

MUNICIPALITY OF THE COUNTY OF KINGS
COMMITTEE OF THE WHOLE

September 18, 2018

AGENDA

Audio Recording Times Noted in Red

(Minutes:Seconds)

1. Roll Call 00:00
2. Approval of Agenda 00:40 Page 1
3. Approval of Minutes Page 2
 - a. July 17, 2018 Committee of the Whole 02:02
4. Business Arising from Minutes Page 2
 - a. July 17, 2018 Committee of the Whole None
5. Administration Page 10
 - a. Draft Policy Kings REMO Comfort Centres/Emergency Shelters 02:40
 - b. Social Media (presentation) 22:20
 - c. Nova Scotia Federation of Municipalities Resolutions ([click here](#)) 158:50
 - d. Cannabis Legalization - Employee Conduct Policy Proposed Amendments 160:03 Page 23
 - e. Proposed Timeline for Land Use By-law/Municipal Planning Strategy Adoption 46:05 Page 33
6. Presentations Page 34
 - a. 10:00 am Air Show Atlantic 2019 71:27 Page 34
 - b. 10:20 am Uncommon Common Art 119:58 Page 35
7. Engineering and Public Works, Lands and Parks Services Page 36
 - a. Proposed Amendments: Village/Subdivision Road Paving Priority List Policy 165:35 Page 36
 - b. Proposed FY2019-20 J-Class Priority List 176:52
 - c. Terms of Reference: Asset Management Committee 189:58 Page 46
 - d. Asset Management Implementation Update (presentation) 193:00 Page 61
8. Financial Services Page 66
 - a. Accountability Report (Period Ending June 30, 2018) 199:09
9. Correspondence 203:40 Page 72
 - a. 2018-08-18 Macael Baxter re: Climate Change and Solar Energy 204:07 Page 72
 - b. 2018-09-07 Kelvin Ogilvie re: High Speed Internet 204:45 Page 74
10. Board and Committee Reports Page 75
 - a. Nominating Committee 205:11 Page 75
 - b. Annapolis Valley Regional Library Board 205:38 Page 76
 - c. Kings Transit Authority Board 207:56 Page 77
 - d. Annapolis Valley Trails Coalition Board 208:10 Page 78
 - e. Budget and Finance Committee 210:05 Page 79
 - f. Regional Sewer Committee 210:15 Page 79
 - g. Kings Point to Point Board 210:24 Page 79
 - h. Fire Services Advisory Committee 210:32 Page 79
 - i. Diversity Kings County 210:41 Page 80
 - j. Kings Youth Council 211:00 Page 81
 - k. Kentville Joint Fire Services Committee 211:10 Verbal
 - l. Valley REN Liaison and Oversight Committee 211:21 Verbal
 - m. Valley Waste-Resource Management Board 212:02 Verbal
 - n. Grand View Manor Board 212:17 Verbal
 - o. Planning Advisory Committee 212:37 Verbal
11. Other Business:
 - Nova Scotia Federation of Municipalities Councillor Remuneration 213:27
 - Nova Scotia Federation of Municipalities Fall Conference 214:55/219:55
 - Airbnb Complaints and Regulations 217:20
 - Apple Dome Golf Tournament 219:42
12. Comments from the Public None
13. In Camera Session re: Contractual Matter 221:05
14. Adjournment 221:20

COMMITTEE OF THE WHOLE
July 17, 2018
MINUTES

Meeting Date and Time

A meeting of the Committee of the Whole was held on Tuesday, July 17, 2018 at 9:00 am in the Council Chambers, Municipal Complex, Kentville, NS.

1. Attendance

All Councillors were in attendance, with the exception of Deputy Mayor Lutz, who arrived at 9:04 am, and Councillor Best.

Results for Roll Call

For 8
 Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Scott Quinn, Director, EPW, Lands & Parks Services
- Wendy Salsman, Interim Director, Finance & IT
- Karen Kluska, Financial Analyst
- Janny Postema, Municipal Clerk/Recording Secretary

2. [Approval of Agenda](#)

On motion of Councillor Winsor and Councillor Allen, that Committee of the Whole approve the July 17, 2018 agenda.

Motion Carried.

Results

For 8
 Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

3. **Approval of Minutes**

3a. [June 19, 2018](#)

On motion of Councillor Hirtle and Councillor Spicer, that the minutes of the Committee of the Whole meeting held on June 19, 2018 be approved.

Motion Carried.

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	-
District 8	Jim Winsor	For
District 9	Peter Allen	For

4. **Business Arising from Minutes**

4a. [June 19, 2018](#)

There was no business arising from the June 19, 2018 minutes.

5. **Administration**

5a. [National Drowning Prevention Week Proclamation Request](#)

Mayor Muttart presented the proclamation request as attached to the July 17, 2018 Committee of the Whole agenda.

It was noted that Deputy Mayor Lutz arrived at 9:04 am.

On motion of Councillor Winsor and Councillor Raven, that July 15-21, 2018 be proclaimed 'National Drowning Prevention Week' in the Municipality of the County of Kings.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For

District 8	Jim Winsor	For
District 9	Peter Allen	For

6. Finance

6a. [Village of Cornwallis Square Loan Guarantee](#)

Karen Kluska presented the report as attached to the July 17, 2018 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Hirtle and Deputy Mayor Lutz, that Committee of the Whole recommend that Municipal Council approve the Guarantee Resolution for the Village of Cornwallis Square in the amount of \$650,000 as attached to the Request for Decision dated July 17, 2018.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

6b. [2018/19 Capital Investment Plan and Gas Tax Allocation to Villages](#)

Karen Kluska presented the report as attached to the July 17, 2018 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Hirtle, that Committee of the Whole recommend that Municipal Council approve the 2018/19 Gas Tax allocations and Gas Tax use for Village projects as included in Appendix A attached to the Request for Decision dated July 17, 2018.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Councillor Hirtle and Councillor Spicer, that Committee of the Whole recommend that Municipal Council approve the 2018/19 Five Year Capital Investment Plan attached to the Request for Decision dated July 17, 2018 as Appendix B.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

6c. [2018 Village Sidewalk Funding](#)

Karen Kluska presented the report as attached to the July 17, 2018 Committee of the Whole agenda and provided a [presentation](#).

On motion of Councillor Armstrong and Councillor Spicer, that Committee of the Whole recommend that Municipal Council approve the prorated Village Sidewalk Funding Requests as shown in Appendix A attached to the Request for Decision dated July 17, 2018, which total \$51,300.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

On motion of Councillor Hirtle and Deputy Mayor Lutz, that Committee of the Whole recommend that Municipal Council receive for information purposes the Village Sidewalk funding forecast for 2019/20 through 2022/23 as shown in Appendix B attached to the Request for Decision dated July 17, 2018.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

7. **Correspondence**

Mayor Muttart provided an overview of the correspondence as attached to the July 17, 2018 Committee of the Whole agenda.

On motion of Deputy Mayor Lutz and Councillor Armstrong, that Committee of the Whole receive the Correspondence as attached to the July 17, 2018 Committee of the Whole agenda.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

- 7a. [Kings Historical Society Thank You](#) For information.
- 7b. [CFUW Atlantic Regional Council Invite](#) Mayor Muttart reported that he had advised CFUW Wolfville that either he or Deputy Mayor Lutz would attend to bring greetings.
- 7c. [Shelburne re: Offshore Oil and Gas Exploration](#) A brief discussion was held on whether or not to provide a letter of support.
- 7d. [Law Enforcement Torch Run Invite](#) Mayor Muttart noted that he or a delegate would bring remarks.
- 8. **Board, Committee and Workshop Reports**
- 8a. [Annapolis Valley Trails Coalition Board](#) Councillor Spicer presented the report as attached to the July 17, 2018 Committee of the Whole agenda.

- 8b. [Diversity Kings County](#) Deputy Mayor Lutz presented the report as attached to the July 17, 2018 Committee of the Whole agenda.
- 8c. [Report on Doctor Recruitment Workshop](#) Deputy Mayor Lutz presented the report as attached to the July 17, 2018 Committee of the Whole agenda.
- 8d. [Kentville Joint Fire Services Committee](#) Councillor Raven presented the report as attached to the July 17, 2018 Committee of the Whole agenda.
- 8e. [Kings Transit Authority Board](#) Councillor Raven presented the report as attached to the July 17, 2018 Committee of the Whole agenda.
- 8f. [Valley Community Fibre Network Board](#) Councillor Raven presented the report as attached to the July 17, 2018 Committee of the Whole agenda.
- 8g. [Valley REN Liaison and Oversight Committee](#) Councillor Raven presented the report as attached to the July 17, 2018 Committee of the Whole agenda.
- 8h. [Kings Youth Council](#) Deputy Mayor Lutz presented the report as attached to the July 17, 2018 Committee of the Whole agenda.
- 8i. Regional Sewer Committee Councillor Winsor provided a verbal update.
- 8j. Budget & Finance Committee Councillor Winsor provided a verbal update.
- 8k. Kings Point to Point Councillor Winsor provided a verbal update.
- 8l. Police Services Advisory Committee Councillor Hirtle provided a verbal update.
- 8m. Planning Advisory Committee Councillor Hirtle provided a verbal update.
- 8n. Grand View Manor Board Councillor Hirtle provided a verbal update.

Board, Committee and Workshop Written Reports

On motion of Councillor Spicer and Councillor Allen, that Committee of the Whole receive the Board, Committee and Workshop Reports as attached to the July 17, 2018 Committee of the Whole agenda.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

Board, Committee and Workshop Verbal Reports

On motion of Councillor Hirtle and Deputy Mayor Lutz, that Committee of the Whole receive the Board, Committee and Workshop Reports as provided verbally at the July 17, 2018 Committee of the Whole.

Motion Carried.

Results

For 9
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	For
District 9	Peter Allen	For

9. Other Business

In response to a question from Councillor Raven when the Land Use By-law/Municipal Planning Strategy documents would be finalized, the CAO indicated that he would provide a proposed timeline to Council in September.

Deputy Mayor Lutz suggested that condolences be sent to the Town of Windsor for the recent loss of a staff member.

A brief discussion was held on whether monthly Council Workshops should be held on a day other than the second Friday of the month.

10. Comments from the Public

No members from the public were present.

11. Adjournment

On motion of Deputy Mayor Lutz and Councillor Allen, there being no further business, the meeting adjourned at 10:53 am.

Motion Carried.

Results

For 8
Against 0

District	Name	Results
Mayor	Peter Muttart	For
District 1	Meg Hodges	For
District 2	Pauline Raven	For
District 3	Brian Hirtle	For
District 4	Martha Armstrong	For
District 5	Paul Spicer	For
District 6	Bob Best	-
District 7	Emily Lutz	For
District 8	Jim Winsor	-
District 9	Peter Allen	For

It was noted that Councillor Winsor was not in his seat during the voting.

Approved by:

Mayor Peter Muttart

Janny Postema
Municipal Clerk/Recording Secretary

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



Municipality of the County of Kings

Request for Decision

TO	Committee of the Whole
PREPARED BY	Dan Stovel, Kings REMO REMC
MEETING DATE	September 18, 2018 (COTW) / October 2, 2018 (Council)
SUBJECT	Draft Policy - Kings REMO Comfort Centres/Emergency Shelters

ORIGIN

- Kings County Inter-Municipal Services Agreement (IMSA), January 16, 2018
- June 19, 2018 Committee of the Whole Presentation - Kings REMO

RECOMMENDATION

That Committee of the Whole recommend that Municipal Council adopt Policy PRO-10-004: Kings County REMO Comfort Centres/Emergency Shelters Policy as attached to the September 18, 2018 agenda.

INTENT

For Council to review the Draft Policy PRO-10-004: Kings County REMO Comfort Centres/Emergency Shelters (the "Policy") and consider adoption for Kings County REMO.

DISCUSSION

On April 1, 2018, the four municipalities of Kings County (Municipality of the County of Kings, the Towns of Berwick, Kentville and Wolfville) adopted a Kings Regional Emergency Management Organization under an Inter-Municipal Services Agreement (IMSA), dated January 16, 2018.

In support of the Kings REMO Strategic Outcome (Appendix A) of a 'Safe and Resilient Kings County' and the activity of the Emergency Management Policy, the Kings REMO REMC has developed a Draft Policy in support of the standardization of all Kings County Comfort Centres/Emergency Shelters.

The purpose of the Policy is to provide guidance and information to Kings County Regional Emergency Management personnel with regard to establishment and control of Comfort Centres and Emergency Shelters in Kings County.

This Policy is applicable to all facilities within Kings County that are designated as a Comfort Centre/Emergency Shelter. The Regional Emergency Management Coordinator (REMC) will maintain and update the database of designated Comfort Centres/Emergency Shelters in Kings County.

FINANCIAL IMPLICATIONS

- No immediate financial implications.
- The 2018/19 Budget for Generators (01-2-224-220 Fire Contracted Services) is \$72,000, of which \$50,000 is allocated for Generators to further develop Comfort Centres/Emergency Shelters in Kings County.



Municipality of the County of Kings

Request for Decision

COMMUNITY ENGAGEMENT

- The Policy was reviewed by the Kings County Regional Emergency Management Planning Committee (REMPC) on June 20, 2018 and supported for approval by Councils
- The Kings County REMO Regional Emergency Management Coordinator (REMC) has been actively engaged with all Kings County Comfort Centres/Emergency Shelters points of contact to ensure that the Draft Policy is understood.

ALTERNATIVES

- Council may opt to return the Policy to staff for amendment.

IMPLEMENTATION

- The Draft Policy will be submitted to Municipal Councils in accordance with the following schedule to obtain Municipal Council approval:
 - **2018-07-16** **Reviewed by REMAC**
 - **2018-08-28** **Town of Berwick COTW**
 - **2018-09-04** **Town of Wolfville COTW**
 - **2018-09-10** **Town of Kentville CAC**
 - **2018-09-11** **Town of Berwick Council for approval**
 - **2018-09-18** **Municipality of the County of Kings COTW**
 - **2018-09-18** **Town of Wolfville Council for approval**
 - **2018-09-24** **Town of Kentville Council for approval**
 - **2018-10-02** **Municipality of the County of Kings Council for approval**
- Policy to be posted to the County's website.

APPENDICES

- Appendix A: Kings REMO Strategic Outcome
- Appendix B: Draft Policy - Kings REMO Comfort Centres/Emergency Shelters
- Appendix C: Directory of Kings County REMO Comfort Centres/Emergency Shelters (effective 2018-08-07)

APPROVALS

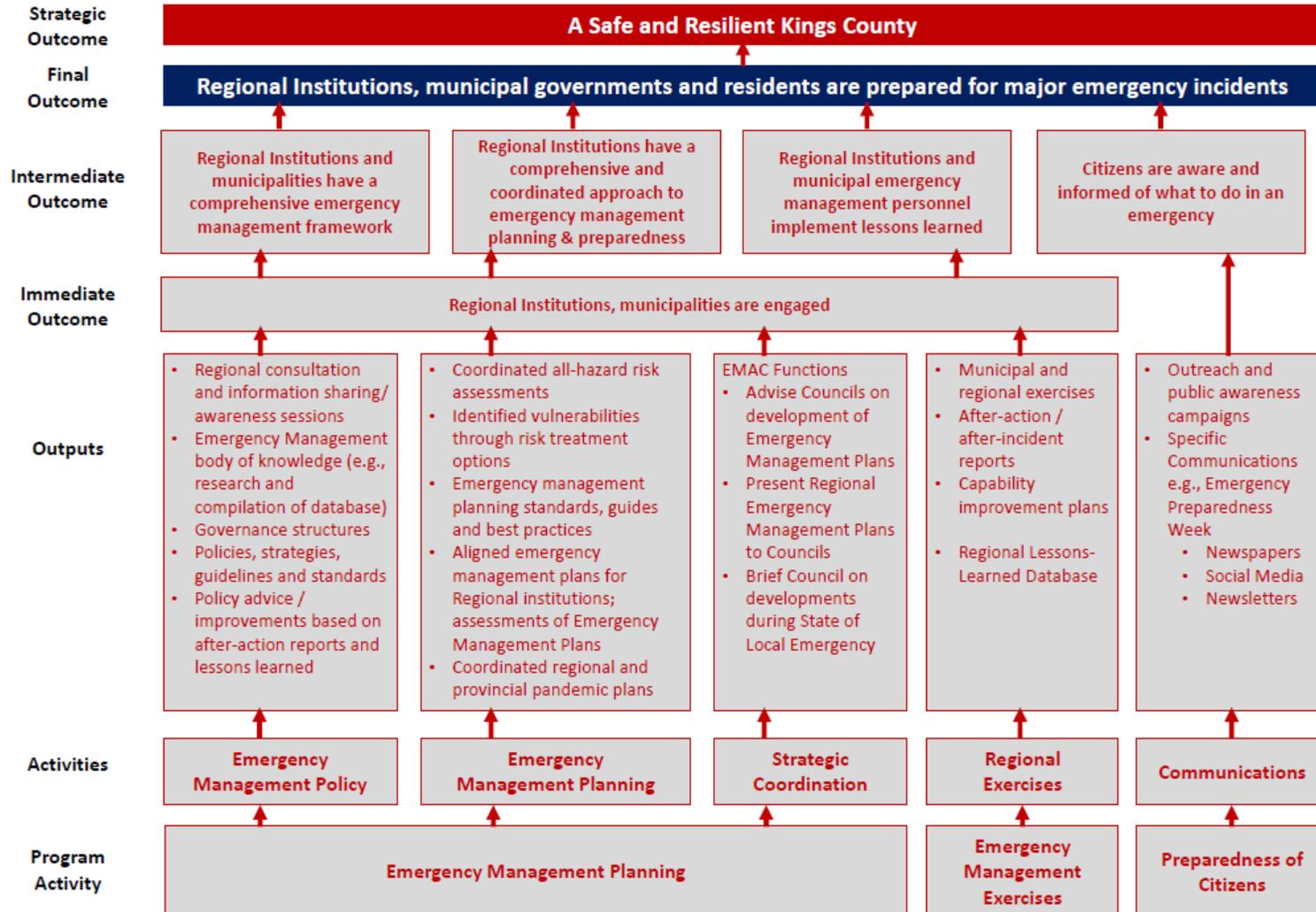
Scott Conrod, Chief Administrative Officer

Date: September 11, 2018



Municipality of the County of Kings
Request for Decision
 Appendix A: Kings REMO Strategic Outcome

Kings County – Regional Emergency Management





POLICY

Kings County Regional Emergency Management Comfort Centres / Emergency Shelters	
Policy Number ###	Supersedes Policy Number: Not Applicable
Effective Date: 2018-10-02	Approved By Council Motion Number: ##-##-##

1.0 Purpose

The purpose of this Policy is to provide guidance and information to Kings County Regional Emergency Management Personnel with regard to establishment and control of Comfort Centres and Emergency Shelters.

If an emergency happens in Kings County, it may take emergency workers some time to reach residents. All residents of Kings County should be prepared to take care of themselves and their families for a minimum of 72 hours.

During an emergency situation there may be the need for citizens to find respite from adverse weather conditions or in severe cases, temporary shelter. It is the direction of this Policy to ensure that there are facilities throughout Kings County that are equipped for this purpose. For example, as a result of extreme weather events members of the public may find themselves without power, sometimes for extended periods, or otherwise affected by the climate. While these events do not warrant the activation of a Reception Centre or Shelter, there may be a need to open a Comfort Centre whereby Services provided may include shelter from the weather, nourishment, companionship or information. Major disaster situations, such as widespread floods, fires or large evacuation may require the opening of a Reception Centre or Shelter to provide a level of service above that offered at a Comfort Centre.

2.0 Scope

This Policy is applicable to all facilities within Kings County that are designated as a Comfort Centre/Emergency Shelter. The Regional Emergency Management Coordinator (REMC) will maintain and update the database of designated Comfort Centres/Emergency Shelters in Kings County.

3.0 References

- 3.1 Kings REMO Foundational Analysis – Comfort Centres and Emergency Shelters, September 2015
- 3.2 [Policy PRO-10-001 Municipality of the County of Kings](#)
Funding Community Emergency Preparedness Plans Policy, 2016-08-23
- 3.3 Kings County Inter-Municipal Services Agreement (Kings REMO), 2018-03-12



POLICY

- 3.4 Memorandum of Understanding (MOU) – Use of Facilities as a Comfort Centre or Emergency Shelter during an Emergency ([Annex A](#))

4.0 Definitions

- 4.1 **Comfort Centre** is a facility that is primarily used for residents who are remaining in their homes but do not have full services such as electricity, heat, and water. Comfort Centres can provide a place to go to get light meals, pick up small amounts of needed items and attend to personal hygiene matters. Comfort Centres do not provide overnight accommodations and will not accept evacuees. Comfort Centres are normally operated by volunteers in the municipality in which they are located. In order to operate as a Comfort Centre, the facility must have a generator.
- 4.2 **Emergency Shelters.** In large-scale emergencies, these types of facilities are opened and operated by the Red Cross, under the Department of Community Services, and include the provision of evacuees and personal services such as care of elderly, persons with disability, and can include psycho-social services. They are opened by the Red Cross at the request of Kings County via the Regional Emergency Management Coordinator.
- 4.3 **Kings County** includes the Municipality of the County of Kings, the Town of Berwick, the Town of Kentville, and the Town of Wolfville.

5.0 Assumptions

- 5.1 During a prolonged extreme weather event, the demand on the electrical grid may exceed capacity and could result in sporadic power outages and/or major grid failure. Icing may cause downed power lines and interruption of services. Either event could result in temperature extremes where comfort centres are needed.
- 5.2 Opening and operating a comfort centre will be either a Community Hall/Fire Department, or Kings REMO decision.
- 5.3 Responsibility for staffing, resources and liabilities will be that of the local jurisdiction.
- 5.4 Transportation to/from the facilities will be the citizen's responsibility or that of the local jurisdiction.
- 5.5 Occupants of comfort centres may need to transition to an emergency shelter if the situation dictates (i.e.: power outages or the inability for residents to remain in their homes safely).

6.0 Policy

- 6.1 During differing types and phases of an emergency incident, Kings County may need both Comfort Centres and Emergency Shelters.



POLICY

6.2 Volunteer Responsibilities

6.2.1 Each organization designated responsibility for operating a Comfort Centre/Emergency Shelter must be prepared to be operational within six (6) hours (Comfort Centre) / eight (8) hours (Emergency Shelter) of being requested to do so by Kings County REMO.

6.2.2 Each organization shall have a written emergency response plan that outlines individual responsibilities for the set up and continued operation during an incident.

6.3 County/Municipal Responsibilities

If Kings County REMO requests that the municipal facilities become operational as a comfort centre, reimbursement will be provided to the community for reasonable out of pocket expenses incurred during the emergency incident. These would include, but not necessarily be limited to:

- Food, beverage and related supplies;
- Generator fuel; and
- Hygienic supplies

6.4 Comfort Centres

6.4.1 Comfort Centres may provide different services depending on resources available. However, all comfort centres are intended to provide:

- A place to get warm;
- Electronic device charging capabilities;
- Washroom facilities;
- A warm drink;
- Check on each other, and share information; and
- Updates on weather and power resumption.

6.4.2 Some Comfort Centres may provide:

- Light snacks and/or food prepared by volunteers; and
- A space for community members to prepare their own food.

6.4.3 Comfort Centres are not overnight shelters.

6.4.4 Depending on the severity of the emergency and its impact on the telephone and cellular systems, it may be necessary to assign Amateur Radio operators to Emergency Shelters to provide communications with the County Emergency Coordination Centre. Deployment of Amateur Radio operators will be coordinated through Kings County REMO. Emergency Shelter managers are to ensure that the Amateur Radio operators have a private room or area for their equipment, with electrical power and easy access to the outside for antenna cables (e.g.: a window that can be opened)



POLICY

6.5 Procedure for Opening a Comfort Centre

- 6.5.1 The decision to open a Comfort Centre may be made by the community group responsible for the centre. The opening of a municipal Comfort Centre within Kings County shall be reported to Kings REMO.
- 6.5.2 In situations of widespread emergency or where Kings REMO has been made aware of utility disruptions in a community, REMO may contact the Comfort Centre contact person to discuss the activation of a centre. This discussion may be initiated by the area Councillor if they have been made aware of problems through contact with community residents.
- 6.5.3 Once the decision has been made to open a Comfort Centre, the Regional Emergency Management Coordinator will inform EMO NS, the Red Cross, and the Department of Community Services.
- 6.5.4 Comfort Centres are to be staffed with volunteers from within the community as prearranged by the community group responsible for the centre.
- 6.5.5 Once Kings REMO is made aware of Comfort Centre activation, Kings REMO will notify media sources to help publicize this service.
- 6.5.6 Comfort Centres are not intended for overnight shelter. If, during the daytime operations, the Comfort Centre's volunteers identify a requirement for overnight shelter, such requests shall be made to the Kings Regional Emergency Management Coordinator, at which time arrangements will be made to provide overnight shelter.
- 6.5.7 If long-term initiation of a Comfort Centre is required (more than 72 hours duration), or anticipated, Kings REMO may be required to provide resources to the centre as requested.
- 6.5.8 The decision to de-activate a Comfort Centre will be made by the community group responsible for the Comfort Centre. Kings Regional Emergency Management Coordinator will be notified of the intent to de-activate and will report the deactivation to EMO NS and to the media sources.

6.6 Procedure for Opening a Reception Centre/Emergency Shelter

- 6.6.1 The decision to open a Reception Centre/Emergency Shelter will be made by Kings REMO through consultation with emergency service partners and first responders. In most cases, a Reception Centre/Shelter is opened when evacuation of a large number of residents is required or anticipated.
- 6.6.2 In consultation with Emergency Service Partners and First Responders, Kings REMO will determine the facility location for the Reception Centre / Emergency Shelter as guided by the Kings Region Emergency Management Plan.



POLICY

- 6.6.3 Once the decision to open a Reception Centre/Emergency Shelter has been made, the Department of Community Services and Red Cross will be contacted by the Regional Emergency Management Coordinator (REMC), or designee, to initiate their response protocols. The setup and operation of the Reception Centre/Emergency Shelter will be the responsibility of the Red Cross.
- 6.6.4 Kings REMO will notify media sources of the Reception Centre/Emergency Shelter as appropriate.
- 6.6.5 The decision to de-activate a Reception Centre/Emergency Shelter will be made by Kings REMO in consultation with the Red Cross and other emergency service partners and first responders.

6.7 Communications

The opening of a Comfort Centre will be disseminated by the Regional Emergency Management Coordinator (REMC), or designee, through:

- Press Releases
- Local news media, commercial TV and radio
- Public Television/radio
- Local municipal websites
- Social Media (Facebook / Twitter)

Sample Script:

Kings County has opened a Comfort Centre at **Location Name**, located at **Address** in response to the **Type of Event** we are experiencing. The facility will be open from **hours of operation to/from** today. This is not an emergency shelter. Kings County will provide **insert support than can be expected by the county** at this facility. All minors must be accompanied by an adult. **Insert appropriate protective measures winter or summer and instructions for obtaining assistance if needed.**

6.8 Policy Review

This Policy will be reviewed every year from effective/amended date.

Mike Payne
CAO

2018—09-11
Date



POLICY

Annex A

Memorandum of Understanding Use of Facilities as a Comfort Centre or Emergency Shelter during an Emergency

Between

**Kings County Regional Emergency Management Organization
Herein referred to as "Kings REMO"**

And

**The [Name of Facility]
Herein referred to as the "Facility Owner"**

WHEREAS the Kings REMO desires to enter into an agreement with the Facility Owner for the use of their facility as a Comfort Centre or Emergency Shelter during a loss of infrastructure caused by severe weather, a catastrophic event, or a declared State of Local Emergency.

WHEREAS this MOU does not limit the xxxx Fire Hall or Community Centre from activating their facility as a Comfort Centre on their own initiative, if such an activation takes place, the Facility Owner agrees to inform Kings REMO of the Comfort Centre activation. There will not be any reimbursement of costs by Kings REMO to the Facility Owner if the facility is opened under the initiative of the Facility Owner.

DEFINITIONS:

1. A Comfort Centre is a building owned and operated by a community group or fire department with the appropriate infrastructure to provide local residents a short stay during a power outage for warmth, a warm drink, possibly a sandwich and soup, access washrooms, recharges small electronic devices, receive information respecting the emergency. These facilities are not overnight facilities with operation typically between 8:00am and 8:00pm subject to the availability of volunteers. In the absence of local volunteers, the Kings REMO shall request the Canadian Red Cross for their volunteers to operate the facility.
2. An Emergency Shelter is a building owned by a community group or fire department but operated by the Canadian Red Cross during an emergency. These facilities shall have adequate power generation, kitchen, washroom, and sleeping space for those larger scale emergencies when the need to evacuate a building or geographic area exceeds the 10 unit/homes or 25-person threshold for a prolonged period of time operating continuously, day and night, until the emergency is terminated.

AGREEMENT:

1. The parties agree when this facility is opened as a Comfort Centre at the request of the Regional Emergency Management Coordinator for Kings REMO, the Kings REMO and the Facility Owner will determine if their volunteers or the Red Cross volunteers will staff the facility to provide for the needs of those seeking relief. Reimbursement of costs and expenses paid by the Facility Owner meaning; building costs, power, water, sewer charges, clean-up, including food and



POLICY

warm drinks if provided by the Facility Owner, will be reimbursed only if the Facility Owner is directed to open by Kings REMO.

2. The parties further agree this facility is opened as an Emergency Shelter at the request of the Regional Emergency Management Coordinator (REMC) for Kings REMO, following consultation with the NS Department of Community Services, the Red Cross, and EMO Nova Scotia. Kings REMO will contact these agencies to staff the shelter and provide for the needs of persons evacuated to the Shelter, meaning food, blankets, beds, personal care items, registration. The facility shall operate without interruption until notified by Kings REMO to terminate activities. Reimbursement of costs and expenses paid by the Facility Owner meaning building costs; power, water, sewer charges, will be reimbursed if the Facility Owner is directed to open by Kings REMO.
3. The Facility Owner agrees to open their facility within six (6) hours notification for a Comfort Shelter or eight (8) hours notification for an Emergency Shelter by the Regional Emergency Management Coordinator for Kings REMO.
4. Kings REMO shall advertise the location of Comfort Centres and Emergency Shelters for use by any resident or persons in need without regard to their place of residence.
5. Any facility on a well shall meet safe drinking water guidelines at the time of opening to the public. To ensure water quality, the Facility Owner shall submit test samples of its water supply annually to a health authority for clearance as a safe source of potable water.
6. Any facility dependent on a septic system shall ensure the system is fully operational, able to meet the capacity needs of the facility for extended periods.
7. The Facility Owner shall submit their claims for costs and expenses to Kings REMO within thirty (30) days of ceasing activities.

WITNESS WHEREOF: This Memorandum of Understanding executed by Kings REMO and Facility Owner, made this:

_____ Day of _____ 20xx

Witness

Kings REMO

Witness

[Name of Facility]



Municipality of the County of Kings

Request for Decision

Appendix C: Kings REMO Comfort Centres/Emergency Shelters

Facility (Alphabetical listing)	Capacity		Region Address
	Comfort Centre	Shelter	
Aylesford and District Fire Hall	360 non-fixed seating		Aylesford 1083 Park St
Berwick and District Fire Hall	192 Main Hall 50 Classroom		Berwick 300 Commercial St
Black Rock Community Centre			Waterville 4078 Black Rock Rd
Camp Aldershot & CFB Greenwood	<i>(Activated by request to Provincial EMO Officials)</i>		Kentville 1100 Lanzy Road
Canning Fire Hall	200	30-40 cots	Canning 977 J. Jordan Rd
Centreville Community Hall	70		Centreville 1951 Highway 359
Coldbrook Lions Club Hall	75-100		Coldbrook 1416 South Bishop Rd
Fundy View Community Center			Halls Harbour 4120 Highway 359
Gibson Woods Community Hall (** no generator **)	60		Centreville
Greenwich Fire Hall	200	150	Greenwich 9798 Highway 1



Municipality of the County of Kings

Request for Decision

Appendix C: Kings REMO Comfort Centres/Emergency Shelters

Facility (Alphabetical listing)	Capacity		Region Address
	Comfort Centre	Shelter	
Halls Harbour Fire Hall			Halls Harbour 3586 Highway 359
Kingsport Community Centre			Kingsport 29 Medford Road
Kingston Lions Club Hall	100- 150		Kingston 1482 Veterans Lane
Lake Paul Community Centre	75-100		Lake Paul 3083 Aylesford Road
Meadowview Community Centre			Kentville 8464 Brooklyn St
Morristown Community Hall			Berwick 10 Prospect Rd
New Minas Fire Hall	200	100	New Minas 6 Jones Rd
New Minas Louis Millet Centre			New Minas 9489 Commercial St
Nova Scotia Power Inc Customer Service Centre			Kentville 3 Calkin Drive
Port Williams Community Center	400	350	Port Williams 1045 Main Street



Municipality of the County of Kings

Request for Decision

Appendix C: Kings REMO Comfort Centres/Emergency Shelters

Facility (Alphabetical listing)	Capacity		Region Address
	Comfort Centre	Shelter	
Town of Kentville Fire Hall	75-100		Kentville 436 Main Street
Town of Kentville Recreation Centre	250	250	Kentville 354 Main Street
Town of Wolfville Wolfville School	1000	500	Wolfville 19 Acadia St
Valley Search & Rescue (* generator to be installed)	100		Port Williams 177 Middle Dyke
Waterville & District Fire Hall	75-100		Waterville 1415 County Home Rd
Woodville Community Hall	150 seated		Woodville 342 Bligh Road



MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

Creation Date: May 15, 2012

Approval Date: June 5, 2012

Revision Date: TBD

Policy Category: Human Resources

Next Review Date: May 15, 2014

Replaces: HR Policy 6.001, 6.002

1. Purpose:

It is the policy of the Municipality of the County of Kings to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct and behaviour; and to encourage consistency throughout the Municipality.

2. Objective:

2.1 **Objectives** of this Policy are to:

- a. encourage positive employee/employer relations by providing for the fair and consistent treatment of staff
- b. encourage the proper conduct of County employees
- c. ensure that all employees of the Municipality of the County of Kings are aware of their obligations and the consequences of disregarding those obligations
- d. ensure that employee misconduct is dealt with in an appropriate manner

3. Definitions:

- a. **Corrective Action:** Corrective actions are measures which are applied to an employee in order to address unsatisfactory conduct. This action may consist of:
 - measures taken in instances where the employee should be aware of the performance and conduct expected of him/her, and/or where the employee has the capacity to meet the performance or conduct expected, but fails to provide satisfactory performance or conduct
 - measures taken in instances where the employee is not aware of the performance standard. This lack of awareness may reflect a lack of communication between the supervisor and the employee and may be considered as a mitigating circumstance in the conduct of investigations and the implementation of corrective actions.

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MUNICIPALITY OF THE COUNTY OF KINGS
Employee Conduct Policy

4. Responsibilities:

4.1 **Council** will:

- a. ensure that the Municipality of the County of Kings has in place an Employee Conduct Policy.
- b. review, amend, and adopt changes to the Employee Conduct Policy.

4.2 The **Chief Administrative Officer** will:

- a. recommend changes to the Employee Conduct Policy where considered appropriate.
- b. ensure that the Employee Conduct Policy is understood and adhered to by all employees.
- c. assist and advise departments in the application and monitoring of the Employee Conduct Policy.
- d. take appropriate action in accordance with the Employee Conduct Policy.
- e. ensure the collection and maintenance of permanent records of all corrective action which has been taken.

4.3 ~~Service Area Managers~~ Directors/Deputy CAO will:

- a. be responsible to the Chief Administrative Officer for necessary corrective action in their respective departments.
- b. ensure that all department employees are familiar with all aspects of the Employee Conduct Policy.
- c. recommend to the Chief Administrative Officer changes to the Employee Conduct Policy where considered appropriate.
- d. take necessary corrective action as appropriate and in accordance with the Employee Conduct Policy.
- e. assist supervisors in matters pertaining to the Employee Conduct Policy.

4.4 ~~Supervisors~~ Managers will:

- a. ensure that all employees, for which they are directly responsible, are aware of the County's Employee Conduct Policy.
- b. assist the ~~department head~~ Director and/or other departments ~~s~~ managers in the application of the Employee Conduct Policy.

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

- c. take necessary corrective action as appropriate in accordance with the Employee Conduct Policy.
- d. suggest to the ~~Managers~~Directors, changes to the Employee Conduct Policy.

4.5 **Each employee** is responsible for observing rules of conduct that are normally accepted in a business environment.

5. Levels of Corrective Action

Appropriate Conduct and Behaviour includes but is not limited to:

- adherence to published policies, practices and procedures;
- competent performance of all job duties assigned;
- prompt and regular attendance at work;
- courtesy to and respect for co-workers, customers, suppliers or any other person who deals with the municipality in the conduct of their business;

Inappropriate Conduct and Behaviour includes but is not limited to Group One Offences (see attached Appendix A)

Unacceptable Conduct and Behaviour includes but is not limited to Group Two Offences and Group Three Offences (see attached Appendix A)

Discipline: Discipline may be administered at any time when an incident or a pattern of behaviour creates a serious concern for the immediate supervisor. Discipline may be administered in the form of informal counselling or formal discipline.

Informal Counselling: When an incident occurs that warrants informal counselling under this Policy, the employee's immediate supervisor shall bring the incident to the employee's attention, as soon as the facts giving rise to the incident become known. The supervisor and the employee should discuss the concerns and agree on a corrective action plan, if necessary. The supervisor is expected to follow up with the employee to ensure the corrective action plan is effective and the desired results are achieved. If the desired changes or results are not achieved after a reasonable period of time, then a formal discipline step may be implemented.

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

Formal Discipline

4 levels of corrective action

Note: Unionized employees are subject to progressive discipline under the collective agreement.

Level 1 - Verbal Warning

This formal step usually occurs when informal counselling has not produced the required result; or a situation has become progressively worse with respect to the same concern or another unrelated, but cumulative situation.

Employee actions giving rise to a verbal warning must be investigated and documented by the immediate supervisor and then be brought to the attention of the employee. The documented facts are useful in preventing misinterpretation and are used in establishing the standard performance and/or behaviour that is expected.

Supervisors are required to keep a record of all verbal warnings that are issued.

Level 2 - Written Warning

Written warnings are considered a severe discipline action and are usually issued after verbal warnings have failed to correct a concern; or, the situation warrants discipline that is more severe than informal counselling for a verbal warning.

Prior to issuing a written warning, immediate supervisor shall document all pertinent facts related to the incident. A written warning shall contain a full description of the facts giving rise to the warning and include the date, time and place of the incident. Upon issuing a written warning a corrective action plan which outlines the improvement(s) required and the time frame within which the improvement(s) are to be achieved shall be developed. Whenever possible the corrective action plan should be mutually acceptable and be signed by both parties. A copy of the written corrective action shall be provided to the employee. A follow-up meeting

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

should be scheduled no later than 30 days following the date on which the written warning and corrective action plan is issued.

Written warnings, related documentation, and corrective action plan are required to be filed in the employees personnel file.

If, in the opinion of the supervisor, a written warning fails to correct the concern, more severe discipline action may be required, including progression to a higher level of involvement. Higher level of involvement may include the department ~~manager~~director, depending upon the circumstances; and may also include advising the employee that failure to correct shortcomings could place the employee's continued employment at risk.

Level 3 - Disciplinary Suspension

Suspension from duty may occur only after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may occur if shortcomings are not corrected. Disciplinary suspensions may also occur, without prior warnings, if the suspension is administered because of unacceptable conduct or behaviour. The suspension requires the approval of the ~~department manager or~~ Chief Administrative Officer in consultation with the Human Resources Specialist.

Level 4 - ~~Discharge~~Termination

~~Discharge~~Termination may occur only after the formal discipline steps have been exhausted or investigation of an immediate suspension is deemed to warrant such action. The decision to ~~terminate~~ discharge an employee is a serious step that can have repercussions for both the ~~discharged~~ terminated employee and the municipality.

The ~~discharge~~termination, for any reason must be properly documented and approved, in advance, by the Chief Administrative Officer in consultation with the Human Resources Specialist.

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

6. Records of Employee Conduct

- a. Records of any corrective action taken will be added to the employee's personnel file for a period of two years. At the end of that time, if the employee has maintained a record of good conduct for that two-year period, all accounts of this corrective action will be removed from the employee's file. ~~The employee will be informed that their record has been cleared.~~ If any additional corrective action was required during this period, all records of this action will remain on the employee's file until they complete the necessary two-year period of good conduct.

Unionized employees are to follow the collective agreement's language on progressive discipline to determine how long an offense will remain on a personnel file.

7. Appeal of Dismissal or Corrective Action

- a. Should an employee consider dismissal or corrective action to be improper, a grievance may be presented in writing to the Chief Administrative Officer and /or Human Resources ~~Manager~~Specialist. **Unionized employees** are to follow the collective agreement language to file a grievance.

8. Corrective Action Records Maintenance

The following points should be emphasized with respect to records detailing corrective action:

- a. the records describing the incident should be as complete and as detailed as possible
- b. the records will be dated and signed by the supervisor (i.e. Chief Administrative Officer or ~~Manager~~Director) and, where appropriate, by the employee affected
- c. the records will state the action taken by the supervisor to address the situation
- d. the incident(s), as well as the effects or potential effects of the incident(s), will be recorded

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

- e. those factors which were considered relevant to the degree of action taken must be specified
- f. any verbal discussion or reprimands given previously must be indicated, as well as specific dates and other relevant material

Note: Appendix A is meant to be a guideline only to assist the Chief Administrative Officer, Directors, and Managers, ~~and Supervisors~~ in the application of corrective action. This Appendix includes a comprehensive listing of offenses.

9. Related Policies, Procedures and Legislation

- Code of Ethics Policy HR-06-002
- Sexual Harassment Policy HR-06-004
- Workplace Harassment/ Discrimination Policy HR-06-005
- Collective agreement between CUPE Local 2618 and the Municipality of the County of Kings

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

Employee Conduct - APPENDIX A

Group One Offenses

1. Absence from duty without prior permission from the immediate supervisor. The employee should notify their ~~department head~~immediate supervisor or, if that is not possible, the Department Director, or Chief Administrative Officer (prior to the start of their shift if possible), of the reasons for their absence and the expected time or date of return. An exception may be in the case of sickness or other cause beyond the control of the employee, which prevents obtaining prior approval.
2. Unauthorized leaving of the working area ~~at any time~~during work hours without permission from the immediate —supervisor.
3. Neglecting job duties (e.g. reading for pleasure during working hours)
4. Repeatedly arriving late for work
5. Failure to commence work at the beginning of the work period, and/or leaving prior to the end of the work period without permission
6. Creating or contributing to unsanitary or unsafe conditions in the workplace
7. Use or possession of the Municipality of the County of Kings property/equipment without authorization
8. Wilful failure to respond to legitimate requests for work to be undertaken
9. Unauthorized stopping of work or making preparations to leave work prematurely
10. Distracting the attention of others, or causing confusion by unnecessary shouting or demonstration on the job
11. Where the operations are continuous, an employee leaving his/her post at the end of a scheduled shift, before being relieved by his/her supervisor or relieving employee on the incoming shift
12. Failure to immediately report any personal injury or equipment damage to supervisor
13. Unsatisfactory work and/or failure to maintain required standards of performance
14. Any violation of any of the Municipality of the County of Kings recognized policies
15. Failure to report loss of any certification required to carry out the performance of the job (i.e. driving license)

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MUNICIPALITY OF THE COUNTY OF KINGS
Employee Conduct Policy

Employee Conduct - APPENDIX A (continued)

Group Two Offenses

1. Neglect or carelessness in observance of official or departmental rules of safety or disregard of common safety practices
2. Unauthorized leaving of the job during regular working hours without permission from a supervisor
3. Unauthorized sleeping during working hours
4. Reporting to work intoxicated, impaired or under the influence of drugs (including cannabis/marijuana) or alcohol, drinking alcoholic beverages while on the job, or consuming cannabis (marijuana), in any form, while on the job. (Accommodation may be made for those with a medical prescription for Cannabis, who are not in a safety-sensitive position and who seek accommodation in writing.)
- 5.—
- 6-5. Using abusive or threatening language towards subordinates, co-workers, or other individuals
- 7-6. Soliciting or canvassing of Municipality of the County of Kings employees during working hours, without permission
- 8-7. Failure to report an accident in which the employee was involved
- 9-8. Refusing to give testimony during investigation of an accident
- 10-9. Unauthorized use of Municipality of the County of Kings property for private work or performing private work during regular working hours
- 11-10. Threatening, intimidating, coercing, or interfering with employees or supervisors at any time
- 12-11. Making or publishing false or malicious statements concerning any employee, supervisor, the Municipality of the County of Kings or its operation
- 13-12. Failure to report for overtime work without good reason, after being scheduled to work, according to overtime policy
- 14-13. Refusal to perform work assigned or failure to comply with written or verbal instructions, which the employee may be reasonably expected to perform, according to their job duties or responsibilities

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MUNICIPALITY OF THE COUNTY OF KINGS

Employee Conduct Policy

Employee Conduct - APPENDIX A (continued)

Group Three Offenses

1. Careless or wilful neglect in the performance of assigned duties or in the care, use or custody of any of the Municipality of the County of Kings property; abuse, or deliberate destruction in any manner of Municipality of the County of Kings property, tools, equipment, or the property of other employees
2. Altering another employee's time card or unauthorized altering of own time card
3. Falsifying testimony when accidents are being investigated; falsifying or assisting in falsifying staff or other records; giving false information or withholding pertinent information in making an application for employment
4. Making false claims or misrepresentations in an attempt to obtain sick leave, accident benefits or Workers' Compensation benefits
5. Bookmaking or gambling of a similar serious nature
6. Theft, damage or destruction of property belonging to the Municipality of the County of Kings or to other employees
7. The sale or use of illegal substances during working hours
8. Fighting or attempts to injure another employee, or threats to do so
9. Possession of firearms, explosives or weapons on Municipality of the County of Kings property at any time
10. Conviction of a indictable offence
11. Misuse or removal of information such as blueprints, lists, Municipality of the County of Kings records or confidential information of any nature, or revealing such information without prior written authority from the Municipality of the County of Kings
12. Instigating, leading, or participating in any illegal walkout, strike, or other such demonstration
13. Any proven violation of the Municipality of the County of Kings Sexual Harassment Policy and Workplace Harassment Policy
14. Dishonesty or any dishonest action as defined by the Municipality of the County of Kings Code of Ethics Policy, e.g. breach of confidentiality or conflict of interest

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Best Case Timeline for MPS and LUB Adoption

Release and Adoption of Revised Draft Planning Documents

Municipality of the County of Kings

Revision Date: September 13, 2018

Key Dates

MPS Review - Deferred Motions

LUB Review

Edits to Documents (4 months)

Legal Review

Redline Release to PAC

Public Release

Final Public Participation Meeting

PAC Recommendation

Council First Reading

Public Hearing and Final Consideration

Municipal Affairs review

1-2 meetings, Late September

2 meetings, October

November 2018 - February 2019

March-April 2019

May 2019

June 2019

July 2019

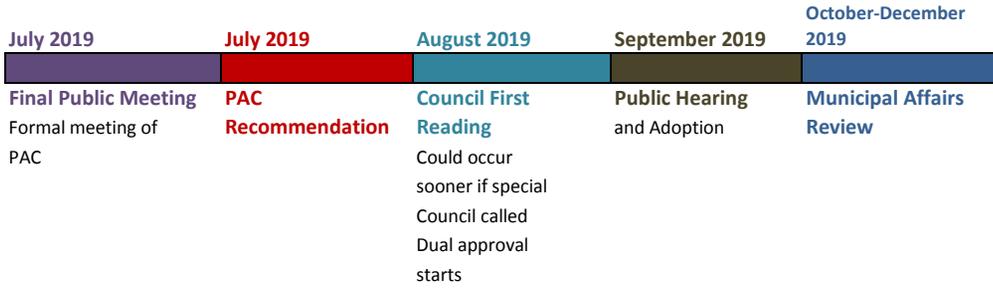
July 2019

August 2019

September 2019

90 days

September - October



Presentation to Committee of the Whole

Subject: Air Show Atlantic 2019

Organization: The Nova Scotia International Air Show Association

Name of Presenter(s): Colin Stephenson - Executive Director and Gerry Morey - Chairman

Date: September 18, 2018

Organization:

Air Show Atlantic is a not-for-profit annual event. A major air show on the Canadian calendar.

Discussion:

Air Show Atlantic has been invited by the Air Force to produce at 14 Wing Greenwood in 2019. Approval of the Show's Board of Directors is contingent on an approved budget, which includes three levels of support from government. Provincial and Federal requests are in process.

A report on the 2017 experience and potential show configuration, dates and budgets with traffic mitigation plans for a Show in 2019 will be presented.

Request:

Air Show Atlantic requests support in cash and in-kind of \$50,000. The ask represents less than 10% of the Show's revenue projections.

Presentation to Committee of the Whole

Subject: Public Art and Art organization
Organization: Uncommon Common Art Society
Name of Presenter(s): Terry Drahos
Date: September 18, 2018

Organization:

(Who) Summary of the organization you will represent:

UCA is a public art and art education charitable organization in their eleventh year operating throughout Kings County.

Discussion:

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

The impact Uncommon Common Art has had on the ongoing culture of Kings County.

Request:

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

We are providing the presentation as information for the Councilors Grants to Organizations, deadline November 1.

As a cultural project that serves all of Kings County rather than one town or village, we would like to appeal to the whole Council for support for our twelfth year (2019).



Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Scott M. Quinn, P. Eng., Engineering & Public Works, Lands and Parks

MEETING DATE September 18, 2018

SUBJECT Proposed Amendments: EPW 04-012 Village/Subdivision Road Paving Priority List Policy

ORIGIN

- September 5, 2017 - Municipal Council adopted Policy EPW 04-012 Village/Subdivision Road Paving Priority List Policy (Policy).
- September 5, 2017 - Council approved entering into Cost Sharing Agreement 2018-014 - Provincial J-Class Road Resurfacing (Agreement) with the Department of Transportation and Infrastructure Renewal (DTIR).
- Council approved funding in FY2018-19 Operating Budget for third party evaluation of road surface condition for all J-Class roads in Kings County.

RECOMMENDATION

THAT COMMITTEE OF THE WHOLE recommend that Municipal Council amend Policy EPW 04-012, being the Village/Subdivision Road Paving Priority List Policy, as attached to the September 18, 2018 Committee of the Whole agenda.

INTENT

For Council to adopt the proposed amendments to the Policy (see Appendix A of this report).

DISCUSSION

The Policy was created to provide stakeholders clearer and more transparent guidelines on how the Municipality will prepare Priority Lists for submission to DTIR under the Agreement. EPW staff have reviewed the Policy and are recommending changes based on factors including:

- Staff review of the preparation of the FY2018-19 Priority List;
- Feedback from last fall's joint Village-Municipality meeting;
- Alignment with Policy ADMIN-01-014 Asset Management (AM Policy);
- Completion of road surface condition evaluation by third party consultant; and
- Recent J-Class program interpretation changes by DTIR.

The substantive changes include changes to Subsection 5.1 (Step 1 - Priority Categories) and to Section 6 (Evaluation and Scoring System). The proposed amendments to the Policy are included in Appendix A of this report. The proposed changes are shown in redline/strikeout format.

Overview of Proposed Changes to the Policy

Subsection 5.1 (Step 1 - Priority Categories)

The main change to this subsection is to update the road condition grade naming convention to align with the International Roughness Index (IRI) Classification system. This method was recommended by Englobe, the consultant retained this year to complete the surface condition assessment for all J-Class Roads in Kings County.



Municipality of the County of Kings

Request for Decision

The IRI classification system is an internationally recognized system that was developed by the United States National Cooperative Highway Research Program and the World Bank¹. Here is a link to a YouTube video which explains how roads are evaluated under the ICI system. (https://www.youtube.com/watch?v=rcDFVxcb_Q)

Englobe used a vehicle mounted laser scanner to scan the surface of each road. The data from the scans were fed into a computer model, which simulates the ride quality in a car, and converts that analysis into a score.

The table below shows the current rating system and a revised rating system recommended by Englobe. The revised system is more closely aligned with the *Canadian Infrastructure Report Card's*² rating system. It should also provide a clearer depiction of the state of the road surface for stakeholders.

Current Surface Grading System (DTIR Visual Scoring)	Proposed Surface Grading System (IRI Classification based)	
Rating	Rating	IRI Range
Good	Very Good	0 - 3
Fair	Good	3 - 5
P1 (Poor)	Fair	5 - 8
P2 (Poor)	Poor	8 - 15
P3 (Poor)	Damaged	15 +

In addition to the ICI changes, Gravel/dirt roads have been added to the “High Priority” category. There are twenty-one (21) remaining gravel surfaced Village/Subdivision Roads in the County, a small number relative to the 130 kilometers in Kings County. The impact of allowing these J-Class Roads to be resurfaced with chip seal or asphalt is likely small relative to the overall program.

Section 6 (Evaluation and Scoring System)

Subsection 6.1: The point distribution has been adjusted to better reflect the factors that are more likely to impact wearing of the road surface. It is also a correction for the Environmental Consideration score as noted below.

Subsection 6.2: Although we disagree with DTIR’s 2017 interpretation regarding the eligibility of paved J-Class Roads, Criterion 1 and 4 have modified in the interim to allow the FY2019-20 Priority List to proceed while the Mayor, CAO and staff continue dialogue with DTIR on this matter. As Council may recall, the Municipality and DTIR had operated since 2013 on the basis of roads, once resurfaced with asphalt, became the full responsibility of DTIR and no longer eligible under the Agreement.

Criterion 2 will be changed to give priority to “Damaged” J-Class Roads, which are considered at greatest risk of requiring complete rehabilitation of the road bed if resurfacing and related road improvements are

¹ https://en.wikipedia.org/wiki/International_Roughness_Index, Sept 5, 2018.

² <http://canadianinfrastructure.ca/en/index.html>, Sept 5, 2018.



Municipality of the County of Kings

Request for Decision

not implemented in the short term. This is consistent with the intent of the AM Policy by prioritizing decision making based on level of service, risk factors such as public safety and financial impact.

Subsection 6.3: The change is simply a correction since all the criterion can total 40 points.

Subsection 6.4: Criterion 1 will be changed to clarify the intent and application of the criterion scoring. It also recognizes that pedestrian traffic related to school buses will be concentrated on both school bus routes and, to a lesser extent, roads immediate abutting these routes.

Staff have also made minor administrative changes to replace "Manager" with "Director" and formatting.

FINANCIAL IMPLICATIONS

- No direct impact. The proposed changes are not expected to impact EPW staff workload. Priority Lists are simply "wish lists" for DTIR's consideration.

COMMUNITY ENGAGEMENT

- No community engagement has been undertaken for the correspondence. The Agreement and the Cost Sharing Program have been discussed on several occasions at Council and Committee of the Whole.
- The Policy is expected to be included in a community engagement plan to be developed for asset management.

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- EPW will prepare the proposed J-Class Road Paving Priority List for FY2019-20 and submit it to Council for consideration.

APPENDICES

- Appendix A: Proposed Amendments to Policy EPW 04-012 Village/Subdivision Road Paving Priority List Policy

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: September 11, 2018



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: TBD

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

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MUNICIPALITY OF THE COUNTY OF KINGS

Village/Subdivision Road Paving Priority List Policy

- 3.34 “DTIR” means the Nova Scotia Department of Transportation and Infrastructure Renewal and its successors.
- 3.45 “EPW” means the Engineering and Public Works, Land and Parks Services department of the Municipality of the County of Kings.
- ~~3.5 “Manager” means the Manager of EPW or his/her designate for purposes of this Policy.~~
- 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.

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MUNICIPALITY OF THE COUNTY OF KINGS

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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.

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 grading 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 “P3” and “P2”
- b) **Medium Priority** = Grades “Good” “P1” 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 Manager will reclassify any eligible roads based on inspection results, unless, in the Director’s Manager’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.

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MUNICIPALITY OF THE COUNTY OF KINGS

Village/Subdivision Road Paving Priority List Policy

- 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;
 - 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~~ ~~Manager'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~~ ~~Manager~~ 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.

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6. Evaluation and Scoring System

6.1 Eligible Roads shall be evaluated against the following criteria:

Evaluation Criteria	Points
Economic	40
Environment	40 30
Social/Cultural	20 30
Total	

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

6.2 Economic Considerations (40 points)

Description	Weighting
Road eligible for paving under J-Class program?	No = 0 pts Yes = 10 pts
Does the road meet the "Damaged" surface grade? about a High Priority road? (Medium and Low Priority Roads only)	No = 0 pts Yes = 10 pts
Are there any home based businesses located on the road?	No = 0 pts Yes = 10 pts
Is the road eligible to be resurfaced with asphalt?	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 2 pts Yes, 5-10 years = 10 5 pts Yes, 2-5 years = 14 7 pts Yes, within 2 years = 20 40 pts

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6.3 Environmental Considerations (40 30 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

6.4 Social/Cultural Considerations (20 30 points)

Description	Weighting
Do school buses use the road? Does the road abut a road used by school buses? Is road on school bus route?	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

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MUNICIPALITY OF THE COUNTY OF KINGS

Village/Subdivision Road Paving Priority List Policy

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

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Municipality of the County of Kings

Request for Decision

TO Committee of the Whole

PREPARED BY Scott M. Quinn, P. Eng., Engineering & Public Works, Lands and Parks

MEETING DATE September 18, 2018

SUBJECT FY2019-20 J-Class Road Paving Priority List

ORIGIN

- September 5, 2017 - Municipal Council adopted Policy EPW 04-012 Village/Subdivision Road Paving Priority List Policy.
- September 5, 2017 - Council approved entering into Cost Sharing Agreement 2018-014 - Provincial J-Class Road Resurfacing (Agreement) with Department of Transportation and Infrastructure Renewal (DTIR).

RECOMMENDATION

THAT COMMITTEE OF THE WHOLE recommend that Municipal Council approve the new Priority List for Provincial/Village Subdivision Road Resurfacing for FY2019-20 as attached to the September 18, 2018 Committee of the Whole agenda.

INTENT

To gain Council authorization to submit the proposed Master Priority List for Provincial/Village Subdivision Road Resurfacing for FY2019-20 (the "Priority List") to DTIR the Agreement.

DISCUSSION

The Agreement provides for 50/50 cost sharing between DTIR and the Municipality for resurfacing provincially owned subdivision roads. Each year, the Municipality can submit a list of roads to DTIR for consideration under the Agreement. The Municipality's list of roads to be considered for resurfacing under the Agreement in FY2019-20 is due October 31, 2018.

The Priority List has been developed consistent with the proposed September 18, 2018 amendments to Policy EPW 04-012 Village/Subdivision Road Paving Priority List Policy ("Amended Policy"). J-Class Roads are prioritized under a multi-step process based on technical, economic, environmental, and social/cultural factors. EPW staff has also contacted each of the Villages to confirm information related to these scoring factors.

As noted in the September 4, 2018 Staff report to Municipal Council regarding the Agreement:

DTIR is capping at ten (10) the number of roads that a municipality can submit for consideration for FY2019-20. As Council may recall, DTIR made a similar request last year after Staff had submitted the original priority list that was approved by Council.

EPW staff have prepared the Priority List (see Appendix A), which ranks all J-Class Roads in Kings County. The Priority List is aligned to match the 10 road per year limit requested by DTIR. Some deviations from the criterion have been made per Subsection 5.2. Most of the deviations were to "buddle" high scoring Medium Priority roads with abutting High Priority Roads.



Municipality of the County of Kings

Request for Decision

Notable deviations are:

- Chapel Road (Canning) has been advanced to 2019 since a major water and sewer replacement project is scheduled for 2019 (see Village letter – Appendix B).
- Haliburton St (Hantsborder) and McDow Dr. (Meadowview) were placed in 2023 ahead of Bennett Rd et al in Morden despite having a slightly lower score (29 vs 30). This was done to maintain 10 roads per year while keeping the three Morden roads “bundled” together.

FINANCIAL IMPLICATIONS

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

COMMUNITY ENGAGEMENT

- No community engagement has been undertaken. The Cost Sharing Program have been discussed on several occasions at Council and Committee of the Whole.

ALTERNATIVES

- No alternatives are recommended.

IMPLEMENTATION

- Upon Council approval, Director of EPW and Municipal Clerk will submit the approved 2019-20 Priority List and Motion Attestation Form to DTIR per the Agreement.
- DTIR will provide written correspondence on which Village/Subdivision Roads they have approved under the Agreement.
- Staff will present DTIR’s proposal to Council for final review, which must be completed within 20 business days of receipt.

APPENDICES

- Appendix A: Proposed Master Priority List for Provincial/Village Subdivision Road Resurfacing for FY2019-20
- Appendix B: January 23, 2018 Letter from Village of Canning regarding Chapel Road infrastructure project

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: September 11, 2018

FY 2019-20

J-CLASS ROAD PRIORITY LIST

Projected Submission Year	Road Name	LOCATION	CL LENGTH (KM)	# OF HOUSES	AADT	Englobe HSP IRI	Englobe IRI Class	ECONOMIC = 40 pts					Environmental = 40 pts				SOCIAL/CULTURAL = 20 pts			TOTAL SCORE
								MED category Abut High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts	Total	
2019	Chapel St	Canning	1.29	30	150	6.71	FAIR	0	10	0	10	20	20	10	0	30	15	3	18	68
	Pinecrest Dr 3	Centreville	0.72	39	195	8.82	POOR	10	0	0	2	12	20	10	0	30	15	3	18	60
	Pine Cone Dr	Centreville	0.14	7	35	11.44	POOR	10	0	0	2	12	7	10	0	17	15	0	15	44
	Lone Pine Dr	Centreville	0.142	3	15	8.67	POOR	10	0	0	2	12	5	10	0	15	15	0	15	42
	White Pine Dr	Centreville	0.148	4	20	12.18	POOR	10	0	0	2	12	5	10	0	15	7	0	7	34
	Applecrest Dr	North Kentville	0.344	22	110	14.79	POOR	10	0	0	5	15	15	10	0	25	15	1	16	56
	Richard St	North Kentville	0.268	20	100	11.03	POOR	10	0	0	5	15	15	10	0	25	15	1	16	56
	Frank St	North Kentville	0.104	4	20	15.65	DAMAGED	10	0	10	5	25	5	10	0	15	7	0	7	47
	Stead St	North Kentville	0.293	14	70	10.71	POOR	10	0	0	5	15	10	10	0	20	7	0	7	42
	Morton St	North Kentville	0.264	3	15	12.52	POOR	10	0	0	5	15	5	10	0	15	7	0	7	37
3.713																				
2020	Pleasant St / First St	Kingsport	0.5	13	65	11.71	POOR	10	0	0	0	10	10	10	10	30	15	0	15	55
	Water St / Third St	Kingsport	0.322	8	40	12.48	POOR	10	10	0	0	20	7	10	0	17	7	0	7	44
	Church St 2 / Second St	Kingsport	0.361	16	80	12.68	POOR	10	0	0	2	12	12	10		22		1	1	35
	Maple Dr	New Minas	0.84	31	155	9.15	POOR	10	10	0	2	22	20	10	0	30		3	3	55
	Birch St	New Minas	0.23	12	60	12.75	POOR	10	0	0		10	10	10		20		0	0	30
	Evergreen Ave	New Minas	0.56	25	125	11.67	POOR	0	0	0		0	20	10		30		3	3	33
	Kaiser Lane	Cambridge	0.897	24	120	4.20	DIRT/GRAVEL	0	0	0	0	0	15	10	10	35	15	1	16	51
	Governor Ct/Governor Ct Ext	North Kentville	0.246	24	120	6.82	DIRT/GRAVEL	10	0	0	0	10	15	10	0	25	15	1	16	51
	Stephen Ct	North Kentville	0.086	8	40	5.33	DIRT/GRAVEL	10	0	0	0	10	7	10	0	17	7	0	7	34
	Sesame St	North Kentville	0.493	27	135	9.08	POOR	0	10	0		10	20	10		30		3	3	43
4.535																				
2021	Applecrest Dr Ext	North Kentville	0.137	5	35	15.36	DAMAGED	10	0	10	5	25	7	10	0	17	7	0	7	49
	Bezanson Ct	North Kentville	0.096	8	40	13.63	POOR	10	0	0	5	15	7	10	0	17	7	0	7	39
	Nosco Ct	North Kentville	0.082	7	35	14.36	POOR	0	0	0	5	5	7	10	0	17	7	0	7	29
	Kings Cres	New Minas	0.113	14	70	10.30	POOR	10	0	0	0	10	10	10	0	20	15	0	15	45
	Avon Ln	Greenwich	0.273	13	65	8.06	POOR	10	10	0	2	22	10	10		20		0	0	42
	Peter St	New Minas	0.218	12	60	12.47	POOR	10	10	0		20	10	10		20		0	0	40
	Evangeline Ct	New Minas	0.354	20	100	8.86	POOR	10	0	0		10	15	10		25		1	1	36
	Bonavista Ave	New Minas	0.353	13	65	10.22	POOR	10	0	0		10	10	10		20		0	0	30
	Russett St	New Minas	0.259	14	70	10.88	POOR	10	0	0		10	10	10		20		0	0	30
	Redden Ave	New Minas	0.196	19	95	12.74	POOR	0	0	0	2	2	12	10	0	22	15	1	16	40
2.081																				

MUNICIPALITY OF THE COUNTY OF KINGS

FY 2019-20

J-CLASS ROAD PRIORITY LIST

Projected Submission Year	Road Name	LOCATION	CL LENGTH (KM)	# OF HOUSES	AADT	Englobe HSP IRI	Englobe IRI Class	ECONOMIC = 40 pts					Environmental = 40 pts				SOCIAL/CULTURAL = 20 pts			TOTAL SCORE
								MED category Abut High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts	Total	
2022	Morris Cres	Canaan	0.73	21	105	3.55	DIRT/GRAVEL	0	0	0	2	2	15	10	10	35		1	1	38
	Colonial Cres	New Minas	0.207	18	90	10.25	POOR	0	10	0		10	15	10		25		1	1	36
	Castle Loma Dr	New Minas	0.34	18	90	9.80	POOR	10	0	0		10	12	10		22		1	1	33
	Catherine Cres	New Minas	0.57	21	105	10.55	POOR	0	10	0		10	15	10		25		1	1	36
	Michael St	New Minas	0.12	4	20	15.16	DAMAGED	0	0	10		10	5	10		15		0	0	25
	Henshaw Dr	Upper Dyke	0.226	16	80	12.76	POOR	10	0	0	2	12	12	10		22		1	1	35
	Jill St	New Minas	0.14	4	20	11.05	POOR	0	0	0	2	2	5	10	0	15	15	0	15	32
	George St 3	New Minas	0.23	12	60	10.45	POOR	10	0	0		10	10	10		20		0	0	30
	Woodvale Pl	New Minas	0.3	12	60	12.41	POOR	10	0	0		10	10	10		20		0	0	30
	Minas Cres	New Minas	0.67	0	0	9.60	POOR	0	0	0		0		10		10		0	0	10
3.533																				
2023	Cavelle Ave	Canning	0.531	12	60	10.23	POOR	10	0	0	2	12	10	10		20		0	0	32
	First St	Canning	0.079	6	30	16.83	DAMAGED	0	0	10	2	12	5	10		15		0	0	27
	Cavelle Terr	Canning	0.139	5	25	13.89	POOR	0	0	0	2	2	7	10		17		0	0	19
	Pickering Ln	Greenwood	0.341	9	100	8.95	POOR	10	0	0	2	12		10	10	20		0	0	32
	Spring Garden Rd	Kingston	0.196	13	70	11.14	POOR	10	10	0	2	22		10		10		0	0	32
	Prince St	Kingston	0.95	5	50	11.86	POOR	10	0	0	2	12		10		10		0	0	22
	Belmont St	Kingston	0.08	3	20	9.44	POOR	0	0	0	0	0		10		10		0	0	10
	Victoria Dr	Kingston	0.394	19	120	11.60	POOR	10	0	0	10	20		10	0	10		1	1	31
	Haliburton St	Hantsborder	0.168	11	55	12.80	POOR	0	0	0	2	2	10	10	0	20	7	0	7	29
	McDow Dr	Meadowview	0.185	14	70	13.83	POOR	0	0	0	2	2	10	10	0	20	7	0	7	29
3.063																				
2024	Bennett Rd	Morden	0.558	10	150	8.76	POOR	10	10	0	0	20		10	0	10		0	0	30
	Grove St	Morden	0.337	12	120	9.04	POOR	0	0	0	0	0		10	0	10		0	0	10
	Wharf Rd	Morden	0.19	8		14.40	POOR	0	0	0	0	0		10	0	10		0	0	10
	Sumac Ave	New Minas	0.2	12	60	8.86	POOR	10	0	0		10	10	10		20		0	0	30
	Highland Ct	New Minas	0.06	5	25	13.63	POOR	10	0	0		10	7	10		17		0	0	27
	Memory Ln	New Minas	0.167	3	15	9.22	POOR	10	0	0		10	5	10		15		0	0	25
	Old Farm Ln	New Minas	0.8	43	215	5.67	FAIR	0	0	0	2	2	20	10	10	40	15	5	20	62
	Thistle Cres	New Minas	0.1	3	15	6.57	DIRT/GRAVEL	10	0	0	0	10	5	10	10	25	0	0	0	35
	Woodworth Road	North Kentville	0.3	22		9.83	POOR	0	0	0	2	2		10	0	10	15	1	16	28
	Evangeline Dr	Coldbrook	0.115	9	45	13.53	POOR	0	0	0	0	0	7	10	10	27		0	0	27
2.827																				

MUNICIPALITY OF THE COUNTY OF KINGS

FY 2019-20

J-CLASS ROAD PRIORITY LIST

Projected Submission Year	Road Name	LOCATION	CL LENGTH (KM)	# OF HOUSES	AADT	Englobe HSP IRI	Englobe IRI Class	ECONOMIC = 40 pts					Environmental = 40 pts				SOCIAL/CULTURAL = 20 pts			TOTAL SCORE
								MED category Abut High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts	Total	
2024	Ward Ave	North Alton	0.201	7	35	8.03	POOR	0	10	0		10	7	10		17		0	0	27
	Basin Dr	Blomidon	0.264	5	25	4.51	DIRT/GRAVEL	10	0	0	0	10	7	10	0	17		0	0	27
	Blomidon Cres	Blomidon	0.586	6	30	3.93	DIRT/GRAVEL	10	0	0	0	10	7	10	0	17	0	0	0	27
	Glooscap Lane	Blomidon	0.138	1	5	5.88	DIRT/GRAVEL	10	0	0	0	10	2	10	0	12	0	0	0	22
	Cloverleaf Dr	New Minas	0.3	21	105	8.07	POOR	0	0	0		0	15	10		25		1	1	26
	Bishop Ave	New Minas	0.36	18	90	10.11	POOR	0	0	0		0	12	10		22		1	1	23
	Ashley Ct	New Minas	0.073	1	5	8.72	POOR	0	0	0		0	2	10		12		0	0	12
	Bill St	Kingston	0.158	6	60	10.73	POOR	10	0	0	2	12		10		10		0	0	22
	Foster St	Kingston	0.3	10	50	11.86	POOR	10	0	0	2	12		10	0	10		0	0	22
	Lincoln Crt	Kingston	0.05	6	60	10.30	POOR	10	0	0	2	12		10	0	10		0	0	22
2.43																				
2025	Kelly Dr	Aylesford	0.377	8	40	8.99	POOR	10	0	0	2	12		10		10		0	0	22
	Station Rd	Aylesford	0.419	10	50	9.18	POOR	0	10	0	2	12		10		10		0	0	22
	Schoolhouse Rd	Aylesford	1.045	21	200	9.74	POOR	0	0	0	2	2		10		10		1	1	13
	Sandy Crt	Aylesford	0.25	19	190	7.08	FAIR	0	0	0	2	2	20	10	10	40	0	1	1	43
	North Park St	Aylesford	0.264	8	40	8.45	POOR	0	0	0	2	2		10		10		0	0	12
	Montgomery Dr	Lakeville	0.21	6	60	10.19	POOR	0	10	0	0	10		10		10		0	0	20
	Balsom Row	Cambridge	0.196	4	40	11.99	POOR	10	0	0	0	10		10	0	10		0	0	20
	Pine St 2	New Minas	0.4	8	80	8.59	POOR	10	0	0		10		10		10		0	0	20
	Elizabeth Dr	North Kentville	0.256	12	60	8.24	POOR	0	0	0		0	10	10		20		0	0	20
3.417																				
2026	Brandywine Dr	Brooklyn Corner	0.18	3	30	3.48	DIRT/GRAVEL	10	0	0	0	10		10	0	10		0	0	20
	Brookside Cres	Brooklyn Corner	0.372	8	80	2.82	DIRT/GRAVEL	10	0	0	0	10		10	0	10		0	0	20
	Kimberly Dr	Brooklyn Corner	0.1	2	130	4.72	DIRT/GRAVEL	0	0	0	0	0		10	10	20		0	0	20
	Wayne Rd	Brooklyn Corner	0.257	5	50	3.14	DIRT/GRAVEL	0	0	0	0	0		10	10	20		0	0	20
	Randy Ln	Brooklyn Corner	0.274	9	45	4.06	DIRT/GRAVEL	0	0	0	0	0	7	10	0	17	0	0	0	17
	Stream Ave	Brooklyn Corner	0.229	6		3.80	DIRT/GRAVEL	0	0	0	0	0		10	0	10		0	0	10
	Inchley Ln	North Alton	0.227	5	25	8.50	POOR	0	0	0	0	0	7	10		17		0	0	17
	Lisa Dr	Greenwich	0.172	2	10	5.78	DIRT/GRAVEL	0	0	0	2	2	5	10	0	15	0	0	0	17
	Maplewood Ln	Kingston	0.2	15	150	9.11	POOR	0	0	0	2	2		10	0	10		1	1	13
	Moody Crt	Kingston	0.159	5	50	9.67	POOR	0	0	0	2	2		10		10		0	0	12
2.17																				

MUNICIPALITY OF THE COUNTY OF KINGS

FY 2019-20

J-CLASS ROAD PRIORITY LIST

Projected Submission Year	Road Name	LOCATION	CL LENGTH (KM)	# OF HOUSES	AADT	Englobe HSP IRI	Englobe IRI Class	ECONOMIC = 40 pts					Environmental = 40 pts				SOCIAL/CULTURAL = 20 pts			TOTAL SCORE	
								MED category About High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts	Total		
2027	Yukon St	Greenwood	0.07	3		10.33	POOR	0	0	0	2	2		10	0	10		0	0	12	
	County Home Rd	Waterville	0.63	7	50	8.38	POOR	10	0	0		10				0			0	10	
	Foster St	Waterville	0.32	9	90	10.00	POOR	10	0	0		10				0			0	10	
	Station St	Waterville	0.179	3	30	8.62	POOR	0	0	0		0	10		10			0	0	10	
	Park St	Waterville	0.53	24	210	4.88	POOR	0	0	0		0				0			0	0	
	Blair Rd	Waterville	0.292	4	50	5.86	DIRT/GRAVEL	0	0	0	0	0		10		10			0	0	10
	Porter Rd	Waterville	0.216	5	50	4.99	DIRT/GRAVEL	0	0	0		0		10		10			0	0	10
	Novawood Dr	Greenwood	0.195	6	30	3.49	DIRT/GRAVEL	0	0	0	0	0		10	0	10			0	0	10
	River Dr	Greenwood	0.556	11	170	4.04	DIRT/GRAVEL	0	0	0	0	0		10	0	10			0	0	10
	Windermere Dr	Greenwood	0.135	0	30	3.19	DIRT/GRAVEL	0	0	0	0	0		10	0	10			0	0	10
3.123																					
2028	Poplar Grove Dr	Woodville	0.176	5	50	6.99	DIRT/GRAVEL	0	0	0		0		10		10		0	0	10	
	West Rd	Auburn	0.267	9	90	3.88	DIRT/GRAVEL	0	0	0	0	0		10		10		0	0	10	
	William St	Greenwood	0.184	5	500	7.99	FAIR	10	0	0	2	12	20	10	0	30	15	0	15	57	
	Pine Ave	Aylesford	0.3	21	250	6.84	FAIR	0	0	0	2	2	20	10	0	30	15	1	16	48	
	Forest St	Aylesford	0.267	7	70	5.40	FAIR	0	0	0	2	2		10		10		0	0	12	
	Park St	Aylesford	1.367	22		6.60	FAIR	0	0	0	2	2		0		0		1	1	3	
	Meghan Dr	Coldbrook	0.594	32	160	3.97	GOOD	0	0	0	2	2	20	10	10	40		3	3	45	
	Ashlee Dr	Coldbrook	0.413	28	140	3.01	GOOD	0	0	0	2	2	20	10	0	30		3	3	35	
	Newcombe Blvd	Coldbrook	0.44	14	70	3.90	GOOD	0	0	0	2	2	10	10	10	30		0	0	32	
	Ronald Ave	Cambridge	0.265	6	60	3.29	GOOD	10	0	0	0	10	10	10	0	20	15	0	15	45	
4.273																					
2029	Centennial	Port Williams	0.378	34	170	5.33	FAIR	0	10	0		10	20	10		30		3	3	43	
	Rawding Dr	Port Williams	0.569	39	195	4.02	GOOD	0	10	0		10	20	10		30		3	3	43	
	Rawding Dr	Port Williams	0.223	11	55	3.90	GOOD	0	0	0		0	10	10		20		0	0	20	
	Jakeson St	Port Williams	0.111	1	5	6.42	FAIR	0	0	0		0	2	10		12		0	0	12	
	Kenneth Ave	Coldbrook	0.461	22	110	3.48	GOOD	0	0	0	2	2	15	10	10	35		1	1	38	
	Cumberland Dr	Coldbrook	0.482	27	135	3.66	GOOD	0	0	0	2	2	20	10	0	30		3	3	35	
	Cumberland Dr	Coldbrook	0.11	4	20	4.05	GOOD	0	0	0	2	2	7	10	0	17		0	0	19	
	Joyce St	Coldbrook	0.31	16	80	3.60	GOOD	0	0	0	2	2	12	10	10	32		1	1	35	
Ward St	Coldbrook	0.346	26	130	5.81	FAIR	0	0	0	0	0	20	10	0	30		3	3	33		
2.99																					

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Projected Submission Year	Road Name	LOCATION	CL LENGTH (KM)	# OF HOUSES	AADT	Englobe HSP IRI	Englobe IRI Class	ECONOMIC = 40 pts					Environmental = 40 pts				SOCIAL/CULTURAL = 20 pts			TOTAL SCORE
								MED category About High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts	Total	
2030	Alders Ave	New Minas	s	44	220	6.20	FAIR	0	0	0		0	20	10		30		5	5	35
	Alders Ave Ext	New Minas	0.26	2	15	3.60	GOOD	0	0	0		0	5	10		15		0	0	15
	Anthony Ave	Centreville	0.439	34	170	4.11	GOOD	0	0	0	2	2	20	10	0	30		3	3	35
	Andrew Dr	Centreville	0.248	5	25	3.59	GOOD	0	0	0	2	2	7	10	10	27		0	0	29
	Mary Ave	Centreville	0.349	22	110	3.66	GOOD	0	0	0	2	2	15	10		25		1	1	28
	Club Cres	New Minas	0.2	40	200	4.22	GOOD	0	0	0		0	20	10		30		5	5	35
	Country Club Blvd	New Minas	0.65	16	80	4.00	GOOD	0	0	0		0	12	10		22		1	1	23
	Emily St	New Minas	0.11	4	20	4.10	GOOD	0	0	0		0	5	10		15		0	0	15
	Green St	New Minas	0.12	3	15	6.22	FAIR	0	0	0		0	5	10		15		0	0	15
	Kenwo Cres	New Minas	0.25	15	75	4.53	GOOD	0	0	0		0	12	10		22		1	1	23
2.626																				
2031	Elizabeth Dr 2	Canaan	0.728	28	140	3.57	GOOD	0	0	0	2	2	20	10		30		3	3	35
	Alice Dr	Canaan	0.169	3	15	6.16	FAIR	0	0	0	2	2	5	10		15		0	0	17
	Fox Hill Ave	North Kentville	0.849	40	200	5.62	FAIR	0	0	0		0	20	10		30		5	5	35
	Hunter Ct	North Kentville	0.095	17	85	6.73	FAIR	0	0	0		0	12	10		22		1	1	23
	Upland Ct	North Kentville	0.13	7	35	4.84	GOOD	0	0	0		0	7	10		17		0	0	17
	Meadowland Ct	North Kentville	0.072	5	25	6.84	FAIR	0	0	0		0	7	10		17		0	0	17
	Watson Ln	North Kentville	0.612	23	115	5.53	FAIR	0	0	0		0	15	10		25		1	1	26
	Marjorie Dr	Meadowview	0.244	23	115	7.23	FAIR	0	0	0	2	2	15	10	0	25	7	1	8	35
2.899																				
2032	Pleasant St	Kingston	0.2	7	35	4.92	GOOD	0	0	0	2	2	7	10	0	17	15	0	15	34
	Varnier St	Kingston	0.1	4	40	5.83	FAIR	0	0	0	2	2		10		10		0	0	12
	Mosher St	Kingston	0.08	2	20	6.38	FAIR	0	0	0	2	2		10		10		0	0	12
	Windsor St	Kingston	0.268	16		7.21	FAIR	0	0	0	2	2		10		10		1	1	13
	Gracie Dr	North Kentville	0.444	29	145	3.76	GOOD	0	0	0		0	20	10		30		3	3	33
	Marie Cres	North Kentville	0.447	31	155	3.77	GOOD	0	0	0		0	20	10		30		3	3	33
	Marie Ct	North Kentville	0.133	12	60	5.78	FAIR	0	0	0		0	10	10		20		0	0	20
	Rosedale Ave	North Kentville	0.423	29	145	3.55	GOOD	0	0	0		0	20	10		30		3	3	33
	Governor Ct	North Kentville	0.382	21	105	4.43	GOOD	0	0	0		0	15	10		25		1	1	26
	Penny Ln	North Kentville	0.325	20	100	3.96	GOOD	0	0	0		0	15	10		25		1	1	26
2.802																				

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								MED category About High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts	Total	
2033	Pent Rd	Coldbrook	0.81	18	90	3.89	GOOD	0	10	0	0	10	12	10	0	22		1	1	33
	Laurie Ln	Coldbrook	0.344	9	45	3.90	GOOD	0	0	0	0	0	7	10	10	27		0	0	27
	Sherman St	Coldbrook	0.241	4	20	3.72	GOOD	0	0	0	0	0	5	10	0	15		0	0	15
	Gerald Dr	Coldbrook	0.666	13	65	3.91	GOOD	0	0	0	0	0	10	10	0	20		0	0	20
	Marie Dr	Coldbrook	0.188	5	25	6.54	FAIR	0	0	0	0	0	7	10	0	17		0	0	17
	Roy Ave	New Minas	0.3	18	90	6.55	FAIR	0	10	0		10	12	10		22		1	1	33
	Bowlby Park Rd	Greenwood	0.398	4	400	3.23	GOOD	0	10	0	2	12		10	10	20		0	0	32
	Eden Row	Greenwich	0.272	12	60	4.37	GOOD	0	0	0	2	2	10	10	10	30		0	0	32
3.219																				
2034	Morningside Dr	Canaan	0.138	8	40	7.87	FAIR	10	0	0	2	12	7	10	0	17	0	0	0	29
	Park St	Canaan	0.205	7	35	9.49	FAIR	10	0	0	2	12	7	10	0	17	0	0	0	29
	Regent St	Canaan	0.202	8	40	4.99	GOOD	10	0	0	2	12	7	10	0	17	0	0	0	29
	Acker Crt	Kingston	0.32	21	105	3.13	GOOD	0	0	0	2	2	15	10		25		1	1	28
	Sarah Dr	Coldbrook	0.323	22	110	3.93	GOOD	0	0	0	2	2	15	10	0	25		1	1	28
	Mountain View	Coldbrook	0.538	23	115	5.09	FAIR	0	0	0	2	2	15	10		25		1	1	28
	Pinecrest Dr 2	Coldbrook	1.184	78	680	5.73	FAIR	0	10	0	2	12		10		10		5	5	27
	Princess Cres	Coldbrook	0.649	28	160	3.31	GOOD	0	0	0	2	2		10		10		3	3	15
	Scotia St	Coldbrook	0.241	10	160	3.26	GOOD	0	0	0	2	2		10		10		0	0	12
	Hayes Rd	Coldbrook	0.206	5	50	3.41	GOOD	0	0	0	2	2		10	0	10		0	0	12
4.006																				
2035	Granite Dr / Milne Ave	New Minas	0.458	2	10	5.95	FAIR	0	0	0	2	2	2	10	0	12	15	0	15	29
	Lockhart Dr	New Minas	0.446	19	95	6.54	FAIR	0	0	0		0	12	10		22		1	1	23
	Jill St West Ext	New Minas	0.24	21	105	5.18	FAIR	0	0	0		0	15	10		25		1	1	26
	Perrier Dr	New Minas	0.5	16	80	6.31	FAIR	0	0	0		0	12	10		22		1	1	23
	Marina Dr	New Minas	0.36	23	115	7.76	FAIR	0	0	0		0	15	10		25		1	1	26
	Jordan St	New Minas	0.29	17	85	4.12	GOOD	0	0	0		0	12	10		22		1	1	23
	Bishop Ave West	New Minas	0.25	12	60	4.56	GOOD	0	0	0		0	10	10		20		0	0	20
	Bishop Ave West	New Minas	0.17	4	20	6.65	FAIR	0	0	0		0	5	10		15		0	0	15
	Danielle Dr North & South	New Minas	0.18	7	35	6.17	FAIR	0	0	0		0	7	10		17		0	0	17
Douglas St	New Minas	0.42	10	50	4.89	GOOD	0	0	0		0	10	10		20		0	0	20	
3.314																				

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								MED category About High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts		Total
2036	Aurora Cres	Greenwood	0.26	13	110	5.64	FAIR	0	0	0	2	2	15	10	0	25		0	0	27
	Dalmation Dr	Greenwood	0.26	21		4.99	GOOD	0	10	0	2	12		10	0	10		1	1	23
	Catalina Lane	Greenwood	0.18	5		6.56	FAIR	0	10	0	2	12		10	0	10		0	0	22
	Labrador Lane	Greenwood	0.077	3		6.35	FAIR	0	0	0	2	2		10	10	20		0	0	22
	Pine St	Greenwood	0.5	19	150	7.83	FAIR	0	0	0	2	2		10	0	10		1	1	13
	Catalina Lane	Greenwood	0.322	12		5.39	FAIR	0	0	0	2	2		10	0	10		0	0	12
	Wade St	Greenwood	0.064	2	600	4.99	GOOD	0	0	0	2	2		10	0	10		0	0	12
	Neptune Ln	Greenwood	0.319	17		5.24	FAIR	0	0	0	2	2		10	0	10		1	1	13
	Orion St	Greenwood	0.316	18		5.31	FAIR	0	0	0	2	2		10	0	10		1	1	13
	Otter Dr	Greenwood	0.24	15		6.23	FAIR	0	0	0	2	2		10	0	10		1	1	13
2.538																				
2037	Fales River Dr	Greenwood	0.491	23		6.90	FAIR	0	10	0	2	12		10	0	10		1	1	23
	Beavor St	Greenwood	0.4	22		6.36	FAIR	0	0	0	2	2		10	0	10		1	1	13
	Carol Ave	Greenwood	0.399	12		7.74	FAIR	0	0	0	2	2		10	0	10		0	0	12
	Oak Ave	Greenwood	0.457	12		6.88	FAIR	0	0	0	2	2		10	0	10		0	0	12
	Cornwallis Cres	Coldbrook	0.475	19	95	3.26	GOOD	0	0	0	2	2	12	10	0	22		1	1	25
	Webster St	Coldbrook	0.123	2	10	6.55	FAIR	0	0	0	2	2	5	10	0	15		0	0	17
	Natalie St	Centreville	0.272	17	85	3.82	GOOD	0	0	0	2	2	12	10		22		1	1	25
	Parkside Dr 2	Centreville	0.22	11	55	4.70	GOOD	0	0	0	2	2	10	10		20		0	0	22
	Parkside Dr	Centreville	0.385	9	45	4.46	GOOD	0	0	0	2	2	7	10		17		0	0	19
	Parkview Dr	Centreville	0.22	12	120	3.58	GOOD	0	0	0	2	2		10	10	20		0	0	22
3.442																				
2038	Murray Dr	Centreville	0.266	16	80	4.46	GOOD	0	0	0	2	2	12	10		22		1	1	25
	Butler Rd	Centreville	0.261	8	40	3.12	GOOD	0	0	0	2	2	7	10		17		0	0	19
	Morse Ln	Centreville	0.151	7	35	5.72	FAIR	0	0	0	2	2	7	10		17		0	0	19
	Morse Ln Ext	Centreville	0.096	7	35	6.47	FAIR	0	0	0	2	2	7	10		17		0	0	19
	Neville Ct	Centreville	0.079	8	40	6.53	FAIR	0	0	0	2	2	7	10		17		0	0	19
	Giffin Ct	North Kentville	0.114	6	30	6.40	FAIR	0	0	0	0	0	7	10	0	17	7	0	7	24
	Mathews Lane	Kingston	0.557	31		5.88	FAIR	0	0	0	0	0		10	10	20		3	3	23
	Philips Ave	Kingston	0.243	14	140	4.46	GOOD	0	10	0	2	12		10		10		0	0	22
Andringa Dr	Waterville	0.15	18	90	6.42	FAIR	0	0	0		0	12	10		22		1	1	23	
1.917																				

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2039	Garden Ct East	New Minas	0.37	16	80	4.66	GOOD	0	0	0		0	12	10		22		1	1	23
	Garden Ct West	New Minas	0.3	7	35	6.20	FAIR	0	0	0		0	7	10		17		0	0	17
	Green Acres Dr	New Minas	0.16	10	50	6.80	FAIR	0	0	0		0	10	10		20		0	0	20
	Country Walk	New Minas	0.17	9	45	6.28	FAIR	0	0	0		0	7	10		17		0	0	17
	Pinewood Ave	Coldbrook	0.095	14	70	4.96	GOOD	0	0	0	2	2	10	10	0	20		0	0	22
	Casper Ave	Coldbrook	0.284	6	30	4.14	GOOD	0	0	0	2	2	7	10	0	17		0	0	19
	Andrea Dr	Coldbrook	0.147	4	20	3.59	GOOD	0	0	0	2	2	5	10	0	15		0	0	17
	Kristen Ave	Coldbrook	0.128	6	30	4.04	GOOD	0	0	0	2	2	7	10	0	17		0	0	19
	Edith Dr	Coldbrook	0.257	2	10	3.57	GOOD	0	0	0	2	2	2	10	0	12		0	0	14
	Birch Dr	Greenwich	0.243	12	60	5.47	FAIR	0	0	0	2	2	10	10		20		0	0	22
2.154																				
2040	Champlain Crt	Kingston	0.1	7	70	5.31	FAIR	10	0	0	2	12		10	0	10		0	0	22
	Crosby Crt	Coldbrook	0.13	10	110	5.76	FAIR	10	0	0	2	12		10		10		0	0	22
	Crosby Dr	Coldbrook	0.09	1	100	5.76	FAIR	10	0	0	0	10		10		10		0	0	20
	Poplar Dr	Coldbrook	0.879	51	450	4.06	GOOD	0	0	0	2	2		10		10		5	5	17
	Birch Crt	Coldbrook	0.218	14	140	4.24	GOOD	0	0	0	2	2		10		10			0	12
	Dakota Lane	Greenwood	0.34	8	80	3.09	GOOD	0	0	0	2	2		10	10	20		0	0	22
	Oakwood Dr	Kingston	0.23	14	70	3.52	GOOD	0	10	0	2	12		10	0	10		0	0	22
	Princess Ln	Kingston	0.1	5	30	3.44	GOOD	0	0	0	2	2		10		10		0	0	12
	Cherry Lane	Kingston	0.181	13	75	3.88	GOOD	0	0	0	2	2		10	0	10		0	0	12
	Markland Rd	Kingston	0.45	5	280	6.84	FAIR	0	0	0	2	2		10	0	10		0	0	12
2.718																				
2041	Wind Ridge Rd	Kingston	0.109	3	250	3.02	GOOD	0	0	0	2	2		10	10	20		0	0	22
	Heather Cres	Kingston	0.25	18		3.61	GOOD	0	0	0	2	2		10	0	10		1	1	13
	Fowler Ct	New Minas	0.213	12	60	6.81	FAIR	0	0	0		0	10	10		20		0	0	20
	Oak Dr	North Kentville	0.247	12	60	5.39	FAIR	0	0	0		0	10	10		20		0	0	20
	North Ave (off Lanzy)	North Kentville	0.145	4	20	4.04	GOOD	0	0	0		0	5	10		15		0	0	15
	Ritson Ave	Cambridge	0.777	10		4.96	GOOD	0	0	0	0	0		10	10	20		0	0	20
	Constance St	Cambridge	0.24	4	40	4.18	GOOD	0	0	0	0	0		10	0	10		0	0	10
	Old French Rd	Kingston	0.757	42	600	4.43	GOOD	0	0	0	2	2		10		10		5	5	17
	Cartier Crt	Kingston	0.16	12	120	4.42	GOOD	0	0	0	2	2		10	0	10		0	0	12
2.898																				

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FY 2019-20

J-CLASS ROAD PRIORITY LIST

Projected Submission Year	Road Name	LOCATION	CL LENGTH (KM)	# OF HOUSES	AADT	Englobe HSP IRI	Englobe IRI Class	ECONOMIC = 40 pts					Environmental = 40 pts			SOCIAL/CULTURAL = 20 pts			TOTAL SCORE	
								MED category About High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts		Total
2042	Annette St	Cambridge	0.2	8	40	3.47	GOOD	0	0	0	0	0	7	10	0	17		0	0	17
	Loretta Ave	Cambridge	0.89	26		3.21	GOOD	0	0	0	0	0	10	0	10		1	1	11	
	Charlene St	Cambridge	0.176	10		4.70	GOOD	0	0	0	0	0	10	0	10		0	0	10	
	Jeremy St	Cambridge	0.1	1		3.73	GOOD	0	0	0	0	0	10	0	10		0	0	10	
	Camhill Ct.	North Kentville	0.119	9	45	6.47	FAIR	0	0	0		0	7	10		17		0	0	17
	Dyke View	Port Williams	0.326	11	35	3.36	GOOD	0	0	0		0	7	10		17		0	0	17
	Greg Ave	New Minas	0.19	7	35	5.83	FAIR	0	0	0		0	7	10		17		0	0	17
	Turner	New Minas	0.4	9	45	4.46	GOOD	0	0	0		0	7	10		17		0	0	17
	Hiltz Dr	Kingston	0.34	27	140	5.86	FAIR	0	0	0	2	2		10	0	10		3	3	15
	Kingston Heights Dr	Kingston	0.408	8	80	3.46	GOOD	0	0	0	2	2		10	0	10		0	0	12
3.149																				
2043	Lincoln St	Kingston	0.497	15	60	4.21	GOOD	0	0	0	2	2		10	0	10		1	1	13
	Mcmaster Cres	Kingston	0.35	13	70	7.73	FAIR	0	0	0	2	2		10		10		0	0	12
	Palmer Dr	Kingston	0.34	19	70	4.00	GOOD	0	0	0	2	2		10		10		1	1	13
	Park Rd	Kingston	0.53	22	70	4.88	GOOD	0	0	0	2	2		10		10		1	1	13
	Hillcrest Ave	Kingston	0.06	16	80	7.80	FAIR	0	0	0	0	0		10	0	10		1	1	11
	Pineo St	Auburn	0.706	28	280	3.12	GOOD	0	0	0	0	0		10		10		3	3	13
	Brockville St	Auburn	0.292	10	100	3.81	GOOD	0	0	0	0	0		10		10		0	0	10
	Willow St	Hantsborder	0.296	24		7.96	FAIR	0	0	0	2	2		10		10		1	1	13
	Dee Rd	Coldbrook	0.21	7	70	7.66	FAIR	0	0	0	2	2		10	0	10		0	0	12
3.281																				
2044	Maggie Dr	Greenwood	0.12	9		4.10	GOOD	0	0	0	2	2		10	0	10		0	0	12
	Pattys Dr	Greenwood	0.377	14	100	3.04	GOOD	0	0	0	2	2		10	0	10		0	0	12
	Maxner Dr	Greenwood	0.22	13	130	3.03	GOOD	0	0	0		0		0	0				0	0
	Nelson Cres	Aylesford	0.312	3	100	6.62	FAIR	0	0	0	2	2		10		10		0	0	12
	Park St	Canaan	0.16	7		4.61	GOOD	0	0	0	2	2		10		10		0	0	12
	Polaris Crt	Kingston	0.077	6	60	7.98	FAIR	0	0	0	2	2		10		10		0	0	12
	Sparky St	Kingston	0.303	0	50	4.68	GOOD	0	0	0	2	2		10		10		0	0	12
	Westwood Rd	Kingston	0.5	6	50	3.84	GOOD	0	0	0	2	2		10		10		0	0	12
	Pine Ridge Ave	Kingston	1.674	84	800	3.80	GOOD	0	0	0	2	2		0		0		5	5	7
	Lower Rd	Morden	0.215	18		3.94	GOOD	0	0	0	0	0		10	0	10		1	1	11
3.958																				

MUNICIPALITY OF THE COUNTY OF KINGS

FY 2019-20

J-CLASS ROAD PRIORITY LIST

Projected Submission Year	Road Name	LOCATION	CL LENGTH (KM)	# OF HOUSES	AADT	Englobe HSP IRI	Englobe IRI Class	ECONOMIC = 40 pts					Environmental = 40 pts			SOCIAL/CULTURAL = 20 pts			TOTAL SCORE	
								MED category Abut High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts		Total
2045	Barren Dr/Cunningham Dyke	New Minas	0.183	0	0	4.32	GOOD	0	0	0		0	10		10		0	0	10	
	Howe Ave 2	New Minas	0.205	0	0	4.19	GOOD	0	0	0		0	10		10		0	0	10	
	Kentucky Ct	New Minas	0.15	0	0	3.36	GOOD	0	0	0		0	10		10		0	0	10	
	Nova Dr	New Minas	0.218	0	0	5.71	FAIR	0	0	0		0	10		10		0	0	10	
	Bentwood Cres	Cambridge	0.594	12	120	5.25	FAIR	0	0	0	0	0	10	0	10		0	0	10	
	Birchcrest Dr	Cambridge	0.63	14	140	5.58	FAIR	0	0	0	0	0	10	0	10		0	0	10	
	Parkway Dr	Port Williams	0.429	0	0	5.84	FAIR	0	0	0		0	10		10		0	0	10	
	Poplar Grove Dr	Woodville	0.176	5	50	6.99	FAIR	0	0	0		0	10		10		0	0	10	
	Wade St	Coldbrook	0.4	7	70	6.25	FAIR	0	0	0	0	0	10		10		0	0	10	
	County Home Rd	Waterville	0.69	7	50	3.95	GOOD	0	0	0		0			0			0	0	
3.675																				
2046	Carolina Ave	Cambridge	0.497	12	225	2.39	VERY GOOD	0	0	0	0	0	20	10	0	30	15	0	15	45
	Vincent St	Cambridge	0.199	5	50	2.90	VERY GOOD	0	0	0	0	0	10	0	10		0	0	10	
	Warren St	Cambridge	0.187	7				0	0	0	0	0	10	0	10		0	0	10	
	Acadia Dr	Kingston	0.48	23	115	2.39	VERY GOOD	0	10	0	2	12	15	10	25		1	1	38	
	Balsor Dr	Kingston	0.876	46	810	2.39	VERY GOOD	0	10	0	2	12	10	10	20		5	5	37	
	Balsor Dr	Kingston	0.107	46	810			0	10	0	2	12	10		10		5	5	27	
	Katelyn St	Kingston	0.346	16	670	2.41	VERY GOOD	0	10	0	2	12	10	0	10		1	1	23	
	Shawn Dr	Kingston	1.029	88	840	2.40	VERY GOOD	0	0	0	2	2	10		10		5	5	17	
	Kingswood Lane	Kingston	0.278	11	860	2.19	VERY GOOD	0	0	0	2	2	10	0	10		0	0	12	
	Drummond Dr	Kingston	0.184	11		2.50	VERY GOOD	0	0	0	2	2	10	0	10		0	0	12	
4.183																				
2047	Planes Vew Dr	Greenwood	0.4	17	800	2.12	VERY GOOD	0	0	0	2	2	10	10	20		1	1	23	
	Brandy Ave	Greenwood	0.335	15	150	2.33	VERY GOOD	0	10	0	2	12	10	10	20		1	1	33	
	Crystal Dr	Greenwood	0.237	15	150	2.98	VERY GOOD	0	10	0	2	12	10	0	10		1	1	23	
	Mclair Ave	Greenwood	0.251	12	120	2.86	VERY GOOD	0	0	0	2	2	10	0	10		0	0	12	
	Club Cres	New Minas	0.46	40	200	2.45	VERY GOOD	0	0	0		0	20	10	30		5	5	35	
	Kidston Ave	Port Williams	0.851	45	225	2.55	VERY GOOD	0	0	0		0	20	10	30		5	5	35	
	Auburnwood Ln	Auburn	0.46	15	75	2.86	VERY GOOD	0	10	0	0	10	12	10	22		1	1	33	
	Cedar St	Auburn	0.207	31	300	2.87	VERY GOOD	0	0	0	0	0	10		10		3	3	13	
	Lemarchant Dr	New Minas	1.604	37	185	2.64	VERY GOOD	0	0	0		0	20	10	30		3	3	33	
	Merritt Dr	New Minas	0.278	10	50	2.50	VERY GOOD	0	0	0		0	10	10	20		0	0	20	
5.083																				

MUNICIPALITY OF THE COUNTY OF KINGS

FY 2019-20

J-CLASS ROAD PRIORITY LIST

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								MED category About High Priority Road = 10pts	Home Based businesses = 10 pts	Does the road meet the "Damaged" surface grade? = 10pts	Other Infrastructure Work Planned = 10 pts	Total	Traffic count = 20pts	Sidewalk = 10pts	Community Service = 10pts	Total	School Bus Route = 15 pts	# of Residential Units using road = max 5pts	Total	
2048	Argus Dr	Greenwood	0.66	32	1000	3.00	VERY GOOD	0	0	0	7	7	20	0	0	20		3	3	30
	Cornwallis Cres	Coldbrook	0.404	23	115	2.86	VERY GOOD	0	0	0	2	2	15	10	0	25		1	1	28
	Aaron Dr	Cambridge	0.62	18	30	2.16	VERY GOOD	0	0	0	0	0	7	10	10	27		0	0	27
	Mayhew Dr	Greenwood	0.681	37	350	2.76	VERY GOOD	0	0	0	2	2		10	10	20		3	3	25
	Monica Cres	Centreville	0.308	16	80	2.75	VERY GOOD	0	0	0	2	2	12	10		22		1	1	25
	Ladyslipper Dr	Centreville	0.213	10	50	2.90	VERY GOOD	0	0	0	2	2	10	10		20		0	0	22
	Kaiser Drive	Centreville	0.128	3	15	2.84	VERY GOOD	0	0	0	0	0	5	10	0	15		0	0	15
	Sarah Dr	Coldbrook	0.251	15	75	2.58	VERY GOOD	0	0	0	2	2	12	10	0	22		1	1	25
	Coldbrook Village Park Dr	Coldbrook	1.17	0	200	2.80	VERY GOOD	0	0	0	2	2		10	10	20		0	0	22
	Borden St	Coldbrook	0.649	18		2.79	VERY GOOD	0	0	0	0	0		10	10	20		1	1	21
5.084																				
2049	Milne Ave	New Minas	1.36	0	0	2.57	VERY GOOD	0	0	0		0		10		10	15	0	0	25
	Northview Dr	Waterville	0.33	21	200	2.76	VERY GOOD	0	10	0		10		10		10		1	1	21
	Brookside Cres	Brooklyn Corner	0.372	8	80	2.82	VERY GOOD	10	0	0	0	10		10	0	10		0	0	20
	Dahlgren Cres	Kingston	0.786	9	90	2.74	VERY GOOD	0	10	0	0	10		10	0	10		0	0	20
	Old Brook Dr	Kingston	0.653	22	630	2.61	VERY GOOD	0	0	0	2	2		10		10		1	1	13
	Harry Dr	canaan	0.569	9	45	2.95	VERY GOOD	0	0	0	2	2	7	10		17		0	0	19
	Poplar Dr 2	Canaan	0.072	6	30	3.00	VERY GOOD	0	0	0	2	2	7	10		17		0	0	19
	Blomidon View	Port Williams	0.464	12	35	2.72	VERY GOOD	0	0	0		0	7	10		17		0	0	17
	Langille Dr	Coldbrook	0.835	95	270	2.85	VERY GOOD	0	0	0	2	2		10		10		5	5	17
	Maple Court	Coldbrook	0.52	51	270	2.50	VERY GOOD	0	0	0	2	2		10		10		5	5	17
5.961																				
2050	Glengary Row	Greenwood	0.289	14	400	9.76	POOR	10	0	0	2	12	20	10	10	40	15	0	15	67
	Whittington Dr	Greenwood	0.4	14	440	8.52	POOR	10	0	0	2	12	20	10	10	40	15	0	15	67
	Brittany Ave	Greenwood	0.492	35		2.59	VERY GOOD	0	0	0	2	2		10	0	10		3	3	15
	Charles St	North Kentville	0.487	25	125	9.38	POOR	10	0	0	5	15	20	10	0	30	15	3	18	63
	Folease Park Dr	Centreville Mtn	0.71	15	75	9.87	POOR	10	10	0	0	20	15	10	0	25	15	1	16	61
	Davlyn Dr	Centreville Mtn	0.394	3	15	13.02	POOR	10	0	0	0	10	5	10	10	25	15	0	15	50
	Rosalind Dr	Centreville Mtn	0.324	5	25	16.17	DAMAGED	10	0	10	0	20	7	10	0	17	7	0	7	44
	Spinny St	Greenwood	0.1	12	100	7.38		0	0	0	2	2	20	10	0	30	7	0	7	39
	Glasgow Ave	Greenwood	0.266	24	240	2.06	VERY GOOD	0	0	0	2	2		10	0	10		1	1	13
	Sampson Dr	Greenwood	0.2	21		8.97		0	0	0	2	2	10	10	10	30	7	1	8	40
3.662																				

MUNICIPALITY OF THE COUNTY OF KINGS

FY 2019-20

J-CLASS ROAD PRIORITY LIST

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2051	Pleasant Ave	Canning	0.195	9	45	5.34		0	0	0	2	2	7	10		17		0	0	19
	Seminary Ave	Canning	0.193	9	45	5.60		0	0	0	2	2	7	10		17		0	0	19
	Elm St	Canning	0.094	7	35	9.39		0	0	0	2	2	7	10		17		0	0	19
	Queen St	Canning	0.142	5	25	11.47		0	0	0	2	2	7	10		17		0	0	19
	Sunnyside Loops	Greenwich	0.2	3	15	2.51	VERY GOOD	0	0	0	2	2	5	10	10	25	0	0	0	27
			0.824																	

VILLAGE OF CANNING
2229 NORTH AVENUE
P.O. BOX 9
CANNING, N. S.
B0P 1H0
TEL: 902-582-3768 FAX: 902-582-3068
E-MAIL: village.canning@xcountry.tv
Member of the Association of Nova Scotia Villages

January 23, 2018

NS Transportation and Infrastructure Renewal
Attn: Richard Lloyd
67 Crescent St
New Minas, NS
B4N 3G7

Dear Richard:

On behalf of the Canning Village Commission, I would like to request a partnership with DOTIR on an upcoming water/sidewalk project that we have planned for the summer of 2019. This project has been targeted due to the poor conditions of the water lines in this area where we have had at least 3 major water line breaks over the past few years.

The project involves replacing the water mains/lines and shut offs on Chapel Road. We will be partnering with the Municipality of the County of Kings on this project as they will be replacing sewer lines at the same time. We are also looking at installing new sidewalks. This will improve the reliability of water services for the approximately 48 households connected to these mains and make the community's water collection and distribution system more efficient on the whole.

Chapel Road is in very bad shape and needs resurfacing so we are asking that you consider a partnership with the Village and County to cost share on the resurfacing. We did a partnership similar to this on the Seminary Avenue Loop project in 2016 where the Village and Municipality of Kings paid 25% each, and DOTIR paid 50% to save on the shared costs.

We are currently waiting for government funding applications to come out, but have other plans for funding if there will not be any infrastructure funds available.

The Commission will be partnering with the County to cost share on this project, as they plan to install new sewer lines at the same time as the water lines are being completed. We would like to ask that you consider upgrading the road and replacing the storm drains at the same time in this area to also cost share on the project to make this project fiscally economical for all stake holders.

We have had several calls about the road needing repairs over the last few years as it is heavily used by not only cars but farm vehicles and trucks. Chapel Road sees a lot of traffic that by-passes the commercial area of Canning and therefore has much higher volumes than you would expect.

We look forward to your response to this request and hope to continue the great working partnership we have on important projects.

Sincerely,



Ruth Pearson
Clerk/Treasurer

Cc Scott Conrod
Peter Muttart
Meg Hodges
Tim Bouter
Scott Quinn



Municipality of the County of Kings

Request for Decision

TO	Committee of the Whole
PREPARED BY	Scott Quinn, P. Eng., Director of Engineering & Public Works, Lands and Parks
MEETING DATE	September 18, 2018
SUBJECT	Terms of Reference: Asset Management Committee

ORIGIN

- July 3, 2018 - Council adopted Policy ADMIN-01-014 Asset Management (the "Policy"), which provided for the creation of an Asset Management Committee of Council.
- July 3, 2018 - Council directed the CAO to develop draft terms of reference for the Asset Management Committee by the September 2018 Committee of the Whole.

RECOMMENDATION

THAT COMMITTEE OF THE WHOLE recommend that Municipal Council approve the Terms of Reference for the Asset Management Committee as attached to the September 18, 2018 Committee of the Whole agenda.

INTENT

For Council to approve the terms of reference for a new Asset Management Committee.

DISCUSSION

As noted in the June 19, 2018 Staff report to Committee of the Whole:

Given the importance placed on asset management during the June 5th session, Staff recommends that a separate Committee of Council be formed to deal with asset management. This is consistent with Council's rationale for forming committees for Regional Sewer, Audit, Budget & Finance, Engagement, Eco-Kings, etc. which also perform important work.

The proposed terms of reference (see Appendix A) are modelled on the Regional Sewer Committee since it will be performing a similar advisory role for both Council and Staff. The governance framework, enabled through the Policy, is shown in Appendix B.

FINANCIAL IMPLICATIONS

- No direct impact.

COMMUNITY ENGAGEMENT

- Not applicable.

IMPLEMENTATION

- Nominating Committee will appoint Council members to the Asset Management Committee.
- CAO will appoint staff members to Asset Management Working Group.
- CAO and Senior Management will assign Staff to work on the Asset Management Strategy and terms of reference for staff-level Asset Management Working Group.



Municipality of the County of Kings

Request for Decision

- Staff will continue developing items identified in December 19, 2017 Committee of the Whole presentation.
- Asset Management Working Group will review final recommendations from LAMP consultant report to develop further action items for consideration.

APPENDICES

- Appendix A: Proposed Terms of Reference: Asset Management Committee
- Appendix B: Asset Management Governance Framework

APPROVALS

Scott Conrod, Chief Administrative Officer

Date: September 11, 2018



Municipality of the County of Kings

Asset Management Committee

Terms of Reference

1. Establishment of the Committee

Per s.24 *Municipal Government Act (MGA)*, the Municipality of the County of Kings (“the Municipality”) establishes a committee to be known as the Asset Management Committee (“the Committee”).

2. Definitions

“AM” means asset management.

“AM Policy” means Policy ADMIN-01-014 Asset Management of the Municipality and its successors.

“CAO” mean Chief Administrative Officer for the Municipality.

“Working Group” means the staff-level working group enabled by the AM Policy, and reporting to the CAO, to coordinate implementation of the Municipality’s asset management system.

3. Purpose

The Committee is a standing committee of Council responsible for oversight of the Municipality’s asset management system. The Committee is how Council ensures that asset management decisions are being implemented as intended. It will work with the Chief Administrative Officer (“CAO”) and Asset Management Working Group to ensure that community values and Council strategic priorities are reflected in the Municipality’s asset management system.

4. Compliance with Policies and By-laws

The Asset Management Committee shall comply with all policies and by-laws of the Municipality.

5. Responsibilities

- Review and provide recommendations to Council and Staff on:
 - Annual review of AM Policy and implementation of the Municipality’s asset management system;
 - Operational updates on the Municipality’s asset management system;
 - Annual review of proposed capital projects for asset management; and
 - Annual operating budget proposals related to asset management.
- Provide input and guidance to CAO and Working Group on:
 - Asset management system’s conformance with laws, regulations, Council strategic priorities, AM Policy and applicable best practices;
 - Matters regarding the AM Policy and other applicable policies; and
 - Development of an AM strategy and operational plans consistent with Council strategic priorities and the AM Policy.
- Any other matters deemed necessary by Council.

6. Membership

The Asset Management Committee shall have three (3) members of Council.

7. Terms of Membership

Council shall annually appoint members to the Committee.

8. Reporting

Members of Council appointed to the Committee shall decide amongst themselves who shall report the Committee’s activities to Council.

Councillors appointed to the Committee will advise the Committee of relevant business of Council.



Municipality of the County of Kings Asset Management Committee Terms of Reference

9. Procedural Matters

Staff Support

Staff support will be provided by employees of the Municipality.

Meetings

The Committee shall meet at least three (3) times per fiscal year.

A staff person of the Municipality will serve as the Recording Secretary for all meetings. Minutes of each meeting shall be recorded by the Secretary and shall capture all recommendations of the Committee.

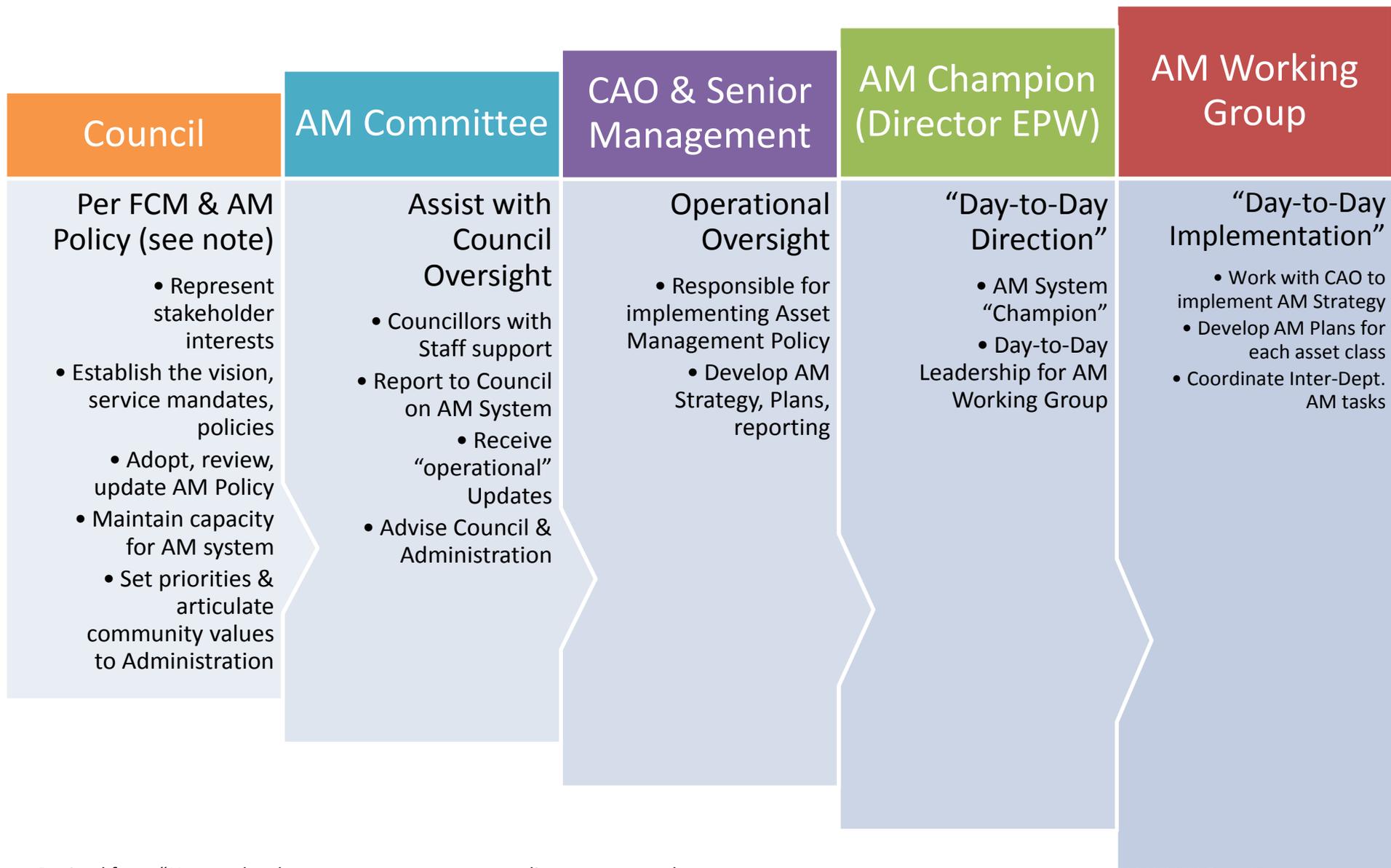
Election of Officers

The Committee shall appoint a Chair and Vice-Chair at its inaugural meeting and then each year. Appointments shall be for a term of one year at which time any Officer may stand for reappointment.

Quorum

A simple majority of members, including at least two (2) members of Council, shall constitute a quorum.

Asset Management Governance Framework





Municipality of the County of Kings

Briefing

TO Committee of the Whole

PREPARED BY Katrina Roefs, CPA, CA Financial Analyst

MEETING DATE September 18, 2018

SUBJECT Accountability Report (Period Ending June 30, 2018)

ORIGIN

- Reporting & accountability requirements: MGA Section 32(1), Part A
- Quarterly Operating and Capital Variance Reports (internally generated)
- FIN-05-014 Surplus Allocation Policy

RECOMMENDATION

That Committee of the Whole receive the Accountability Report (Period Ending June 30, 2018) as attached to the September 18, 2018 agenda for information.

INTENT

The intent of this report is to provide a summary of material variances from amounts budgeted in the 2018/19 Operating and Capital Budgets to actual results to June 30, 2018, together with a forecast of the year-end results at March 31, 2019.

DISCUSSION

Section A - Operating Budget Review & Forecast to Year-end

This report brings us to the end of quarter one for the fiscal 2018/19 year. It is early in the operating year and some expenses have timing or seasonal differences creating variance from budget. Discussions have been held with Managers and Directors across the organization to determine forecasts to year-end. Currently we are forecasting a surplus of \$238,319 for the year 2018/19. The key components of the forecast surplus include:

- Salaries & Benefits savings due to vacant positions
- Small changes to the annual amounts paid for mandatory provincial expenses
- Revenue variances in relation to NSP and MT&T payments
- Interest revenue variances due to prime rate increase

The variances forecast are based on information available at the time of this report; events during the year can change these forecasts in the future.

Core Revenues - \$86,348 above budget

Core Revenues include Property taxes, Grants-in-Lieu of Taxes from the Federal and Provincial government, rent income, HST Offset Grant income from NSFM, and the net interest income after transfers to capital reserves.



Municipality of the County of Kings

Briefing

Core Revenues	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Reason
					Farm Property Acreage, NS Power, and MT&T actuals came in slightly above budget. Budgets are based on historic information and can fluctuate annually based on changes to assessment
Property Tax	36,357,750	36,376,607	18,857	0.05%	
PILT	2,915,300	2,915,300	-	0.00%	
Rent	3,000	20,491	17,491	85.36%	Unbudgeted rent on farm land in Waterville
HST Offset Grant	99,400	99,400	-	0.00%	
Net Interest Income	140,500	190,500	50,000	26.25%	Positive variance projected based on Prime Rate increase
Total	39,515,950	39,602,298	86,348		

Mandatory Payments including RCMP - \$794 below budget

Mandatory payments include all payments required to be paid, by the *Municipal Government Act* (MGA), the *Libraries Act*, the *Police Act*, or the Provincial Municipal Service Exchange Agreement, specifically:

Entity	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)
Annapolis Valley Regional	11,641,975	11,642,460	485	0.0%
Property Valuation Sei	809,900	818,277	8,377	1.0%
Municipal Highway Co	719,200	719,164	(36)	0.0%
Correctional Services	635,612	635,612	-	0.0%
Western Regional Hou:	207,200	207,200	-	0.0%
Annapolis Valley Regic	305,300	305,252	(48)	0.0%
RCMP & DNA Services	7,132,100	7,122,528	(9,572)	-0.1%
Total	21,451,287	21,450,493	(794)	

Inter-Municipal Service Agreements

The Municipality has Inter-Municipal Service Agreements which require the Municipality to make capital and operating contributions.

Subsequent to the approval of the 2018/19 operating budget, the Valley Waste Resource Management (VWRM) budget was approved by Council, which resulted in an increase to the Municipalities' contribution by \$208,028. This was funded by a transfer from the VWRM Operating Reserve.

Kings Transit Authority also had its operating budget approved subsequent to the approval of the Municipalities' 2018/19 operating budget. This resulted in an increase in the Municipalities' contribution to that organization in the amount of \$58,200. This was funded by a transfer from the General Operating Reserve.

Departmental -\$151,177 below budget

Departmental includes the following components of the Municipalities operations:

Legislative: Legislative expenses include Councillor remuneration, travel, meals, committee honorarium, scholarships, and other legislative services.



Municipality of the County of Kings

Briefing

Administration: Administration includes the Office of the CAO, Human Resources, Recreation and Economic Development. Expenses include compensation, legal and consulting fees, training for all staff, Occupational Health & Safety, diversity and public relations projects, advertising, and other related administrative, recreation programming, and economic development expenses.

Corporate Services: Corporate Services includes Finance department, Revenue services, and Information Technology (IT). The department generates revenue for the Municipality through the administration of the Property Tax, Utility Billing, Area Rates, Capital Charge processes and management of banking and treasury functions. The department also generates revenue from the provision of services for other municipal entities, such as IT and payroll processing.

Engineering and Public Works: EPW manages the sewer and water utilities, the Municipal complex, municipal parks and trails, roads, sidewalks, and street lights. Sewer, water and street lights all generate revenue from utility billing or area rates that pays for the costs associated with the provision of these services. Expenses include compensation, vehicles and equipment, utilities, insurance, supplies & parts, repairs & maintenance, consulting services.

Building, Development & Protective Services: This department manages Planning, Building & Development, Fire, By-law Enforcement, Emergency Management, (shared with EPW), services. The department generates revenues by providing Building and Fire inspection services to other municipalities, sale of building permits, application fees and other permits, and through recreation program revenue and grants from other governments and organizations. Expenses include compensation, vehicles, office supplies, and contracts with third parties for provision of 911 dispatch and animal control services.

	2018/19 Budget	Forecast	Forecast Variance (\$)	Forecast Variance (%)	Reason
Legislative	555,800	555,800	-	0.0%	
Administration	2,294,077	2,263,100	(30,977)	-1.4%	Timing issues regarding filling of vacant positions
Corporate Servic	1,285,770	1,271,265	(14,505)	-1.1%	Timing issues regarding filling of vacant position in IT, projected favorable variance in postage
EPW	3,661,304	3,575,600	(85,704)	-2.3%	Timing issues regarding filling of new positions for vector; savings in monitoring costs, and savings with property taxes at former airport - classification now exempt
Building & Development Services, Protective	4,121,010	4,101,020	(19,990)	-0.5%	Timing issues regarding filling of new positions with regard to inspection. Small variance in relation to: animal control costs, dog tag revenue, and unbudgeted expense of by law radio.
Total	11,917,961	11,766,784	(151,177)		

FINANCIAL IMPLICATIONS

- The forecast operating surplus will be finalized subsequent to year-end and distributed using the guidelines set out in FIN-05-014 Surplus Allocation Policy
- Any municipal sewer surplus at year-end is required under the Surplus Allocation Policy to be first used to reduce long-term borrowing and the balance transferred to the Sewer Capital Reserve.

COMMUNITY ENGAGEMENT

A community engagement initiative is not required as the subject was approved as part of the 2018/19 Operating and Capital Budget. The community had the opportunity to provide public comments as part of that process. This report is providing an update on those budgets.



Municipality of the County of Kings

Briefing

APPENDICES

- Appendix A: Operating Variance Report
- Appendix B: Capital Program Report

APPROVALS

Wendy Salsman, Interim Director of Finance & IT Date: September 11, 2018

Scott Conrod, Chief Administrative Officer Date: September 11, 2018

Municipality of the County of Kings
 First Quarter Accountability Report
 30-Jun-18

		30-Jun-18							
		Actual June 30,	Budget Q1	Variance (\$)	Variance %	Year-End Forecast	Year-End Budget	Forecast Variance (\$)	Forecast Variance (%)
		2018							
Core Revenue									
Property Tax		(1,161,722)	(1,142,250)	(19,472)	1.7%	(36,376,607)	(36,357,750)	(18,857)	0.1%
PILT		-	-	-	-	(2,915,300)	(2,915,300)	-	0.0%
Rent		(17,482)	-	(17,482)	-	(20,491)	(3,000)	(17,491)	583.0%
HST OFFSET GRANT		-	-	-	-	(99,400)	(99,400)	-	0.0%
Net interest income		(64,417)	(45,561)	(18,856)	41.4%	(190,500)	(140,500)	(50,000)	35.6%
Total Core Revenue		(1,243,621)	(1,187,811)	(55,810)		(39,602,298)	(39,515,950)	(86,348)	
Less Mandatory Payments									
ANNAPOLIS VALLEY REGIONAL SCHOOL BOARD		2,876,157	2,910,494	(34,337)	-1.2%	11,642,460	11,641,975	485	0.0%
ASSESSMENT CHARGES		409,138	404,950	4,188	1.0%	818,277	809,900	8,377	1.0%
MUNICIPAL HIGHWAY CONTRIBUTION		179,791	179,800	(9)	0.0%	719,164	719,200	(36)	0.0%
CORRECTIONAL SERVICES		-	158,903	(158,903)	-100.0%	635,612	635,612	-	0.0%
REGIONAL HOUSING CORPORATION		0	-	-	-	207,200	207,200	-	0.0%
REGIONAL LIBRARY		76,313	76,325	(12)	0.0%	305,252	305,300	(48)	0.0%
RCMP (& DNA)		1,770,482	1,772,875	(2,393)	-0.1%	7,122,528	7,132,100	(9,572)	-0.1%
Total		5,311,882	5,503,347	(191,466)		21,450,493	21,451,287	(794)	
Available for Municipal Operations		4,068,260	4,315,536	(247,276)		(18,151,805)	(18,064,663)	(87,142)	
Area Rates									
Area Rates Collected		-	-	-	-	(4,991,446)	(4,991,446)	-	0.0%
Less Area Rate Revenue Paid out		-	-	-	-	4,991,446	4,991,446	-	0.0%
Subtotal		-	-	-		-	-	-	
Inter-municipal Service Agreements		2,621,809	1,917,040	704,769	37%	5,093,700	5,093,700	-	0%
Legislative									
Council		132,073	132,450	(377)	0%	555,800	555,800	-	0%
Administration									
Administration		195,447	248,605	(53,158)	-21.4%	1,758,302	1,768,187	(9,885)	-0.6%
HR		32,502	31,400	1,102	3.5%	139,181	141,350	(2,169)	-1.5%
Economic Development		19,432	31,505	(12,073)	-38.3%	116,620	116,620	-	0.0%
Recreation Administration		56,592	71,825	(15,233)	-21.2%	241,376	260,300	(18,924)	-7.3%
Net contributions to Recreation programming		-	-	-	-	-	-	-	-
KINGS PROGRAMS		(750)	(1,426)	676	-47.4%	(3,350)	(3,350)	-	0.0%
ACTIVE KIDS, HEALTHY KIDS		851	3,689	(2,838)	-76.9%	1,500	1,500	-	0.0%
DAYCAMP		(3,470)	(5,025)	1,555	-31.0%	17,735	17,735	-	0.0%
PARTNERSHIP PROGRAMS		(2,072)	1,632	(3,704)	-227.0%	(40,775)	(40,775)	-	0.0%
MOMS IN MOTION		1,734	1,623	111	6.8%	2,500	2,500	-	0.0%
AQUATICS		(396)	(3,189)	2,793	-87.6%	1,150	1,150	-	0.0%
SENIORS		(6,095)	(5,000)	(1,095)	21.9%	4,000	4,000	-	0.0%
AFTERSCHOOL PROGRAMS		17,847	15,690	2,157	13.7%	24,860	24,860	-	0.0%
Total Administration		311,621	391,329	(79,708)		2,263,100	2,294,077	(30,977)	
Corporate Services									
Finance		176,370	155,749	20,621	13.2%	660,040	666,140	(6,100)	-0.9%
Revenue Services (Net of cost recoveries)		(61,140)	(76,790)	15,650	-20.4%	(164,830)	(164,830)	-	0.0%
IT (net of cost recoveries)		200,676	231,600	(30,924)	-13.4%	776,055	784,460	(8,405)	-1.1%
Total Corporate Services		315,905	310,559	5,346		1,271,265	1,285,770	(14,505)	
EPW									
EPW Administration (Net of administration fees)		(88,178)	(52,827)	(35,351)	66.9%	331,030	354,530	(23,500)	-6.6%
Building (net of Provincial cost share)		157,583	173,630	(16,047)	-9.2%	543,291	542,500	791	0.1%
Municipal parks & trails		53,344	56,012	(2,668)	-4.8%	185,307	186,300	(993)	-0.5%
Roads and Sidewalks		116,411	97,908	18,503	18.9%	1,355,464	1,355,464	-	0.0%
Airport		(9,816)	510	(10,326)	-2024.6%	1,098,915	1,112,810	(13,895)	-1.2%
Solid Waste		(7,400)	6,300	(13,700)	-217.5%	50,200	65,200	(15,000)	-23.0%
Subtotal		221,945	281,533	(59,588)		3,564,207	3,616,804	(52,597)	
Municipal Sewer Revenue		(121,166)	(185,610)	64,444	-34.7%	(4,147,300)	(4,147,300)	-	0.0%
Less Municipal Sewer Expense		767,906	869,660	(101,754)	-11.7%	4,158,693	4,191,800	(33,107)	-0.8%
Subtotal		646,740	684,050	(37,310)		11,393	44,500	(33,107)	
Street Light Revenue		-	-	-	-	(120,900)	(120,900)	-	0.0%
Less street light expense		17,733	28,059	(10,326)	-36.8%	120,900	120,900	-	0.0%
Subtotal		17,733	28,059	(10,326)		-	-	-	
Total EPW		886,417	993,642	(107,224)		3,575,600	3,661,304	(85,704)	
Building & Development Services									
Building & Development Services (net)		21,613	43,229	(21,617)	-50.0%	223,740	223,740	-	0.0%
Planning		106,283	109,920	(3,637)	-3.3%	452,680	452,680	-	0.0%
Development		76,676	84,908	(8,232)	-9.7%	358,450	358,450	-	0.0%
Total Building & Development Services		204,572	238,057	(33,485)		1,034,870	1,034,870	-	
Protective Services									
Fire & Fire Inspection (net)		109,181	153,745	(44,564)	-29.0%	2,647,817	2,664,320	(16,503)	-0.6%
Bylaw Enforcement (net)		43,485	37,578	5,907	15.7%	191,404	188,570	2,834	1.5%
EMO		35,234	55,018	(19,784)	-36.0%	226,930	233,250	(6,320)	-2.7%
Total Protective Services		187,900	246,341	(58,441)		3,066,150	3,086,140	(19,990)	
Total Building & Development Services, Protective Service		392,472	484,398	(91,926)		4,101,020	4,121,010	(19,990)	
Total Core Municipal Services		4,660,298	4,229,418	430,881		16,860,484	17,011,661	(151,177)	
Funds available after Core Municipal Services		8,728,558	8,544,954	183,605		(1,291,321)	(1,053,002)	(238,319)	
Grants									
Councillor Grants to organizations		-	-	-	-	72,000	72,000	-	0.0%
Property Tax exemptions per Bylaws		-	-	-	-	673,000	673,000	-	0.0%
Leisure Services & Rec Director Salary Grants		-	-	-	-	205,000	205,000	-	0.0%
Crossing Guard Grants		-	-	-	-	30,900	30,900	-	0.0%
Program grants (CRAF, CHAP, CDPD, etc.)		39,757	-	39,757	0.0%	(605,075)	(542,110)	(62,965)	11.6%
Major Community Initiatives & Civic Services		461,732	491,370	(29,638)	-6.0%	677,177	614,212	62,965	10.3%
Total Grants		501,489	491,370	10,119		1,053,002	1,053,002	-	
Forecast Surplus to Year End						(238,319)			

**Municipality of the County of Kings
Capital Program Report
Year to date as of June 30, 2018**

	Carryover Budget	2018/19 Budget	Total Budget	Spent prior years	Spent Current Year	Total Expenditures	Budget \$ Remaining	Comments - Carryover budgets
Municipal Infrastructure - General Tax Rate Supported								
Information Technology								
21-3-361-101		85,000	85,000		16,825	16,825	68,175	
21-3-361-102		25,000	25,000			-	25,000	
21-3-361-128		100,000	100,000			-	100,000	
21-3-361-129		36,000	36,000			-	36,000	
21-3-361-130	30,391		30,391		295	295	30,096	few PO's outstanding over year-end
21-3-361-132		40,000	40,000			-	40,000	
21-3-361-133		90,000	90,000			-	90,000	
Total Information Technology	30,391	376,000	406,391	-	17,120	17,120	389,271	
Municipal Building								
21-3-375-124	7,541,189		7,541,189	1,349,796	967,895	2,317,691	5,223,498	construction in progress
Total Municipal Building	7,541,189	-	7,541,189	1,349,796	967,895	2,317,691	5,223,498	
Roads and Sidewalks								
21-3-372-101	59,124	500,000	559,124	8,921		8,921	550,203	Coldbrook design & Nichols Ave/ McKittrick crosswalk construction
21-3-372-115		150,000	150,000			-	150,000	
Total Roads and Sidewalks	59,124	650,000	709,124	8,921	-	8,921	700,203	
Building & Development Services Vehicles								
21-3-365-101		55,000	55,000			-	55,000	
Total Building & Development Services Vehicles	-	55,000	55,000	-	-	-	55,000	
Parks and recreation								
21-3-371-114	65,735	25,000	90,735		34,218	34,218	56,517	complete Grand Pre Trail amenities
21-3-371-115		25,000	25,000			-	25,000	
Total Parks and Recreation	65,735	50,000	115,735	-	34,218	34,218	81,517	
Total Municipal Infrastructure	7,696,439	1,131,000	8,827,439	1,358,717	1,019,233	2,377,950	6,449,489	
Municipal Sewer Infrastructure - Sewer Rate Supported								
21-3-382-101	627,080	300,000	927,080	408,246	217,634	625,880	301,200	5 lift stations to be completed
21-3-382-102		400,000	400,000			-	400,000	
21-3-382-103	9,740	550,000	559,740	9,740		9,740	550,000	Coldbrook design
21-3-382-109		25,000	25,000		4,374	4,374	20,626	
21-3-382-901		85,000	85,000			-	85,000	
Total Municipal Sewer Projects	636,820	1,360,000	1,996,820	417,986	222,008	639,994	1,356,826	
Greenwood Water Projects - Water Rate Supported								
22-3-351-200	250,000	250,000	500,000	54,831	3,340	58,171	441,829	continue test wells & develop production well
22-3-351-432		150,000	150,000			-	150,000	
22-3-351-435		50,000	50,000			-	50,000	
Total Greenwood Water Projects	250,000	450,000	700,000	54,831	3,340	58,171	641,829	
Regional Sewer Projects - User Fee Supported								
23-3-354-125		150,000	150,000			-	150,000	
23-3-354-130		50,000	50,000		1,251	1,251	48,749	
23-3-354-131		350,000	350,000			-	350,000	
Total Regional Sewer Projects	-	550,000	550,000	-	1,251	1,251	548,749	
Special/Contingent Projects								
21-3-369-114	473,174		473,174	247,080		247,080	226,094	completion pending NSP & Bell pole work
21-3-369-116		140,000	140,000			-	140,000	
21-3-369-117		182,500	182,500			-	182,500	
21-3-369-119		200,000	200,000			-	200,000	
21-3-369-120		8,604	8,604			-	8,604	
21-3-369-121		30,000	30,000			-	30,000	
21-3-369-123		30,000	30,000			-	30,000	
21-3-369-125		225,000	225,000			-	225,000	
21-3-369-126		312,858	312,858			-	312,858	
Total Special/Contingent Projects	473,174	1,128,962	1,602,136	247,080	-	247,080	1,355,056	
Total Capital Program	9,056,433	4,619,962	13,676,395	2,078,614	1,245,832	3,324,446	10,351,949	

From: **Macael Baxter**

Date: Sat, Aug 18, 2018 at 4:49 PM

Subject: Avoiding Missed Opportunities

To: <mayor.muttart@countyofkings.ca>, <jpostema@countyofkings.ca>

Cc: Meg Hodges <councillor.hodges@countyofkings.ca>,

<councillor.raven@countyofkings.ca>, <councillor.hirtle@countyofkings.ca>,

<councillor.armstrong@countyofkings.ca>, <councillor.spicer@countyofkings.ca>,

<councillor.best@countyofkings.ca>, <councillor.lutz@countyofkings.ca>,

<councillor.winsor@countyofkings.ca>, <councillor.allen@countyofkings.ca>

Dear Mayor Muttart and Council Members,

I think I speak for many when I say I have had a difficult time sleeping this summer. Even though I have grown up in The Valley, I cannot remember a time when the weather has been such a topic of conversation. As Ontario and BC are simultaneously battling forest fires, Toronto with floods and the Prairies flirting with drought, our heatwave still makes National headlines. What makes this even more peculiar, is it all comes in the same year our farmers are dealing with the damage of a very severe late frost. All of which could have been even worse if the hurricane that narrowly missed us, had actually landed in June. Even as I write this in Calgary, I received a weather notification telling me to “stay inside and avoid strenuous activity” due to the smoke from nearby wildfires.

I do not pretend to be a meteorologist or have a Ph.D. in Climate Science, but I think we can already point to the obvious, climate change. Climate change is an elusive issue for a variety of reasons, scientist’s ability to predict the effects for years and decades into the future *may* be arguable, but the current effects we are seeing are difficult to defend. Some may feel helpless and frustrated as you read this, wondering “why should we waste our time on things that are mostly outside of our control?” If this is someone’s train of thought, it may speak more about them, than the solutions that are right in front of us.

No doubt, our Federal and Provincial governments control most of the environmental policy and investment. However, I don’t think this excuses our Municipal Government from doing what is in their span of control to aid in this effort. I understand our Council has already budgeted \$60K for a solar study in an area that has the potential for further investment. This sends the message that Kings County is beginning to take solar energy seriously.

Solar energy is currently competitive with other sources of electricity but still comes with a substantial upfront cost. Like most investment decisions, it comes down to how the numbers stack up and have very little to do with emotions or environmental intentions. If a homeowner decides to spend +\$50K on a solar panel system they immediately begin to save money on their energy bill. However, it could take +20 years to break even. In other words, it would take that long to save the amount of money invested in solar, they otherwise would have paid to NS Power. So, what happens when a government decides to incentivize solar energy? The less the homeowner have to pay now and throughout the life of the asset, the quicker it takes for them to break even on their investment.

What does this mean in real life? Someone that is on the fence about adopting solar energy for their building, is now convinced. With a little help from the government (\$500 or \$1,000 per year) somebody

who could not afford the minimum system, now can. Or someone who was thinking of spending the bare minimum now can afford a larger more effective system.

Providing incentives at the Federal and Provincial level are contentious. We all know the main arguments against those incentives: taxpayers paying for other taxpayers whims, reckless spending while not balancing the budget and/or cutting other essentials. However, our municipal government is inherently removed from this debate, which provides a tremendous opportunity. We can incentivize the needs of our community by simply foregoing *additional* property tax revenue. The notion that as new homes are built or expanded, it increases the strain on our shared services still stands true. However, this changes when you are adding solar energy systems to property value. In other words, spending \$50K on solar panels does not add more cars to the road, wells to the water table, sewage in the systems or people on sidewalks. So why should we stand in line waiting to collect additional property tax revenue immediately after someone makes this investment decision?

The solution in front of us appears fairly simple. Forego the increase in property taxes caused by the installation of solar systems for anyone in any zone for at least 10 years. Not only does this give breathing room, to tip the economic scales of solar more in favor. It also sends a very strong message to current and future citizens that we are serious about meeting our climate obligations. Instead of being perceived as a community that is stuck in the past, we could become a leader among our neighboring counties and towns. Once this is viewed as a success, it could also serve as an example to imitate in other municipalities across the province. Following this, we would have taken our span of influence from 60,000 citizens to possibly hundreds of thousands in our province.

If we continue to think, what difference will a small community in Nova Scotia Canada make? Let's just pack it in now and admit defeat to any large problem. I think if you look back at what has made our community great. It was certainly not done with a defeatist approach. So why should we expect our community to continue to adapt and grow with that approach? I think we should bet on the chance that we should be meeting our obligations to the best of our abilities.

I realize that the scale and complexities of climate change can be disheartening. Evoking panic is not my intentions for writing this. However, signs continue to point in the direction that this is not just business as usual, therefore requires more attention than before. Solar energy has proven itself as a solid solution to some of the climate issues. Forgoing property tax revenue caused by the installation of solar is not financially reckless. It merely gives solar a chance to show what it is capable of, along with our community in the process. By adopting this view, we acknowledge tough challenges. But, we are willing to do everything in our power to position ourselves for a successful future.

As with any of my past or future criticism, it should not be read as a shot fired at our current or past Councils. These are my observations that I would like to see acted upon. To *anyone* who is still skeptical or would like to chat further please give me a call (902-300-0732 / macael.baxter@gmail.com) as I always welcome the opportunity to chat more about this.

Sincerely,

Macael Baxter

RECEIVED

SEP - 7 2018

September 01, 2018

Mayor Peter Muttart
County of Kings
PO Box 100.
87 Cornwallis St
Kentville NS B4N 3W3

Dear Peter:

Re: Your message in the Fall 2018 KINGStimes

I wanted to congratulate you on the program “to provide high-speed internet to (all?) citizens in Kings”

This is a remarkably important objective and I do hope you mean all citizens. This access is critical to the development of our county and the lives of our businesses and citizens.

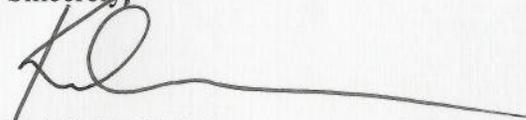
The beauty and climate of our county are sufficient to attract interest in development of modern competitive internationally-focused business but not sufficient to seal the deal – high-speed internet is essential.

We have lived in Bennett’s Bay since our return to NS in 1987. The efforts we have made, and the expense incurred, to obtain moderate speed internet access over that time have been varied, frustrating and usually expensive. Many in our area do not have access they can afford. Roleen and I drove around our area of the county recently deliberately monitoring our cellular access. We were astounded at the number of locations in “developed” parts of the county including around and among Kentville, Wolfville and New Minas where our service failed.

I know personally of two IT based companies who decided not to locate in NS (Kings and Lunenburg counties under consideration) because of the absence of high-speed internet. In one case an option on land had been acquired.

The completion of universal access in our county would be a legacy achievement.

Sincerely,



Kelvin K. Ogilvie
PO Box 307
685 Bigelow Cove Rd
Canning NS B0P 1H0

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole

Subject: Nominating Committee

From: Meg Hodges

Date: September 7th, 2018

Citizen positions for the Audit Committee were advertised and the closing date has been extended until September 28th, 2018. Two Councillors expressed interest in serving on the committee leaving two vacancies - please contact the Chair to express interest. It is our hope to have recommendations ready for the November Council meeting for approval.

The Nominating Committee will be working to fill positions for the Asset Management Committee in the near future as well.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole

Subject: Annapolis Valley Regional Library

From: Meg Hodges

Date: September 7th, 2018

At the time of written submission, the AVRL Board has not met since June 2018. Our next meeting is September 12th and I will provide a short oral update about successful events and programs offered over the summer months.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole

Subject: Kings Transit Authority

From: Meg Hodges

Date: September 7th, 2018

With the departure of Councillor Walsh from the Kings Transit Board, I have taken over as Chair of the Social Media Sub-committee.

In August, Kings Transit hired and began working with Canopy Creative to create online content and videos to promote our services and increase ridership. Rough drafts of the edits were submitted today (September 7th, 2018) and our promotional material will be ready in the coming weeks. Kings Transit received a \$15,000 grant for social media development and ridership initiatives, which we are meeting about on September 11th. Oral update to follow.

THE MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Highlights from the Annapolis Valley Trails Coalition Meeting
From: Paul Spicer
Date: September 18, 2018

The Annapolis Valley Trails Coalition met Thursday, July 19 in Greenwich.

- 1) Maintenance - on-going. A challenge as the weeds have loved this heat and humidity, particularly the roses and blackberries.
- 2) Board established priorities for the remaining fiscal year:
 - Website for Harvest Moon Trail (HMT) & one for AVTC.
 - Work with COGS on the AVTC website. Initial meeting has taken place and the project is moving forward.
- 3) HMT Map - Marcel Morin working with Rick Jacques to enhance the existing map and get it print ready.

Next meeting is scheduled for 1:30 pm, September 20 in Berwick; all are welcome.

Respectfully submitted

Paul Spicer

Councillor District 5

Municipality of the County of Kings

Committee Reports – Jim Winsor
Reporting period – September 12, 2018 Committee of the Whole

Budget and Finance Committee

Last Meeting – March 19, 2018 In recent discussions with the CAO we recognize the need to refine the work plan to reflect what rightly falls under the mandates of the Budget and Finance Committee and the Audit Committee. Also, the Budget and Finance Committee's TOR need further refinement to reflect the duties transferred to the Audit Committee. **Projects are being worked on and there will be a Committee meeting on October 24.**

Kings Regional Sewer Committee

Last Meeting – June 21st. Next Meeting is scheduled for September 20th.

Kings Point to Point Board

August Meeting was cancelled due to personal reasons. Next meeting will be late September.

Fire Services Advisory Committee

Last Meeting: May 17, 2018. Meetings are quarterly. Next Meeting is scheduled for Thursday, September 20, 2018.

MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Diversity Kings County
From: Deputy Mayor Emily Lutz
Date: September 17th, 2018

Our last meeting was held on September 5th, 2018.

Items of business included:

- Kentville Multicultural Fair debrief.
- Review of budget.
- Discussed public art at new municipal complex/marketing anniversary of right to vote. Waiting on progress of building (and probably spring) before we can really make any decisions.
- Terms of Reference need to be approved by Council.
- Review of citizen member terms, impending term expirations, & examination of committee composition.
- October 20th was chosen as date for the bus tour of African Heritage trail.
- Committee agreed to co-sponsor an event with School Board to bring George Elliott Clarke to Gibson Woods.

Next meeting will be held on October 1st, 2018.

MUNICIPALITY OF THE COUNTY OF KINGS

To: Committee of the Whole
Subject: Kings Youth Council
From: Deputy Mayor Emily Lutz
Date: September 17th, 2018

The KYC met on September 10th. All Youth Councillors were present with the exception of one.

The new executive was elected as follows:

Chair: Tom Dalmazzi
Vice Chair: Kali McMullen
Secretary: Kaiden Crowell

Updates were given from members as to summer activities.

Each working group presented activities over the summer and next steps on any projects or ideas they are working on. Roundtable discussion ensued.

Members were asked to review the September Council meeting agenda and listen to the recording about three items of interest and bring them to the meeting for discussion. Topics that were of note to several Youth Councillors were the desludging of the Waterville septic facility, cannabis legislation, Right to Know Week, and the letter written in support of Shelburne's position on off-shore drilling.

Youth Councillor Dreves noted that the agenda package was large and difficult to know how to navigate, so an agenda item for the October meeting will include a "tips and tricks" for making the reading of the agenda more manageable and explanation of the different sections.