60%	100%
2	Procurement Policy Update	Review and propose revisions to the Municipal	Dir. F&IT	Mgr. Fin Rpt	Mgr. PW	Mgr. Eng		Dir. EPW	10/31/2021	50%	90%	100%	100%
3	Accessibility Plan	Develop an accessibility plan by April 1, 2022. In	CAO	Mgr. Insp	Dir. Plan & Insp				3/31/2022	0%	10%	25%	100%
4	KRRC Divestment	Implementation of divestment strategy as	CAO	Dir. F&IT	Dir. Plan & Insp				3/31/2023	10%	10%	25%	50%
5	Valley Waste Cost Accounting	On behalf of the Municipality provide input in	Dir. F&IT	Mgr. Fin Rpt					12/31/2021	25%	50%	100%	100%
6	Fire Service Funding Review	The goal of the Fire Services Funding Review is	DCAO	DCAO	Mgr. Insp	Mgr. Rev	Dir. F&IT		4/1/2022	50%	65%	80%	100%
7	Operations Manuals	Creation or update of water and wastewater	Mgr. Comp	Mgr. Comp	Mgr. PW				3/31/2022			75%	100%
8	OH&S	Update of procedures and governance to align	Mgr. Comp	Mgr. Comp	Mgr. HR				9/30/2022				30%
9	Budget Public Engagement - Virtual	Development of a virtual public engagement	Dir. F&IT	Mgr. Fin Rpt					10/31/2021	25%	75%	100%	100%
10	IMSA Reform	In 2018, a \$20,000 Provincial grant was	CAO	CAO	Mgr. Clerk	DCAO	Dir. F&IT		10/31/2021	0%	75%	100%	100%
11	Internal and External Communications Strategy	A Communications Strategy will be developed	DCAO	DCAO	Mgr. Rev				12/31/2021	0%	50%	100%	100%
12	Planning Policies	Revise/rewrite policies PLAN -09-001, PLAN-09-	Dir. Plan & Insp	Mgr. Planning					9/30/2022	25%	33%	33%	50%
13	Community Based Facility Upgrades	Projects include: Aylesford Lake Beach	Dir. EPW	Mgr. Eng	Mgr. PW	Mgr. CD	Mgr. Planning		3/31/2023	10%	20%	30%	50%
14	Commencement of Strategy of Belonging	The rewrite of the Action Plan to Eliminate	DCAO	Mgr. CD					10/31/2021		90%	100%	100%
15	Development of Commercial Ready Lots	Related to First Nations Zoning project ,	Mgr. Eng	Mgr. Eng	DCAO	Dir. EPW	Dir. Plan & Insp	Mgr. Planning	03/31/2023				
16	Sub-division By-law replacement	This is the last of the three Planning	Dir. Plan & Insp	Dir. Plan & Insp	Dir. EPW	Mgr. Eng	Mgr. PW	Mgr. Planning	06/30/2022	0%	10%	25%	75%
17	New Minas Secondary Plan	This project consists of the development of a	Dir. Plan & Insp	Mgr. Planning					03/31/2022	50%	75%	75%	100%
18	Open Space Master Plan (inventory)	The Open Space Master Plan will need to be	Dir. Plan & Insp	Dir. Plan & Insp	Dir. EPW	Mgr. Eng	Mgr. CD	DCAO	03/31/2022	25%	25%	50%	100%
19	Active Transportation Plan	The completion and adoption of an Active	DCAO	Mgr. CD	Mgr. Eng	Mgr. Planning			7/31/2021	75%	100%	75%	100%
20	Active Transportation Plan Implementation	Development of a Policy Framework	DCAO	Mgr. CD	Mgr. Eng	Mgr. Planning	Dir. F&IT		03/31/2022			75%	100%
21	Offsite Signage	Signage in road right of ways, including on	Dir. Plan & Insp	Mgr. Planning	Mgr. Eng	Dir. EPW	Mgr. PW		01/01/2023	0%	10%	25%	25%
22	First Nation Zoning (Cambridge GC expansion)	Amendments to the Land Use By-law and possib	DCAO	Mgr. Planning	Dir. Plan & Insp				03/31/2023				
23	Community Based Environmental Projects (1)	Implementation of a Property Assessed Clean	CAO	Mgr. Fin Rpt	Dir. EPW	Dir. F&IT			3/31/2022			75%	100%
24	Community Based Environmental Projects (2)	Installation of EV charging stations throughout	CAO	Dir. EPW	Dir. F&IT	Mgr. Fin Rpt			3/31/2023	10%	25%	50%	50%
25	Community Based Environmental Projects (3)	Development of a EV Municipal fleet.	CAO	Mgr. Eng	Dir. F&IT	Mgr. Fin Rpt			3/31/2023	10%	25%	50%	50%
26	Solar Power Project - SECB	Complete installation and achieve commercial	CAO	Dir. F&IT	Dir. EPW	Mgr. Fin Rpt			8/31/2021	75%	95%	100%	100%
27	Solar Power Project - Meadowview	Development of a large-scale solar energy	CAO	CAO	Dir. EPW	Mgr. Fin Rpt	Dir. F&IT		3/31/2023	10%	25%	35%	50%
28	Wind Power Project	Development of a large-scale wind energy	CAO	Dir. F&IT	Dir. EPW	Mgr. Fin Rpt			3/31/2024	10%	10%	25%	25%
29	J-Class Road Asset Management Plan	Using ISO based template provided via FCM,	CAO	Dir. EPW	Mgr. Fin Rpt	Mgr. IT			3/31/2022	0%	50%	75%	100%
30	Asset Management Plan - Other Municipal Assets	Using ISO based template provided via FCM,	Dir. EPW	Dir. EPW	Mgr. Fin Rpt	Mgr. PW	Mgr. Eng	Dir. F&IT	6/30/2022	40%	60%	70%	80%
31	Regional Sewer Contract Amendments	Update Partner agreements with Kentville,	CAO	CAO	Dir. EPW	Mgr. Fin Rpt			3/31/2022			75%	100%
32	Asset Management Software	Replacement of existing Asset Management	Dir. EPW	Mgr. IT	Mgr. PW				3/31/2022	10%	40%	80%	100%
33	Regional Recreation Complex (phase 1)	Completion of Regional Recreation Facility	CAO	DCAO	Mgr. CD				3/31/2022			75%	100%
34	EPW Operations Centre Construction	Construction in progress	Dir. EPW	Dir. EPW	Mgr. PW	Mgr. Eng			12/31/2021	50%	75%	100%	100%
35	Records Management System	- The first step of developing a new,	Mgr. Clerk	Mgr. Clerk	Mgr. IT				3/31/2022		50%	60%	75%
36	First Nation Communities Partnerships	As part of our continued relationship building	DCAO	DCAO					Ongoing	Ongoing	Ongoing	Ongoing	Ongoing
37	Sewer Infrastructure valuation and reserve impairment	Evaluation of the current balance of the	Dir. F&IT	Mgr. Fin Rpt	Dir. EPW	Mgr. PW			11/30/2021	50%	75%	100%	100%
38	Infrastructure Expansion/Cost Recovery Discussion Paper	Discuss policy options for expanding municipal	Dir. EPW	Dir. EPW	Mgr. Rev	Mgr. Planning			3/31/2022			75%	100%
39	Finalize draft Strategic Plan for Council review/approval	Completion of draft Strategic Planning	CAO	Dir. F&IT					9/30/2021	90%	100%	100%	100%
40	Strategic Plan release & council/public updates	Completion of public engagement, Council	CAO	Dir. F&IT					11/30/2021	50%	50%	100%	100%
41	VCFN / VCFNA Business Plan	VCFN/VCFNA business plan to address	CAO	Mgr. IT	Mgr. Fin Rpt	Dir. F&IT			10/31/2021	75%	80%	100%	100%
42	Broadband Buildout	Connect to Innovate project to enable third	Mgr. IT	Mgr. IT	Dir. F&IT				9/30/2021	90%	100%	100%	100%
43	Accounting Software Development	Issue for RFP, evaluate, and transition from the	Dir. F&IT	Mgr. IT	Mgr. Rev	Mgr. Fin Rpt			6/30/2022	10%	25%	50%	75%
44	Performance Management (training)	All Managers will participate in and adopt	DCAO	Mgr. HR					5/31/2022	0%	25%	50%	75%
45	Risk Assessment and Fraud Prevention Program Development	Establishing the program to guide risk	Dir. F&IT	Mgr. Fin Rpt					12/31/2021	0%	0%	100%	100%
46	Employee Handbook	A comprehensive manual will be developed for	DCAO	Mgr. HR					12/31/2021	0%	50%	100%	100%
47	Tax Sale Policy Development	Creation of both a Tax Sale Policy and	Dir. F&IT	Mgr. Rev					10/31/2021	30%	90%	100%	100%
48	Recruitment Process SOP	A standard operating procedure will be	DCAO	Mgr. HR					10/31/2021	0%	50%	100%	100%
49	By-law linkages to Summary Proceedings Act	Review current by-laws to determine which	CAO	Mgr. Insp	Mgr. Clerk				3/31/2023	15%	30%	50%	75%
50	Candidate and Election Worker RCMP training	Prior to the next Municipal Election the	DCAO	Mgr. Clerk	Mgr. Insp	DCAO			3/31/2023	0%	0%	0%	0%
51	Compilation of Standard Operating Procedure manual	Centralize and standardize all SOPs currently in	Mgr. Clerk	Mgr. PW	Mgr. Comp	Mgr. Rev	Mgr. Eng		03/31/2022	15%	25%	50%	100%
52	Boundary Review 2022	Statutory Requirement - Municipal	CAO	Mgr. Clerk	Mgr. Clerk	Mgr. IT	DCAO		10/31/2022	0%	15%	25%	50%
53	Meeting Management Software	The current in-house processes and computer	Mgr. Clerk	Mgr. Clerk	Mgr. IT				3/31/2022	15%	25%	50%	100%
54	Kingston Water Model	Complete internal financial (rate) model to	Dir. F&IT	Dir. F&IT	Mgr. Rev				3/31/2022			75%	100%
55	North Kentville VVW Desktop Design	Desktop modelling and cost projection of	Dir. EPW	Mgr. Eng					12/31/2021			75%	100%
56	Coastal Protection (Regulations)	The Province of NS has enacted the Coastal	Dir. Plan & Insp	Dir. Plan & Insp					12/31/2021	0%	0%	75%	100%
57	Update of Municipal Specifications Manual	Update of specifications primarily applicable	Dir. EPW	Mgr. PW	Mgr. Eng	Mgr. Comp	Mgr. Planning	Dir. Plan & Insp	6/30/2022			30%	60%
58	Traffic Safety Act (School Crossings & Guards)	Obtain legal opinion and obtain contracts	Mgr. Clerk	Mgr. Clerk					12/31/2021		10%	100%	100%
59	National Flood Mitigation Application (PW)	Filing of Disaster Mitigation & Adaptation	Dir. EPW	Mgr. Eng					10/31/2021		80%	100%	100%
60	Greenwood / Kingston	Analysis property assessments	Mgr. Rev	Mgr. Rev					3/31/2022			50%	100%
61	Municipal-wide complaint tracking system	Currently there are a few systems actively used	Dir. Plan & Insp	Mgr. Insp	Mgr. IT				12/31/2021		30%	100%	100%
62	NM SPS revenue analysis based on development options	Analysis property assessments present day and	Mgr. Rev	Mgr. Rev					9/30/2021		100%	100%	100%

Position	Code	Champion	Team Lead	Team Member	Total
CAO	1	17	3	0	20
Mgr. Clerk	2	4	5	3	12
DCAO	3	11	4	5	20
Mgr. CD	4	0	3	4	7
Mgr. HR	5	0	3	1	4
Dir. EPW	6	8	5	11	24
Mgr. PW	7	0	2	9	11
Mgr. Eng	8	1	5	10	16
Mgr. Comp	16	2	2	2	6
Dir. F&IT	9	9	7	10	26
Mgr. Fin Rpt	10	0	6	11	17
Mgr. Rev	11	2	3	6	11
Mgr. IT	12	1	4	5	10
Dir. Plan & Insp	13	7	3	5	15
Mgr. Planning	14	0	4	7	11
Mgr. Insp	15	0	3	2	5



# Municipality of the County of Kings

## Request for Decision

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<b>TO</b>	Committee of the Whole
<b>PREPARED BY</b>	Scott Quinn, Director, Engineering & Public Works, Lands and Parks
<b>MEETING DATE</b>	October 19, 2021
<b>SUBJECT</b>	FY2022-23 Priority List for Provincial/Subdivision Road Resurfacing Program

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### **ORIGIN**

- October 2, 2018 - Municipal Council adopted the revised Policy: [EPW-04-012 Village/Subdivision Road Paving Priority List](#) ("Policy").
- [October 15, 2019](#) - Council instructed staff to seek annual input from the Villages prior to submitting the Municipality's priority list of roads to Nova Scotia Department of Public Works (NSDPW).
- [May 5, 2020](#) - Council approved entering into Cost Sharing Agreement 2020-014 - Provincial J-Class Road Resurfacing ("Agreement") with NSDPW.
- [July 7, 2020](#) - Request for Decision report on status of "J-Class" Road program including Municipality's proposal for joint asset management program.
- October 26, 2020 - Letter sent to Villages requesting their input on prioritizing roads within their respective boundaries.
- [April 20, 2021](#) – Request for Decision report on a request to defer paving of Morningside Dr. Canaan until two other nearby roads are resurfaced.
- July 26, 2021 - Letter from NSDPW requesting a list of roads for fiscal year 2022-23 be filed prior to October 29, 2022.

### **RECOMMENDATION**

That Committee of the Whole recommend Municipal Council approve the fiscal year 2022-23 Priority List, as appended to the October 19, 2021 Request for Decision, for submission under Cost Sharing Agreement 2020-014 - Provincial Village/Subdivision Road Resurfacing.

### **INTENT**

To gain Council approval of the list of roads to be recommended to the Nova Scotia Department of Public Works (NSDPW) for resurfacing in 2022 as per the Cost Share Agreement (CSA) between the Province of Nova Scotia (Province) and Municipality.

### **DISCUSSION**

#### **"J-Class" Road Resurfacing Program**

As part of the 1995 Provincial – Municipal Service Exchange, rural municipalities began cost-sharing in the maintenance of certain subdivision and village roads (commonly referred to as "J-Class" roads). For example, in the current fiscal year the Municipality of the County of Kings (Kings) has budgeted to pay the Province \$733,000, towards "J-Class" Road maintenance. Shortly after the commencement of the mid-1990s service exchange, the Province recognized that the poor condition of their roads was leading to higher maintenance costs. As a result of this recognition, the Province implemented a "J-Class" Road capital program. The program has been formalized within multi-year CSAs between NSDPW and individual municipalities (the present agreement expires March 31, 2024). It is important to note, that J-Class Roads are owned and maintained by the Province.

Municipalities contribute 50% of annual capital upgrades that are approved by NSDPW. The Provincial budget for cost sharing has been fixed since ~1996 with matching municipal funds. The "J-Class" capital program dictates that municipalities submit a priority listing of roads and that in any one-year NSDPW will not approve more than 10 roads in any one municipality.



# Municipality of the County of Kings

## Request for Decision

### "J-Class" Roads Relative to Kings

This 10 roads per year constraint is problematic for Kings since there are 388 "J-Class" roads, totaling 135.15 kilometres. Kings has the highest inventory of such roads of all rural municipalities in the province. Prior to 2020, Kings' prioritization list was projected to extend out as far as 2040. This prioritization process/list proves that the present-day provincial program has significant structural problems and is not acceptable to the Municipality, the Villages, and property owners situated along "J-Class" Roads.

To address the structural problems of the present-day provincial program, Kings produced an asset management plan designed to immediately rebuild the worst J-Class roads while investing in remedial maintenance to extend the lifecycle of roads that are presently in an acceptable condition. The plan involves long-term debt and annual contributions. The plan presented to NSDPW, the Department of Municipal Affairs and Housing, and forwarded to the Minister of Finance and Treasury Board, involved the Province entering into multi-year funding contracts with the rural municipalities. The commitments would be funded from the assumed same annual Provincial budget (no increase), and be used by the municipalities in funding 50% of its related annual long-term debt payments incurred to immediately recapitalize J-class roads with surfaces rated "severe" and "poor". The proposal further seen an increase in municipal maintenance funding to extend the lifecycle of the roads rated "fair", i.e., in the absence of suitable maintenance funding in areas such as crack filling and sealing the Municipality continues to see surface conditions of roads slip prematurely from fair to poor and severe.

So far, the Province response has been mixed. The Province did provide a \$10-million infusion into the Program in 2020 and NSDPW has made some adjustments to the eligibility criteria starting in 2021. However, 21 roads in the Municipality, considered "High Priority" under the present Policy, were ultimately left off the list of roads to be repaved in 2020. The 2020-21 cash infusion was a one-time investment and there is no commitment for further NSDPW funds beyond their current CSA funding levels. As of this report, NSDPW has still not responded to the Municipality's proposal.

### "J-Class" Roads Relative to Villages

Per Council motion, Villages were asked for their suggestions for prioritizing the annual kilometers produced by the Kings' model within their Village prior to NSDPW submission. This annual approach is in recognition of J-Class roads also being located in unincorporated areas of the Municipality, and that on the ground road conditions and resulting priorities can change from year to year.

### Proposed 2022 "J-Class" Priority List

The Proposed 2022 Priority List is presented in Appendix A. First, the internal "technical" priority rankings were updated (see Appendix B) based on the roads that were approved to be resurfaced in 2020 and 2021. Staff then reviewed this rankings list for potential deviations per section 5.2 of the Policy. The notable deviations from the technical ratings are noted below.

- Gravel Roads are not included in the proposed 2022 Priority List. Staff is focusing on the remaining roads rated "Poor" based on prior discussions at Council and with the Villages.
- Morningside Dr. Canaan (Ranked #1) deferred as per the April 20, 2021 Request for Decision report.
- Victoria Dr., a section of Old French Rd, and Elm St, Kingston (Ranked #25, #56, and #88 respectively) replaces Bill St, Mosher Street, and Hillcrest Drive, Kingston (Ranked #2, #3, and #5 respectively) consistent with the Village of Kingston's feedback.

### **FINANCIAL IMPLICATIONS**

- None at this time. The proposed Priority List is simply a "wish list" for NSDPW's consideration.
- Staff will bring forward a proposal to fund the Municipality's portion under the Agreement during the upcoming budget deliberations.





# Municipality of the County of Kings

## Request for Decision

### **STRATEGIC PLAN ALIGNMENT**

Check Applicable	Strategic Priority	Description
	Vision Statement	
	Good Governance	
	Environmental Stewardship	
	Economic Development	
	Strong Communities	
	Financial Sustainability	
✓	Supports a Strategic Project	"J-Class" Roads is a listed project within the Strategic Plan
	Supports a Core Program Enhancement	
	Not Applicable	

### **ALTERNATIVES**

- Council may amend the proposed Priority List.
- Council may opt to not participate in the "J-Class" Road Resurfacing Program in 2022.

### **IMPLEMENTATION**

- Upon Council approval, Director of EPW and Municipal Clerk will submit the approved roads for fiscal year 2022-23 and Motion Attestation Form to NSDPW per the Agreement.
- NSDPW will provide written correspondence regarding which Village/Subdivision Roads they have approved under the Agreement.
- Staff will present NSDPW's proposal to Council for final review, which must be completed within 20 business days of receipt.

### **ENGAGEMENT**

- "J-Class" Roads has been discussed at Council and Committee of the Whole on several occasions.
- Meetings have been held with representatives of the Village Commissions on this matter.

### **APPENDICES**

- Appendix A: Proposed Priority List FY 2022-23
- Appendix B: Kings Technical Priority Ranking List

### **APPROVALS**

Scott Conrod, Chief Administrative Officer

October 12, 2021

**APPENDIX A: PROPOSED PRIORITY LIST FY 2022-23  
PROVINCIAL/SUBDIVISION ROAD RESURFACING PROGRAM**

Road Submission List from the Municipality of :	KINGS
Submitted By:	Scott Quinn
Date (M/D/Y) :	
Approval of funding to participate 50/50 (Yes/No):	YES

**\*If the below columns are not filled in, the list will be rejected by the Province and you will be asked to re-submit with the information that is required.**

Recommended Ranking	Current Ranking	Authority # (Please contact area manager if not known)	Road Section (Please contact area manager if not known)	Road Class (Please contact area manager if not known)	Road Name	From.....	To.....	Length	Current Surface Type (must be asphalt)	Treatment Type Requested (repaving):	Comments (Example: district name/subdivision name/ etc)
<i>Examples</i>		0123	1	J	Jane Road	Route 66	Smith Road	1.2	asphalt	repaving	Smith Subdivision
<b>PLEASE FILL IN THE BELOW ELECTRONICALLY (NO HAND WRITING)</b>											
1	25	KI1058		J	VICTORIA DR	KINGSTON VILLAGE (0711)	END OF LISTING	0.37	CS	Paving	KINGSTON
2	4	KI0910		J	VARNER ST	GEORGE (0907)	END OF LISTING AT LAST HOUSE	0.07	CS	Paving	KINGSTON
3	9	KI1219		J	GEORGE	PLEASANT (0909)	MARKLAND (0910)	0.24	CS	Paving	KINGSTON
4	6	KI0959		J	STATION ST	BLACK ROCK (0620)	(SOUTH OF A R TRACKS ) MAPLE (0625)	0.17	SS	Paving	CORNWALLIS SQUARE
5	7	KI1289		J	WADE	GEORGE (0816)	CUL-DE-SAC	0.38	CS	Paving	COLDBROOK
6	8	KI0844		J	PARKER HOUSE	PARK (0818)	CUL-DE-SAC	0.6	CS	Paving	CORNWALLIS SQUARE
7	9	KI1265		G	CAMPBELL	KENTVILLE TOWN LINE	ROUTE 341	0.53	CS	Paving	NORTH KENTVILLE
8	10	KI1255		G	OAKDENE	TOWN LINE AT DELL RD	ROUTE 341	0.58	CS	Paving	NORTH KENTVILLE
9	56	KI0872		J	OLD FRENCH	KATELYN (0937)	END OF CHIP SEAL	0.26	CS	Paving	KINGSTON
10	88			J	ELM ST	SEMINARY (1215)	PLEASANT (1216)	0.32	CS	Paving	KINGSTON
								3.52			

**APPENDIX B: J-CLASS ROADS BY TECHNICAL EVALUATION SCORING (1995 DTIR LIST)**

Last Updated: 2021-10-07

No. of Km.

114.66

20.01

0.48

135.15

Road Name	From Desc.	To Desc.	Length from 1995 Master List(km)	Current Surface Type	Treatment Type Requested	Area	Provincial Riding	MCK DISTRICT	Village or MCK	Englobe Distress Measurement Class (Sortable)	MCK Priority Score	Surface Type (Sortable)	Englobe Distress Measurement Class (2020)
MORNINGSIDE DR	PARK (1086)	REGENT (1085)	0.18	CS		CANAAN	Kings South	7	MCK	2	29	2	POOR
BILL ST	MAGEE (0915)	END OF LISTING	0.13	CS		KINGSTON	Kings West	4	VILLAGE	2	22	2	POOR
MOSHER ST	BISHOP (0906)	DAR PROPERTY	0.08	CS		KINGSTON	Kings West	4	VILLAGE	2	12	2	POOR
VARNER ST	GEORGE (0907)	END OF LISTING AT LAST HOUSE	0.07	CS		KINGSTON	Kings West	4	VILLAGE	2	12	2	POOR
HILLCREST DR	KINGSTON VILLAGE (0711)	LAST LOT LINE	0.34	CS		KINGSTON	Kings West	4	VILLAGE	2	11	2	POOR
STATION ST	BLACK ROCK (0620)	(SOUTH OF A R TRACKS ) MAPLE (0625)	0.17	SS		CORNWALLIS SQUARE	Kings West	6	VILLAGE	2	10	3	POOR
WADE	GEORGE (0816)	CUL-DE-SAC	0.38	CS		COLDBROOK	Kings South	6	MCK	2	10	2	POOR
PARKER HOUSE	PARK (0818)	CUL-DE-SAC	0.60	CS		CORNWALLIS SQUARE	Kings West	6	VILLAGE	2	10	2	POOR
GEORGE	PLEASANT (0909)	MARKLAND (0910)	0.24	CS		KINGSTON	Kings West	4	VILLAGE	2	0	2	POOR
CAMPBELL	KENTVILLE TOWN LINE	ROUTE 341	0.53	CS		NORTH KENTVILLE	Kings North	2	MCK	2	0	2	POOR
OAKDENE	TOWN LINE AT DELL RD	ROUTE 341	0.58	CS		NORTH KENTVILLE	Kings North	2	MCK	2	0	2	POOR
OWEN	ROUTE 359	ROUTE 341	0.40	CS		NORTH KENTVILLE	Kings North	2	MCK	2	0	2	POOR
CHAPEL	RTE221 (0221)	RTE35B(SCOTTS BAY RD)	1.29	CS		CANNING	Kings North	1	VILLAGE	3	68	2	FAIR
OLD FARM	GARDEN(1071)	GARDEN (1071)	0.8	PA		NEW MINAS	Kings South	8	VILLAGE	3	62	1	FAIR
CAROLINA	WARREN (0838)	END OF LISTING	0.51	MIX		CORNWALLIS SQUARE	Kings South	6	VILLAGE	3	45	5	FAIR
RONALD	RITSON (0837)	THE LANDS OF VINCENT SAWLER	0.21	CS		CORNWALLIS SQUARE	Kings South	6	VILLAGE	3	45	2	FAIR
CENTENNIAL	KIDSTON (1285)	END OF PAVEMENT	0.05	PA		PORT WILLIAMS	Kings North	1	VILLAGE	3	43	1	FAIR
CENTENNIAL	END OF PAVEMENT	RTE358 (0358)	0.12	PA		PORT WILLIAMS	Kings North	1	VILLAGE	3	43	1	FAIR
SANDY	SCHOOL HOUSE SOUTH (0644)	END OF CUL-DE-SAC	0.25	CS		AYLESFORD	Kings West	4	VILLAGE	3	43	2	FAIR
CLUB	COUNTRY CLUB (1048)	END OF PAVEMENT	0.20	PA		NEW MINAS	Kings South	8	VILLAGE	3	35	1	FAIR
CLUB	END OF PAVEMENT	COUNTRY CLUB (1048)	0.46	PA		NEW MINAS	Kings South	8	VILLAGE	3	35	1	FAIR
CASTLELOMA	LOCKHART (0497)	CUL-DE-SAC	0.32	PA		NEW MINAS	Kings South	8	VILLAGE	3	33	1	FAIR
GRACIE	GOVERNOR (1265)	SCOTT (12401)	0.44	CS		NORTH KENTVILLE	Kings North	2	MCK	3	33	2	FAIR
ROSEDALE	ELIZABETH (1244) (N)	SCOTT(1240)	0.42	CS		NORTH KENTVILLE	Kings North	2	MCK	3	33	2	FAIR
CAVELLE	CHAPEL (1210)	RTE358 (0358)	0.53	CS		CANNING	Kings North	1	VILLAGE	3	32	2	FAIR
VICTORIA	KINGSTON VILLAGE (0711)	END OF LISTING	0.37	CS		KINGSTON	Kings West	4	VILLAGE	3	31	2	FAIR
PARK	MORNINGSIDE (1087)	CANAAN CROSS (0503)	0.16	CS		CANAAN	Kings South	7	MCK	3	29	2	FAIR
REGENT	MORNINGSIDE (1087)	CANAAN CROSS (0503)	0.19	CS		CANAAN	Kings South	7	MCK	3	29	2	FAIR
FIRST	RTE358 (0358)	END OF LISTING	0.08	CS		CANNING	Kings North	1	VILLAGE	3	27	2	FAIR
WARD	TK12 (0012)	CUL-DE-SAC	0.2	CS		NORTH ALTON	Kings South	7	MCK	3	27	2	FAIR
PENNY	GOVERNOR (1265)	GRACIE (1264)	0.33	CS		NORTH KENTVILLE	Kings North	2	MCK	3	26	2	FAIR
WATSON	FOX HILL WEST & NORTH	HUNTER (1224)	0.5	CS		NORTH KENTVILLE	Kings North	2	MCK	3	26	2	FAIR
MEMORY	GARDEN (1070)	END OF LISTING	0.16	PA		NEW MINAS	Kings South	8	VILLAGE	3	25	1	FAIR
MURRAY	RTE359 (0359)	CUL-DE-SAC	0.28	CS		CENTREVILLE	Kings North	2	MCK	3	25	2	FAIR
JORDAN	DOUGLAS (1026)	BISHOP (0906)	0.29	PA		NEW MINAS	Kings South	8	VILLAGE	3	23	1	FAIR
KENWO	COUNTRY CLUB BLVD (1048)	CLUB (1049)	0.25	PA		NEW MINAS	Kings South	8	VILLAGE	3	23	1	FAIR
LOCKHART	JONES (0512)	CORNWALLIS (0511)	0.43	PA		NEW MINAS	Kings South	8	VILLAGE	3	23	1	FAIR
HUNTER	FOX HILL (1222)	CUL-DE-SAC	0.19	PA		NORTH KENTVILLE	Kings North	2	MCK	3	23	1	FAIR
ANDRINGA	TR1 (0001)	CUL-DE-SAC	0.15	PA		CORNWALLIS SQUARE	Kings West	6	VILLAGE	3	23	1	FAIR
FALES RIVER	DALMATION (0887)	OAK (0883)	0.47	CS		GREENWOOD	Kings West	5	VILLAGE	3	23	2	FAIR
BIRCH	SUNNYSIDE (0516)	END OF CUL-DE-SAC	0.24	PA		GREENWICH	Kings South	8	MCK	3	22	1	FAIR

Road Name	From Desc.	To Desc.	Length from 1995 Master List(km)	Current Surface Type	Treatment Type Requested	Area	Provincial Riding	MCK DISTRICT	Village or MCK	Englobe Distress Measurement Class (Sortable)	MCK Priority Score	Surface Type (Sortable)	Englobe Distress Measurement Class (2020)
CATALINA	ARGUS (0867)	KENWOOD (0880)	0.18	PA		GREENWOOD	Kings West	5	VILLAGE	3	22	1	FAIR
PINEWOOD	EDITH (1091)	MEGHAN (1089)	0.09	CS		COLDBROOK	Kings South	6	MCK	3	22	2	FAIR
LINCOLN	LINCOLN (0926)	CUL-DE-SAC	0.05	CS		KINGSTON	Kings West	4	VILLAGE	3	22	2	FAIR
PRINCE	BISHOP (0906)	DAR PROPERTY	0.09	CS		KINGSTON	Kings West	4	VILLAGE	3	22	2	FAIR
RITSON	CAMBRIDGE (0617)	END OF LISTING	0.78	CS		CORNWALLIS SQUARE	Kings South	6	VILLAGE	3	20	2	FAIR
FOWLER	BONAVISTA (1092)	END OF LISTING	0.21	CS		NEW MINAS	Kings South	8	VILLAGE	3	20	2	FAIR
OAK	NORTH (1262)	CUL-DE-SAC	0.24	CS		NORTH KENTVILLE	Kings North	2	MCK	3	20	2	FAIR
CAVELLE	CAVELLE (1211)	CUL-DE-SAC	0.15	CS		CANNING	Kings North	1	VILLAGE	3	19	2	FAIR
MORSE	SHERMAN BELCHER (0449)	NEVILLE (1209)	0.10	CS		CENTREVILLE	Kings North	2	MCK	3	19	2	FAIR
OLD FRENCH	END OF CHIP SEAL	DRUMMOND (0974)	0.42	PA		KINGSTON	Kings West	4	VILLAGE	3	17	1	FAIR
COUNTRY WALK	OLD FARM (1075)	OLD FARM (1075)	0.17	PA		NEW MINAS	Kings South	8	VILLAGE	3	17	1	FAIR
DANIELLE	BISHOP WEST AVR (1022)	NORTHERLY CUL-DE-SAC	0.08	PA		NEW MINAS	Kings South	8	VILLAGE	3	17	1	FAIR
DANIELLE	BISHOP WEST AVR (1022)	SOUTHERLY CUL-DE-SAC	0.09	PA		NEW MINAS	Kings South	8	VILLAGE	3	17	1	FAIR
MEADOWLAND	FOX HILL (1222)	CUL-DE-SAC	0.06	PA		NORTH KENTVILLE	Kings North	2	MCK	3	17	1	FAIR
OLD FRENCH	KATELYN (0937)	END OF CHIP SEAL	0.26	CS		KINGSTON	Kings West	4	VILLAGE	3	17	2	FAIR
BRITTANY	MAGGIE (0893)	WILLIAM (0895)	0.51	PA		GREENWOOD	Kings West	4	VILLAGE	3	15	1	FAIR
BISHOP	DANIELLE (1023)	DOUGLAS (1026)	0.17	PA		NEW MINAS	Kings South	8	VILLAGE	3	15	1	FAIR
GREENACRES	SUMAC (1073)	MEMORY (1072)	0.16	PA		NEW MINAS	Kings South	8	VILLAGE	3	15	1	FAIR
NORTH	LANZY (0456)	END OF LISTING	0.14	CS		NORTH KENTVILLE	Kings North	2	MCK	3	15	2	FAIR
EDITH	PINEWOOD (1090)	MEGHAN (1089)	0.25	CS		COLDBROOK	Kings South	6	MCK	3	14	2	FAIR
MAPLEWOOD	OAKWOOD (0976)	CUL-DE-SAC	0.20	PA		KINGSTON	Kings West	4	VILLAGE	3	13	1	FAIR
BEAVER	PINE (0875)	OAK (0883)	0.37	CS		GREENWOOD	Kings West	5	VILLAGE	3	13	2	FAIR
PINE	FALES RIVER (0886)	ORION (0870)	0.50	CS		GREENWOOD	Kings West	5	VILLAGE	3	13	2	FAIR
WINDSOR	KINGSTON VILLAGE (0711)	END OF LISTING	0.25	CS		KINGSTON	Kings West	4	VILLAGE	3	13	2	FAIR
NORTH PARK	PARK (0645)	SCHOOL HOUSE SOUTH (0644)	0.26	CS		AYLESFORD	Kings West	4	VILLAGE	3	12	2	FAIR
OAK	EXISTING LISTING NORTHEAST	END OF CUL-DE-SAC	0.04	CS		GREENWOOD	Kings West	5	VILLAGE	3	12	2	FAIR
OAK	FALES RIVER (0886)	NORTHWEST CORNER OF LOT 2A	0.21	CS		GREENWOOD	Kings West	5	VILLAGE	3	12	2	FAIR
MCMASTER	LINCOLN (0926)	LINCOLN (0926)	0.35	CS		KINGSTON	Kings West	4	VILLAGE	3	12	2	FAIR
POLARIS	BALSOR (0931)	CUL-DE-SAC	0.08	CS		KINGSTON	Kings West	4	VILLAGE	3	12	2	FAIR
NOVA	CRESCENT (1131)	HOWE (0560)	0.21	PA		NEW MINAS	Kings South	8	VILLAGE	3	10	1	FAIR
CONSTANCE	RITSON (0837)	THE LANDS OF CAROLINE SAWLER	0.24	CS		CORNWALLIS SQUARE	Kings South	6	VILLAGE	3	10	2	FAIR
VINCENT	CAROLINA (0842)	RITSON (0837)	0.19	CS		CORNWALLIS SQUARE	Kings South	6	VILLAGE	3	10	2	FAIR
WARREN	CAROLINA (0842)	RITSON (0837)	0.20	CS		CORNWALLIS SQUARE	Kings South	6	VILLAGE	3	10	2	FAIR
BELMONT	BISHOP (0906)	SPRING GARDEN (0925)	0.08	CS		KINGSTON	Kings West	4	VILLAGE	3	10	2	FAIR
POPLAR GROVE	RTE221 (0221)	CUL-DE-SAC	0.17	CS		CORNWALLIS SQUARE	Kings North	3	VILLAGE	3	10	2	FAIR
BISHOP	WINDSOR (0924)	MARKLAND (0910)	0.51	CS		KINGSTON	Kings West	4	VILLAGE	3	3	2	FAIR
PARK	MAPLE (0625)	PARKER HOUSE (0819)	0.85	CS		CORNWALLIS SQUARE	Kings West	6	VILLAGE	3	0	2	FAIR
HARRINGTON	TRUNK 1 SOUTH	NORTH BOUNDARY HIGHWAY 101	0.84	PA		COLDBROOK	Kings South	6	MCK	3	0	1	FAIR
CORNWALLIS	TK1 (0001)	END OF LISTING	0.62	PA		NEW MINAS	Kings South	8	VILLAGE	3	0	1	FAIR
BROOK	EXHIBITION (1241)	END OF LISTING	0.46	PA		NORTH KENTVILLE	Kings North	2	MCK	3	0	1	FAIR
LANZY (0456)	CAMP ALDERSHOT MAIN GATE WEST	END OF CHIP SEAL	0.53	PA		NORTH KENTVILLE	Kings North	2	MCK	3	0	1	FAIR

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LANZY (0456)	ROUTE 341	CAMP ALDERSHOT MAIN GATE	0.50	PA		NORTH KENTVILLE	Kings North	2	MCK	3	0	1	FAIR
LANZY (0456)	ROUTE 341	ROUTE 360	1.08	PA		NORTH KENTVILLE	Kings North	2	MCK	3	0	1	FAIR
NEW	TRUNK 1 NORTHERY	STATION ST	0.57	CS		AYLESFORD	Kings West	4	VILLAGE	3	0	2	FAIR
KENWOOD	WADE (0881)	END OF LISTING	0.24	CS		GREENWOOD	Kings West	5	VILLAGE	3	0	2	FAIR
ELIZABETH	ELM (0920)	PINE RIDGE (0917)	0.22	CS		KINGSTON	Kings West	4	VILLAGE	3	0	2	FAIR
ELM ST	SEMINARY (1215)	PLEASANT (1216)	0.32	CS		KINGSTON	Kings West	4	VILLAGE	3	0	2	FAIR
SCOFIELD	ROUTE 359	LAMONT	0.34	CS		NORTH KENTVILLE	Kings North	2	MCK	3	0	2	FAIR
RUSSET ST	BONAVISTA (1092)	CUL-DE-SAC	0.28	CS		NEW MINAS	Kings South	8	VILLAGE	4	30	2	GOOD
MCDOW RD	SANFORD (459)	END OF CHIP SEAL	0.18	CS		MEADOWVIEW	Kings North	2	MCK	4	29	2	GOOD
GIFFIN CRT	RTE341 (0341)	END OF LISTING	0.10	CS		NORTH KENTVILLE	Kings North	2	MCK	4	24	2	GOOD
BALSOM ROW	BIRCHCREST (0827)	CUL-DE-SAC	0.19	CS		CORNWALLIS SQUARE	Kings South	6	VILLAGE	4	20	2	GOOD
SCHOOLHOUSE SOUTH RD	TK1 (0001)	HWY101 (0101)	1.03	CS		AYLESFORD	Kings West	4	VILLAGE	4	13	2	GOOD
DEE RD	LOVETT (1333)	END OF LISTING	0.21	CS		COLDBROOK	Kings South	6	MCK	4	12	2	GOOD
MARKLAND RD	KINGSTON VILLAGE (0711)	LAST HOUSE	0.45	CS		KINGSTON	Kings West	4	VILLAGE	4	12	2	GOOD
BENTWOOD CRES	BIRCHCREST (0827)	BALSOM ROW (0828)	0.58	CS		CORNWALLIS SQUARE	Kings South	6	VILLAGE	4	10	2	GOOD
BIRCHCREST	END OF LISTING	END OF LISTING	0.63	CS		CORNWALLIS SQUARE	Kings South	6	VILLAGE	4	10	2	GOOD
WILLIAM	TUFTS (0896)	END OF LISTING	0.10	PA		GREENWOOD	Kings West	4	VILLAGE	4	57	1	GOOD
RAWDING	JAKESON (1248)	JAKESON (1248)	0.80	PA		PORT WILLIAMS	Kings North	1	VILLAGE	4	43	1	GOOD
KENNETH	LOVETT (0612)	END OF LISTING (AT HILLIS SHAW PROPERTY)	0.46	CS		COLDBROOK	Kings South	6	MCK	4	38	2	GOOD
ANTHONY	CUL-DE-SAC EAST PAST ANDREW DR	CUL-DE-SAC	0.44	PA		CENTREVILLE	Kings North	2	MCK	4	35	1	GOOD
KIDSTON	CENTENIAL (0489)	CENTENIAL (0489)	0.86	PA		PORT WILLIAMS	Kings North	1	VILLAGE	4	35	1	GOOD
CUMBERLAND	KENNETH (1060)	THE LANDS FORMERLY OF HILLIS SHAW	0.48	CS		COLDBROOK	Kings South	6	MCK	4	35	2	GOOD
JOYCE	KENNETH (1060)	CUMBERLAND (1061)	0.30	CS		COLDBROOK	Kings South	6	MCK	4	35	2	GOOD
PLEASANT	KINGSTON VILLAGE (0711)	GEORGE (0907)	0.19	PA		KINGSTON	Kings West	4	VILLAGE	4	34	1	GOOD
BRANDY	PLANES VIEW (0744)	END OF CUL-DE-SAC	0.33	PA		GREENWOOD	Kings West	4	VILLAGE	4	33	1	GOOD
DOW	TK1 (0001)	END OF LISTING	0.52	PA		NEW MINAS	Kings South	8	VILLAGE	4	33	1	GOOD
ROY	TK1 (0001)	END OF LISTING	0.29	PA		NEW MINAS	Kings South	8	VILLAGE	4	33	1	GOOD
PENT	LAURIE (1111)	END OF LISTING	0.79	CS		COLDBROOK	Kings South	6	MCK	4	33	2	GOOD
ANDREW	MARY (0436)	RTE221 (0221)	0.24	PA		CENTREVILLE	Kings North	2	MCK	4	29	1	GOOD
SARAH	CASPER (1056)	CUL-DE-SAC	0.32	PA		COLDBROOK	Kings South	6	MCK	4	28	1	GOOD
ACKER	MAPLE (0730)	CUL-DE-SAC	0.32	PA		KINGSTON	Kings West	4	VILLAGE	4	28	1	GOOD
CORNWALLIS	END OF CHIP SEAL	WEBSTER (1054)	0.48	CS		COLDBROOK	Kings South	6	MCK	4	28	2	GOOD
HIGHLAND	SUMAC (1073)	END OF LISTING	0.06	PA		NEW MINAS	Kings South	8	VILLAGE	4	27	1	GOOD
EVANGELINE	TK1 (0001)	CORNWALLIS (1055)	0.10	CS		COLDBROOK	Kings South	6	MCK	4	27	2	GOOD
LAURIE	LOVETT (0612)	CUL-DE-SAC	0.32	CS		COLDBROOK	Kings South	6	MCK	4	27	2	GOOD
AURORA	ORION (0870)	ORION (0870)	0.26	CS		GREENWOOD	Kings West	5	VILLAGE	4	27	2	GOOD
GOVERNOR	ROSEDALE (1246)	SCOTT (1240)	0.39	CS		NORTH KENTVILLE	Kings North	2	MCK	4	26	2	GOOD
MONICA	PARKSIDE (1269) (S)	PARKSIDE (1269)	0.29	CS		CENTREVILLE	Kings North	2	MCK	4	25	2	GOOD
NATALIE	PARKSIDE (1269)	END OF CUL-DE-SAC	0.28	CS		CENTREVILLE	Kings North	2	MCK	4	25	2	GOOD
CORNWALLIS	WEBSTER (1054)	END OF CHIP SEAL	0.40	CS		COLDBROOK	Kings South	6	MCK	4	25	2	GOOD
PLANES VIEW	RTE201 (0201)	PATTYS (0746)	0.41	PA		GREENWOOD	Kings West	4	VILLAGE	4	23	1	GOOD

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KATELYN	SHAWN (0958)	BALSOR (0931)	0.33	PA		KINGSTON	Kings West	4	VILLAGE	4	23	1	GOOD
DALMATION	FALES RIVER (0866)	CATALINA (0878)	0.25	CS		GREENWOOD	Kings West	5	VILLAGE	4	23	2	GOOD
COLDBROOK VILLAGE PARK	TK1(0001)	COLDBROOKVILLAGE PARK (1113)	1.12	PA		COLDBROOK	Kings South	6	MCK	4	22	1	GOOD
DAKOTA	HOWE (0899)	GLASGOW (0901)	0.17	PA		GREENWOOD	Kings West	5	VILLAGE	4	22	1	GOOD
DAKOTA	PICKERING (0898)	HOWE (0899)	0.17	PA		GREENWOOD	Kings West	5	VILLAGE	4	22	1	GOOD
CHAMPLAIN	OLD FRENCH (0938)	CUL-DE-SAC	0.10	PA		KINGSTON	Kings West	4	VILLAGE	4	22	1	GOOD
OAKWOOD	SUNSET (0975)	CUL-DE-SAC	0.23	PA		KINGSTON	Kings West	4	VILLAGE	4	22	1	GOOD
LABRADOR	NEPTUNE (0868)	ORION (0870)	0.08	CS		GREENWOOD	Kings West	5	VILLAGE	4	22	2	GOOD
WIND RIDGE	PINE RIDGE (0917)	HEATHER (0982)	0.1	CS		KINGSTON	Kings West	4	VILLAGE	4	22	2	GOOD
BORDEN	PENT (1039)	GERALD (1042)	0.57	CS		COLDBROOK	Kings South	6	MCK	4	21	2	GOOD
BISHOP	PROSPECT (0500)	DANIELLE (1023)	0.23	PA		NEW MINAS	Kings South	8	VILLAGE	4	20	1	GOOD
DOUGLAS	JORDEN STREET (1024)	BISHOP (1021)	0.35	PA		NEW MINAS	Kings South	8	VILLAGE	4	20	1	GOOD
GERALD	PENT(1043)	END OF LISTING AT NORTH BOUNDARY OF C. MAXWELL	0.66	CS		COLDBROOK	Kings South	6	MCK	4	20	2	GOOD
DAHLGREN	DAHLGREN NORTH (0742)	MARSHALL (0651)	0.41	CS		KINGSTON	Kings West	3	MCK	4	20	2	GOOD
DAHLGREN	DAHLGREN SOUTH (0743)	MARSHALL (0651)	0.35	CS		KINGSTON	Kings West	3	MCK	4	20	2	GOOD
ELIZABETH	ROSEDALE (1246)	MEE (1238)	0.25	CS		NORTH KENTVILLE	Kings North	2	MCK	4	20	2	GOOD
MARIE	ROSEDALE (1246)	CUL-DE-SAC	0.13	CS		NORTH KENTVILLE	Kings North	2	MCK	4	20	2	GOOD
NEVILLE	MORSE (1208)	CUL-DE-SAC	0.06	CS		CENTREVILLE	Kings North	2	MCK	4	19	2	GOOD
PARKSIDE	LYDIARD (0446)	PARKSIDE (1302)	0.60	CS		CENTREVILLE	Kings North	2	MCK	4	19	2	GOOD
CUMBERLAND	WARD (1058)	KENNETH (1060)	0.11	CS		COLDBROOK	Kings South	6	MCK	4	19	2	GOOD
LANGILLE	ENGLISH MOUNTAIN (0496)	CUL-DE-SAC	0.83	PA		COLDBROOK	Kings South	6	MCK	4	17	1	GOOD
MAPLE	ENGLISH MOUNTAIN (0496)	CUL-DE-SAC	0.52	PA		COLDBROOK	Kings South	6	MCK	4	17	1	GOOD
POPLAR	PINECREST (0802)	END OF CHIPSEAL AT BOUNDARY OF HAYES MILL LTD.	0.35	PA		COLDBROOK	Kings South	6	MCK	4	17	1	GOOD
SHAWN	KATELYN (0937)	END OF SAND SEAL	0.39	PA		KINGSTON	Kings West	4	VILLAGE	4	17	1	GOOD
SHAWN	END OF SAND SEAL	END OF LISTING	0.24	PA		KINGSTON	Kings West	4	VILLAGE	4	17	1	GOOD
UPLAND	FOX HILL (1222)	CUL-DE-SAC	0.13	PA		NORTH KENTVILLE	Kings North	2	MCK	4	17	1	GOOD
MARIE	LANDS OF PATRICIA WEBSTER	WEST BOUNDARY OF DELMAR BEST	0.17	CS		COLDBROOK	Kings South	6	MCK	4	17	2	GOOD
WEBSTER	TK1 (0001)	CORNWALLIS (1055)	0.11	CS		COLDBROOK	Kings South	6	MCK	4	17	2	GOOD
KAIZER	ANTHONY (1260)	MARY(0436)	0.100	PA		CENTREVILLE	Kings North	2	MCK	4	15	1	GOOD
HILTZ	KINGSTON HEIGHTS (0963)	SHAWN (0958)	0.10	PA		KINGSTON	Kings West	4	VILLAGE	4	15	1	GOOD
EMILY	CLUB (1049)	FORSYTHE NORTH (1124)	0.11	PA		NEW MINAS	Kings South	8	VILLAGE	4	15	1	GOOD
SHERMAN	BORDEN (1044)	PENT (1043)	0.29	CS		COLDBROOK	Kings South	6	MCK	4	15	2	GOOD
HEATHER	WIND RIDGE (0981)	CUL-DE-SAC	0.25	CS		KINGSTON	Kings West	4	VILLAGE	4	13	2	GOOD
NEPTUNE	LABRADOR (0872)	ARGUS (0867)	0.32	CS		GREENWOOD	Kings West	5	VILLAGE	4	13	2	GOOD
ORION	LABRADOR (0872)	ARGUS (0867)	0.32	CS		GREENWOOD	Kings West	5	VILLAGE	4	13	2	GOOD
OTTER	PINE(0875)	ARGUS (0867)	0.24	CS		GREENWOOD	Kings West	5	VILLAGE	4	13	2	GOOD
MAGGIE	BRITIANY (0893)	CUL-DE-SAC	0.12	PA		GREENWOOD	Kings West	4	VILLAGE	4	12	1	GOOD
PATTYS	BRANDY (0745)	CRYSTAL (0747)	0.38	PA		GREENWOOD	Kings West	4	VILLAGE	4	12	1	GOOD
CARTIER	OLD FRENCH (0938)	CUL-DE-SAC	0.16	PA		KINGSTON	Kings West	4	VILLAGE	4	12	1	GOOD
CHERRY	PRINCESS (0979)	OAKWOOD (0976)	0.19	PA		KINGSTON	Kings West	4	VILLAGE	4	12	1	GOOD
DRUMMOND	OLD FRENCH (0938)	ACADIA (0961)	0.18	PA		KINGSTON	Kings West	4	VILLAGE	4	12	1	GOOD



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KINGSTON HEIGHTS	KINGSWOOD LN (0960)	CUL-DE-SAC	0.44	PA		KINGSTON	Kings West	4	VILLAGE	4	12	1	GOOD
PRINCESS	SUNSET (0975)	CHERRY (0978)	0.09	PA		KINGSTON	Kings West	4	VILLAGE	4	12	1	GOOD
SPARKY	TK1 NORTH	PINE RIDGE (0917)	0.29	PA		KINGSTON	Kings West	4	VILLAGE	4	12	1	GOOD
ASHLEY	JORDAN (1024)	CUL-DE-SAC	0.07	PA		NEW MINAS	Kings South	8	VILLAGE	4	12	1	GOOD
FOREST	PARK (0645)	END OF LISTING	0.28	CS		AYLESFORD	Kings West	4	VILLAGE	4	12	2	GOOD
CAROL	PINE (0875)	OAK (0883)	0.37	CS		GREENWOOD	Kings West	5	VILLAGE	4	12	2	GOOD
CATALINA	DALMATION (0887)	ARGUS (0867)	0.33	CS		GREENWOOD	Kings West	5	VILLAGE	4	12	2	GOOD
YUKON	CATALINA (0878)	END OF LISTING	0.08	CS		GREENWOOD	Kings West	5	VILLAGE	4	12	2	GOOD
HOWE	BEGINNING OF LISTING	THE END OF CUL-DE-SAC	0.20	PA		NEW MINAS	Kings South	8	VILLAGE	4	10	1	GOOD
KENTUCKY	TK1 (0001)	CUL-DE-SAC	0.15	PA		NEW MINAS	Kings South	8	VILLAGE	4	10	1	GOOD
PARKWAY	STARRS POINT (0487)	CUL-DE-SAC	0.48	PA		PORT WILLIAMS	Kings North	1	VILLAGE	4	10	1	GOOD
COUNTY HOME	COUNTY JAIL ENTRANCE	TK1 (0001)	0.68	CS		CORNWALLIS SQUARE	Kings West	6	VILLAGE	4	10	2	GOOD
PORTER	PARK (0818)	PARK (0818)	0.22	CS		CORNWALLIS SQUARE	Kings West	6	VILLAGE	4	10	2	GOOD
PINE RIDGE	MAPLE (0625)	MAGEE (0915)	0.83	PA		KINGSTON	Kings West	4	VILLAGE	4	7	1	GOOD
JULIE	KATELYN (0937)	END OF LISTING	0.69	PA		KINGSTON	Kings West	4	VILLAGE	4	3	1	GOOD
MAXNER	BRANDY (0745)	PATTYS (0746)	0.22	PA		GREENWOOD	Kings West	4	VILLAGE	4	0	1	GOOD
MURRAY	NORTH BISHOP (0994)	CUL-DE-SAC	0.53	PA		COLDBROOK	Kings North	3	MCK	4	0	1	GOOD
HOWE	RTE201 (0201)	PICKERING (0898)	0.32	PA		GREENWOOD	Kings West	5	VILLAGE	4	0	1	GOOD
HOWE	PICKERING (0898)	DAKOTA (0900)	0.09	PA		GREENWOOD	Kings West	5	VILLAGE	4	0	1	GOOD
SUNSET	PRINCESS (0979)	MARSHALL (0651)	0.62	PA		KINGSTON	Kings West	4	VILLAGE	4	0	1	GOOD
UNION	VICTORIA (0643)	ROYAL CANADIAN LEGION PARKING LOT	0.09	PA		KINGSTON	Kings West	4	VILLAGE	4	0	1	GOOD
HIGHBURY	PROSPECT	CRESCENT	1.36	PA		NEW MINAS	Kings South	8	VILLAGE	4	0	1	GOOD
HIGHBURY SCHOOL	TK1 (0001)	TK1 (0001)	0.77	PA		NEW MINAS	Kings South	8	VILLAGE	4	0	1	GOOD
MINAS WAREHOUSE	TK1 (0001) NORTH	END OF LISTING	0.42	PA		NEW MINAS	Kings South	8	VILLAGE	4	0	1	GOOD
SCOTT	ROUTE 341	MIDDLE DYKE	1.27	PA		NORTH KENTVILLE	Kings North	2	MCK	4	0	1	GOOD
APPLECREST	BELCHER (0488)	CHARLES (1232)	0.34	PA		NORTH KENTVILLE	Kings North	2	MCK	4	56	1	GOOD
RICHARD	MORTON (1235)	CUL-DE-SAC	0.27	PA		NORTH KENTVILLE	Kings North	2	MCK	4	56	1	GOOD
PLEASANT	RTE221 (0221)	END	0.12	PA		KINGSPORT	Kings North	1	MCK	4	55	1	GOOD
MAPLE	MILNE (1011)	END OF PAVEMENT	0.36	PA		NEW MINAS	Kings South	8	VILLAGE	4	55	1	GOOD
MAPLE	END OF PAVEMENT	THE END OF CUL-DE-SAC	0.11	PA		NEW MINAS	Kings South	8	VILLAGE	4	55	1	GOOD
PLEASANT	RTE221 (0221)	WATER (1206)	0.47	PA		KINGSPORT	Kings North	1	MCK	4	55	1	GOOD
KAIZER	CAMBRIDGE MOUNTIAN (1354)	CUL-DE-SAC	0.90	PA		CORNWALLIS SQUARE	Kings South	6	VILLAGE	4	51	1	GOOD
GOVERNOR	ROSEDALE (1246)	ROSEDALE (1246)	0.25	PA		NORTH KENTVILLE	Kings North	2	MCK	4	51	1	GOOD
APPLECREST	MEE (1238)	LANDS OF HOWARD TAYLOR	0.13	PA		NORTH KENTVILLE	Kings North	2	MCK	4	49	1	GOOD
PINE	PARK (0645)	END OF LISTING	0.28	PA		AYLESFORD	Kings West	4	VILLAGE	4	48	1	GOOD
FRANK	CHARLES (1232)	END OF LISTING	0.10	PA		NORTH KENTVILLE	Kings North	2	MCK	4	47	1	GOOD
KINGS	MILNE (1011)	CUL-DE-SAC	0.11	PA		NEW MINAS	Kings South	8	VILLAGE	4	45	1	GOOD
WATER	LONGSPELL (0407)	PIER(1304)	0.37	PA		KINGSPORT	Kings North	1	MCK	4	44	1	GOOD
SESAME	CAMPBELL (0479)	SCOTT (1240)	0.49	PA		NORTH KENTVILLE	Kings North	2	MCK	4	43	1	GOOD
AVON	TK1 (0001)	CUL-DE-SAC	0.29	PA		GREENWICH	Kings South	8	MCK	4	42	1	GOOD
STEAD	CHARLES (1210)	CUL-DE-SAC	0.29	PA		NORTH KENTVILLE	Kings North	2	MCK	4	42	1	GOOD

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PETER	FOWLER (1093)	RUSSET (1107)	0.21	PA		NEW MINAS	Kings South	8	VILLAGE	4	40	1	GOOD
REDDEN	HIGHBURY SCHOOL (0510)	BARRON (0596)	0.19	PA		NEW MINAS	Kings South	8	VILLAGE	4	40	1	GOOD
BEZANSON	APPLECREST (1230)	CUL-DE-SAC	0.09	PA		NORTH KENTVILLE	Kings North	2	MCK	4	39	1	GOOD
MORRIS	PROSPECT (0500)	PROSPECT (0500)	0.73	PA		NORTH ALTON	Kings South	7	MCK	4	38	1	GOOD
MORTON	CHARLES (1232)	END OF PAVEMENT	0.26	PA		NORTH KENTVILLE	Kings North	2	MCK	4	37	1	GOOD
CATHERINE	MILNE (1011)	MILNE (1011)	0.57	PA		NEW MINAS	Kings South	8	VILLAGE	4	36	1	GOOD
EVANGELINE	BONAVISTA (1092)	BONAVISTA (1092)	0.32	PA		NEW MINAS	Kings South	8	VILLAGE	4	36	1	GOOD
COLONIAL	CASTLELOMA (1064)	CASTLE LOMA (1064)	0.20	PA		NEW MINAS	Kings South	8	VILLAGE	4	36	1	GOOD
AALDERS	JONES (0512)	JONES (0512)	0.89	PA		NEW MINAS	Kings South	8	VILLAGE	4	35	1	GOOD
FOX HILL	BELCHER (0488)	CUL-DE-SAC	0.85	PA		NORTH KENTVILLE	Kings North	2	MCK	4	35	1	GOOD
CHURCH	RTE221 (0221)	LONGSPELL (0407)	0.36	PA		KINGSPORT	Kings North	1	MCK	4	35	1	GOOD
HENSHAW	RTE341 (0341) AT UPPER DYKE RADIO TOWER	END OF CUL-DE-SAC	0.27	PA		UPPER DYKE	Kings North	2	MCK	4	35	1	GOOD
MARJORIE	EXHIBITION (1241)	END OF CUL-DE-SAC	0.23	PA		MEADOWVIEW	Kings North	2	MCK	4	35	1	GOOD
THISTLE	OLD FARM (1075)	CUL-DE-SAC	0.17	PA		NEW MINAS	Kings South	8	VILLAGE	4	35	1	GOOD
STEPHEN	GONERNOR COURT (1265)	CUL-DE-SAC	0.08	PA		NORTH KENTVILLE	Kings North	2	MCK	4	34	1	GOOD
EVERGREEN	MINAS (1081)	LISTING AT TURNING CIRCLE	0.58	PA		NEW MINAS	Kings South	8	VILLAGE	4	33	1	GOOD
MARIE	ROSEDALE (1246)	ROSEDALE (1246)	0.43	PA		NORTH KENTVILLE	Kings North	2	MCK	4	33	1	GOOD
WARD	CUMBERLAND (1061)	END OF LISTING AT CUL-OE-SACS	0.33	PA		COLDBROOK	Kings South	6	MCK	4	33	1	GOOD
PICKERING	HOWE (0899)	DND PROPERTY	0.34	PA		GREENWOOD	Kings West	5	VILLAGE	4	32	1	GOOD
SPRING GARDEN	WINDSOR (0924)	BELMONT (0936)	0.19	PA		KINGSTON	Kings West	4	VILLAGE	4	32	1	GOOD
JILL	PERRIER (1079)	MINAS (1081)	0.14	PA		NEW MINAS	Kings South	8	VILLAGE	4	32	1	GOOD
BENNETT	MORDEN RD EAST	END OF LISTING	0.36	PA		AUBURN	Kings West	4	MCK	4	30	1	GOOD
BONAVISTA	TK1 (0001)	RUSSETT (1107)	0.34	PA		NEW MINAS	Kings South	8	VILLAGE	4	30	1	GOOD
WOODVALE	MILNE (1011)	CUL-DE-SAC	0.29	PA		NEW MINAS	Kings South	8	VILLAGE	4	30	1	GOOD
BIRCH	EVERGREEN (1068)	MAPLE (1067)	0.23	PA		NEW MINAS	Kings South	8	VILLAGE	4	30	1	GOOD
GEORGE	MILNE (1011)	PERRIER (1079)	0.23	PA		NEW MINAS	Kings South	8	VILLAGE	4	30	1	GOOD
SUMAC	MINAS WAREHOUSE (0518)	GARDEN COURT WEST (1070)	0.23	PA		NEW MINAS	Kings South	8	VILLAGE	4	30	1	GOOD
HALIBURTON	TK1 (0001) AT HANTS COUNTY LINE	CUL-DE-SAC	0.15	PA		HANTSBOARDER	Kings South	9	MCK	4	29	1	GOOD
NOSCO	MEE (1238)	END OF CUL-DE-SAC	0.08	PA		NORTH KENTVILLE	Kings North	2	MCK	4	29	1	GOOD
MILNE/GRANITE	TK1 (0001) SOUTH	KINGS CRESCENT JUNCTION	0.45	PA		NEW MINAS	Kings South	8	VILLAGE	4	29	1	GOOD
WOODWORTH	KENTVILLE TOWN LINE	LAMONT	0.29	PA		NORTH KENTVILLE	Kings North	2	MCK	4	28	1	GOOD
SUNNYSIDE LOOPS	TK1 (0001)	TK1 (0001)	0.17	PA		GREENWICH	Kings South	8	MCK	4	27	1	GOOD
CLOVERLEAF	MILNE (1011)	CUL-DE-SAC	0.30	PA		NEW MINAS	Kings South	8	VILLAGE	4	26	1	GOOD
JILL	PERRIER (1079)	CUL-DE-SAC	0.24	PA		NEW MINAS	Kings South	8	VILLAGE	4	26	1	GOOD
MARINA	PROSPECT (0719)	CUL-DE-SAC	0.36	PA		NEW MINAS	Kings South	8	VILLAGE	4	26	1	GOOD
MICHAEL	MILNE (1011)	PROSPECT (0500)	0.12	PA		NEW MINAS	Kings South	8	VILLAGE	4	25	1	GOOD
COUNTRY CLUB	LOT N079@ CLUB SOUTHEAST LOOPING	BACK TO LOT 79	0.65	PA		NEW MINAS	Kings South	8	VILLAGE	4	23	1	GOOD
PERRIER	MILNE (1011)	PROSPECT (0500)	0.48	PA		NEW MINAS	Kings South	8	VILLAGE	4	23	1	GOOD
GARDEN	TK1 (0001)	END OF LISTING	0.30	PA		NEW MINAS	Kings South	8	VILLAGE	4	23	1	GOOD
MATHEWS	PHILLIPS (0932)	OLD BROOK (0934)	0.55	PA		KINGSTON	Kings West	4	VILLAGE	4	23	1	GOOD
BISHOP	PROSPECT (0500)	MILNE (1011)	0.36	PA		NEW MINAS	Kings South	8	VILLAGE	4	23	1	GOOD

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STATION	SCHOOL HOUSE SOUTH (0644)	VICTORIA (0643)	0.41	PA		AYLESFORD	Kings West	4	VILLAGE	4	22	1	GOOD
FOSTER	LINCOLN (0926)	WESTWOOD (0918)	0.3	PA		KINGSTON	Kings West	4	VILLAGE	4	22	1	GOOD
KELLY	MAPLE (0680)	END OF LISTING	0.38	PA		AYLESFORD	Kings West	5	VILLAGE	4	22	1	GOOD
PHILIPS	MATHEWS (0933)	OLD BROOK (0934)	0.24	PA		KINGSTON	Kings West	4	VILLAGE	4	22	1	GOOD
PINE	FORSYTHE SOUTH (1125)	CUL-DE-SAC	0.35	PA		NEW MINAS	Kings South	7	MCK	4	20	1	GOOD
GREEN	ORCHARD (0494)	COUNTRY CLUB (1048)	0.12	PA		NEW MINAS	Kings South	8	VILLAGE	4	20	1	GOOD
GARDEN	GARDEN COURT WEST (1070)	GARDEN COURT WEST (1070)	0.37	PA		NEW MINAS	Kings South	8	VILLAGE	4	17	1	GOOD
NELSON	KELLY (0966)	KELLY (0966)	0.31	PA		AYLESFORD	Kings West	5	VILLAGE	4	12	1	GOOD
MOODY	MARSHALL (0651)	CUL-DE-SAC	0.14	PA		KINGSTON	Kings West	4	VILLAGE	4	12	1	GOOD
MINAS	MILNE (1011)	JILL (1082)	0.67	PA		NEW MINAS	Kings South	8	VILLAGE	4	10	1	GOOD
MORDEN WHARF	MORDEN (0647)	TOWER (0866)	0.19	PA		MORDEN	Kings West	3	MCK	4	10	1	GOOD
PARK	VICTORIA (0643)	NEW RD	1.37	PA		AYLESFORD	Kings West	4	VILLAGE	4	3	1	GOOD
COUNTY HOME	PARK (0818)	COUNTY JAIL ENTRANCE	0.63	PA		CORNWALLIS SQUARE	Kings West	6	VILLAGE	4	0	1	GOOD
MEE	CHARLES (1232)	SCOTT	0.73	PA		NORTH KENTVILLE	Kings North	2	MCK	4	0	1	GOOD
SANFORD	BROOKLYN (0610)	EXHIBITION	0.52	PA		NORTH KENTVILLE	Kings North	2	MCK	4	0	1	GOOD
HIGHLAND	PROSPECT	HIGHBURY SCHOOL	0.63	PA		NEW MINAS	Kings South	8	VILLAGE	4	0	1	GOOD
LAMONT	EXHIBITION (1241)	SCHOLDFIELD	0.50	PA		NORTH KENTVILLE	Kings North	2	MCK	4	0	1	GOOD
ORCHARD	TK1 (0001)	END OF CUL-DE-SAC	0.43	PA		NEW MINAS	Kings South	8	VILLAGE	4	0	1	GOOD
LOVETT	LOVETT RD (PAVED SECTION)	HAYES GATE	0.82	PA		COLDBROOK	Kings South	6	MCK	4	0	1	GOOD
MAPLE	TK1 (0001)	BIRCHCREST (0827)	0.37	PA		CORNWALLIS SQUARE	Kings South	6	VILLAGE	4	0	1	GOOD
ELM LANE	PARK (0731)	LAST HOUSE	0.12	PA		KINGSTON	Kings West	4	VILLAGE	4	0	1	GOOD
DELL	OAKDENE	CAMPBELL	0.11	PA		NORTH KENTVILLE	Kings North	2	MCK	4	0	1	GOOD
TUFTS	BEGINNING OF LISTING AT CUL-DE-SAC	END OF CHIP SEAL	0.45	PA		GREENWOOD	Kings West	4	VILLAGE	5	80	1	VERY GOOD
TUFTS	END OF CHIP SEAL	CUL-DE-SAC	0.30	PA		GREENWOOD	Kings West	4	VILLAGE	5	80	1	VERY GOOD
ALDRED	KINGSTON VILLAGE (0711)	TUFTS (0896)	0.41	PA		GREENWOOD	Kings West	4	VILLAGE	5	70	1	VERY GOOD
GLENGARY	TUFTS (0896)	NEILLY (0888)	0.28	PA		GREENWOOD	Kings West	4	VILLAGE	5	67	1	VERY GOOD
NEILLY	ALDRED (0890)	KINGSTON VILLAGE (0711)	0.33	PA		GREENWOOD	Kings West	4	VILLAGE	5	67	1	VERY GOOD
WHITTINGTON	RTE201 (0201)	ALDRED (0890)	0.39	PA		GREENWOOD	Kings West	4	VILLAGE	5	67	1	VERY GOOD
CHARLES	MEE (1238)	APPLECREST (1231)	0.51	PA		NORTH KENTVILLE	Kings North	2	MCK	5	63	1	VERY GOOD
FOLEAZE PARK	RTE359 (0359)	END OF LISTING	0.96	PA		CENTREVILLE MTN	Kings North	3	MCK	5	61	1	VERY GOOD
PINECREST	WHITE PINE DR	PINE CONE(1258)	0.40	PA		CENTREVILLE	Kings North	2	MCK	5	60	1	VERY GOOD
PINECREST	LONE PINE (1255)	WHITE PINE DR	0.31	PA		CENTREVILLE	Kings North	2	MCK	5	60	1	VERY GOOD
DAVLYN	FOLEAZE PARK (1250)	BROW MOUNTAIN (0439)	0.39	PA		CENTREVILLE MTN	Kings North	3	MCK	5	50	1	VERY GOOD
MEGHAN	PINEWOOD (1090)	NEWCOMBE (1088)	0.58	PA		COLDBROOK	Kings South	6	MCK	5	45	1	VERY GOOD
PINECONE	SHERMAN BELCHER (0449)	PINECREST (1259)	0.14	PA		CENTREVILLE	Kings North	2	MCK	5	44	1	VERY GOOD
ROSALIND	DAVLYN(1252)	CUL-DE-SAC	0.33	PA		CENTREVILLE MTN	Kings North	3	MCK	5	44	1	VERY GOOD
SAMPSON	KINGSTON VILLAGE (0711)	END OF LISTING	0.20	PA		GREENWOOD	Kings West	4	VILLAGE	5	40	1	VERY GOOD
SPINNEY	HOWE (0899)	GLASGOW (0901)	0.13	PA		GREENWOOD	Kings West	5	VILLAGE	5	39	1	VERY GOOD
ACADIA	JULIE (0957)	DRUMMOND (0974)	0.44	PA		KINGSTON	Kings West	4	VILLAGE	5	38	1	VERY GOOD
BALSOR	MAPLE (0730)	END OF CHIPSEAL	0.81	PA		KINGSTON	Kings West	4	VILLAGE	5	37	1	VERY GOOD
BALSOR	END OF CHIPSEAL	END OF LISTING	0.07	PA		KINGSTON	Kings West	4	VILLAGE	5	37	1	VERY GOOD

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ASHLEE	SARAH (1057)	CUL-DE-SAC	0.40	PA		COLDBROOK	Kings South	6	MCK	5	35	1	VERY GOOD
ELIZABETH	PROSPECT (0500)	HARRY (1016)	0.72	PA		NORTH ALTON	Kings South	7	MCK	5	35	1	VERY GOOD
WHITE PINE	SHERMAN BELCHER RD NORTH	PINECREST (1259)	0.14	PA		CENTREVILLE	Kings North	2	MCK	5	34	1	VERY GOOD
AUBURNWOOD	MORDEN (0647)	END OF LISTING	0.46	PA		AUBURN	Kings West	4	MCK	5	33	1	VERY GOOD
LEMARCHANT	HIGHBURY SCHOOL (1132)	LEMARCHANT (1003)	1.73	PA		NEW MINAS	Kings South	7	MCK	5	33	1	VERY GOOD
NEWCOMBE	MEGHAN (1089)	TK1 (0001)	0.43	PA		COLDBROOK	Kings South	6	MCK	5	32	1	VERY GOOD
EDEN	TK1 (0001)	GALE (1001)	0.30	PA		GREENWICH	Kings South	8	MCK	5	32	1	VERY GOOD
GALE	EDEN ROW (1000)	END OF LISTING	0.15	PA		GREENWICH	Kings South	8	MCK	5	32	1	VERY GOOD
RAWDING	GALE (1001)	EDEN ROW (1000)	0.21	PA		GREENWICH	Kings South	8	MCK	5	32	1	VERY GOOD
BOWLBY PARK	KINGSTON VILLAGE (0711)	END OF LISTING	0.41	PA		GREENWOOD	Kings West	5	VILLAGE	5	32	1	VERY GOOD
WILLIAM	TUFTS (0896)	TUFTS (0896)	0.17	PA		GREENWOOD	Kings West	4	VILLAGE	5	32	1	VERY GOOD
ARGUS	RTE201 (0201)	FALES RIVER (0886)	0.66	PA		GREENWOOD	Kings West	5	VILLAGE	5	30	1	VERY GOOD
MARY	ANDREW (1261)	END OF CUL-DE-SAC	0.35	PA		CENTREVILLE	Kings North	2	MCK	5	28	1	VERY GOOD
MOUNTAIN VIEW	TK1 (0001)	ENGLISH MOUNTAIN (0496)	0.54	PA		COLDBROOK	Kings South	6	MCK	5	28	1	VERY GOOD
AARON	CHARLENE (0854)	SOUTH BISHOP (1345)	0.32	PA		COLDBROOK	Kings South	6	MCK	5	27	1	VERY GOOD
AARON	JEREMY (0855)	CHARLENE (0854)	0.29	PA		COLDBROOK	Kings South	6	MCK	5	27	1	VERY GOOD
PINECREST	GEORGE (0816)	PINECREST (0801)	0.48	PA		COLDBROOK	Kings South	6	MCK	5	27	1	VERY GOOD
PINECREST	PINECREST (0802)	MOUNTAIN VIEW (0805)	0.69	PA		COLDBROOK	Kings South	6	MCK	5	27	1	VERY GOOD
SARAH	ASHLEE (1099)	CASPER (1056)	0.24	PA		COLDBROOK	Kings South	6	MCK	5	25	1	VERY GOOD
MAYHEW	BOWLBY PARK (0951)	MAYHEW (0950)	0.67	PA		GREENWOOD	Kings West	5	VILLAGE	5	25	1	VERY GOOD
CRYSTAL	BRANDY (0745)	PATTYS (0746)	0.22	PA		GREENWOOD	Kings West	4	VILLAGE	5	23	1	VERY GOOD
LONEPINE	SHERMAN BELCHER (0449)	PINECREST (1259)	0.14	PA		CENTREVILLE	Kings North	2	MCK	5	22	1	VERY GOOD
CROSBY	POPLAR (0806)	CUL-DE-SAC	0.13	PA		COLDBROOK	Kings South	6	MCK	5	22	1	VERY GOOD
CROSBY	LANGILLE (0810)	POPLAR (0806)	0.09	PA		COLDBROOK	Kings South	6	MCK	5	20	1	VERY GOOD
WAYNE	MURRAY (0833)	BROOKLYN (0610)	0.25	PA		COLDBROOK	Kings North	3	MCK	5	20	1	VERY GOOD
MERRITT	LEMARCHANT (1003)	LEMARCHANT (1003)	0.27	PA		NEW MINAS	Kings South	7	MCK	5	20	1	VERY GOOD
HARRY	ELIZABETH (1018)	ELIZABETH (1018)	0.57	PA		CANAAN	Kings South	7	MCK	5	19	1	VERY GOOD
ELM	WESTWOOD (0918)	PALMER (0921)	0.16	PA		CANNING	Kings North	1	VILLAGE	5	19	1	VERY GOOD
PLEASANT	RTE221 (0221)	BIGELOW (1217)	0.19	PA		CANNING	Kings North	1	VILLAGE	5	19	1	VERY GOOD
QUEEN	RTE358 (SCOTIS BAY RO)	SEMINARY AVE	0.15	PA		CANNING	Kings North	1	VILLAGE	5	19	1	VERY GOOD
SEMINARY	RTE221 (0221)	QUEEN (1214)	0.17	PA		CANNING	Kings North	1	VILLAGE	5	19	1	VERY GOOD
BUTLER	RTE359 (0359)	END OF LISTING	0.28	PA		CENTREVILLE	Kings North	2	MCK	5	19	1	VERY GOOD
CASPER	MEGHAN (1089)	ASHLEE (1099)	0.25	PA		COLDBROOK	Kings South	6	MCK	5	19	1	VERY GOOD
KRISTEN	ANDREA(1106)	ASHLEE (1099)	0.11	PA		COLDBROOK	Kings South	6	MCK	5	19	1	VERY GOOD
POPLAR	HARRY (1016)	END OF LISTING	0.08	PA		NORTH ALTON	Kings South	7	MCK	5	19	1	VERY GOOD
MORSE	NEVILLE CT (1209)	CUL-DE-SAC	0.16	CS		CENTREVILLE	Kings North	2	MCK	5	19	2	VERY GOOD
ALICE	CANAAN (0503)	ELIZABETH (1018)	0.16	PA		CANAAN	Kings South	7	MCK	5	17	1	VERY GOOD
BIGELOW	SEMINARY (1215)	PLEASANT (1216)	0.09	PA		CANNING	Kings North	1	VILLAGE	5	17	1	VERY GOOD
ANDREA	CASPER (1056)	END OF LISTING	0.15	PA		COLDBROOK	Kings South	6	MCK	5	17	1	VERY GOOD
ANNETTE	AARON(0853)	LORETTA(0851)	0.19	PA		COLDBROOK	Kings South	6	MCK	5	17	1	VERY GOOD
POPLAR	END OF CHIPSEL AT BOUNDARY OF HAYES	ENGLISH MOUNTAIN (0496)	0.53	PA		COLDBROOK	Kings South	6	MCK	5	17	1	VERY GOOD

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GREG	TURNER (0515)	CUL-DE-SAC	0.19	PA		NEW MINAS	Kings South	8	VILLAGE	5	17	1	VERY GOOD
TURNER	END OF CHIP SEAL	END OF CUL-DE-SAC	0.2	PA		NEW MINAS	Kings South	8	VILLAGE	5	17	1	VERY GOOD
TURNER	TK1 (0001)	END OF CHIPSEAL	0.18	PA		NEW MINAS	Kings South	8	VILLAGE	5	17	1	VERY GOOD
BLOMIDON VIEW	DYKE VIEW (1256)	DYKE VIEW (1256)	0.46	PA		PORT WILLIAMS	Kings North	1	VILLAGE	5	17	1	VERY GOOD
DYKE VIEW	RTE358 (0358)	BLOMIOON VIEW(1267)	0.33	PA		PORT WILLIAMS	Kings North	1	VILLAGE	5	17	1	VERY GOOD
CAMHILL	CAMPBELL (0479)	END OF CUL-DE-SAC	0.11	CS		NORTH KENTVILLE	Kings North	2	MCK	5	17	2	VERY GOOD
PRINCESS	PINECREST (0802)	PINECREST (0802)	0.64	PA		COLDBROOK	Kings South	6	MCK	5	15	1	VERY GOOD
AALDERS	AALDERS (0493)	BARRON (0596)	0.60	PA		NEW MINAS	Kings South	8	VILLAGE	5	15	1	VERY GOOD
PINEO	TK1 (0001)	CEDAR (0949)	0.70	PA		AUBURN	Kings West	4	MCK	5	13	1	VERY GOOD
GLASGOW	SPINNEY (0902)	DAKOTA (0900)	0.25	PA		GREENWOOD	Kings West	5	VILLAGE	5	13	1	VERY GOOD
CEDAR	BROCKVILLE (0947)	PINEO (0946)	0.21	PA		KINGSTON	Kings West	4	MCK	5	13	1	VERY GOOD
LINCOLN	MARSHALL (0651)	WESTWOOD (0918)	0.49	PA		KINGSTON	Kings West	4	VILLAGE	5	13	1	VERY GOOD
OLD BROOK	TK1 NORTH	BALSOR (0667)	0.63	PA		KINGSTON	Kings West	4	VILLAGE	5	13	1	VERY GOOD
PALMER	TK1 (0001)	PINE RIDGE (0917)	0.34	PA		KINGSTON	Kings West	4	VILLAGE	5	13	1	VERY GOOD
PARK	TK1 (0001)	CUL-DE-SAC	0.53	PA		KINGSTON	Kings West	4	VILLAGE	5	13	1	VERY GOOD
WILLOW	PINEO (0946)	CEDAR (0949)	0.29	PA		KINGSTON	Kings West	4	MCK	5	13	1	VERY GOOD
BIRCH	POPLAR (0806)	CUL-DE-SAC	0.21	PA		COLDBROOK	Kings South	6	MCK	5	12	1	VERY GOOD
HAYES	MOUNTAIN VIEW (0805)	CUL-DE-SAC	0.19	PA		COLDBROOK	Kings South	6	MCK	5	12	1	VERY GOOD
SCOTIA	PRINCESS (0803)	PRINCESS (0803)	0.23	PA		COLDBROOK	Kings South	6	MCK	5	12	1	VERY GOOD
MCCLAIR	PLANES VIEW (0744)	BRANDY (0745)	0.23	PA		GREENWOOD	Kings West	4	VILLAGE	5	12	1	VERY GOOD
WADE	RTE201 (0201)	KENWOOD (0880)	0.05	PA		GREENWOOD	Kings West	5	VILLAGE	5	12	1	VERY GOOD
KINGSWOOD	TK1 (0001)	SHAWN (0958)	0.28	PA		KINGSTON	Kings West	4	VILLAGE	5	12	1	VERY GOOD
WESTWOOD	TK1 (0001)	PINE RIDGE (0917)	0.6	PA		KINGSTON	Kings West	4	VILLAGE	5	12	1	VERY GOOD
JAKESON	RAWDING (1249)	HIGH (0481)	0.10	PA		PORT WILLIAMS	Kings North	1	VILLAGE	5	12	1	VERY GOOD
LORETTA	SOUTH BISHOP (1345)	NEW SECTION (MUNICIPALITY OF KINGS)	0.88	PA		CAMBRIDGE	Kings South	6	MCK	5	11	1	VERY GOOD
CHARLENE	AARON (0853)	LORETTA (0851)	0.17	PA		COLDBROOK	Kings South	6	MCK	5	10	1	VERY GOOD
JEREMY	AARON (0853)	LORETTA (0851)	0.10	PA		COLDBROOK	Kings South	6	MCK	5	10	1	VERY GOOD
BROCKVILLE	PINEO (0946) 15M SOUTH OF STREAM AVE.)	CEDAR (0949)	0.29	PA		KINGSTON	Kings West	4	MCK	5	10	1	VERY GOOD
BARRON	CRESCENT (1131)	ALDERS (1114)	0.19	PA		NEW MINAS	Kings South	8	VILLAGE	5	10	1	VERY GOOD
MILNE	CATHERINE (1010)	PERRIER (1079)	0.44	PA		NEW MINAS	Kings South	8	VILLAGE	5	10	1	VERY GOOD
MILNE	PERRIER (1079)	MAPLE (1067)	0.57	PA		NEW MINAS	Kings South	8	VILLAGE	5	10	1	VERY GOOD
MILNE	PROSPECT (0500)	CATHERINE (1010)	0.33	PA		NEW MINAS	Kings South	8	VILLAGE	5	10	1	VERY GOOD
PINE RIDGE	MAGEE (0915)	END OF CUL-DE-SAC	0.88	PA		KINGSTON	Kings West	4	VILLAGE	5	7	1	VERY GOOD
GEORGE	PINECREST (0801)	TK1 (0001)	0.57	PA		COLDBROOK	Kings South	6	MCK	5	0	1	VERY GOOD
DOUGLAS	SHAWN (0958)	JULIE (0957)	0.09	PA		KINGSTON	Kings West	4	VILLAGE	5	0	1	VERY GOOD
MAGEE	TK1 (0001)	PINE RIDGE (0917)	0.34	PA		KINGSTON	Kings West	4	VILLAGE	5	0	1	VERY GOOD
JONES	TK1 (0001) NORTH	END OF LISTING	0.93	PA		NEW MINAS	Kings South	8	VILLAGE	5	0	1	VERY GOOD
EXHIBITION	KENTVILLE TOWN LINE	BROOK ST	1.05	PA		NORTH KENTVILLE	Kings North	2	MCK	5	0	1	VERY GOOD
MCKITTERICK	ROUTE 341	ROUTE 358	0.48	PA		NORTH KENTVILLE	Kings North	2	MCK	5	0	1	VERY GOOD
MCKITTERICK	ROUTE 360	TO .33KM	0.33	PA		NORTH KENTVILLE	Kings North	2	MCK	5	0	1	VERY GOOD
MEE	BELCHER (0488)	CHARLES (1232)	0.37	PA		NORTH KENTVILLE	Kings North	2	MCK	5	0	1	VERY GOOD

Road Name	From Desc.	To Desc.	Length from 1995 Master List(km)	Current Surface Type	Treatment Type Requested	Area	Provincial Riding	MCK DISTRICT	Village or MCK	Englobe Distress Measurement Class (Sortable)	MCK Priority Score	Surface Type (Sortable)	Englobe Distress Measurement Class (2020)
DAIGLE	END OF PAVEMENT	END OF CUL-DE-SAC	0.26	GR		NORTH KENTVILLE	Kings North	2	MCK	5	0	4	VERY GOOD
NORTHVIEW	TK1 (0001)	CUL-DE-SAC	0.33	PA		CORNWALLIS SQUARE	Kings West	6	VILLAGE	6	21	1	GRAVEL
BRANDYWINE	STREAM (0861)	BROOKSIDE (0859)	0.18	GR		COLDBROOK	Kings North	3	MCK	6	20	4	GRAVEL
BROOKSIDE	BRANDYWINE (0860)	STREAM (0861)	0.38	GR		COLDBROOK	Kings North	3	MCK	6	20	4	GRAVEL
KIMBERLY	BROOKSIDE (859)	BROOKLYN (0610)	0.13	GR		COLDBROOK	Kings North	3	MCK	6	20	4	GRAVEL
MONTGOMERY	LAKEWOOD (0452)	CUL-DE-SAC	0.21	GR		LAKEVILLE	Kings North	3	MCK	6	20	4	GRAVEL
INCHLEY	BEECH HILL (0502)	CUL-DE-SAC	0.22	MIX		NORTH ALTON	Kings South	7	MCK	6	17	5	GRAVEL
RANDY	BROOKLYN (0610)	END OF CUL-DE-SAC	0.27	GR		COLDBROOK	Kings North	2	MCK	6	17	4	GRAVEL
LISA	GREENWICH (0521)	CUL-DE-SAC	0.17	GR		GREENWICH	Kings South	8	MCK	6	17	4	GRAVEL
TOWER	MORDEN (0647)	MORDEN WHARF (0992)	0.21	GR		MORDEN	Kings West	3	MCK	6	11	4	GRAVEL
WEST	TK1 (0001)	END OF LISTING	0.31	GR		AUBURN	Kings West	4	MCK	6	10	4	GRAVEL
STREAM	BRANDYWINE (0860)	BROOKSIDE (0859)	0.23	GR		COLDBROOK	Kings North	3	MCK	6	10	4	GRAVEL
NOVAWOOD	WINDERMERE (0955)	RIVER (0956)	0.19	GR		GREENWOOD	Kings West	4	MCK	6	10	4	GRAVEL
RIVER	WAR0(0697)	END OF LISTING	0.58	GR		GREENWOOD	Kings West	4	MCK	6	10	4	GRAVEL
WINDERMERE	RIVER (0956)	NOVAWOOD (0954)	0.14	GR		GREENWOOD	Kings West	4	MCK	6	10	4	GRAVEL
GROVE	MORDEN (0647)	END OF LISTING	0.32	GR		MORDEN	Kings West	3	MCK	6	10	4	GRAVEL
BLAIR	BLACK ROCK (0620)	CUL-DE-SAC	0.28	GR		CORNWALLIS SQUARE	Kings West	6	VILLAGE	6	10	4	GRAVEL
CROCKER	BENNETT RD	END OF LISTING	0.11	GR		AUBURN	Kings West	4	MCK	6	0	4	GRAVEL
LANZY (0456)	END OF SAND SEAL	BROOKLYN	1.29	GR		NORTH KENTVILLE	Kings North	2	MCK	6	0	4	GRAVEL





# Municipality of the County of Kings

## Committee Recommendations

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**COMMITTEE:** Budget and Finance Committee

**COMMITTEE MEETING DATE:** [September 29, 2021](#)

**COTW MEETING DATE:** October 19, 2021

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a.	General Operating Accountability Report (Period Ended March 31, 2021)	<b>That Committee of the Whole recommend the General Operating Accountability Report (for period ended March 31, 2021) as an information item to Municipal Council.</b>
b.	2021-22 Operating Accountability Report - Reserve Transfer	<b>That Committee of the Whole recommend Municipal Council approve the transfer of \$11,428 to the Special Project Reserve 61-4-460-381 relating to unspent funds from approved budgets as detailed in the 2020/21 approved budget.</b>
c.	General Operating Accountability Report (Period Ended June 30, 2021)	<b>That Committee of the Whole recommend the General Operating Accountability Report (for period ended June 30, 2021) as an information item to Municipal Council.</b>
d.	Capital Accountability Report (Period Ended March 31, 2021)	<b>That Committee of the Whole recommend the Capital Accountability Report (for period ended March 31, 2021) as an information item to Municipal Council.</b>
e.	Capital Accountability Report (for Period Ended June 30, 2021)	<b>That Committee of the Whole recommend the Capital Accountability Report (for period ended June 30, 2021) as an information item to Municipal Council.</b>





\*Awarded \$600 Youth Travel Assistance Program Grant  
in summer 2021.

TO: Kings County Grant Committee

Thank you so much for your help throughout  
my basketball journey this summer. It is a  
honor to represent you! I can not thank  
you enough because without your support  
this would not be possible, I had a great  
experience, an amazing summer.

-Braeden MacVicar



PO Box 730, 462 Main Street, Middleton NS B0S 1P0  
902-825-4202 | foundation-smh@nshealth.ca  
middletonsmhf.ca



Ms Amie Johnstone  
Financial Services Administrative Assistant  
Municipality of the County of Kings  
181 Coldbrook Village Park Dr  
Coldbrook, NS, B4R 1B9

September 29, 2021

Dear Ms Johnstone,

I am writing to thank you for the generous pledge of \$50,000.00 over four year to Soldiers Memorial Hospital Foundation for the Primary Health Care Centre campaign. Attached please find our tax receipt for \$12,500.00, which represents the second payment of the four-year commitment.

The new Primary Health Care Centre will be transformational for our healthcare. Your contribution will provide more people the opportunity to receive primary health care in a collaborative care setting. This collaborative approach has proven to enhance patient care. It will also play a critical role in the training of medical residents, and will enhance efforts to recruit and retain physicians, nurse practitioners, and other health care professionals to our community.

We are grateful for your support of the Primary Health Care Centre, a modern primary health care facility which will serve our community for many years to come.

Thank you again for the thoughtful donation and confidence in our work.

Sincerely,

Kelly Hutton, Chair  
Soldiers Memorial Hospital Foundation

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#### OFFICIAL DONATION RECEIPT FOR INCOME TAX PURPOSES

Canada Revenue Agency - [canada.ca/charities-giving](https://canada.ca/charities-giving)



**Soldiers Memorial Hospital Foundation**  
PO Box 730, 462 Main Street, Middleton NS B0S 1P0  
902-825-4202 | foundation-smh@nshealth.ca  
middletonsmhf.ca

Charitable registration #: 11915 5976 RR0001

<b>Receipt #:</b>	<b>223</b>
Date receipt issued:	09/29/2021
Location issued:	Middleton, NS
Date donation received:	09/29/2021
Amount of gift:	\$12,500.00
<b>Eligible amount of gift:</b>	<b>\$12,500.00</b>

Donated by:  
Municipality of the County of Kings  
181 Coldbrook Village Park Dr  
Coldbrook NS B4R 1B9

Authorized signature  
COTW 2021/10/19 Page 96



October 6, 2021

Amie Johnstone  
Financial Services Administrative Assistant  
Municipality of the County of Kings  
181 Coldbrook Village Park Dr.  
Coldbrook, NS B4R 1B9

Dear Ms. Johnstone,

Make-A-Wish Nova Scotia would like to extend our sincere gratitude to the Municipality of the County of Kings for awarding our 'Don't Wait for Hope, Create it: Granting Wishes in Nova Scotia' project with a grant in the amount of \$1500.00 for the 2021 year.

This grant will help Make-A-Wish Nova Scotia to grant a heartfelt wish for 17-year-old Tristan, who lives in Somerset, Nova Scotia. Tristan was diagnosed with Acute lymphoblastic leukemia in October of 2019.

Tristan has always had a passion for nature and filming. With the restrictions of the COVID-19 pandemic, he became increasingly interested in stop-motion filmmaking and new video-making techniques and devoted his time to developing this hobby.

Tristan hopes to take his video production to the next level. For his Wish, Tristan has chosen some state-of-the-art electronics and videography items, which will be key to his film-making projects. The budget for Tristan's Wish is \$5000.00, plus \$150.00 for community enhancement for Tristan's Wish Day celebration.

The funds awarded by the Municipality of the County of Kings will be used towards making Tristan's Wish come true, providing him with the items he needs to cultivate his passion of filmography, and helping Tristan to look toward the future and find hope and joy in a time of difficulty. Make-A-Wish Nova Scotia anticipates to deliver Tristan's Wish before the end of 2021.

With your continued support, Make-A-Wish Nova Scotia will deliver on our mission to provide children with life-threatening illnesses the opportunity to realize their most heartfelt wish, giving them the strength to endure their treatments and build resilience.

Thank you again for being a part of bringing incredible joy to our wish children. Your generosity means the world to everyone who turns to Make-A-Wish® Nova Scotia — because wishes only come true with you by our side.

Sincerely,

Cheryl Matthews  
Vice President, Development (Atlantic Canada)





# BRIGADOON

## JOIN US FOR A BIG ANNOUNCEMENT!

THURSDAY, OCTOBER 21

5:30 – 7:30 PM

WITH MUSIC BY ADAM BALDWIN

Historic Brewery Market | 1496 Lower Water Street | Halifax, NS

[RSVP by clicking here.](#)





# THE MUNICIPALITY OF THE COUNTY OF KINGS

**To:** Committee of the Whole  
**Subject:** Kentville Joint Fire Services Committee  
**From:** Lexie Misner, Councillor  
**Committee Meeting Date:** September 23, 2021  
**COTW Meeting Date:** October 19, 2021

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The Kentville Joint Fire Services Committee met on September 23, at 4:30. All committee members were present.

Kent and Duffett was present for a Year End Review Presentation. The biggest noted line item was the money transferred for the completion of the roof project. In the Audit there were no issues or discrepancies to report. A finalized Audit and year end review will be submitted to the committee and distributed for all members to bring back to their partners.

A financial report was given by Debbie Crowe from the Town of Kentville. It was noted that there was an item that had not previously been budgeted for which showed a substantial growth in income and it was explained that this was a reflection of the Camp Aldershot payments which had been paid out and would be added as line items moving forward.

A Chief's report was provided by Scott Hamilton. January to March payment from Camp Aldershot was \$2,500. At the current time they are using the old formula based on today's dollar value and are still waiting for a new contract to be established and approved by DND.

Engine 11 is expected to arrive in Quebec by November and hopefully will roll out as part of Kentville's fleet by the New Year.

Locker upgrades are just about completed from money donated from the Firefighters 50/50 draw. There are plans to do further renovations at the station, however they will be done as smaller projects versus one large project due to fiscal restraints. 3 Firefighters will be attending Level 1 training. Membership has been holding steady at 55 members, with an average of a new member a month. Kentville had an asbestos case at a fire and all gear was properly sanitized and tested, which came back negative, before being used again. Continue to monitor seals on the waterways of the Aerial truck, may need repair but waiting for the company to come inspect before moving forward with full repair. Currently monitoring Phase 5 in the Province and developing COVID-19 policy to follow for members. One engine has depreciated and the committee voted in favor of sending it to tender for re-sale.

Next meeting will take place December 16 at 4:30pm at the Fire Station.



# THE MUNICIPALITY OF THE COUNTY OF KINGS

**To:** Committee of the Whole  
**Subject:** Kings Transit Authority Board  
**From:** Councillor Lexie Misner, Chair  
**Board Meeting Date:** September 22, 2021  
**COTW Meeting Date:** October 19, 2021

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The meeting of the KTA Board was held in the Orchards Room on Wednesday, September 22, 2021. All Board members were present with the exception of one who had a prior engagement. Brian Smith, Interim GM, along with the Financial Manager of KTA were in attendance. A new bus that is destined for the partners in Digby and Annapolis was brought along for Board members to check.

Ridership is sitting at 47% higher than last year and the trend is that the overall year to date is higher than last year's rider percentage, but obviously even those figures are substantially lower than pre-COVID. 3 new buses are expected to roll out soon and as such will lower the anticipated maintenance cost for Digby and Annapolis. Fuel costs continue to rise and as such, the lower maintenance fees will likely be consumed by fuel increases.

Tender is out for a new heat pump at the Kings Transit building in New Minas, thanks to the help of staff from MOK who helped with the process.

Monthly financial reports from the partners and the core will be reported to the Board quarterly (core reports are attached to this report).

There were requests for the return of hourly service to be re-implemented. Because of the additional fuel costs and the decrease of budgeted money and staff it is not something that is feasible at this time.

Brian continues to monitor the Province's move towards Phase 5 and is working on what that would look like for the Kings Transit Authority.

The bus will not run on the September 30<sup>th</sup> Truth and Reconciliation Day and it has been requested that offices and buses be closed for Natal Day as well as ridership was nil.

The Board has moved on submitting an offer to a new General Manager and is hopeful he will be starting as soon as possible.

The next meeting will take place October 27 at 5pm in the Orchards Room of the municipal building.

Acct #	Account Description	Actual to Aug 31, 2021	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FORECAST TO Mar 31/2021	BUDGET	% of BUDGET	\$ VARIANCE
<b>A - Core Operating</b>													
<b>REVENUE</b>													
4021	Fares - Core - KWG	121,042.68	25,924.00	25,924.00	25,924.00	25,924.00	25,924.00	25,924.00	25,932.00	302,518.68	322,790.00	93.72%	(20,271.32)
4022	Fares - Core - Hants Border	14,380.06	2,242.00	2,242.00	2,242.00	2,242.00	2,242.00	2,242.00	2,242.00	30,074.06	15,210.00	197.73%	14,864.06
4100	Advertising Income	5,900.00	1,500.00	1,500.00	0.00	0.00	1,500.00	1,500.00	0.00	11,900.00	15,000.00	79.33%	(3,100.00)
4125	Revenue/KT Management Fee	66,665.00	13,333.00	13,333.00	13,333.00	13,333.00	13,333.00	13,335.00	13,335.00	160,000.00	160,000.00	100.00%	0.00
4126	Revenue - Mechanics Labour	17,985.90	5,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00	62,485.90	62,000.00	100.78%	485.90
4208	Operating Grant Provincial	22,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,000.00	3,800.00	578.95%	18,200.00
4210	Opty Grants Core Municipal Units	635,800.00	0.00	317,900.00	0.00	0.00	317,900.00	0.00	0.00	1,271,600.00	1,271,600.00	100.00%	0.00
4300	Interest Revenue	117.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	117.02	-		
4315	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	100.00	1,000.00	10.00%	(900.00)
<b>Total Revenue</b>		<b>883,890.66</b>	<b>48,499.00</b>	<b>367,399.00</b>	<b>47,999.00</b>	<b>47,999.00</b>	<b>367,399.00</b>	<b>49,601.00</b>	<b>48,009.00</b>	<b>1,860,795.66</b>	<b>1,851,400.00</b>	<b>100.51%</b>	<b>9,395.66</b>
<b>EXPENSE</b>													
5302	Admin Salaries & Wages	48,481.60	8,308.00	8,308.00	13,308.00	19,961.00	13,308.00	13,308.00	13,308.00	138,290.60	173,000.00	79.94%	34,709.40
5313	CPP - Admin	2,747.71											
5314	EI - Admin	1,054.68											
5315	WCB - Admin	1,369.61											
5316	Medical/Dental - Admin	544.77											
5317	Pension (RRSP) -Admin	1,119.61											
<b>Total Admin Employee Benefits</b>		<b>6,836.38</b>	<b>2,151.00</b>	<b>2,151.00</b>	<b>2,151.00</b>	<b>3,096.00</b>	<b>2,151.00</b>	<b>2,150.00</b>	<b>2,150.00</b>	<b>22,836.38</b>	<b>27,700.00</b>	<b>82.44%</b>	<b>4,863.62</b>
5320	Legal and Audit	18,948.17	400.00	400.00	400.00	400.00	400.00	1,500.00	1,500.00	23,948.17	23,000.00	104.12%	(948.17)
5321	Admin Advertising	6,640.78	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	9,640.78	2,500.00	385.63%	(7,140.78)
5322	Marketing	521.43	0.00	15,000.00	0.00	15,000.00	0.00	0.00	0.00	30,521.43	41,000.00	74.44%	10,478.57
5328	Interest & Bank Charges	4,307.16	1,167.00	1,167.00	1,167.00	1,167.00	1,167.00	1,167.00	1,167.00	12,476.16	14,000.00	89.12%	1,523.84
5330	Annual Fees	2,610.76	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	3,610.76	4,000.00	90.27%	389.24
5336	Office Supplies	5,067.13	750.00	750.00	750.00	750.00	750.00	750.00	750.00	10,317.13	9,000.00	114.63%	(1,317.13)
5338	Printing	257.59	2,000.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00	6,257.59	8,000.00	78.22%	1,742.41
5342	IT Services	1,214.09	667.00	667.00	667.00	666.00	666.00	666.00	666.00	5,879.09	8,000.00	73.49%	2,120.91
5346	Office phones internet & answer svc	2,866.32	417.00	417.00	417.00	417.00	417.00	417.00	417.00	5,785.32	5,000.00	115.71%	(785.32)
5352	Professional fees	26,405.14	7,000.00	7,000.00	3,000.00	500.00	500.00	500.00	500.00	45,405.14	24,000.00	189.19%	(21,405.14)
5354	Staff training & development	1,983.50	0.00	0.00	292.00	292.00	292.00	292.00	292.00	3,443.50	3,500.00	98.39%	56.50
5360	Miscellaneous	631.78	167.00	167.00	167.00	167.00	167.00	167.00	167.00	1,800.78	2,000.00	90.04%	199.22
5370	Meeting Expenses	28.78	125.00	125.00	125.00	125.00	125.00	125.00	125.00	903.78	1,500.00	60.25%	596.22
5380	Travel Expense	1,345.74	200.00	2.00	200.00	200.00	200.00	200.00	200.00	2,547.74	5,000.00	50.95%	2,452.26
<b>Total Admin Expense</b>		<b>128,146.35</b>	<b>23,352.00</b>	<b>39,154.00</b>	<b>22,644.00</b>	<b>45,741.00</b>	<b>20,143.00</b>	<b>21,242.00</b>	<b>23,242.00</b>	<b>323,664.35</b>	<b>351,200.00</b>	<b>92.16%</b>	<b>27,535.65</b>
5419	Building - cleaning & supplies	2,139.17	833.00	833.00	833.00	834.00	834.00	834.00	834.00	7,974.17	10,000.00	79.74%	2,025.83
5420	Building - repair/maintenance	5,668.31	1,416.00	1,416.00	1,416.00	1,418.00	1,418.00	1,418.00	1,418.00	15,588.31	17,000.00	91.70%	1,411.69
5421	Building - Snow/ice removal	189.80	0.00	0.00	400.00	1,500.00	2,800.00	3,400.00	3,600.00	11,889.80	12,000.00	99.08%	110.20
5422	Building - Power	3,598.46	833.00	833.00	833.00	834.00	834.00	834.00	834.00	9,433.46	10,000.00	94.33%	566.54
5423	Building - Fuel Heat	258.47	233.00	800.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	7,291.47	10,000.00	72.91%	2,708.53
<b>Total Facilities Expense</b>		<b>11,854.21</b>	<b>3,315.00</b>	<b>3,882.00</b>	<b>4,682.00</b>	<b>5,786.00</b>	<b>7,086.00</b>	<b>7,686.00</b>	<b>7,886.00</b>	<b>52,177.21</b>	<b>59,000.00</b>	<b>88.44%</b>	<b>6,822.79</b>
5705	Drivers Salaries & Wages	181,733.23	39,923.00	39,923.00	39,923.00	59,885.00	39,923.00	39,923.00	39,923.00	481,156.23	519,000.00	92.71%	37,843.77
5706	Supervisors Salaries & Wages	36,540.46	7,153.00	7,153.00	7,153.00	10,735.00	7,153.00	7,153.00	7,153.00	90,193.46	93,000.00	96.98%	2,806.54
5707	Mechanics Salaries & Wages	66,686.09	10,384.00	10,384.00	10,384.00	16,084.00	11,384.00	11,384.00	11,384.00	148,074.09	148,000.00	100.05%	(74.09)
5708	Maintenance Salaries & Wages	12,536.03	3,077.00	3,077.00	3,077.00	4,615.00	3,077.00	3,077.00	3,077.00	35,613.03	40,000.00	89.03%	4,386.97
<b>Total Bus Ops Wages</b>		<b>297,495.81</b>	<b>60,537.00</b>	<b>60,537.00</b>	<b>60,537.00</b>	<b>91,319.00</b>	<b>61,537.00</b>	<b>61,537.00</b>	<b>61,537.00</b>	<b>755,036.81</b>	<b>800,000.00</b>	<b>94.38%</b>	<b>44,963.19</b>

Acct #	Account Description	Actual to Aug 31, 2021	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FORECAST TO Mar 31/2021	BUDGET	% of BUDGET	\$ VARIANCE
5713	CPP - Ops	14,484.47											
5714	El - Ops	7,315.35											
5715	WCB - Ops	8,366.11											
5716	Medical/Dental - Ops	10,902.81											
5717	Pension - Ops	8,273.70											
	Total Ops Employee Benefits	49,342.44	10,675.00	10,675.00	10,675.00	14,625.00	10,675.00	10,675.00	10,675.00	128,017.44	136,000.00	94.13%	7,982.56
5720	Development & Training	624.67											
5721	Health & Safety	1,927.69											
	Total Employee Related Expense	2,552.36	708.00	708.00	708.00	709.00	709.00	709.00	709.00	7,512.36	8,500.00	88.38%	987.64
5760	Vehicle Fees/permits/registrations	13,610.66					200.00	200.00	200.00	14,210.66	20,000.00	71.05%	5,789.34
5775	Bus Radios, WiFi & Cellphones	6,351.18	1,000.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,551.18	12,000.00	121.26%	(2,551.18)
5782	Tool Replacement	4,484.10	0.00	0.00	0.00	0.00	500.00	0.00	0.00	4,984.10	5,000.00	99.68%	15.90
5784	Shop Supplies	1,693.29	100.00	100.00	100.00	100.00	400.00	100.00	100.00	2,693.29	2,500.00		
5785	Freight Clearing	510.70											
5789	Gain/Loss on Invoiced-Clearing	0.00											
	Total shop expense	2,203.99	100.00	100.00	100.00	100.00	400.00	100.00	100.00	3,203.99	2,500.00	128.16%	(703.99)
5801	Service vehicle maintenance	106.50	100.00	100.00	100.00	100.00	100.00	100.00	100.00	806.50	1,200.00	67.21%	393.50
5787	R&M COGS Clearing	3.84											
5851	Bus 51 R&M Core	16,436.18											
5853	Bus 53 R&M Core	1,619.20											
5859	Bus 59 R&M Core	11,446.04											
5860	Bus 60 R&M Core	5,438.06											
5861	Bus 61 R&M Core	9,819.17											
5863	Bus 63 R&M Core	15,667.38											
5864	Bus 64 R&M Core	12,464.22											
5870	Bus 70 R&M Core	730.00		(730.00)									
5871	Bus 71 R&M Core	730.00		(730.00)									
5872	Bus 72 R&M Core	730.00		(730.00)									
5873	Bus 73 R&M Core	730.00		(730.00)									
	Repairs and Maintenance Total	75,920.59	15,000.00	10,230.00	15,000.00	15,000.00	15,000.00	13,150.00	13,150.00	172,450.59	170,000.00	101.44%	(2,450.59)
5878	Fuel	83,638.53	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	17,500.00	206,138.53	204,000.00	101.05%	(2,138.53)
5880	Insurance	29,793.16	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	71,793.16	60,000.00	119.66%	(11,793.16)
5882	Bus cleaning	8,443.50	833.00	833.00	833.00	834.00	834.00	834.00	834.00	14,278.50	10,000.00	142.79%	(4,278.50)
5884	Bus advertising & signage	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	700.00	1,000.00	70.00%	300.00
5888	Uniforms	3,786.72	500.00	500.00	300.00	300.00	300.00	300.00	300.00	6,286.72	7,000.00	89.81%	713.28
5890	Commission on sales	947.98	333.00	333.00	333.00	334.00	334.00	334.00	334.00	3,282.98	4,000.00		717.02
	Total Bus Ops Expense	578,571.02	113,386.00	108,816.00	113,386.00	148,121.00	115,389.00	112,739.00	112,739.00	1,403,253.52	1,441,200.00	97.37%	37,946.48
	Total Expense	718,571.58	140,053.00	151,852.00	140,712.00	199,648.00	142,618.00	141,667.00	143,867.00	1,779,095.08	1,851,400.00	96.09%	72,304.92
	Net Income	165,319.08								81,700.58	-		81,700.58
	Less: Funding for SEPT included above	-105,967.00											
		59,352.08											

**KINGS TRANSIT AUTHORITY**

Notes on Forecast at August 31, 2021

**CORE**

## Operating Revenue

- > Projected over budget primarily due to Operating grant for marketing (offset in expenses) 9,356.66 (1)

## Expenses

- > Admin Sals & Wages 34,709.40 (2)
  - Projected under budget as GM sal not paid out - offset in Prof fees
- > Marketing - \$41000 budget including \$30000 grant 10,478.57 (1)
  - Projected under as very little used to date and no plan other than grant usage
- > Professional fees (Interim GM) (21,405.14) (2)
- > Facilites Expense -projected under budget 6,822.79
- > Bus Ops wages
  - Drivers Sals - savings due to originally budgeted for additional bus on Rt 2 37,843.77
  - Supervisors - savings due to period of vacancy in this position 2,805.54
  - Maintenance - Savings due to period of vacancy in this position (offset in Bus Cleaning below) 4,386.97 (3)
- > Employee Benefits
  - Related to wages above 7,982.56
- > Vehicle Fees, Permits
  - Savings due to UARB fees for plates waived this year (\$6000) 5,789.34
- > Bus radios, wifi, etc.
  - Overage expected due to need for equip in 2 spare (HRM) buses (2,551.18)
- > Fuel
  - Overage expected due to fuel underbudgeted - Core (2,138.53)
  - will use the amount used for extra Rt 2 bus curretnly not on the road
- > Insurance
  - Policy came in with \$18,000 increase for Core after budget approved (11,793.16)
- > Bus Cleaning
  - Overage due to cost of contract cleaning in the absence of bus cleaning (4,278.50) (3)
- Total of significant overages/shortfalls 82,287.59

# THE MUNICIPALITY OF THE COUNTY OF KINGS

**To:** Committee of the Whole  
**Subject:** New Minas Secondary Planning Strategy Working Group  
**From:** Councillor Jim Winsor, Chair  
**Committee Meeting Date:** September 29, 2021  
**COTW Meeting Date:** October 19, 2021  
**Location:** Council Chambers

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**Updates:** The meeting was organized to discuss and decide on various issues and accordingly the following motions or action items were passed.

- **Underground Power and Telecommunications lines - Motion:** Do not require undergrounding of power and telecommunications lines in new development in New Minas South.
- **Environmental Protection of Ravines - Motion:** Have the Secondary Plan establish environmental protection for the ravines.
- **Destination Parks – Action Item** - While developing Secondary Plan, UPLAND to take a closer look at the destination parks with an eye to connectivity and protecting the ravines and will bring back for further discussion at next meeting.
- **Residential Development in Wellfield Protection Zone B - Motion:** Remove the development agreement requirement for residential uses larger than one unit in New Minas Wellfield Protection Zone B.
- **Lands North of Kent - Motion:** Continue the approach of applying the O1 Zone to the public lands containing the ravine and the R5 Zone + ESA Overlay to the private lands north of Kent.
- **Past lack of Interest in R5 zones (Comprehensive Development) Action Item:** UPLAND to check with some developers to see if there are any specific barriers that make R5 zoning less attractive, or whether there are other factors at play.
- **As of Right Development on Commercial Land Motion** - Consider commercial development on all or part of the lot as of right.
- **Limits on Business sizes - Motion:** After a motion to implement a cap of 25,000 square feet for retail premises failed, a motion: "Do not implement a cap on retail floor area for individual premises in New Minas South" was passed.
- **Deferred Discussion and associated Motions** - Decision on existing industrial lands deferred to a future meeting.
- **Future Agenda Item** - Pedestrian connections across Highway 101

**Next scheduled meeting:** To be scheduled in early November.

# THE MUNICIPALITY OF THE COUNTY OF KINGS

**To:** Committee of the Whole  
**Subject:** New Minas Source Water Protection Committee  
**From:** Councillor Jim Winsor  
**Committee Meeting Date:** October 13, 2021  
**COTW Meeting Date:** October 19, 2021

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This was the second meeting of the recently created New Minas Source Water Protection Committee. The work of the first two meetings has been to familiarize the Committee with its terms of reference and to educate the Committee in what a Source Water Protection Plan is and how it is constructed. We had two presentations at our October 13 meeting as follows:

**Overview of a Source Water Protection Plan - Mike Allen, Nova Scotia Department of Environment and Climate Change** - A plan is not a legal document. The five steps to plan development are:

- Establish a Source Water Protection Committee
- Identify and delineate the source water protection area
- Identify the sources of contamination and assess vulnerability
- Develop Source Water Protection Plan
- Monitor results and evaluate plan

**How a Plan Integrates with Municipal Planning Documents - Trish Javorek, Director of Planning & Inspection Services, Municipality of Kings** - The Source Water Protection Plan will be developed with the committee guidance by subject matter expertise (hydrologists and engineers) to help ascertain and analyze high risk activities and development and how this information should guide activities accordingly. It provides the foundational work and the key concepts that will be integrated into the Municipal Planning Strategy and its attendant bylaws. The essential component of the plan would be the creation of overlay zones which would limit the development in each zone from identified risk to protect the source water for the Village.

## **New Business:**

**Subject Matter Expertise and the creation of a Work Plan** - Upon the recommendation of the CAO, the Committee will have a presentation at no cost on the construction of a Source Water Protection Plan from Mike Chaulk, Process Engineer Manager with CBCL Ltd. The objective will be to better understand how to construct a work plan including prime work components, timelines, cost estimates, etc. for the purpose of budget cycle and implementation.



## External Board and Committee Reports - October 19, 2021

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate - Lexie Misner	September 16, 2021 Next: Nov. 18, 2021	Verbal report provided September 21, 2021
Annapolis Valley Trails Coalition Board	Emily Lutz Alternate - Joel Hirtle	AGM in June 2021 Next: TBD	Verbal report provided September 21, 2021
Canning Source Water Protection Committee	June Granger	No recent meetings?	
<b>Kentville Joint Fire Services Committee</b>	<b>Lexie Misner, Dick Killam, Peter Allen</b>	<b>September 23, 2021</b> <b>Next: Dec. 16, 2021</b>	<b>Written report attached to October 19, 2021 agenda</b>
Kentville Water Commission	Lexie Misner	March 24, 2021 Next: April 21, 2021	Written report provided April 20, 2021
Kings Point To Point Transit Society Board	Tim Harding	September 15, 2021 Next: TBD	Verbal report provided September 21, 2021
Kings Regional Rehabilitation Centre Board	June Granger, Lexie Misner, Martha Armstrong, Peter Allen	May 31, 2021 Next: June 28 AGM	Written report provided June 15, 2021
<a href="#">Kings Region Emergency Advisory Committee</a>	Peter Muttart Dick Killam	July 19, 2021 Next: Oct. 18, 2021	Written report provided September 21, 2021
<b>Kings Transit Authority Board</b>	<b>Lexie Misner, Tim Harding, Jim Winsor</b> <b>Alternate - Peter Allen</b>	<b>September 22, 2021</b> <b>Next: Oct. 27, 2021</b>	<b>Written report attached to October 19, 2021 agenda</b>
Landscape of Grand Pré Inc. Member	Peter Allen Alternate: Jim Winsor		
Landscape of Grand Pré Inc. Board	Emily Lutz	September 9, 2021 AGM	Verbal report provided September 21, 2021
<b>New Minas Secondary Planning Strategy Working Group</b>	<b>Jim Winsor (Chair), Emily Lutz</b>	<b>September 29, 2021</b> <b>Next: early November</b>	<b>Written report attached to October 19, 2021 agenda</b>
<b>New Minas Source Water Protection Committee</b>	<b>Jim Winsor</b>	<b>October 13, 2021</b> <b>Next: TBD</b>	<b>Written report attached to October 19, 2021 agenda</b>
Nova Scotia Federation of Municipalities Board	Emily Lutz	Regional Meeting April 16; Spring Conference May 6 & 7, 2021 Next: Resolutions Meeting Sept. 27, 2021	Verbal report provided September 21, 2021
Port Williams Source Water Protection Committee	June Granger	No recent meetings	
Regional Recreation Facility Steering Committee	Peter Muttart	June 3, 2021	
Trans County Transportation Society (West) Board	Martha Armstrong Alternate - Tim Harding	March 24, 2021 Next: April 17, 2021	Written report provided April 20, 2021
Valley Community Fibre Network (Authority) Board	Joel Hirtle	September 20, 2021 Next: TBD	Verbal report provided September 21, 2021
Valley Regional Enterprise Network Liaison & Oversight Committee	Jim Winsor	September 8, 2021 Next: TBD	Verbal report provided September 21, 2021
Valley Region Solid Waste-Resource Management Authority Board	Martha Armstrong (Chair) Alternate - Dick Killam	March 17, 2021 Next: April 21, May 19, June 16, 2021	Written report provided April 20, 2021
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen	January 13, 2021 Next: April 14, 2021	Written report provided January 19, 2021