



Municipality of the County of Kings

Committee Recommendations

COMMITTEE: Committee of the Whole

COMMITTEE MEETING DATE: [February 15, 2022](#)

COUNCIL MEETING DATE: March 1, 2022

a.	Communications Strategy for the Municipality of the County of Kings	That Municipal Council adopt <i>A Communications Strategy for the Municipality of the County of Kings</i> as attached to the February 15, 2022 Request for Decision.
b.	Proposed New Policy COMM-02-005: Communications	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to adopt Policy COMM-02-005: Communications. <u>Request for Decision Attached</u>
c.	Repeal Policy COMM-02-004: External Communications	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to repeal Policy COMM-02-004: External Communications.
d.	Boundary Review 2022	That Municipal Council authorize the Chief Administrative Officer to conduct the 2022 Study of Polling Districts through the assignment of Municipal staff and the contracting of a public engagement specialist as outlined in the February 15, 2022 Request for Decision.
e.	Proposed Amendments to Policy HR-06-021: SARS-CoV-2 Vaccination	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to adopt amendments to Policy HR-06-021: SARS-CoV-2 Vaccination. <u>Request for Decision Attached</u>
f.	Proposed Amendments to Policy HR-06-014: Training & Professional Development	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to adopt amendments to Policy HR-06-014: Training & Professional Development.
g.	Proposed New Policy: EPW-04-015: Active Transportation Project Prioritization	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to adopt Policy EPW-04-015: Active Transportation Project Prioritization.



Municipality of the County of Kings Committee Recommendations

h.	Proposed Amendments to Policy ADMIN-01-017: Sidewalk Construction Priority List	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to adopt amendments to Policy ADMIN-01-017: Sidewalk Construction Priority List, reclassify the Policy as Policy EPW-04-015: Sidewalk Construction Project Prioritization, and amend Section 3.1 of the Policy to reference three kilometres. <u>Redline Version Attached</u>
i.	Repeal Policy EPW- 04-005: Sidewalk	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to repeal Policy EPW-04-005: Sidewalk.
j.	Proposed Amendments to Policy EPW-04-012: Village/Subdivision Road Paving Priority List	That Municipal Council provide seven days' notice, per s.48(1) <i>Municipal Government Act</i>, to adopt amendments to Policy EPW-04-012: Village/Subdivision Road Paving Priority List. <u>Request for Decision Attached</u>
k.	2022/2023 COVID-19 Reserve	That Municipal Council release holds on the COVID-19 Reserve relating to Support for Food in the amount of \$100,000 and Support to the Arts and Culture Sector in the amount of \$50,000.
l.	Active Living Strategy (2021-2026)	That Municipal Council accept the Active Living Strategy as attached to the February 15, 2022 Request for Decision.



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 Policy COMM-02-005: Communications and Repeal of Policy COMM-02-004: External Communications

ORIGIN

- [February 15, 2022](#) – Committee of the Whole review of Policy COMM-02-005: Communications

RECOMMENDATION

That Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt Policy COMM-02-005: Communications.

That Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to repeal Policy COMM-02-004: External Communications.

INTENT

For Council to review minor amendment to and provide notice to adopt Policy COMM-02-005: Communications, and to review Policy COMM-02-004: External Communications for consideration to repeal.

DISCUSSION

At the February 15, 2022 Committee of the Whole meeting, Council reviewed a potential new Communications Policy. At that time, Staff committed to considering amendments related to referencing the Community Engagement Policy. Accordingly, Staff are recommending section 4.7 of the Policy be amended to read:

Communications Strategy

- 4.7 *The Municipality shall develop a Communications Strategy to be reviewed every two years after adoption and amended as necessary. The Strategy shall include measurable outcomes related to both external and internal communications and propose actions that respond to evolving needs of audiences, emerging trends, and proven practices. In all regards, the Communications Strategy shall embody the values identified in the Municipality's Strategic Plan, and other strategies, plans, and Policies as adopted by Council.*

This amendment considers the Community Engagement Policy as well as plans and strategies such as the Strategy for Belonging and a future accessibility strategy.

At the meeting, Staff recommended repeal of Policy COMM-02-004: External Communications. A copy of that Policy is appended for Council's review for the purpose of considering its repeal.

FINANCIAL IMPLICATIONS

- There are no anticipated financial implications of the recommendation.



Municipality of the County of Kings

Request for Decision

STRATEGIC PLAN ALIGNMENT

	Strategic Priority	Description
	Strong Communities	
	Environmental Stewardship	
	Economic Development	
✓	Good Governance	Enhanced communications with residents and stakeholders is a strategic focus of the Priority.
	Financial Sustainability	
✓	Other	The proposed Policy responds to recent requests for clarity on written correspondence.

ALTERNATIVES

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

IMPLEMENTATION

- The adopted Policy will be added to the Municipality's website, and the repealed Policy will be removed from the website.

ENGAGEMENT

- Staff members directly and indirectly responsible for communications have been engaged through development and review of the proposed Policy.
- If Council provides notice to adopt and repeal the Policies, the seven day notice period allows for public comment.

APPENDICES

- Appendix A: Proposed Policy COMM-02-005: Communications (with amendments noted in tracked changes)
- Appendix B: Proposed Policy COMM-02-005: Communications (with amendments, no tracked changes)
- Appendix C: Policy COMM-04-004: External Communications

APPROVALS

Rob Frost, Deputy Chief Administrative Officer

February 22, 2022

Scott Conrod, Chief Administrative Officer

February 23, 2022

POLICY

COMM-02-005



Municipality of the County of Kings

Communications

Policy Category	Communications	Most Recent Amendment	-
First Council Approval	TBD	Future Review Date	Approval + 3 Years

1. Purpose

The Municipality of the County of Kings (Municipality) supports clear, effective, timely, and consistent communication. This Policy establishes standards to ensure that communications with residents, stakeholders, Council, and employees reflect the values of the Municipality, and is efficient, responsive, and human-focused.

This Policy establishes the principles that will direct all Communications, and provides specific direction and standards for a variety of communications-related activities.

This Policy provides direction to Council and employees to ensure, at all times, the Municipality:

- Provides clear, accurate and timely information about its programs, services, and initiatives to the community.
- Uses a variety of communication methods to engage and provide access to local government information in formats that respond to the community's needs.
- Is visible, accessible, and accountable to citizens.
- Makes clear and timely messaging available in response to emergencies or crises.

2. Scope

This Policy applies to all internal and external communications of the Municipality, and applies to all Members of Council and employees.

3. Definitions

3.1 **Authorized Person:** an employee appointed by the Chief Administrative Officer (CAO) to interact with media or represent the Municipality.

3.2 **Corporate Communication(s):** the variety of ways the Municipality, as a government body, communicates with external and internal audiences.

3.3 **Social Media:** websites and digital applications that enable users to create, share, and interact with content online, or to participate in social networking.

4. Policy StatementsValues & Guiding Principles

4.1 In all communications, the values of the Strategic Plan shall be embodied and reflected.

- 4.2 All communications shall reflect and promote inclusion, diversity, equity, and accessibility.

Communications shall be correct, concise, accessible, gender neutral, and non-discriminatory. Communications shall exclude words and images that connote stereotypes, exclude any negative or passive language relating to physical appearances, and exclude clichés, slang, and jargon.

- 4.3 Communications shall use plain language and a variety of methods as a means to be inclusive and responsive to the needs of target audiences.

- 4.4 In all matters, clarity and timeliness of communications shall be observed.

Brand Usage

- 4.5 Corporate communications shall make use of the Municipality's brand and brand standards as appropriate and in accordance with the brand adopted by Council. Usage of the Municipality's brand outside of corporate communications shall be at the discretion of the Chief Administrative Officer.

Freedom of Information and Protection of Privacy

- 4.6 In all communications, the Municipality, Members of Council, and employees shall be subject to applicable Freedom of Information and Protection of Privacy legislation.

Communications Strategy

- 4.7 The Municipality shall develop a Communications Strategy to be reviewed every two years after adoption and amended as necessary. The Strategy shall include measurable outcomes related to both external and internal communications and propose actions that respond to evolving needs of audiences, emerging trends, and proven practices. In all regards, the Communications Strategy shall embody the values identified in the Municipality's Strategic Plan, and other strategies, plans, and Policies as adopted by Council.

Communications Support Provided to the Mayor

- 4.8 In their capacity as the spokesperson for Council, the Municipality may provide communications support to the Mayor, if required. Such assistance may include, but is not limited to: speaking notes for public appearances or events, scripts or research notes for media interviews, and key messages for media requests or emergency situations.

Considerations for all Communications from Members of Council

- 4.9 In all communications from Members of Council, including the use of social media, the following shall be considered:
- Obligations under Council's Code of Conduct;
 - Obligations under Freedom of Information and Protection of Privacy legislation;
 - The accuracy of information provided;
 - If the communication could bring about disrepute to or expose the Municipality to legal action;
 - Whether the subject or position on a matter is enabled or prohibited by a law, or By-law or Policy of the Municipality;
 - Whether the communication reflects the values of the Strategic Plan; and
 - Whether Council has taken a particular position, by way of a motion, on the topic.

- 4.10 Individual members of Council are encouraged to reflect the position of Council in their communications, or state they are providing a personal opinion.

Where an individual Member of Council expresses a personal opinion, whether written or verbal, it must be explicitly clear to the audience that the Member is not speaking on behalf of the Municipality or Council. Accordingly, when a Member of Council is communicating as an individual, they may include the following statement in written correspondence:

The information contained in this correspondence reflects the views of an individual Member of Council, and not those of Council as a whole or the Municipality of the County of Kings.

Communications from Councillors Serving as Committee Chairs

General

- 4.11 With respect to communicating the business of Committees of Council, the Members of Council serving as Chair shall refer to and be bound by Policy ADMIN-01-016: Administration of Standing and Advisory Committees of Council.

Reports to Council

- 4.12 It shall be the responsibility of the Chair of the Committee to verify, if required, the accuracy of information being communicated to Council with the Chief Administrative Officer.

Representation at Events

- 4.13 Chairs may, at the request of the Mayor, represent the Municipality at Municipally-hosted events or at events where the Municipality has been asked to participate. In such circumstances, the Chair's communications shall reflect the position adopted or endorsed by Council.

Written Correspondence from Members of Council

- 4.14 The Municipality shall make available personalized letterhead for each Member of Council to use at their discretion.
- 4.15 Following circulation of formal written correspondence, Members of Council shall provide a copy of the correspondence to the CAO. This shall include copies of letters of support or commendation, or responses to community issues, but exclude emails, social media posts, or routine correspondence with constituents.

Social Media Use by Council Members

- 4.16 The Municipality shall not provide administrative support to the social media accounts of Members of Council.

Media Inquiries Received by Members of Council

- 4.17 Councillors shall refer all media inquiries to the Mayor and Chief Administrative Officer for direction and assistance.
- 4.18 The Mayor shall be the default spokesperson for all media inquiries regarding Council matters, unless another Member of Council is designated to respond to a particular matter.
- 4.19 The Municipality will endeavour at every possible chance to have Members of Council to respond to and engage with media inquiries on District-specific matters.

Corporate Communications

- 4.20 The Municipality shall maintain a website to provide the public with information regarding municipal services, Council decisions, Council and committee meeting schedules, minutes and agendas, By-laws, Policies, activities, events, and ongoing government business.
- 4.21 The Chief Administrative Officer shall be the official spokesperson for matters related to the administration of the Municipality. All media inquiries shall be referred to them for direction.

If authorized by the CAO, an employee may serve as the designated spokesperson for matters relating to their position, skills, and expertise.

Social Media Use by the Municipality and Employees

- 4.22 Only authorized persons may write in the voice of the Municipality on social media.
- 4.23 All social media platforms and activities must be reflective of the Municipality's values and will continually strive to protect the organization's credibility and meet the information needs of citizens.
- 4.24 The CAO, or their designate, shall be responsible for managing the primary social media channels representing the Municipality as a corporation.

All social media content shall require approval by the CAO, or their designate, prior to publication.

- 4.25 The Municipality may establish standards and guidelines for commenting and engagement with its social media content that include, but are not limited to:
- Responding to posts or comments;
 - Moderating discussions;
 - When posts or comments may be removed, such as instances of:
 - Racist, hateful, sexist, homophobic, slanderous, insulting, or threatening language;
 - Aggressive, coarse, violent, obscene, or pornographic content;
 - Offensive or threatening comments directed at an individual or an organization;
 - Content posted for the sake of advertising or self-promotion;
 - Unintelligible, repetitive, or spam content;
 - Are in any way contrary to law.

4.26 Employees shall remain mindful of their obligations under the Employee Conduct Policy and Code of Ethics Policy when sharing content on social media.

Emergency Communications

4.27 In times of emergency or crisis, the Municipality shall communicate any and all information that will protect the health, safety, security, residents and their property. Communications decisions shall be made by the Kings Regional Emergency Management Organization.

Communications will take any form necessary to ensure residents receive accurate, timely, and relevant information to prevent, mitigate, respond to, or recover from an emergency.

5. Responsibilities

5.1 Council will:

- 5.1.1 ensure the Municipality has a current and comprehensive Policy for communications; and
- 5.1.2 review and amend this Policy as required.

5.2 The Chief Administrative Officer:

- 5.2.1 will 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
April 2022	Policy Created.

POLICY

COMM-02-005



Municipality of the County of Kings

Communications

Policy Category	Communications	Most Recent Amendment	-
First Council Approval	TBD	Future Review Date	Approval + 3 Years

1. Purpose

The Municipality of the County of Kings (Municipality) supports clear, effective, timely, and consistent communication. This Policy establishes standards to ensure that communications with residents, stakeholders, Council, and employees reflect the values of the Municipality, and is efficient, responsive, and human-focused.

This Policy establishes the principles that will direct all Communications, and provides specific direction and standards for a variety of communications-related activities.

This Policy provides direction to Council and employees to ensure, at all times, the Municipality:

- Provides clear, accurate and timely information about its programs, services, and initiatives to the community.
- Uses a variety of communication methods to engage and provide access to local government information in formats that respond to the community's needs.
- Is visible, accessible, and accountable to citizens.
- Makes clear and timely messaging available in response to emergencies or crises.

2. Scope

This Policy applies to all internal and external communications of the Municipality, and applies to all Members of Council and employees.

3. Definitions

3.1 **Authorized Person:** an employee appointed by the Chief Administrative Officer (CAO) to interact with media or represent the Municipality.

3.2 **Corporate Communication(s):** the variety of ways the Municipality, as a government body, communicates with external and internal audiences.

3.3 **Social Media:** websites and digital applications that enable users to create, share, and interact with content online, or to participate in social networking.

4. Policy StatementsValues & Guiding Principles

4.1 In all communications, the values of the Strategic Plan shall be embodied and reflected.

DRAFT

- 4.2 All communications shall reflect and promote inclusion, diversity, equity, and accessibility.

Communications shall be correct, concise, accessible, gender neutral, and non-discriminatory. Communications shall exclude words and images that connote stereotypes, exclude any negative or passive language relating to physical appearances, and exclude clichés, slang, and jargon.

- 4.3 Communications shall use plain language and a variety of methods as a means to be inclusive and responsive to the needs of target audiences.

- 4.4 In all matters, clarity and timeliness of communications shall be observed.

Brand Usage

- 4.5 Corporate communications shall make use of the Municipality's brand and brand standards as appropriate and in accordance with the brand adopted by Council. Usage of the Municipality's brand outside of corporate communications shall be at the discretion of the Chief Administrative Officer.

Freedom of Information and Protection of Privacy

- 4.6 In all communications, the Municipality, Members of Council, and employees shall be subject to applicable Freedom of Information and Protection of Privacy legislation.

Communications Strategy

- 4.7 The Municipality shall develop a Communications Strategy to be reviewed every two years after adoption and amended as necessary. The Strategy shall include measurable outcomes related to both external and internal communications and propose actions that respond to evolving needs of audiences, emerging trends, and proven practices. In all regards, the Communications Strategy shall embody the values identified in the Municipality's Strategic Plan, and other strategies, plans, and Policies as adopted by Council.

Communications Support Provided to the Mayor

- 4.8 In their capacity as the spokesperson for Council, the Municipality may provide communications support to the Mayor, if required. Such assistance may include, but is not limited to: speaking notes for public appearances or events, scripts or research notes for media interviews, and key messages for media requests or emergency situations.

Considerations for all Communications from Members of Council

- 4.9 In all communications from Members of Council, including the use of social media, the following shall be considered:
- Obligations under Council's Code of Conduct;
 - Obligations under Freedom of Information and Protection of Privacy legislation;
 - The accuracy of information provided;
 - If the communication could bring about disrepute to or expose the Municipality to legal action;
 - Whether the subject or position on a matter is enabled or prohibited by a law, or By-law or Policy of the Municipality;
 - Whether the communication reflects the values of the Strategic Plan; and
 - Whether Council has taken a particular position, by way of a motion, on the topic.

- 4.10 Individual members of Council are encouraged to reflect the position of Council in their communications, or state they are providing a personal opinion.

Where an individual Member of Council expresses a personal opinion, whether written or verbal, it must be explicitly clear to the audience that the Member is not speaking on behalf of the Municipality or Council. Accordingly, when a Member of Council is communicating as an individual, they may include the following statement in written correspondence:

The information contained in this correspondence reflects the views of an individual Member of Council, and not those of Council as a whole or the Municipality of the County of Kings.

Communications from Councillors Serving as Committee Chairs

General

- 4.11 With respect to communicating the business of Committees of Council, the Members of Council serving as Chair shall refer to and be bound by Policy ADMIN-01-016: Administration of Standing and Advisory Committees of Council.

Reports to Council

- 4.12 It shall be the responsibility of the Chair of the Committee to verify, if required, the accuracy of information being communicated to Council with the Chief Administrative Officer.

Representation at Events

- 4.13 Chairs may, at the request of the Mayor, represent the Municipality at Municipally-hosted events or at events where the Municipality has been asked to participate. In such circumstances, the Chair's communications shall reflect the position adopted or endorsed by Council.

Written Correspondence from Members of Council

- 4.14 The Municipality shall make available personalized letterhead for each Member of Council to use at their discretion.
- 4.15 Following circulation of formal written correspondence, Members of Council shall provide a copy of the correspondence to the CAO. This shall include copies of letters of support or commendation, or responses to community issues, but exclude emails, social media posts, or routine correspondence with constituents.

Social Media Use by Council Members

- 4.16 The Municipality shall not provide administrative support to the social media accounts of Members of Council.

Media Inquiries Received by Members of Council

- 4.17 Councillors shall refer all media inquiries to the Mayor and Chief Administrative Officer for direction and assistance.

- 4.18 The Mayor shall be the default spokesperson for all media inquiries regarding Council matters, unless another Member of Council is designated to respond to a particular matter.
- 4.19 The Municipality will endeavour at every possible chance to have Members of Council to respond to and engage with media inquiries on District-specific matters.

Corporate Communications

- 4.20 The Municipality shall maintain a website to provide the public with information regarding municipal services, Council decisions, Council and committee meeting schedules, minutes and agendas, By-laws, Policies, activities, events, and ongoing government business.
- 4.21 The Chief Administrative Officer shall be the official spokesperson for matters related to the administration of the Municipality. All media inquiries shall be referred to them for direction.

If authorized by the CAO, an employee may serve as the designated spokesperson for matters relating to their position, skills, and expertise.

Social Media Use by the Municipality and Employees

- 4.22 Only authorized persons may write in the voice of the Municipality on social media.
- 4.23 All social media platforms and activities must be reflective of the Municipality's values and will continually strive to protect the organization's credibility and meet the information needs of citizens.
- 4.24 The CAO, or their designate, shall be responsible for managing the primary social media channels representing the Municipality as a corporation.

All social media content shall require approval by the CAO, or their designate, prior to publication.

- 4.25 The Municipality may establish standards and guidelines for commenting and engagement with its social media content that include, but are not limited to:
- Responding to posts or comments;
 - Moderating discussions;
 - When posts or comments may be removed, such as instances of:
 - Racist, hateful, sexist, homophobic, slanderous, insulting, or threatening language;
 - Aggressive, coarse, violent, obscene, or pornographic content;
 - Offensive or threatening comments directed at an individual or an organization;
 - Content posted for the sake of advertising or self-promotion;
 - Unintelligible, repetitive, or spam content;
 - Are in any way contrary to law.
- 4.26 Employees shall remain mindful of their obligations under the Employee Conduct Policy and Code of Ethics Policy when sharing content on social media.

Emergency Communications

4.27 In times of emergency or crisis, the Municipality shall communicate any and all information that will protect the health, safety, security, residents and their property. Communications decisions shall be made by the Kings Regional Emergency Management Organization.

Communications will take any form necessary to ensure residents receive accurate, timely, and relevant information to prevent, mitigate, respond to, or recover from an emergency.

5. Responsibilities

5.1 Council will:

- 5.1.1 ensure the Municipality has a current and comprehensive Policy for communications; and
- 5.1.2 review and amend this Policy as required.

5.2 The Chief Administrative Officer:

- 5.2.1 will 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
April 2022	Policy Created.



MUNICIPALITY OF THE COUNTY OF KINGS

External Communications Policy

Creation Date: February 21, 2012

Approval Date: March 6, 2012

Revision Date: August 2, 2016
(effective November 1, 2016)

Policy Category: Communications

Next Review Date: 2014

Replaces: COMM-02-001 Communications

1. Policy Statement:

Communication is an essential tool for maintaining a balance of openness between the public and government. Government exists upon the support of the public and citizens have a right to consistent information on events, projects and programs that are supported by and paid for by the Municipality. It is the duty of the Municipality of the County of Kings ("the Municipality") to share and distribute information in a way that is accessible to a variety of citizens.

2. Applicability:

The policy applies to all municipal departments and Council and covers communication between the Municipality, the public and media. This policy does not address internal communication between Council and Administration and among Managers/Supervisors and staff.

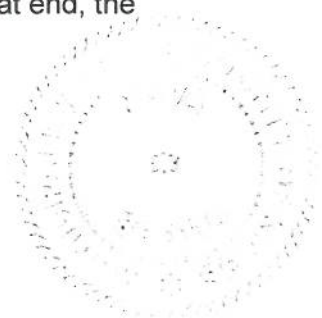
3. Definitions:

- 3.1. Communication Channel refers to the medium through which a message is transmitted to its intended audience. Communication channels include, though are not limited to, forms of print, broadcast (e.g., radio, television), or electronic media (e.g., social networking sites, websites). The channels chosen for communication may depend on a variety of factors, including the intended audience, timeliness and reach.
- 3.2. Strategic Communications Plan refers to a document that is developed in collaboration between departments and the Communications Specialist to effectively use communications as a resource in communications initiatives, issues management, project management, and day-to-day business operations.

4. Objective:

The Municipality recognizes the importance of providing public service and promotes the dissemination and receiving of information related to municipal government. To that end, the objective of the External Communications Policy is to provide guidelines for:

MASTER





MUNICIPALITY OF THE COUNTY OF KINGS

External Communications Policy

- informing citizens about the Municipality's policies, programs, services and initiatives;
- consulting and informing stakeholders when establishing or developing priorities, policies, programs and services;
- ensuring that the Municipality is accessible and responsive to the citizens it serves;
- anticipating the information needs of the community, and;
- engaging in a proactive Strategic Communications Plan that uses a variety of communication channels to accommodate the diverse information needs of the community.

5. Guiding Principles

The following principles will guide the external communications practices of the Municipality:

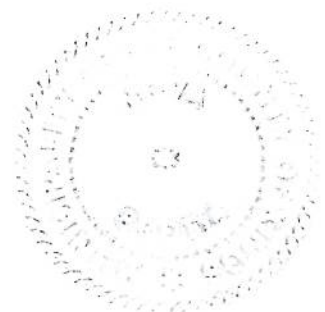
- 5.1. Quality of Service – to improve information sharing and public engagement through the presentation of information and knowledge that is timely, accurate, and relevant
- 5.2. Transparency – to present information to the public in a way that is easily discoverable and readily accessible, and presents the Municipality in a fair and reasonable manner
- 5.3. Respect – to ensure that communications are conducted in a manner that conforms to the professional and ethical standards required in the workplace
- 5.4. Integrity – to ensure that municipal staff and Council conduct themselves honestly and appropriately in all forms of communication, respecting the laws of copyright infringement, software licensing, property rights, security, and privacy
- 5.5. Accountability – to require that all municipal staff and Council are responsible for understanding and following the relevant policies and procedures affecting the use of specific communication channels
- 5.6. Legislative – to adhere to applicable provincial, federal and municipal laws, regulations and policies

6. Roles and Responsibilities

- 6.1. **Council** (or its designated committee) will:
 - a. ensure that the Municipality has in place a comprehensive External Communications Policy.

MASTER

Page 2 of 3





MUNICIPALITY OF THE COUNTY OF KINGS

External Communications Policy

- 6.2. The **Mayor** will:
- a. serve as the chief spokesperson for decisions approved by Council and for the Municipality as a Corporation unless another Member of Council is designated.
- 6.3 The **Chief Administrative Officer** will:
- a. administer and implement the External Communications Policy of the Municipality;
 - b. identify necessary revisions to the External Communications Policy in collaboration with the Communications Specialist and Service Area Managers, and;
 - c. serve as the Administrative spokesperson for the Municipality.
- 6.4 **Service Area Managers/Supervisors** will:
- a. serve as spokespersons for the programs, services and initiatives they administer, and;
 - b. if appropriate, designate departmental spokespersons including technical experts to communicate about policies, programs, services and initiatives they are familiar with and for which they have responsibility.
- 6.5 **The Communications Specialist** will:
- a. in collaboration with the CAO and Service Area Managers, develop a comprehensive Strategic Communications Plan;
 - b. evaluate and identify necessary revisions to the Strategic Communications Plan;
 - c. advise municipal staff and Council on issues related to external communication;
 - d. work with appropriate staff to coordinate and dispatch media releases, photo opportunities, and public announcements.

MASTER





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 HR-06-021: SARS-CoV-2 Vaccination

ORIGIN

- [February 15, 2022](#) – Committee of the Whole review of Policy HR-06-021: SARS-CoV-2 Vaccination

RECOMMENDATION

That Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt amendments to Policy HR-06-021: SARS-CoV-2 Vaccination.

INTENT

For Council to review additional amendments to Policy HR-06-021: SARS-CoV-2 Vaccination with consideration to recommend adoption of the amendments.

DISCUSSION

At the February 15, 2022 Committee of the Whole meeting, Council reviewed potential amendments to Policy HR-06-021: SARS-CoV-2 Vaccination. Following that meeting where recommended amendments were reviewed, staff are proposing three additional non-substantive changes. These amendments are included in Appendices B and C. To distinguish the additional recommended amendments, they are listed below in red text:

- 3.1 **COVID-19**: *the infectious disease caused by the SARS-CoV-2, including any of its variants, virus as named by the World Health Organization.*
- 3.4 **COVID-19 Test**: *a test recognized by Nova Scotia Public Health as providing an acceptable means of detecting the presence or possible presence of COVID-19, such as a PCR test or a rapid antigen test.*
- 4.16 *Those Vaccines not approved by Health Canada shall not be considered acceptable.*

These amendments are proposed to provide greater clarity and understanding of the Policy.

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



Municipality of the County of Kings

Request for Decision

ALTERNATIVES

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

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 HR-06-021 - SARS-CoV-2 Vaccination (Original)
- Appendix B: Policy HR-06-021 - SARS-CoV-2 Vaccination (Proposed amendments; no tracked changes)
- Appendix C: Policy HR-06-021 - SARS-CoV-2 Vaccination (Proposed amendments; with tracked changes)

APPROVALS

Cathy Nichols, Manager, Human Resources	February 7, 2022
Rob Frost, Deputy Chief Administrative Officer	February 7, 2022
Scott Conrod, Chief Administrative Officer	February 23, 2022

POLICY

HR-06-021



Municipality of the County of Kings

SARS-CoV-2 Vaccination Policy

Policy Category	Human Resources	Most Recent Amendment	-
First Council Approval	October 19, 2021	Future Amendment Date	March 2022

1. Purpose

The Municipality of the County of Kings believes in safeguarding the health and wellbeing of Members of Council, citizen appointees, employees, and members of the public. The Municipality of the County of Kings (the Municipality) recognizes the role COVID-19 vaccinations have in reducing risks of contracting and spreading SARS-CoV-2, and preventing severe illness, hospitalization, and death.

The Municipality recognizes its responsibility to adhere to all applicable occupational health and safety laws, human rights laws, privacy laws, and its duty to accommodate up to the point of undue hardship. The Municipality also recognizes its legal obligation to not discriminate against those individuals who have not received a COVID-19 Vaccine in accordance with this Policy for any reason protected by human rights laws.

2. Scope

This Policy applies to all Members of Council, citizen appointees to Committees of Council, and employees, whether casual, contract, full-, or part-time, of the Municipality of County of Kings. This Policy also applies to those individuals accessing municipal services, facilities, or programs.

3. Definitions:

- 3.1 **COVID-19:** the infectious disease caused by the SARS-CoV-2 virus as named by the World Health Organization.
- 3.2 **Essential Programs, Services, or Facilities:** matters essential to preserving life, health, public safety, and basic societal functioning; includes, but is not limited to, accessing permits, paying taxes or fees, and attending meetings of Council or committees.
- 3.3 **Non-Essential Programs, Services, or Facilities:** discretionary matters not related to preserving life, health, public safety, or basic societal functioning; includes, but is not limited to, recreation activities and social events.
- 3.4 **COVID-19 Test:** a test recognized by Nova Scotia Public Health as providing an acceptable means of detecting the presence or possible presence of SARS-CoV-2, such as a PCR test or a rapid antigen test.
- 3.5 **SARS-CoV-2:** severe acute respiratory syndrome corona virus 2 as named by the International Committee on Taxonomy of Viruses.
- 3.6 **Vaccine:** a biological preparation used to stimulate production of antibodies against an infectious disease.

4. Policy Statements

Requirements for Members of Council and Citizen Appointees

- 4.1 All Members of Council and citizen appointees to Committees of Council shall be required to be fully vaccinated against COVID-19 in accordance with Health Canada guidelines.

- 4.2 Members of Council and citizen appointees to Committees of Council shall provide proof of vaccination to the Chief Administrative Officer by way of showing their vaccination record.
- 4.3 In the event a Member of Council or citizen appointee to a Committee of Council is not fully vaccinated against COVID-19 in accordance with this Policy, they shall provide proof of a negative COVID-19 Test result to the Chief Administrative Officer on the day of, or day immediately preceding, any scheduled meeting.

In the instance of meetings called with limited notice, time will be provided for COVID-19 testing before the meeting is called to order.

COVID-19 Tests will be made available by the Municipality.

- 4.4 Members of Council and citizen appointees to Committees of Council may also be required to wear masks and practice physical distancing while attending any services, programs, or facilities of the Municipality. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.
- 4.5 Should a Member of Council misrepresent their vaccination status or testing results, they shall be subject to provisions of the Council Code of Conduct and Policy ADMIN-01-012: Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials.

Requirements for Employees

- 4.6 All employees shall be required to be fully vaccinated against COVID-19 in accordance with Health Canada guidelines.
- 4.7 Employees shall provide proof of vaccination to the Chief Administrative Officer by way of showing their vaccination record.
- 4.8 In the event an employee is not fully vaccinated against COVID-19 in accordance with this Policy, they shall provide proof of a negative COVID-19 Test result to the Chief Administrative Officer twice each working week on non-consecutive days.
- 4.9 Testing for employees shall be managed by the Municipality. Proof of COVID-19 Test results must be provided and are considered valid for a period of no more than three days from the date received from the employee.
- 4.10 The Municipality shall provide adequate time during the working day for COVID-19 Tests to be administered.
- 4.11 Should an employee misrepresent their vaccination status or testing results, they shall be subject to corrective action as established in Policy HR-06-003: Employee Conduct.
- 4.12 Employees may also be required to wear masks and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.

Requirements for Members of the Public

- 4.13 Members of the public accessing any Essential Programs, Services, or Facilities of the Municipality may be requested to wear a mask and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.

- 4.14 Members of the public accessing any Non-Essential Programs, Services, or Facilities of the Municipality shall be required to be fully vaccinated and may be requested to wear a mask and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations

Acceptable Vaccines & Proof of Vaccination

- 4.15 The Municipality shall consider an individual fully vaccinated 14 days after they have received the recommended Vaccine doses of any Vaccine or combination of Vaccine doses approved by Health Canada (currently two doses of one or more of the Pfizer, Moderna, or AstraZeneca Vaccines or a single dose of the Janssen (Johnson & Johnson) Vaccine). In the event that Health Canada requires or recommends that boosters of any of these Vaccines or other supplemental Vaccines are required, the Municipality shall provide notice to both (a) Council and citizen appointees, and (b) employees of any booster or supplemental Vaccine requirements.
- 4.16 Those Vaccines approved by another government and not duly approved by Health Canada shall not be considered acceptable.
- 4.17 Those subject to this Policy shall monitor their vaccination status to understand the extent of their immunity to COVID-19.

Duty to Accommodate and Human Rights Laws

- 4.18 The Municipality recognizes its duty to accommodate to the point of undue hardship any individual subject to this Policy that cannot be vaccinated, wear a mask, or be tested for COVID-19 for a reason protected by the *Nova Scotia Human Rights Act* and, upon request, shall engage in a collaborative process with the individual concerned to determine whether an accommodation is possible without undue hardship.

Confidentiality of Health Information

- 4.19 The Municipality shall not retain copies of vaccination records and shall only collect the minimal amount of personal health information possible to adhere to this Policy.

The Municipality shall maintain any personal information collected by cause of this Policy confidential in accordance with Part XX, *Municipal Government Act*.

- 4.20 This Policy shall be considered temporary, though fully in force until such time it is repealed by Council. This Policy is subject to revision or amendment in accordance with the evolving nature of the COVID-19 pandemic. This Policy shall remain in effect for only as long as it is required as to ensure the health and safety of Members of Council, committee appointees, and employees. Epidemiology and advice from Public Health shall inform any recommendation to repeal this Policy.

5. Responsibilities

- 5.1 Council will:
- 5.1.1 Ensure the Municipality has a current and comprehensive Policy addressing Vaccine and testing requirements for Members of Council, Staff, and appointees to Committees of Council;
 - 5.1.2 Monitor and report to Council and the Chief Administrative Officer on current public health concerns related to the COVID-19 pandemic;
 - 5.1.3 Consider rescinding this Policy in accordance with Public Health advice; and
 - 5.1.4 Review and amend this Policy as required.
- 5.2 The Chief Administrative Officer or their designate will:
- 5.2.1 Implement and administer this Policy;

- 5.2.2 Maintain a confidential record of Members of Council, citizen appointees and employees who have provided proof of vaccination and take appropriate steps to ensure that COVID-19 testing requirements are met by any who have not provided such proof;
- 5.2.3 Identify and propose revisions to this Policy;
- 5.2.4 Develop and maintain a procedure for responding to any positive COVID-19 Test; and
- 5.2.5 Monitor and report to Council on current public health concerns related to the COVID-19 pandemic.

6. Amendments

Date	Amendments
October 2021	Creation of Policy

POLICY

HR-06-021



Municipality of the County of Kings

COVID-19 Vaccination

Policy Category	Human Resources	Most Recent Amendment	-
First Council Approval	October 19, 2021	Future Amendment Date	September 2022

1. Purpose

The Municipality of the County of Kings believes in safeguarding the health and wellbeing of Members of Council, citizen appointees, employees, and members of the public. The Municipality of the County of Kings (the Municipality) recognizes the role COVID-19 vaccinations have in reducing risks of contracting and spreading SARS-CoV-2, and preventing severe illness, hospitalization, and death.

The Municipality recognizes its responsibility to adhere to all applicable occupational health and safety laws, human rights laws, privacy laws, and its duty to accommodate up to the point of undue hardship. The Municipality also recognizes its legal obligation to not discriminate against those individuals who have not received a COVID-19 Vaccine in accordance with this Policy for any reason protected by human rights laws.

2. Scope

This Policy applies to all Members of Council, citizen appointees to Committees of Council, and employees, whether casual, contract, full-, or part-time, of the Municipality of County of Kings. This Policy also applies to those individuals accessing municipal services, facilities, or programs.

3. Definitions:

- 3.1 **COVID-19:** the infectious disease caused by the SARS-CoV-2, including any of its variants, virus as named by the World Health Organization.
- 3.2 **Essential Programs, Services, or Facilities:** matters essential to preserving life, health, public safety, and basic societal functioning; includes, but is not limited to, accessing permits, paying taxes or fees, and attending meetings of Council or committees.
- 3.3 **Non-Essential Programs, Services, or Facilities:** discretionary matters not related to preserving life, health, public safety, or basic societal functioning; includes, but is not limited to, recreation activities and social events.
- 3.4 **COVID-19 Test:** a test recognized by Nova Scotia Public Health as providing an acceptable means of detecting the presence or possible presence of COVID-19, such as a PCR test or a rapid antigen test.
- 3.5 **SARS-CoV-2:** severe acute respiratory syndrome corona virus 2 as named by the International Committee on Taxonomy of Viruses.
- 3.6 **Vaccine:** a biological preparation used to stimulate production of antibodies against an infectious disease.

4. Policy Statements

Requirements for Members of Council and Citizen Appointees

- 4.1 All Members of Council and citizen appointees to Committees of Council shall be required to be fully vaccinated against COVID-19 in accordance with Health Canada guidelines.

- 4.2 Members of Council and citizen appointees to Committees of Council shall provide proof of vaccination to the Chief Administrative Officer by way of showing their vaccination record.
- 4.3 In the event a Member of Council or citizen appointee to a Committee of Council is not fully vaccinated against COVID-19 in accordance with this Policy, they may be asked to provide proof of a negative COVID-19 Test result to the Chief Administrative Officer on the day of, or day immediately preceding, any scheduled meeting.

In the instance of meetings called with limited notice, time will be provided for COVID-19 testing before the meeting is called to order.

- 4.4 Members of Council and citizen appointees to Committees of Council may also be required to wear masks and practice physical distancing while attending any services, programs, or facilities of the Municipality. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.
- 4.5 Should a Member of Council misrepresent their vaccination status or testing results, they shall be subject to provisions of the Council Code of Conduct and Policy ADMIN-01-012: Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials.

Requirements for Employees

- 4.6 All employees shall be required to be fully vaccinated against COVID-19 in accordance with Health Canada guidelines.
- 4.7 Employees shall provide proof of vaccination to the Chief Administrative Officer by way of showing their vaccination record.
- 4.8 In the event an employee is not fully vaccinated against COVID-19 in accordance with this Policy, they may be required to provide proof of a negative COVID-19 Test result to the Chief Administrative Officer when deemed necessary by the Chief Administrative Officer
- 4.9 Testing for employees shall be managed by the Municipality. Proof of COVID-19 Test results are considered valid for a period of no more than three days from the date received from the employee.
- 4.10 The Municipality shall provide adequate time during the working day for COVID-19 Tests to be administered.
- 4.11 Should an employee misrepresent their vaccination status or testing results, they shall be subject to corrective action as established in Policy HR-06-003: Employee Conduct.
- 4.12 Employees may also be required to wear masks and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.

Requirements for Members of the Public

- 4.13 Members of the public accessing any Essential Programs, Services, or Facilities of the Municipality may be requested to wear a mask and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.
- 4.14 Members of the public accessing any Non-Essential Programs, Services, or Facilities of the Municipality shall be required to be fully vaccinated and may be requested to wear a mask and

practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations

Acceptable Vaccines & Proof of Vaccination

- 4.15 The Municipality shall consider an individual fully vaccinated 14 days after they have received the recommended Vaccine doses of any Vaccine or combination of Vaccine doses approved by Health Canada (currently two doses of one or more of the Pfizer, Moderna, or AstraZeneca Vaccines or a single dose of the Janssen (Johnson & Johnson) Vaccine). In the event that Health Canada requires or recommends that boosters of any of these Vaccines or other supplemental Vaccines are required, the Municipality shall provide notice to both (a) Council and citizen appointees, and (b) employees of any booster or supplemental Vaccine requirements.
- 4.16 Those Vaccines not approved by Health Canada shall not be considered acceptable.
- 4.17 Those subject to this Policy shall monitor their vaccination status to understand the extent of their immunity to COVID-19.

Duty to Accommodate and Human Rights Laws

- 4.18 The Municipality recognizes its duty to accommodate to the point of undue hardship any individual subject to this Policy that cannot be vaccinated, wear a mask, or be tested for COVID-19 for a reason protected by the *Nova Scotia Human Rights Act* and, upon request, shall engage in a collaborative process with the individual concerned to determine whether an accommodation is possible without undue hardship.

Confidentiality of Health Information

- 4.19 The Municipality shall not retain copies of vaccination records and shall only collect the minimal amount of personal health information possible to adhere to this Policy.

The Municipality shall maintain any personal information collected by cause of this Policy confidential in accordance with Part XX, *Municipal Government Act*.

- 4.20 This Policy shall be considered temporary, though fully in force until such time it is repealed by Council. This Policy is subject to revision or amendment in accordance with the evolving nature of the COVID-19 pandemic. This Policy shall remain in effect for only as long as it is required as to ensure the health and safety of Members of Council, committee appointees, and employees. Epidemiology and advice from Public Health shall inform any recommendation to repeal this Policy.

5. Responsibilities

- 5.1 Council will:
- 5.1.1 Ensure the Municipality has a current and comprehensive Policy addressing Vaccine and testing requirements for Members of Council, Staff, and appointees to Committees of Council;
 - 5.1.2 Monitor and report to Council and the Chief Administrative Officer on current public health concerns related to the COVID-19 pandemic;
 - 5.1.3 Consider rescinding this Policy in accordance with Public Health advice; and
 - 5.1.4 Review and amend this Policy as required.
- 5.2 The Chief Administrative Officer or their designate will:
- 5.2.1 Implement and administer this Policy;
 - 5.2.2 Maintain a confidential record of Members of Council, citizen appointees and employees who have provided proof of vaccination and take appropriate steps to ensure that COVID-19 testing requirements are met by any who have not provided such proof;
 - 5.2.3 Identify and propose revisions to this Policy;
 - 5.2.4 Develop and maintain a procedure for responding to any positive COVID-19 Test; and

5.2.5 Monitor and report to Council on current public health concerns related to the COVID-19 pandemic.

6. Amendments

Date	Amendments
October 2021	Creation of Policy
April 2022	Amendments to testing requirements.

POLICY

HR-06-021



Municipality of the County of Kings

SARS-CoV-2/COVID-19 Vaccination Policy

Policy Category	Human Resources	Most Recent Amendment	-
First Council Approval	October 19, 2021	Future Amendment Date	March 2022 September 2022

1. Purpose

The Municipality of the County of Kings believes in safeguarding the health and wellbeing of Members of Council, citizen appointees, employees, and members of the public. The Municipality of the County of Kings (the Municipality) recognizes the role COVID-19 vaccinations have in reducing risks of contracting and spreading SARS-CoV-2, and preventing severe illness, hospitalization, and death.

The Municipality recognizes its responsibility to adhere to all applicable occupational health and safety laws, human rights laws, privacy laws, and its duty to accommodate up to the point of undue hardship. The Municipality also recognizes its legal obligation to not discriminate against those individuals who have not received a COVID-19 Vaccine in accordance with this Policy for any reason protected by human rights laws.

2. Scope

This Policy applies to all Members of Council, citizen appointees to Committees of Council, and employees, whether casual, contract, full-, or part-time, of the Municipality of County of Kings. This Policy also applies to those individuals accessing municipal services, facilities, or programs.

3. Definitions:

- 3.1 **COVID-19:** the infectious disease caused by the SARS-CoV-2, including any of its variants, virus as named by the World Health Organization.
- 3.2 **Essential Programs, Services, or Facilities:** matters essential to preserving life, health, public safety, and basic societal functioning; includes, but is not limited to, accessing permits, paying taxes or fees, and attending meetings of Council or committees.
- 3.3 **Non-Essential Programs, Services, or Facilities:** discretionary matters not related to preserving life, health, public safety, or basic societal functioning; includes, but is not limited to, recreation activities and social events.
- 3.4 **COVID-19 Test:** a test recognized by Nova Scotia Public Health as providing an acceptable means of detecting the presence or possible presence of ~~SARS-CoV-2/COVID-19~~, such as a PCR test or a rapid antigen test.
- 3.5 **SARS-CoV-2:** severe acute respiratory syndrome corona virus 2 as named by the International Committee on Taxonomy of Viruses.
- 3.6 **Vaccine:** a biological preparation used to stimulate production of antibodies against an infectious disease.

4. Policy StatementsRequirements for Members of Council and Citizen Appointees

- 4.1 All Members of Council and citizen appointees to Committees of Council shall be required to be fully vaccinated against COVID-19 in accordance with Health Canada guidelines.

- 4.2 Members of Council and citizen appointees to Committees of Council shall provide proof of vaccination to the Chief Administrative Officer by way of showing their vaccination record.
- 4.3 In the event a Member of Council or citizen appointee to a Committee of Council is not fully vaccinated against COVID-19 in accordance with this Policy, they may be asked to provide proof of a negative COVID-19 Test result to the Chief Administrative Officer on the day of, or day immediately preceding, any scheduled meeting.

In the instance of meetings called with limited notice, time will be provided for COVID-19 testing before the meeting is called to order.

~~COVID-19 Tests will be made available by the Municipality.~~

- 4.4 Members of Council and citizen appointees to Committees of Council may also be required to wear masks and practice physical distancing while attending any services, programs, or facilities of the Municipality. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.
- 4.5 Should a Member of Council misrepresent their vaccination status or testing results, they shall be subject to provisions of the Council Code of Conduct and Policy ADMIN-01-012: Policy for the Investigation and Adjudication of Complaints under the Code of Conduct for Elected Municipal Officials.

Requirements for Employees

- 4.6 All employees shall be required to be fully vaccinated against COVID-19 in accordance with Health Canada guidelines.
- 4.7 Employees shall provide proof of vaccination to the Chief Administrative Officer by way of showing their vaccination record.
- 4.8 In the event an employee is not fully vaccinated against COVID-19 in accordance with this Policy, they ~~shall~~ may be required to provide proof of a negative COVID-19 Test result to the Chief Administrative Officer ~~twice each working week on non-consecutive days when deemed necessary by the Chief Administrative Officer.~~
- 4.9 Testing for employees shall be managed by the Municipality. Proof of COVID-19 Test results ~~must be provided and~~ are considered valid for a period of no more than three days from the date received from the employee.
- 4.10 The Municipality shall provide adequate time during the working day for COVID-19 Tests to be administered.
- 4.11 Should an employee misrepresent their vaccination status or testing results, they shall be subject to corrective action as established in Policy HR-06-003: Employee Conduct.
- 4.12 Employees may also be required to wear masks and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.

Requirements for Members of the Public

- 4.13 Members of the public accessing any Essential Programs, Services, or Facilities of the Municipality may be requested to wear a mask and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations.

- 4.14 Members of the public accessing any Non-Essential Programs, Services, or Facilities of the Municipality shall be required to be fully vaccinated and may be requested to wear a mask and practice physical distancing. Such decisions shall be informed by Public Health advice, best practices, risk assessments, and occupational health and safety obligations

Acceptable Vaccines & Proof of Vaccination

- 4.15 The Municipality shall consider an individual fully vaccinated 14 days after they have received the recommended Vaccine doses of any Vaccine or combination of Vaccine doses approved by Health Canada (currently two doses of one or more of the Pfizer, Moderna, or AstraZeneca Vaccines or a single dose of the Janssen (Johnson & Johnson) Vaccine). In the event that Health Canada requires or recommends that boosters of any of these Vaccines or other supplemental Vaccines are required, the Municipality shall provide notice to both (a) Council and citizen appointees, and (b) employees of any booster or supplemental Vaccine requirements.
- 4.16 Those Vaccines ~~not approved approved by another government and not duly approved~~ by Health Canada shall not be considered acceptable.
- 4.17 Those subject to this Policy shall monitor their vaccination status to understand the extent of their immunity to COVID-19.

Duty to Accommodate and Human Rights Laws

- 4.18 The Municipality recognizes its duty to accommodate to the point of undue hardship any individual subject to this Policy that cannot be vaccinated, wear a mask, or be tested for COVID-19 for a reason protected by the *Nova Scotia Human Rights Act* and, upon request, shall engage in a collaborative process with the individual concerned to determine whether an accommodation is possible without undue hardship.

Confidentiality of Health Information

- 4.19 The Municipality shall not retain copies of vaccination records and shall only collect the minimal amount of personal health information possible to adhere to this Policy.

The Municipality shall maintain any personal information collected by cause of this Policy confidential in accordance with Part XX, *Municipal Government Act*.

- 4.20 This Policy shall be considered temporary, though fully in force until such time it is repealed by Council. This Policy is subject to revision or amendment in accordance with the evolving nature of the COVID-19 pandemic. This Policy shall remain in effect for only as long as it is required as to ensure the health and safety of Members of Council, committee appointees, and employees. Epidemiology and advice from Public Health shall inform any recommendation to repeal this Policy.

5. Responsibilities

- 5.1 Council will:
- 5.1.1 Ensure the Municipality has a current and comprehensive Policy addressing Vaccine and testing requirements for Members of Council, Staff, and appointees to Committees of Council;
 - 5.1.2 Monitor and report to Council and the Chief Administrative Officer on current public health concerns related to the COVID-19 pandemic;
 - 5.1.3 Consider rescinding this Policy in accordance with Public Health advice; and
 - 5.1.4 Review and amend this Policy as required.
- 5.2 The Chief Administrative Officer or their designate will:
- 5.2.1 Implement and administer this Policy;

- 5.2.2 Maintain a confidential record of Members of Council, citizen appointees and employees who have provided proof of vaccination and take appropriate steps to ensure that COVID-19 testing requirements are met by any who have not provided such proof;
- 5.2.3 Identify and propose revisions to this Policy;
- 5.2.4 Develop and maintain a procedure for responding to any positive COVID-19 Test; and
- 5.2.5 Monitor and report to Council on current public health concerns related to the COVID-19 pandemic.

6. Amendments

Date	Amendments
October 2021	Creation of Policy
<u>April 2022</u>	<u>-Amendments to testing requirements.</u>



Municipality of the County of Kings

Sidewalk Construction Project Prioritization

Policy Category	Engineering & Public Works	Most Recent Amendment	-
First Council Approval	May 7, 2019	Future Review Date	Approval + 3 Years

1. Purpose

The Municipality of the County of Kings (Municipality) recognizes the role of sidewalks as part of active transportation infrastructure assets that make communities and neighbourhoods safe and complete. This Policy provides guidelines for developing a priority list for new sidewalk construction projects for Council’s consideration during annual budget deliberations.

2. Scope

This Policy applies only to sidewalk construction projects in the Municipality, and excludes sidewalks within Villages. This Policy does not apply to ongoing maintenance of sidewalk assets.

3. Definitions

3.1 **School Zone:** the area within ~~one~~three (4) kilometres of a primary or secondary school.

4. Policy Statements

Guiding Principles

4.1 The Municipality shall undertake sidewalk construction as a means to foster safe, accessible, inclusive, and complete communities. Further, sidewalk infrastructure shall:

- provide efficient and effective service delivery to residents and businesses;
- foster an environment which increases opportunities and investments in active transportation networks; and
- improve road networks and infrastructure.

4.2 Prioritization of sidewalk construction shall be consistent with the Municipality’s Strategic Plan, By-law 105: Municipal Planning Strategy, Policy ADMIN-01-015: Asset Management, the Active Transportation Plan, accessibility directives, the five-year Capital Investment Plan as adopted by Council, or other relevant Policies, By-laws, plans, and strategies adopted by Council.

Evaluation Procedures

4.3 As part of budget planning each year, the Chief Administrative Officer shall prepare a prioritized list of potential sidewalk construction projects for Council’s consideration.

- 4.4 In prioritizing and recommending sidewalk projects for inclusion in budgets, Staff will employ a scoring process that is consistent with the Strategic Plan through consideration of Social, Environmental, and Economic criteria.

These criteria shall equally weighted. The cumulative score for a project shall determine its ranking in the recommendation to Council.

Social Criteria (50 Points)	
School Zone	Score out of 15 depending on whether the project will be in a school zone. <ul style="list-style-type: none"> • Not in a school zone - 5 • In a school zone - 15
Area Amenities & Services	Score out of 5 depending on the number services and amenities in the immediate area (e.g., public institutions, social services, commercial and recreational amenities). <ul style="list-style-type: none"> • Connects to few amenities and services - 0 • Connects to some amenities and services - 3 • Connects to many amenities and services - 5
Equity, Diversity, and Inclusion	Score out of 10 based on extent to which project supports actions in <i>Toward Equity and Diversity: A Strategy for Belonging in the Municipality of the County of Kings</i> . <ul style="list-style-type: none"> • Supports few, if any, actions - 0 • Supports some actions - 5 • Supports many actions - 10
Accessibility	Score out of 15 based on extent to which the project supports objectives and actions of the Municipality's Accessibility Plan. <ul style="list-style-type: none"> • Supports few, if any, objectives - 5 • Supports some objectives -10 • Supports many objectives - 15
Public Safety	Score out of 5 depending on if the sidewalk is along a road with documented safety concerns or pedestrian/vehicle incidents. <ul style="list-style-type: none"> • No documented safety concerns - 0 • Documented safety concerns - 5
Environmental Criteria (50 Points)	
Traffic Speed on Adjacent Road	Score out of 15 depending on the highest posted speed limit in the project area: <ul style="list-style-type: none"> • 50 km/hr - 5 points • 60 km/hr - 8 points • 70 km/hr - 12 points • 80 km/hr - 15 points
Traffic Patterns	Score out of 10 depending on the road classification (determined by annual daily traffic volume): <ul style="list-style-type: none"> • Local - 3 points • Minor Collector - 5 points • Major Collector - 7 points

	<ul style="list-style-type: none"> • Arterial - 10 points
Population Density	<p>Score out of 15 depending on the area's population density (persons within 1 km radius of sidewalk):</p> <ul style="list-style-type: none"> • 50-175/km² - 5 points • 175-350/km² - 8 points • 350-550/km² - 12 points • 550+/km² - 15 points
Connectivity	<p>Score out of 10 depending on connectivity to existing sidewalks, trails, or the public transit network.</p> <ul style="list-style-type: none"> • Extends existing sidewalk - 3 points • Connects to one existing sidewalk/trail - 5 points • Creates active transportation loop or connects two existing sidewalks or trails - 8 points <p style="text-align: center;">+</p> <p>Proximity public transit route - 2 points</p>
Financial Criteria (50 Points)	
Scheduled Road Resurfacing	<p>Score out of 15 depending on scheduled or anticipated road resurfacing:</p> <p>No known plan - 0 points Within 2-5 years - 8 points Within 2 years - 15 points</p>
Planned Underground Work	<p>Score out of 15 depending on planned or required underground infrastructure work:</p> <ul style="list-style-type: none"> • No - 0 points • Yes, 2+ years - 8 points • Yes, within 2 years - 15 points
Economic Benefit	<p>Score out of 10 depending on possibility of real economic benefit of the completed project through connections to businesses.</p> <ul style="list-style-type: none"> • Very limited possibility of benefit - 0 points • Limited possibility of benefit - 5 points • High possibility of benefit - 10 points
Asset Location	<p>Score out of 10 depending on whether the sidewalk will be built from a centralized location or along a periphery.</p> <ul style="list-style-type: none"> • Built from a periphery - 0 • Built from a centralized location - 10

- 4.5 At the discretion of the Chief Administrative Officer, a project(s) outside of those ranked highest may be recommended to Council for inclusion in the Municipality's budget if:
- 4.5.1 There is other infrastructure work planned or anticipated in the same area as the sidewalk taking into consideration:
- Public safety;
 - Impact of completing projects separately (e.g., useful life, cost);
 - Customer experience; or
 - Operational impacts.
- 4.5.2 It is strategically advantageous for Council to undertake a project that aligns with, or is inextricably connected to, a project to be undertaken by another government or entity;

- 4.5.3 It responds to an emergent need unforeseen during budget development;
- 4.5.4 It aligns with or is integral to the success of another plan, resolution, or report adopted by Council;
- 4.5.5 It is likely to be awarded funding through a new or previously-unknown funding source that was not considered in developing the initial project priorities (e.g., Federal or Provincial funding Agreements); or
- 4.5.6 It is a requirement of a capital program that is beyond the scope of this Policy.

5. Responsibilities

- 5.1 Council shall:
 - 5.1.1 ensure the Municipality has a current and comprehensive Policy for prioritization of sidewalk projects;
 - 5.1.2 review and amend this Policy as required; and
 - 5.1.3 deliberate sidewalk projects for inclusion in annual budgets.
- 5.2 The Chief Administrative Officer:
 - 5.2.1 will administer and implement this Policy;
 - 5.2.2 identify and propose revisions to this Policy; and
 - 5.2.3 may delegate their authority.

6. Amendments

Date	Amendments
April 2022	Policy created through repeal of ADMIN-01-017: Sidewalk Construction Priority List and EPW-04-005: Sidewalk.



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



MUNICIPALITY OF THE COUNTY OF KINGS

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.

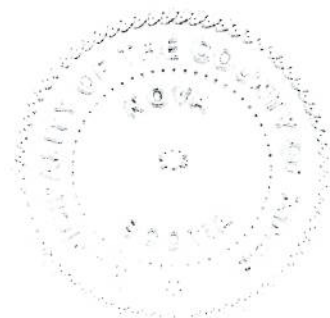
Maintenance activities for Village/Subdivision roads are excluded from this Policy as those activities are coordinated through other aspects of a shared service agreement between the Municipality and the Province of Nova Scotia.

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.

MASTER

Page 1 of 6



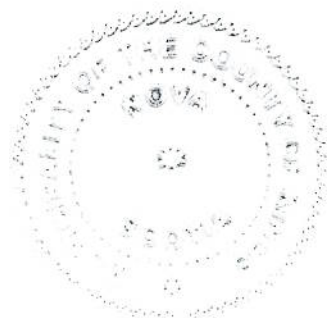


MUNICIPALITY OF THE COUNTY OF KINGS

Village/Subdivision Road Paving Priority List Policy

- 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.

MASTER





MUNICIPALITY OF THE COUNTY OF KINGS

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

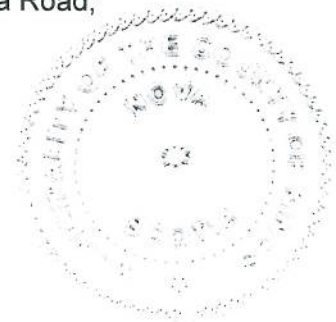
Eligible roads will be placed on the Priority List ranked from highest to lowest based on the following:

- 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;

MASTER





MUNICIPALITY OF THE COUNTY OF KINGS

Village/Subdivision Road Paving Priority List Policy

- 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.

MASTER





MUNICIPALITY OF THE COUNTY OF KINGS

Village/Subdivision Road Paving Priority List Policy

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





MUNICIPALITY OF THE COUNTY OF KINGS
Village/Subdivision Road Paving Priority List Policy

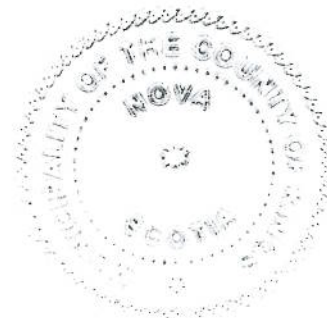
6.4 Social/Cultural Considerations (20 points)

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.

MASTER



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.

DRAFT

- 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.

DRAFT

- 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 perto 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 aThe 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>