



Municipality of the County of Kings

Request for Decision

TO Municipal Council

PREPARED BY Vicki Brooke, Policy Analyst

MEETING DATE March 1, 2022

SUBJECT Notice to Adopt Amendments to Policy EPW-04-012: Subdivision (J-Class) Street Paving Priority

ORIGIN

- [February 15, 2022](#) – Committee of the Whole review of proposed amendments to Policy EPW-04-012: Subdivision (J-Class) Street Paving Priority

RECOMMENDATION

That Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy EPW-04-012: Subdivision (J-Class) Street Paving Priority.

INTENT

For Council to review additional amendments to EPW-04-012: Subdivision (J-Class) Street Paving Priority with consideration of recommending adoption of the amendments.

DISCUSSION

At the February 15, 2022 Committee of the Whole meeting, Council reviewed potential amendments to EPW-04-012: Subdivision (J-Class) Street Paving Priority. At that meeting, there was discussion on how road surfaces are graded and staff committed to clarifying how and by whom roads are scored. The Municipality's current practice is to evaluate J-Class roads each year, and to contract a third party consultant to evaluate roads biannually. Accordingly, section 4.4 of the Policy has been amended to read:

4.4 The Municipality shall undertake an evaluation of all roads eligible for upgrades pursuant to the Agreement each year, and may involve a third party consultant. Evaluations shall rely on technical information and strategic priorities as determined by Council.

FINANCIAL IMPLICATIONS

- There are no anticipated financial implications of the recommendation.

STRATEGIC PLAN ALIGNMENT

	Strategic Priority	Description
	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	
✓	Other	Routine policy maintenance

ALTERNATIVES

- Council may refer the Policy to staff for further amendment.



Municipality of the County of Kings

Request for Decision

IMPLEMENTATION

- The amended Policy will be added to the Municipality's website.

ENGAGEMENT

- If Council provides notice to adopt amendments to the Policy, the seven day notice period allows for public comment.

APPENDICES

- Appendix A: Policy EPW-04-012: Village/Subdivision Road Paving Priority List (Original)
- Appendix B: Policy EPW-04-012: Village/Subdivision Road Paving Priority List (Proposed amendments; no tracked changes)
- Appendix C: Policy EPW-04-012: Village/Subdivision Road Paving Priority List (Proposed amendments; with tracked changes)

APPROVALS

Scott Quinn, Director, Engineering and Public Works	February 23, 2022
Scott Conrod, Chief Administrative Officer	February 23, 2022



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Village/Subdivision Road Paving Priority List Policy

Creation Date: September 5, 2017
Approval Date: September 5, 2017
Revision Date: October 2, 2018

Policy Category: Engineering & Public Works
Next Review Date: May 2019
Replaces: N/A

1. Objective

This Policy provides guidelines for preparing the Municipality of the County of Kings' priority list to be submitted to the Nova Scotia Department of Transportation and Infrastructure Renewal (DTIR) for consideration under the Village/Subdivision Road Paving Cost Sharing Agreement or other applicable capital resurfacing programs.

2. Scope

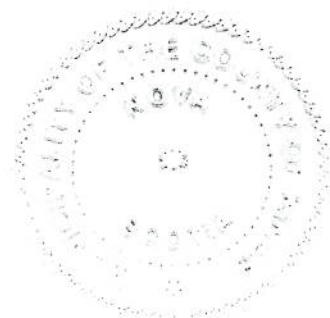
This Policy only applies to capital improvements to Village/Subdivision roads listed on DTIR's official road list achieved through a road surface improvement cost sharing agreement between the Municipality of the County of Kings (the Municipality) and the Province of Nova Scotia, or other resurfacing programs provided by the Province of Nova Scotia.

Maintenance activities for Village/Subdivision roads are excluded from this Policy as those activities are coordinated through other aspects of a shared service agreement between the Municipality and the Province of Nova Scotia.

3. Definitions

- 3.1 "Agreement" means Cost Share Agreement 2018-014 between the Municipality and DTIR regarding the paving of Roads and any successor agreements.
- 3.2 "Approved Projects" refers to those roads from the Municipality's Priority List approved for resurfacing under the Agreement or other applicable resurfacing programs.
- 3.3 "Director" means the Director of EPW or his/her designate for purposes of this Policy.

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- 3.4 “DTIR” means the Nova Scotia Department of Transportation and Infrastructure Renewal and its successors.
 - 3.5 “EPW” means the Engineering and Public Works, Land and Parks Services department of the Municipality of the County of Kings.
 - 3.6 “MPS” means the *Municipal Planning Strategy* of the Municipality of the County of Kings that is in force at any given time.
 - 3.7 “Priority List” means a prioritized list of eligible Roads prepared by the Municipality and submitted to DTIR from time to time for capital upgrades to the road surface.
 - 3.8 “Roads” means village and subdivision streets constructed prior to April 1, 1995 under the administration and control of the Province of Nova Scotia, located within Kings County.
- 4. General Provisions**
- 4.1 Subject to either the terms of the Agreement or funding program, the Municipality may submit to DTIR a list of roads to be considered for resurfacing.
 - 4.2 It shall be the policy of the Municipality to prioritize roads eligible for resurfacing primarily by technical criteria and strategic priorities as determined by Council from time to time.
 - 4.3 It shall be the policy of the Municipality to rely upon technical data, such as surface condition grades and traffic count, to develop its Priority List.
 - 4.4 Each year, EPW staff will evaluate all roads eligible for resurfacing under the Agreement and submit a 5-year Priority List for Council approval.
 - 4.5 As DTIR funding programs become available, EPW staff will evaluate all roads eligible for resurfacing under the funding program and submit a Priority List to Council approval.
- 5. Evaluation Procedures**
- 5.1 EPW staff will evaluate all eligible Roads and rank them from highest to lowest priority for placement on the applicable Priority List based on the following hierarchy.

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Village/Subdivision Road Paving Priority List Policy

Step 1 – Priority Categories

All eligible Roads will initially be placed into High, Medium, and Low Priority categories based on the most recent surface condition grading data (current IRI Classification system scores roads from best to worst: Good, Fair, P1, P2, and P3).

- a) **High Priority** = Grades “Damaged” and “Poor” and roads with Gravel/Dirt surfaces
- b) **Medium Priority** = Grades “Good” and “Fair”
- c) **Low Priority** = Grade “Very Good”

Step 2 – Condition Score Verification

EPW staff shall inspect all eligible roads initially placed in the High Priority category to ensure that the observed road surface condition matches the available data. The Director will reclassify any eligible roads based on inspection results, unless, in the Director’s determination, the road warrants retaining its High Priority status per Section 5.2 of this Policy.

Step 3 – Ranking within Categories

The eligible roads within each Priority Category will be ranked from highest to lowest using the evaluation and scoring system presented in Section 6 of this Policy.

Step 4 – Draft Priority List

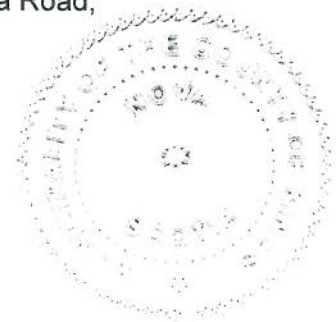
Eligible roads will be placed on the Priority List ranked from highest to lowest based on the following:

- a) High Priority Category roads ranked highest to lowest based on evaluation score.
- b) Medium Priority Category roads ranked highest to lowest based on evaluation score.
- c) Low Priority Category roads ranked highest to lowest based on evaluation score.

5.2 Deviations from the criterion identified in item 5.1 may be considered in the following circumstances:

- a) Eligible Roads where there is unusually high truck traffic for a Road;

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- b) Medium Priority Road that:
 - i. Abuts a High Priority road;
 - ii. Scores in the top 33% of the Medium Priority category; and
 - iii. Has been inspected by EPW staff and the road surface meets either the High or Medium Priority criterion.
- c) Where there is other infrastructure work (i.e., water or sewer, sidewalk) scheduled for the eligible Road that, in the Director's determination, the entire road surface needs to be upgraded taking into consideration:
 - i. Public safety;
 - ii. Reduction in remaining useful life of existing road surface due to the proposed work;
 - iii. Customer experience; or
 - iv. Operational impacts (e.g. snow operations).
- d) Requirements of a capital program that are beyond the scope of this Policy; or
- e) Other exceptional circumstances beyond the Municipality's control.

5.3 The Director shall review the draft Priority List prepared by EPW staff to verify the scoring and make any necessary adjustments as per Sections 5.2 and 5.3 above and then submit the draft Priority List to Council for consideration.

6. Evaluation and Scoring System

6.1 Eligible Roads shall be evaluated against the following criteria:

Evaluation Criteria	Points
Economic	40
Environment	40
Social/Cultural	20
Total	

The eligible road must fulfil all of the characteristics describing a particular consideration on the scale in order to merit the score.

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6.2 Economic Considerations (40 points)

Description	Weighting
Does the road meet the "Damaged" surface grade?	No = 0 pts Yes = 10 pts
Are there any home based businesses located on the road?	No = 0 pts Yes = 10 pts
Is there other infrastructure work planned for the road that may impact the road surface?	No = 0 pts Yes, 10 years or more = 4 pts Yes, 5-10 years = 10 pts Yes, 2-5 years = 14 pts Yes, within 2 years = 20 pts

6.3 Environmental Considerations (40 points)

Description	Weighting
Traffic Count (AADT)	Less than 10 = 2 pts Between 10 and 25 = 5 pts Between 25 and 50 = 7 pts Between 50 and 75 = 10 pts Between 75 and 100 = 12 pts Between 100 and 120 = 15 pts Greater than 120 = 20 pts
Is there a sidewalk on Road?	No = 10 pts Yes = 0 pts
Is there a community level service that would attract traffic? Examples include: <ul style="list-style-type: none"> • Canada Post community mailbox • Park 	No = 0 pts Yes = 10 pts





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6.4 Social/Cultural Considerations (20 points)

Description	Weighting
Do school buses use the road? Does the road abut a road used by school buses?	No = 0 pts Only abuts = 7 points Yes = 15 pts
Number of residential units that rely upon road as main access either into a subdivision or main road network (i.e., Hwy 1, 200 or 300 series highway), such as: <ul style="list-style-type: none"> • Single family homes; • Duplex; • Apartment buildings. 	Less than 15 = 0 pts Between 15 and 25 = 1 pts Between 25 and 40 = 3 pts Greater than 40 = 5 pts

7. Responsibilities:

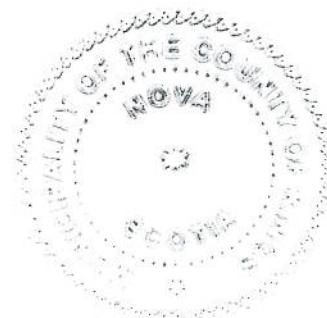
7.1 **Council** (or its designated committee) will:

- a. Ensure that the Municipality of the County of Kings has in place a Village/Subdivision Road Paving Priority List Policy;
- b. Approve, by motion, to submit the Municipality's Priority Lists;
- c. Pass motions to accept the list of Approved Projects, request modifications to said list, or to decline the list of Approved Projects.

7.2 The **Director of EPW** will:

- a. Administer and implement this Policy;
- b. Review all draft Priority Lists prior to submission to Council for deliberation;
- c. Review and provide to Council a recommendation on whether to accept the list of Approved Projects as is, request modifications to said list, or to decline the list of Approved Projects;
- d. Adhere to this Policy in cooperation with any relevant departments and personnel;
- e. Ensure that EPW staff is advised of this Policy and other applicable policies noted in this Policy.

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POLICY

EPW-04-012



Municipality of the County of Kings

Subdivision (J-Class) Street Paving Priority List

Policy Category	Engineering & Public Works	Most Recent Amendment	October 2, 2018
First Council Approval	September 4, 2019	Future Review Date	Approval + 3 Years

1. Purpose

The Municipality of the County of Kings (Municipality) supports capital upgrades to roads located in the Municipality owned by the Province of Nova Scotia which are listed within the 1995 Provincial-Municipal Service Exchange Agreement.

This Policy provides direction for development of the Municipality of the County of Kings' priority list of eligible roads for consideration under Cost Share Agreement 2020-014 as administered by the Nova Scotia Department of Public Works, or other applicable capital resurfacing program.

2. Scope

This Policy only applies to capital improvements to certain Subdivision Streets included within the Cost Share Agreement 2020-014 between the Municipality and the Province of Nova Scotia, or other resurfacing program provided by the Province of Nova Scotia that relates to the aforesaid Agreement.

Maintenance activities for roads are excluded from this Policy.

3. Definitions

- 3.1 **Agreement:** Cost Sharing Agreement 2020-014 between the Municipality and Province of Nova Scotia regarding the capital upgrades to roads and any successor Agreements.
- 3.2 **International Roughness Index:** an indicator of road condition determined through a longitudinal study.
- 3.3 **Subdivision Street(s):** any J, G, or I class road included in the 1995 Provincial-Municipal Service Exchange Agreement.

4. Policy Statements

General Provisions

- 4.1 The Municipality shall submit a list of roads to be considered for resurfacing to the Province, subject to either the terms of the Agreement or supplemental funding program if available.

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- 4.2 Each year, Council shall consider adoption of a Five-Year Subdivision Street Priority List to determine those roads recommended to the Province for capital upgrades pursuant to terms of the Agreement.
- 4.3 In the event additional capital funding programs for Subdivision Streets become available, the Chief Administrative Officer shall evaluate all Subdivision Streets eligible for the program and submit a supplemental Priority List for Council's consideration.

Evaluation of Roads & Priority List Development

- 4.4 The Municipality shall undertake an evaluation of all roads eligible for upgrades pursuant to the Agreement each year, and may involve a third party consultant. Evaluations shall rely on technical information and strategic priorities as determined by Council.
- 4.5 The highest scoring roads shall form the recommended project list for Council's consideration.
- 4.6 Roads shall first be categorized as High, Medium, or Low Priority based on the most recent surface condition grading data determined through the International Roughness Index.

Based on the condition grading, roads shall be categorized as:

- High Priority - Grades Damaged and Poor and those with Gravel/Dirt surfaces
 - Medium Priority - Grades Good and Fair
 - Low Priority - Grade Very Good
- 4.7 Should a road be categorized as High Priority, it shall be inspected to ensure that the observed road surface condition matches the available data. Following reinspection, the Municipality may recategorize the road.
- 4.7.1 A road may be recategorized if:
- There is unusually high truck traffic on the road;
 - In the case of a Medium Priority road it:
 - Abuts a High Priority road;
 - Scores in the top third of the Medium Priority category; and
 - An inspection of the street surface determines the surface meets either the High or Medium Priority criterion.
 - There is other infrastructure work scheduled for the road that would require upgrading of the entire street, considering:
 - Public safety;
 - Reduction in remaining useful life of existing street surface due to the proposed work;
 - Customer experience; and
 - Operational impacts (e.g. snow operations).
 - Requirements of a capital program beyond the scope of this Policy; or
 - Other exceptional circumstances beyond the Municipality's control.

4.8 Following categorization of each road (including recategorization if necessary per s.4.7), the roads within each category shall be scored and ranked through a process that is consistent with the Strategic Plan. This scoring process shall consider Social, Environmental, and Economic criteria.

These criteria shall be equally weighted and the priority category and cumulative score for each road will be used to develop a list of prioritized projects recommended to Council for consideration during budget deliberations.

Social Criteria (50 Points)	
School Buses	Score out of 20 depending on school bus use of the road. <ul style="list-style-type: none"> • No bus route on the road - 0 points • Bus route on abutting road - 10 points • Bus route on the road - 20 points
School Zone	Score out of 10 depending on whether the road is adjacent to a school zone. <ul style="list-style-type: none"> • Not adjacent to a school zone – 5 • Adjacent to a school zone – 10
Residential Units	Score out of 20 depending on number of residential units that rely upon road as primary access either into a subdivision or main road network. <ul style="list-style-type: none"> • Less than 15 residential units - 5 points • Between 15 and 25 residential units - 10 points • Between 25 and 40 residential units - 15 points • Greater than 40 residential units - 20 points
Environmental Criteria (50 Points)	
Traffic Count	Score out of 40 depending on measured traffic counts (Average Annual Daily Traffic) <ul style="list-style-type: none"> • Less than 10 - 0 points • Between 10 and 25 - 5 points • Between 25 and 50 - 10 points • Between 50 and 75 - 20 points • Between 75 and 100 - 30 points • Between 100 and 120+ - 40 points
Amenities & Services	Score out of 10 depending on the number services and amenities in the immediate area that attract traffic (e.g., public institutions, social services, commercial and recreational amenities). <ul style="list-style-type: none"> • Few amenities and services attracting traffic - 0 • Some amenities and services attracting traffic – 5 • Many amenities and services attracting traffic- 10
Financial Criteria (50 Points)	
Surface Grade	Score out of 20 depending if the road meets the “Damaged” surface grade. <ul style="list-style-type: none"> • No - 10 points • Yes - 20 points
Home-Based Businesses	Score out of 10 depending on home-based businesses located on the road.

	<ul style="list-style-type: none"> • No home-based businesses - 0 points • At least one home-based business - 10 points
Planned Infrastructure Work	<p>Score out of 20 depending on planned or anticipated infrastructure that may impact the road surface?</p> <ul style="list-style-type: none"> • No planned or anticipated infrastructure work - 0 points • Work planned or anticipated in 10+ years - 5 points • Work planned or anticipated in 5-10 years - 10 points • Work planned or anticipated in 2-5 years - 15 points • Work planned or anticipated within 2 years - 20 points

5. Responsibilities

5.1 Council shall:

- 5.1.1 ensure that the Municipality has in place a comprehensive Policy for developing a prioritized list of Subdivision Streets for capital improvements;
- 5.1.2 adopt, by motion, a prioritized list of Subdivision Streets to submit to the Province of Nova Scotia per the Agreement;
- 5.1.3 direct amendments to the prioritized list via motion(s) of Council;
- 5.1.4 review and amend this Policy as needed.

5.2 The Chief Administrative Officer:

- 5.2.1 will administer and implement this Policy;
- 5.2.2 will identify and propose revisions to this Policy; and
- 5.2.3 may delegate their authority.

6. Amendments

Date	Amendments
October 2, 2018	Revision to road surface classification naming convention; amendments to the scoring matrix.
April 2022	Policy migrated to new template; amendments to scoring matrix.

POLICY

EPW-04-012



Municipality of the County of Kings

Subdivision (J-Class) Village-Subdivision Road Street Paving Priority List Policy

Policy Category	Engineering & Public Works	Most Recent Amendment	October 2, 2018
First Council Approval	September 4, 2019	Future Review Date	Approval + 3 Years

1. Purpose

The Municipality of the County of Kings (Municipality) supports capital upgrades to roads certain streets located in the Municipality owned by the Province of Nova Scotia which are listed within the 1995 Provincial-Municipal Service Exchange Agreement located in the Municipality.

This Policy provides guidelines-direction for preparing-development of the Municipality of the County of Kings' priority list of eligible streetroads to be submitted to the Nova Scotia Department of Transportation and Infrastructure Renewal (DTIR) for consideration under the Village/Subdivision J-Class Road Paving Cost Sharing Agreement Cost Share Agreement 2020-014 as administered by the Nova Scotia Department of Public Works, or other applicable capital resurfacing programs.

2. Scope

This Policy only applies to capital improvements to Village/Subdivision certain Village and Subdivision Streets roads listed included within on the on DTIR's official road list achieved through a road surface improvement of the Cost Share Agreement 2020-014 cost Cost sharing Sharing agreement Agreement between the Municipality of the County of Kings (the Municipality) and the Province of Nova Scotia, or other resurfacing programs provided by the Province of Nova Scotia that relates to the aforesaid Agreement.

Maintenance activities for Village/Subdivisions sSubdivision sStreets roadsroads are excluded from this Policy as these activities are coordinated through other aspects of a shared Shared service Service agreement Agreement between the Municipality and the Province of Nova Scotia.

3. Definitions

- 3.1 "Agreement:" means Cost Sharing Agreement 20182020-014 between the Municipality and DTIR-Province of Nova Scotia regarding the capital upgrades to paving of Roads Subdivision Streetsroads and any successor agreementsAgreements.
- 3.2 "Approved Projects" refers to those roads from the Municipality's Priority List approved for resurfacing under the Agreement or other applicable resurfacing programs.
- 3.3 "Director" means the Director of EPW or his/her designate for purposes of this Policy.
- 3.4 "DTIR" means the Nova Scotia Department of Transportation and Infrastructure Renewal and its successors.

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- 3.5 — “**EPW**” means the Engineering and Public Works, Land and Parks Services department of the Municipality of the County of Kings.
- 3.6 — “**MPS**” means the *Municipal Planning Strategy* of the Municipality of the County of Kings that is in force at any given time. **International Roughness Index**: an indicator of road condition determined through a longitudinal study.
- 3.8 — “**Roads**” means village and subdivision streets constructed prior to April 1, 1995 under the administration and control of the Province of Nova Scotia, located within Kings County. **3.3 Subdivision Street(s)**: any J, G, or I class road included in the 1995 Provincial-Municipal Service Exchange Agreement.

4. Policy Statements

General Provisions

4.1x The Municipality shall submit a list of roads to be considered for resurfacing to the Province, Subject to either the terms of the Agreement or supplemental funding program if available, the Municipality may submit to DTIR a list of roads to be considered for resurfacing.

4.x2 Each year, Council shall consider adoption of a Five-Year Subdivision Street Priority List to determine those roads recommended to the Province for capital upgrades pursuant to terms of the Agreement.

~~It shall be the policy of the Municipality to prioritize roads eligible for resurfacing primarily by technical criteria and strategic priorities as determined by Council from time to time.~~

~~It shall be the policy of the Municipality to rely upon technical data, such as surface condition grades and traffic count, to develop its Priority List.~~

~~Each year, EPW staff will evaluate all roads eligible for resurfacing under the Agreement and submit a 5-year Priority List for Council approval.~~

4.x3 As DTIR In the event additional capital funding programs for Subdivision Streets become available, EPW staff the Chief Administrative Officer will shall evaluate all road Subdivision Streets eligible for resurfacing under the the funding program and submit a supplemental Priority List to for Council’s consideration. approval.

Evaluation of Roads & Priority List Procedures Development

4.x4 TAnnuallyhe Municipality shall undertake an evaluation of all roads eligible for upgrades pursuant to the Agreement each year, and may involve a third party consultant, the Municipality shall undertake an evaluation of all Subdivision Streets eligible for upgrades pursuant resurfacing perte the Agreement. This eEvaluations shall rely on technical information and strategic priorities as determined by Council.

4.x5 The highest scoring Subdivision Streetsroads shall form the recommended project list for Council’s consideration.

4.x6 Subdivision StreetsRoads shall first be categorized as High, Medium, orand Low Priority based on the most recent surface condition grading data determined through the International Roughness Index.-

Based on the condition grading, Subdivision Streetsroads shall be categorized as:

- High Priority - Grades “Damaged” and “Poor” and roadsthose with Gravel/Dirt surfaces

- Medium Priority - Grades “Good” and “Fair”
- Low Priority - Grade “Very Good”

4.7 Should a Subdivision Streetroad be categorized as High Priority, it shall be inspected to ensure that the observed road surface condition matches the available data. Following reinspection, the Municipality may recategorize the road a Subdivision Street.

4.x7.1 A Subdivision Streetroad may be recategorized if:

- There is unusually high truck traffic on the Streetroad;
- In the case of a Medium Priority Subdivision Streetroad it:
 - Abuts a High Priority Subdivision Streetroad;
 - Scores in the top third of the Medium Priority category; and
 - An inspection of the street surface determines the surface meets either the High or Medium Priority criterion.
- There is other infrastructure work scheduled for the Subdivision Streetroad that would require upgrading of the- entire street, considering:
 - Public safety;
 - Reduction in remaining useful life of existing roadstreet surface due to the proposed work;
 - Customer experience; and
 - Operational impacts (e.g. snow operations).
- Requirements of a capital program beyond the scope of this Policy; or
- Other exceptional circumstances beyond the Municipality’s control.

4.x8 Following categorization of each road (including recategorization if necessary per s.4.7), the roads Subdivision Streets within each category each street shall be scored and ranked through a The Municipality will employ a scoring process that is consistent with the Strategic Plan. This scoring process shall through e consideration of Social, Environmental, and Economic criteria.

These criteria shall be weighted as follows. The cumulative score for a Subdivision Street as determined through this rubric shall determine its ranking in the recommendation to Council.

These criteria shall be equally weighted and the priority category and cumulative score for each Subdivision Streetroad will be used to develop a list of prioritized projects recommended to Council for consideration during budget deliberations.

evaluation and scoring system presented in Section 6 of this Policy. Step 4—Draft Priority List Eligible roads will be placed on the Priority List ranked from highest to lowest based on the following: High Priority Category roads ranked highest to lowest based on evaluation score. Medium Priority Category roads ranked highest to lowest based on evaluation score. Low Priority Category roads ranked highest to lowest based on evaluation score.

5.2—Deviations from the criterion identified in item 5.1 may be considered in the following circumstances:

~~Eligible Roads where there is unusually high truck traffic for a Road;
 Medium Priority Road that:
 Abuts a High Priority road;
 Scores in the top 33% of the Medium Priority category; and
 Has been inspected by EPW staff and the road surface meets either the High or Medium Priority criterion.
 Where there is other infrastructure work (i.e., water or sewer, sidewalk) scheduled for the eligible Road that, in the Director’s determination, the entire road surface needs to be upgraded taking into consideration:
 Public safety;
 Reduction in remaining useful life of existing road surface due to the proposed work;
 Customer experience; or
 Operational impacts (e.g. snow operations).
 Requirements of a capital program that are beyond the scope of this Policy; or
 Other exceptional circumstances beyond the Municipality’s control.~~

~~5.3—The Director shall review the draft Priority List prepared by EPW staff to verify the scoring and make any necessary adjustments as per Sections 5.2 and 5.3 above and then submit the draft Priority List to Council for consideration.~~

Evaluation and Scoring System

~~Eligible Roads shall be evaluated against the following criteria:~~

Social Criteria (50 Points)	
Do school buses use the road/street? Does the road/street abut a road/street used by school buses? School Buses	<u>Score out of 20 depending on school bus use of the road.</u> <ul style="list-style-type: none"> • <u>No bus route on the road</u> - 0 points • <u>Bus route on abutting road/Only abuts</u> - <u>7-10</u> points • <u>Bus route on the road/Yes</u> - <u>15-20</u> points
<u>School Zone</u>	<u>Score out of 10 depending on whether the road is adjacent to a school zone.</u> <ul style="list-style-type: none"> • <u>Not adjacent to a school zone</u> – 5 • <u>Adjacent to a school zone</u> – 10
Number of residential units that rely upon road/street as main primary access either into a subdivision or main road network (i.e., Hwy 1, 200 or 300 series highway), such as: Residential Units Single family homes; Duplex; Apartment buildings.	<u>Score out of 20 depending on number of residential units that rely upon road as primary access either into a subdivision or main road network.</u> <ul style="list-style-type: none"> • <u>Less than 15 residential units</u> - <u>0-5</u> points • <u>Between 15 and 25 residential units</u> - <u>1-10</u> points • <u>Between 25 and 40 residential units</u> - <u>3-15</u> points • <u>Greater than 40 residential units</u> - <u>5-20</u> points

Environmental Criteria (50 Points)	
<p>Traffic Count (AADT) <u>Average Annual Daily Traffic</u></p>	<p><u>Score out of 40 depending on measured traffic counts (Average Annual Daily Traffic)</u></p> <ul style="list-style-type: none"> • Less than 10 - <u>2-0</u> points • Between 10 and 25 - 5 points • Between 25 and 50 - <u>7-10</u> points • Between 50 and 75 - <u>10-20</u> points • Between 75 and 100 - <u>12-30</u> points • Between 100 and 120+ - <u>15-40</u> points
<p><u>Is there a community level service that would attract traffic (e.g. community mail box or a park)?</u> Examples include: <u>Amenities & Services</u></p> <ul style="list-style-type: none"> • <u>Canada Post community mailbox</u> <u>Park</u> 	<p><u>Score out of 10 depending on the number services and amenities in the immediate area that attract traffic (e.g., public institutions, social services, commercial and recreational amenities).</u></p> <ul style="list-style-type: none"> • <u>Few amenities and services attracting traffic - 0</u> • <u>Some amenities and services attracting traffic - 5</u> • <u>Many amenities and services attracting traffic- 10</u> No - 10 points • <u>Yes - 0 points</u>
Financial Criteria (50 Points)	
<p><u>Does the road meet the "Damaged" surface grade?</u> <u>Surface Grade</u></p>	<p><u>Score out of 20 depending if the road meets the "Damaged" surface grade.</u></p> <ul style="list-style-type: none"> • No - <u>0-10</u> points • Yes - <u>10-20</u> points
<p><u>Are there any home-based businesses located on the road?</u> <u>Home-Based Businesses</u></p>	<p><u>Score out of 10 depending on home-based businesses located on the road.</u></p> <ul style="list-style-type: none"> • No <u>home-based businesses</u> - 0 points • <u>At least one home-based business</u> Yes - 10 points
<p><u>Planned Infrastructure Work</u> <u>Is there other infrastructure work planned for the road that may impact the road surface?</u></p>	<p><u>Score out of 20 depending on planned or anticipated infrastructure that may impact the road surface?</u></p> <ul style="list-style-type: none"> • No <u>planned or anticipated infrastructure work</u> - 0 points • <u>Work planned or anticipated in 10+ years</u> Yes, 10 years or more - <u>4-5</u> points • <u>Work planned or anticipated in</u> Yes, 5-10 years - 10 points • <u>Yes, Work planned or anticipated in</u> Yes, 2-5 years - <u>14-15</u> points • <u>Work planned or anticipated within</u> Yes, within 2 years - 20 points

5. Responsibilities

5.1 7.1 ~~CC~~ Council (or its designated committee) will shall:

- 5.1.1 ensure that the Municipality ~~of the County of Kings has in place a~~ has in place a comprehensive Policy for developing a prioritized list of Subdivision Streets for capital improvements;
- 5.1.2 ~~Village/Subdivision Road Paving Priority List Policy;~~
~~Approve~~adopt, by motion, a prioritized list of Subdivision Streets to submit to the Province of Nova Scotia per the Agreement~~the Municipality's Priority Lists;~~
- 5.1.3 direct amendments to the prioritized list via motion(s) of Council;
- 5.1.4 review and amend this Policy as needed.~~Pass motions to accept the list of Approved Projects, request modifications to said list, or to decline the list of Approved Projects.~~

5.2 The ~~Director of EPW~~Chief Administrative Officer ~~will:~~

- 5.2.1 will ~~a~~Administer and implement this Policy;
- 5.2.2 will identify and propose revisions to this Policy; and
- 5.2.3 may delegate their authority.

~~Review all draft Priority Lists prior to submission to Council for deliberation;~~

6. Amendments

Date	Amendments
<u>October 2, 2018</u>	<u>Revision to streetroad surface classification naming convention; amendments to the scoring matrix.</u>
<u>April 2022</u>	<u>Policy migrated to new template; amendments to scoring matrix.</u>