



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**MUNICIPAL COUNCIL**

**Tuesday, September 3, 2024**

**6:00 p.m.**

**AGENDA**

**Video Recording Times Noted in Red**

**Video is available [here](#).**

1. Roll Call **07:14**
2. Approval of Agenda **08:33** Page 1
3. Disclosure of Conflict of Interest Issues **None**
4. Approval of Minutes **09:45**
  - a. July 16, 2024 Special Council Page 3
5. Business Arising from Minutes **None**
  - a. July 16, 2024 Special Council Page 3
6. Planning Advisory Committee Recommendations July 9, 2024 **10:40** Page 12
  - a. Planning Documents - Two-Year Review, Housekeeping Amendments
7. Administration
  - a. By-law 82: Police Services Advisory Committee (second reading to repeal) **15:58** Page 13
  - b. By-law 111: Police Advisory Board (second reading to adopt) **17:15** Page 16
  - c. By-law 112: Property Assessed Clean Energy Program (second reading to adopt) **18:20** Page 20
  - d. By-law 113: Deed Transfer Tax (first reading to adopt) **22:30** Page 24
  - e. Policy ADMIN-01-23: Council Conference Attendance & Professional Development (adoption) **1:00:37** Page 31
  - f. Policy ADMIN-01-024: Asset Naming (adoption) **1:05:25** Page 34
  - g. Proclamation Request: Right to Know Week **1:07:00** Page 38
  - h. Policy HR-06-019: Non-Union Salary Administration (notice) **1:08:39** Page 40
8. Engineering & Public Works
  - a. 2025-26 J-Class Subdivision Road Construction Year Program Assessment List Nova Scotia Department of Public Works **1:27:38** Page 47
9. Nominating Committee Recommendations August 13, 2024 Page 82
  - a. Citizen Appointment to Diversity Kings County Committee **1:54:31**
  - b. Citizen Appointments to Joint Accessibility Advisory Committee **1:55:25**
10. Board and Committee Reports **1:58:02**
  - a. Regional Emergency Management Advisory Committee Page 83
  - b. Annapolis Valley Trails Coalition Board
  - c. Greenwood Source Water Protection Committee
  - d. Landscape of Grand Pré Inc. Board
  - e. Committees of Council Page 85
  - f. External Boards and Committees Page 86
11. Correspondence **2:02:19**
  - a. 2024-07 Valley Search and Rescue Awards Banquet Page 87
  - b. 2024-08-02 Municipality of the District of Guysborough re: Flooding Page 88
  - c. 2024-08-09 Response to Municipality of the District of Guysborough re: Flooding Page 89
  - d. 2024-08-12 MP Kody Blois re: Canada Summer Jobs Initiative Page 90



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

**MUNICIPAL COUNCIL**  
**Tuesday, September 3, 2024**  
**6:00 p.m.**  
**AGENDA - CONTINUED**

12. Other Business **2:04:50**
13. Comments from the Public **None**
14. Closed Session **2:06:21**
  - a. Approval of Council Closed Session Minutes June 18 and July 16, 2024
  - b. Acquisition, sale, lease and security of municipal property
  - c. Personnel MattersReturn to open session **2:56:06**
15. Adjournment **2:58:57**

Accommodations are available for this meeting: please submit your request at  
[www.countyofkings.ca/accommodationsrequest](http://www.countyofkings.ca/accommodationsrequest).

**THE MUNICIPALITY OF THE COUNTY OF KINGS**  
**SPECIAL MUNICIPAL COUNCIL**  
**Tuesday, July 16, 2024**  
**DRAFT MINUTES**

**Meeting Date  
and Time**

A special meeting of Municipal Council was held on Tuesday, July 16, 2024 at 11:17 a.m. following a Committee of the Whole meeting in the Council Chambers, Municipal Complex, Coldbrook, Nova Scotia.

**1. Attendance**

All Members of Council were in attendance, with the exception of Deputy Mayor Lutz and Councillor Hirtle with notice, and Councillor Davison.

***Results for Roll Call***

For 7  
Against 0

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

Also in attendance were:

- Scott Conrod, Chief Administrative Officer
- Rob Frost, Deputy Chief Administrative Officer
- Greg Barr, Director, Finance & IT
- Brad Carrigan, Director, Engineering & Public Works
- Laura Mosher, Manager, Planning and Development
- Sarah Burko, Climate Change Project Specialist
- Alice Jacob, Planner
- Janny Postema, Municipal Clerk
- Haley Hutt, Recording Secretary

**Excuse Absence**

**On motion of Councillor Armstrong and Councillor Harding, that Deputy Mayor Lutz and Councillor Hirtle's absence from the July 16, 2024 Special Council meeting be excused.**

**Motion Carried.**

**SC-2024-07-16-074**

***Results***

For 7  
Against 0

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

2. [Approval of Agenda](#)

On motion of Councillor Granger and Councillor Burgess, that Council approve the July 2, 2024 agenda as circulated.

Motion Carried.

SC-2024-07-16-075

**Results**

For 7  
Against 0

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

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

No Conflict of Interest issues were declared.

4. **Approval of Minutes**4a. [July 2, 2024 Council and July 4, 2024 Special Council](#)

On motion of Councillor Allen and Councillor Harding, that the minutes of the July 2, 2024 Council and July 4, 2024 Special Council meetings be approved as circulated.

Motion Carried.

SC-2024-07-16-076

**Results**

For 7  
Against 0

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

5. **Business Arising from Minutes**5a. [July 2, 2024 Council](#)

There was no business arising from the July 2, 2024 minutes.

5b. [July 4, 2024 Special Council](#)

There was no business arising from the July 4, 2024 minutes.

6. **Administration**6a. [Amendments to Policy FIN-05-002: Council and](#)

On motion of Councillor Burgess and Councillor Granger, that Municipal Council adopt amendments to Policy FIN-05-002: Council and Committee



[Committee  
Remuneration  
\(adoption\)](#)

Remuneration, to take effect with the Council elected in October 2024, in accordance with the July 5, 2022 Council motion and as attached to the July 16, 2024 Council agenda.

**Motion Carried.**

**SC-2024-07-16-077**

**Results**

For 7  
Against 0

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

6b. [Policy PRO-10-005: Fire  
and Emergency  
Services Providers  
Funding Policy  
\(adoption\)](#)

On motion of Councillor Armstrong and Councillor Burgess, that Municipal Council adopt Policy PRO-10-005: Fire and Emergency Services Providers Funding as attached to the July 16, 2024 Council agenda.

**Motion Carried.**

**SC-2024-07-16-078**

**Results**

For 7  
Against 0

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

**7. Financial Services**

7a. [By-law 93: Private Road  
Maintenance and  
Improvement Charge  
\(second reading\)](#)

On motion of Councillor Armstrong and Councillor Killam, that Municipal Council give Second Reading to amendments to the Private Road Maintenance and Improvement Charge By-law, By-law 93, as attached to the July 16, 2024 Special Council agenda.

**Motion Carried.**

**SC-2024-07-16-079**

**Results**

For 7  
Against 0

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

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

## 8. Planning & Development

### 8a. Application for rezoning in Coldbrook (File # 24-03)

Alice Jacob, Planner, provided a [presentation](#).

**On motion of Councillor Burgess and Councillor Armstrong, that Municipal Council bring back the motion tabled on July 2, 2024 related to an application for rezoning in Coldbrook (File # 24-03).**

**Motion Carried.**

**SC-2024-07-16-080**

#### *Results*

For 7  
Against 0

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

**On motion of Councillor Armstrong and Councillor Granger, that Municipal Council give Second Reading to the application to rezone a portion of the property located at 2809 Lovett Road (PID 55159925), Coldbrook from the Residential One and Two Unit (R2) Zone to the Residential Mixed Density (R3) Zone, as described in Appendix E of the report dated May 14, 2024.**

**Motion Carried.**

**SC-2024-07-16-081**

#### *Results*

For 7  
Against 0

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

On motion of Councillor Armstrong and Councillor Burgess, that Municipal Council approve the discharge of the Development Agreement registered on July 26, 2018, between Robert E Alders, of Coldbrook, Nova Scotia and the Municipality of the County of Kings from the lands located at 2809 Lovett Road (PID 55159925), Coldbrook, as described in Appendix D of the report dated May 14, 2024.

Motion Carried.

SC-2024-07-16-082

**Results**

For 7  
Against 0

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

9. [Recommendations from Committee of the Whole](#)

9a. **Proclamation Requests for August through to October 2024**

On motion of Councillor Burgess and Councillor Granger, that Municipal Council proclaim:

- August 1, 2024 as “Emancipation Day”;
- August 15, 2024 as “National Acadian Day”;
- September 30, 2024 as “National Day for Truth and Reconciliation Day”;
- October 1, 2024 as “Treaty Day”; and
- October 2024 as “Mi’kmaw History Month”

in the Municipality of the County of Kings.

Motion Carried.

SC-2024-07-16-083

**Results**

For 7  
Against 0

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

9b. **Policy ADMIN-01-23: Council Conference Attendance and**

On motion of Councillor Armstrong and Councillor Burgess, that Municipal Council provide seven days’ notice, per s.48(1) *Municipal Government Act*, to adopt Policy ADMIN-01-023: Council Conference Attendance and

**Professional Development (notice)****Professional Development as detailed in the July 16, 2024, Request for Decision.****Motion Carried.****SC-2024-07-16-084****Results**For 4  
Against 3

District	Name	Results
Mayor	Peter Muttart	For
District 1	June Granger	For
District 2	Lexie Burgess	For
District 3	Dick Killam	Against
District 4	Martha Armstrong	For
District 5	Tim Harding	Against
District 6	Joel Hirtle	-
District 7	Emily Lutz	-
District 8	Kevin Davison	-
District 9	Peter Allen	Against

**9c. By-law 111: Police Advisory Board (first reading)****On motion of Councillor Allen and Councillor Killam, that Municipal Council give First Reading to repeal By-law 82, being the Police Services Advisory Committee By-law of the Municipality of the County of Kings, as attached to the July 16, 2024 Request for Decision.****Motion Carried.****SC-2024-07-16-085****Results**For 7  
Against 0

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

**On motion of Councillor Burgess and Councillor Granger, that Municipal Council give First Reading to adopt By-law 111, being the Police Advisory Board By-law of the Municipality of the County of Kings, as attached to the July 16, 2024 Request for Decision.****Motion Carried.****SC-2024-07-16-086****Results**For 7  
Against 0

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

District 5	Tim Harding	For
District 6	Joel Hirtle	-
District 7	Emily Lutz	-
District 8	Kevin Davison	-
District 9	Peter Allen	For

- 9d. **Policy ADMIN-01-024:  
Asset Naming (notice)**

On motion of Councillor Burgess and Councillor Killam, that Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to adopt Policy ADMIN-01-024: Asset Naming as detailed in the July 16, 2024, Request for Decision.

**Motion Carried.**

**SC-2024-07-16-087**

**Results**

For 7  
Against 0

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

- 9e. **By-law 113: Deed  
Transfer Tax (first  
reading)**

On motion of Councillor Killam and Councillor Allen, that Municipal Council give First Reading to the proposed Deed Transfer Tax By-law as attached to the July 16, 2024 Committee of the Whole agenda.

**Motion Tabled.**

On the motion of Councillor Armstrong and Councillor Harding, that Municipal Council table First Reading of the proposed Deed Transfer Tax to allow staff to present more information and to allow more Councillors to be present.

**Motion Carried.**

**SC-2024-07-16-088**

**Results**

For 7  
Against 0

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

9f. **Award of Contract  
# 24-13: Lift Station  
Upgrades**

On motion of Councillor Armstrong and Councillor Burgess, that Municipal Council award Contract # 24-13: Lift Station Upgrades to Mid-Valley Construction Limited for \$1,436,266.90, including non-recoverable HST.

**Motion Carried.**

**SC-2024-07-16-089**

**Results**

For 7  
Against 0

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

9g. **By-law 112: Property  
Assessed Clean Energy  
Program (first reading)**

On motion of Councillor Armstrong and Councillor Granger, that Municipal Council give First Reading to the Property Assessed Clean Energy Program By-law, By-law 112, as attached to the July 16, 2024 Committee of the Whole agenda.

**Motion Carried.**

**SC-2024-07-16-090**

**Results**

For 7  
Against 0

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

10. **Other Business**

There was no other business to come before Council.

11. **Comments from the  
Public**

Pat Norton provided comments on electronic voting as well as planning application # 24-03.

12. **Adjournment & Closed Session**

**On motion of Councillor Allen and Councillor Burgess, that Council adjourn and move into closed session in accordance with section 22 (2) (e) *Municipal Government Act*: contract negotiations.**

**Motion Carried.**

**SC-2024-07-16-091**

**Results**

For 7  
Against 0

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

**Council moved into closed session at 12:00 p.m. and adjourned at 1:19 p.m..**

**Approved by:**

\_\_\_\_\_  
Peter Muttart  
Mayor

\_\_\_\_\_  
Haley Hutt  
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.

# Committee Recommendations

<b>COMMITTEE</b>	Planning Advisory Committee
<b>COMMITTEE MEETING DATE</b>	<a href="#">July 9, 2024</a>
<b>COUNCIL MEETING DATE</b>	September 3, 2024

## **RECOMMENDATIONS**

a.	Planning Document Two Year Review and Housekeeping Amendments	<b>That Municipal Council receive the results of the four-year review of the Municipal Planning Strategy as set out in the report to the Planning Advisory Committee dated July 9, 2024.</b>
b.	Planning Document Two Year Review and Housekeeping Amendments	<b>That Municipal Council give First Reading to and hold a Public Hearing regarding the proposed housekeeping amendments to the text of the Land Use By-law and Municipal Planning Strategy, which are substantively the same (save for minor differences in form) as the draft amendments set out in Appendices A and B of the report dated July 9, 2024.</b>



# MUNICIPALITY OF THE COUNTY OF KINGS

**For By-law information contact the Municipal Clerk**

Tel: (902) 678-6141 Fax: (902) 678-9279 E-mail: [municipalclerk@countyofkings.ca](mailto:municipalclerk@countyofkings.ca)



## **BY-LAW # 82**

### **POLICE SERVICES ADVISORY COMMITTEE**

1. This By-law shall be known as the Police Services Advisory Committee By-law.
2. The Council of the Municipality of the County of Kings hereby establishes a committee known as the Police Services Advisory Committee which shall advise Council on all policing matters within and affecting the Municipality of the County of Kings.
3. The Committee shall be comprised of eight (8) members, who shall be appointed by the Council as follows:
  - (a) five (5) Councillors, three (3) representing the area served by the New Minas Royal Canadian Mounted Police detachment and two (2) representing the area served by the Kingston Royal Canadian Mounted Police detachment.
  - (b) three non-councillors who are residents of the Municipality and who shall be appointed on the following basis: one member from each of the Western, Central, and Eastern areas of the Municipality, as shown on Schedule "A". Should Council not receive any applications for citizen members from a designated geographic area, Council may appoint an applicant from another part of the Municipality to represent that area.
4. The Councillors who are appointed to the Committee shall hold office for one year from the date of their appointments.
5. The duties of the Police Services Advisory Committee will be as follows:
  - (1) Act in an advisory capacity to Municipal Council in matters pertaining to the provision of policing services.
  - (2) Provide a forum for regular liaison and discussion between Municipal Council and the Royal Canadian Mounted Police concerning policing service within the Municipality, including deployment and number of personnel.
  - (3) To discuss community concerns relative to policing service and, in cooperation with the Royal Canadian Mounted Police, establish enforcement priorities.

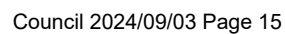
- (4) To advise Council concerning all financial and budgetary matters related to the provision of policing service.
  - (5) To support the current community policing philosophy through assistance in coordinating policing services with the programs of other local agencies and community groups to ensure the most effective use of policing resources in the community.
  - (6) To provide a forum for residents, taxpayers, business people, concerned citizens or groups to present, either in camera or in an open meeting, their complaints, concerns, or requests to both Municipal Council and to the Royal Canadian Mounted Police.
- 6. The Committee shall meet at least four (4) times each year. Additional meetings may be called at the request of the Chair with at least one week's prior notice. Emergency meetings to deal with critical issues may be called on 24 hours notice.
  - 7. All meetings of the Committee shall be open to the public unless related to a legal opinion, personnel issue, or confidential police information.
  - 8. The Committee shall be responsible to Council and shall report to it at its regular meetings through the members of Council on the Committee.
  - 9. The Committee shall keep full minutes of all its proceedings, and report such minutes together with an account of its proceedings.

#### History of this By-law

Enacted - December 1, 1998

Amended - May 1, 2007

Amended - January 5, 2016



# MUNICIPALITY OF THE COUNTY OF KINGS

**For By-Law information contact the Municipal Clerk**

Tel: (902)678-6141 Fax: (902)678-9279 E-mail: [municipalclerk@countyofkings.ca](mailto:municipalclerk@countyofkings.ca)



## BY-LAW # 111

### POLICE ADVISORY BOARD

**WHEREAS** the Council of the Municipality of the County of Kings wishes to establish a board known as the Police Advisory Board, which shall advise Council on all policing matters within and affecting the Municipality of the County of Kings;

**NOW THEREFORE BE IT RESOLVED THAT** the Municipality of the County of Kings hereby enacts as follows:

#### **1. Definitions**

In this By-law:

- 1.1 "Council" means the Municipal Council for the Municipality of the County of Kings;
- 1.2 "Councillor" means a member of the Municipality of the County of Kings Council;
- 1.3 "Municipality" means the Municipality of the County of Kings;
- 1.4 "*Police Act*" means an Act Respecting Policing in Nova Scotia, c. 31 of the Acts of 2004, as amended;
- 1.5 "Police Advisory Board" / "Advisory Board" means a Police Advisory Board established pursuant to Section 57 of the *Police Act*, as amended;
- 1.6 "Regulations" means Police Regulations made under subsection 97(1) of the *Police Act*, as amended;
- 1.7 "Senior Staff Member" means a Director or Manager assigned to the Advisory Board established pursuant to the Municipality's policy on the Administration of Standing and Advisory Committees of Council (Policy Admin-01-016).

#### **2. Title**

This By-law shall be known as the Police Advisory Board By-law.

#### **3. Repeal**

This By-law replaces Municipal By-law #82 Police Services Advisory Committee By-law.

#### **4. Purpose**

Pursuant to the *Police Act*, S.N.S. 2004, c. 31, s. 57(1), as amended, Council establishes a Police Advisory Board which will advise Council in relation to the enforcement of law, the maintenance of law and order, and the prevention of crime in the Municipality.

## 5. Membership

- 5.1 The Advisory Board shall comprise seven (7) members:
- 5.1.1 three (3) members of Council who have been appointed by resolution of Council per *Police Act* s. 57(4)(a). These appointments shall comprise two Councillors representing the area served by the New Minas Royal Canadian Mounted Police detachment, and one representing the area served by the Kingston Royal Canadian Mounted Police detachment; and
  - 5.1.2 three (3) members who have been appointed by resolution of Council who are neither members of Council nor employees of the Municipality ("Citizens") per *Police Act* s. 57(4)(b). These appointments shall comprise two citizens residing in the area served by the New Minas Royal Canadian Mounted Police detachment, and one citizen residing in the area served by the Kingston Royal Canadian Mounted Police detachment. Should Council not receive any applications for citizen members from a designated geographic area, Council may appoint an applicant from another part of the Municipality to represent that area.
  - 5.1.3 one (1) member appointed by the Minister of Justice (*Police Act* s. 54(4)(c)).
- 5.2 Members of Council will be appointed to the Advisory Board in accordance with the selection process prescribed in section 82 of the Regulations made under the *Police Act* 2004, c. 31, s. 97(1) and shall hold office for one year from the date of their appointments.
- 5.3 Citizens will be appointed to the Advisory Board in accordance with the selection process prescribed in section 82 of the Regulations made under the *Police Act* 2004, c. 31, s. 97(1) and shall hold office for two years from the date of their appointments.
- 5.4 A chair and vice-chair of the Advisory Board shall be chosen by the members of the Advisory Board at the first meeting in each year in accordance with the *Police Act* 2004, c. 31, s. 59.
- 5.5 Except for the member appointed by the Minister, each member of the Advisory Board will be required to go through a screening process, including an interview, conducted by a panel established by Council, and must consent to criminal record and background checks (s. 82(1)(b) and 77(2) of the Regulations made under the *Police Act* 2004). The panel shall consist of the Nominating Committee and the Senior Staff Member for the Advisory Board.
- 5.6 Each member of the Advisory Board shall take an oath of office or affirmation as prescribed by regulation and adhere to a code of conduct prescribed by the Regulations made under the *Police Act* 2004, c. 31, s. 58.
- 5.7 Each member of the Advisory Board shall undergo any training that may be provided for members of the Board or required by the Minister or by regulation (*Police Act* 2004, c. 31, s. 67).

## 6. Function

The function of the Advisory Board is to:

- 6.1 Provide advice to Council in relation to the enforcement of law, the maintenance of law and order, and the prevention of crime in the Municipality (*Police Act* s. 68(1)).
- 6.2 Provide a forum for regular liaison and discussion between Municipal Council and the Royal Canadian Mounted Police concerning policing services within the Municipality, including deployment and number of personnel.
- 6.3 Discuss community concerns relative to policing services and, in cooperation with the Royal Canadian Mounted Police, establish enforcement priorities.
- 6.4 Support a community policing philosophy through assistance in coordinating policing services with the programs of other local agencies and community groups to ensure the most effective use of policing resources in the community.
- 6.5 Provide a forum for residents, taxpayers, businesspeople, citizens, or groups to present their concerns or requests.

## 7. Meeting and Reporting

- 7.1 The Advisory Board must hold a board meeting at least every three (3) months (*Police Act* 2004, c. 31, s. 63). Additional meetings may be called at the request of the Chair with at least one week's prior notice. Emergency meetings to deal with critical issues may be called on 24 hours' notice.
- 7.2 All meetings of the Advisory Board shall be open to the public, but all matters relating to discipline, personnel conduct, contract negotiations, and security of police operations, per s. 65 of the *Police Act*, as well as matters outlined in s. 22 (2) of the *Municipal Government Act*, shall be conducted in private.
- 7.3 A majority of the members of the Advisory Board constitutes a quorum (*Police Act* 2004, c. 31, s. 64).
- 7.4 The Advisory Board shall be responsible to Council and the Chair or the Chair's delegate shall report to Council at its regular meetings.
- 7.5 A recording secretary appointed by the Senior Staff person shall keep minutes of all meetings of the Advisory Board.

## 8. Severability

- 8.1 If any portion of this By-law #111 is found to be at variance to the provisions of the *Police Act* and its Regulations, the provisions of the *Police Act* and its Regulations shall govern.

By-law Repeal – By-law # 82					
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister
July 16, 2024					

By-law Adoption – By-law # 111					
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister
July 16, 2024					

By-law Amendments – By-law # 111					
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister

# MUNICIPALITY OF THE COUNTY OF KINGS

**For By-Law information contact the Municipal Clerk**

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## BY-LAW #112

### PROPERTY ASSESSED CLEAN ENERGY PROGRAM BY-LAW

The Council of the Municipality of the County of Kings pursuant to section 65 and 81A of the *Municipal Government Act*, S.N.S. 1998, c.18 enacts as follows:

#### SHORT TITLE

1. This By-law shall be known as By-law 112 and may be cited as the *Property Assessed Clean Energy Program By-law* or may be referred to as the *PACE By-law*.

#### INTERPRETATION

2. In this By-law,
  - (a) **Act** means the *Municipal Government Act*, S.N.S. 1998, c.18.
  - (b) **Director of Finance** means the Director of Finance of the Municipality;
  - (c) **Energy Efficiency Upgrade** means any installation that is permanently affixed to the property and which will result in any of the following:
    - (a) improved energy efficiency and reduced energy use;
    - (b) the generation of renewable energy, or reduced greenhouse gas emissions;
    - (c) is identified as an eligible upgrade in the PACE Program Policy, and meets or exceeds applicable energy efficiency standards as defined in that Policy.
  - (d) **Fees Policy** means the Fees Policy of the Municipality;
  - (e) **MGA** means the *Municipal Government Act*, S.N.S., 1998 c.18, as amended;
  - (f) **Municipality** means the Municipality of the County of Kings;
  - (g) **Owner** means an owner or owners of a Qualifying Property. All owners must consent to participation in the PACE Program.
  - (h) **PACE Customer Agreement** means the written, signed PACE Program Customer Agreement between the Owner and the Municipality for financing of an Energy Efficiency Upgrade;
  - (i) **PACE Program Charge** means the property assessed clean energy improvement charge levied on a property pursuant to s.81A of the MGA;



- (j) **PACE Program Policy** means the policy that lays out the detailed structure and operations of the PACE Program;
- (k) **PACE Program** means the program established by the Municipality under which an Owner may apply for and obtain financing for Energy Efficiency Upgrades;
- (l) **Program Administrator** means the department of the Municipality responsible for operating the PACE Program or a designated 3rd party administrator approved by the Director of Finance;
- (m) **Qualifying Property** means a residential property located within the Municipality subject to any building type restrictions contained in the specific PACE Program in respect of which the financing is sought.

## APPLICATION AND APPROVAL

- 3.1 The Owner may apply under the PACE Program for financing of the cost of an Energy Efficiency Upgrade to the Qualifying Property.
- 3.2 Approval of financing shall be subject to the following:
  - 3.2.1 The Owner not being in default of payment of any municipal taxes, rates or charges;
  - 3.2.2 Approval of the Qualifying Property and the Energy Efficiency Upgrade by the Program Administrator;
  - 3.2.3 The Energy Efficiency Upgrade achieves an overall savings to debt ratio for the Owner equal to or greater than the ratio specified in the PACE Customer Agreement, as estimated by a qualified energy assessment generated through the PACE Program, unless otherwise authorized by the Program Administrator;
  - 3.2.4 The execution of a PACE Customer Agreement between the Owner and the Municipality; and
  - 3.2.5 All conditions set out in the PACE Program Policy and PACE Customer Agreement being met.
- 3.3 Financing shall be made available upon receipt by the Director of Finance of notice by the Program Administrator that the agreed Energy Efficiency Upgrade has been completed in accordance with the PACE Customer Agreement and the requirements of the PACE Program Policy.
- 3.4 Energy Efficiency Upgrade financing and payment installment terms, and any other limitations or requirements, shall be in accordance with the PACE Program Policy.

## PAYMENT OF CHARGE

- 4.1 The PACE Program Charge may consist of the following:

- 4.1.1 The cost of the Energy Efficiency Upgrade, including all labour costs for installation, permitting fees and applicable taxes, less any federal, provincial or other funding;
- 4.1.2 Applicable PACE Program service fees; and
- 4.1.3 Interest accrued on the charge including any additional interest arising due to any default of payment.
- 4.2 The PACE Program Charge shall become payable on completion of the installation of the Energy Efficiency Upgrade in accordance with the PACE Customer Agreement.
- 4.3 The Director of Finance shall ensure a separate account is kept of all monies due for PACE Program Charges, identifying:
  - 4.3.1 The Owner names, assessment, PID and civic address information of the subject property;
  - 4.3.2 The amount of the PACE Program Charge levied on the property;
  - 4.3.3 The annual interest rate and amount of interest charges included in the PACE Program Charge;
  - 4.3.4 The amount paid on the PACE Program Charge; and
  - 4.3.5 The balance due on the PACE Program Charge.
- 4.4 In the event of default of any payment under the PACE Customer Agreement, the outstanding balance of the PACE Program Charge shall be immediately due and payable. Interest shall accrue on the amount then due and payable at the same rate as applied by the Municipality for unpaid taxes.

**LIEN**

- 5.1 A PACE Program Charge shall be a first lien on property on which an Energy Efficiency Upgrade is installed and has the same effect as rates and taxes under the Assessment Act.
- 5.2 A PACE Program Charge may be collected in the same manner as rates and taxes under the MGA and, at the option of the Director of Finance, is collectable at the same time and by the same proceedings as taxes.
- 5.3 The lien provided for in this By-law shall become effective on the date on which any funds have been advanced by the Municipality to the Owner for the project.
- 5.4 The lien provided for in this By-law shall remain in effect until the total PACE Program Charge, including interest, has been paid in full.

**INTEREST**

- 6.1 Interest will be charged on PACE Program Charges at a rate calculated in accordance with the Fees Policy and as agreed to in the executed PACE Customer Agreement.
- 6.2 Interest shall accrue on any PACE Program Charge or portion thereof which remains outstanding from the date of billing.
- 6.3 Interest is payable annually on the entire amount outstanding and unpaid.

By-law Adoption					
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister
July 16, 2024	TBD	TBD			

By-law Amendments					
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister

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<b>TO</b>	Municipal Council
<b>PREPARED BY</b>	Rob Frost, Deputy CAO
<b>MEETING DATE</b>	September 3, 2024
<b>SUBJECT</b>	Deed Transfer Tax (Updated from July 16, 2024 CotW - for September 3, 2024 Council)

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## ORIGIN

- Direction to CAO for a report and recommendation regarding Deed Transfer Tax
- Presented at [July 16, 2024 Committee of the Whole](#), with positive recommendation to Council

## RECOMMENDATION

That Municipal Council give First Reading to the proposed Deed Transfer Tax By-law as attached to the September 3, 2024 Council agenda.

## INTENT

For Council to hold first reading of a Deed Transfer Tax By-law.

## DISCUSSION

The Deed Transfer Tax Act was the first iteration of a deed or land transfer tax and became a law in Nova Scotia in 1968. This original Act does not differ significantly from the process now provided for under the Municipal Government Act (MGA). With the development of the MGA in the mid nineties, and subsequent iterations, Municipalities were given the authority to develop a By-law that allows for the charging of a Deed Transfer Tax (DTT) (Part V, Deed Transfers, Sections 101-110).

### *Deed transfer tax by-law*

*102 (1) A council may determine, by by-law, that a deed transfer tax applies in the municipality and the rate of the deed transfer tax, but the rate of the deed transfer tax shall not exceed one and one half per cent of the value of the property transferred.*

*(2) A deed transfer tax applies to the sale price of every property that is transferred by deed. 1998, c. 18, s. 102.*

When land is sold in a municipality with a DDT By-law, a DTT is applicable. Municipal Deed Transfer Tax rates are set by each municipality and the DTT payable is calculated based on the sale price of the property (up to 1.5%). Deed Transfer Taxes are collected on behalf of the municipality through Land Registration Offices when the deed is registered/recorded.

Since the inception of the DTT in Nova Scotia most Municipalities have added a DTT By-law and have had the benefit of this revenue for dozens of years. With the addition of the recent DTT in the Town of Kentville, as of July 1, 2024, the Municipality of the County of Kings is the only Municipality to not have a DTT. Of the 49 Municipalities in NS, there are currently 26 charging 1.5% DTT (maximum allowed by legislation), 17 charging 1.0% DTT, 3 charging 1.25% DTT, 1 charging 0.5%, and Kentville will be charging 1.5% as of July 1, 2024. (list of rates Appendix A).

# Request for Decision

COMPARISON DEED TRANSFER TAX REVENUES			
Municipality	DTT RATE	Avg Last 5 Years	Total last 5 YRS
Lunenburg County	1.25%	\$2,449,072	\$12,245,361
Pictou County	1.00%	\$995,057	\$4,975,284
Colchester County	1.00% (1.5% in 2024)	\$2,016,874	\$10,084,369
Town of Wolfville	1.50%	\$542,886	\$2,714,432
Town of Berwick	1.00%	\$124,953	\$624,767

The argument against the implementation of a DTT is often made by those in or connected to the real estate industry by stating that a DTT will deter individuals from purchasing property within the Municipality of the County of Kings, and that the lack of a DTT is currently an incentive. This argument would suggest that not having a DTT would ensure that the highest population growth rates and sales rates would be blatantly obvious when compared to other areas of the Annapolis Valley or NS. This is not however the case, and Kings has not grown more than other Municipal units with DTT. Halifax Regional Municipality has continued to see the highest growth rates in the Province and has had a DTT in place since 2001 at 1.5% (HRM averages ~\$35-40 million in annual revenue from DTT, with a peak of \$81 million in 2021).

Municipal Unit	Population			Population		
	2021	2016	% Change	2021	2011	% Change
Town of Berwick	2,455	2,509	-2.2%	2,455	2454	0.0%
Town of Wolfville	5,057	4,195	20.5%	5,057	4269	18.5%
Town of Kentville	6,630	6,271	5.7%	6,630	6094	8.8%
Municipality of Kings	48,772	47,625	2.4%	48,772	47628	2.4%
Pictou County	20,676	20,692	-0.1%	20,676	21278	-2.8%
Municipality of Lunenburg	25,545	24,863	2.7%	25,545	25118	1.7%
Municipality of Colchester	36044	36091	-0.1%	36044	36624	-1.6%

The implementation of a DTT would provide the Municipality the opportunity to fund projects that would not be possible under the current taxation structure, such as large recreation facilities, an area where the Annapolis Valley is lacking compared to all other regions of NS.

Based on average sales data for the past six years, a 1.5% DTT would have generated approximately \$5,458,925 on an annual basis for the Municipality. These funds would cover a significant portion, if not all, costs related to a large recreation development, which then in turn would provide a much larger incentive for people to move to the area than a DTT may deter. If a DTT is primarily used to cover such a

# Request for Decision

project, once paid for, future DTT can be used to cover other infrastructure projects thus helping to ensure that residential and commercial tax rates remain competitive within the Province.

Financial considerations of a Regional Recreation Complex have been previously presented to Council in-camera, and there are still a few determinants that may affect the Municipal contribution, such as outside funding, and partners participating. In summary, based on best estimates, a 1.5% DTT would allow a larger reserve prior to the start of construction which would lower borrowing costs, meaning that it would cover all of Kings' annual costs of a Recreation Complex, with \$2 million remaining for other infrastructure. A 1.0% DTT would create a smaller initial reserve meaning that the annual costs would still need a \$1 million subsidy to cover the Kings portion, which has to come from the general tax rate.

Council may also wish to provide direction to staff to develop a policy that would state how any revenue from DTT is to be used. In order to generate the same amount of revenue as a 1.5% DTT the Municipality would have to increase residential taxes by 12.1 cents, or in comparison, commercial taxes by \$1.18.

Kings Total Property Sales	
2018	\$ 410,590,003
2019	\$ 382,634,456
2020	\$ 267,128,960
2021	\$ 430,114,328
2022	\$ 390,395,859
2023	\$ 302,706,500
<b>Average</b>	<b>\$ 363,928,351</b>

Proposed Deed Transfer Tax (updated)			
	1.50%	1.00%	0.50%
Average	\$5,458,925	\$3,639,284	\$1,819,642
Minimum	\$4,006,934	\$2,671,290	\$1,335,645
Maximum	\$6,451,715	\$4,301,143	\$2,150,572

Although the Municipality has not implemented a DTT to date, there are still numerous property buyers that are subject to a DTT when purchasing a home in the Municipality due to the Province implementing their own Non-Resident Deed Transfer Tax in 2022. Since this piece of legislation was enacted, any purchase of a property in Nova Scotia that is not owned by a permanent resident has been subject to a 5% tax levied on the greater of the purchase price or the assessed value of the property. The Province has been generating a little over \$11 million annually since the inception of this legislation.

# Request for Decision

Section 109 of the MGA covers exemptions to the DTT. In summary, examples of exemptions include a deed: between persons married to one another; issued to a municipality; if the transfer relates to the division of marital assets; from the Nova Scotia Farm Loan Board to a borrower; tax sale deeds; a deed issued prior to the date of the by-law; a deed where the grantee is a registered Canadian charitable organization if the property is not used for commercial, industrial, rental or other business purpose; or a deed where there is nominal consideration. A complete listing of exemptions can be found [here](#).

The attached DTT By-law is comparable to those passed by other Municipal Units.

## **FINANCIAL IMPLICATIONS**

- Per the above tables

## **STRATEGIC PLAN ALIGNMENT**

✓	Strong Communities	Support to Community Facilities
	Environmental Stewardship	
✓	Economic Development	Tied to Economic Development Strategy
	Good Governance	
✓	Financial Sustainability	Supports the development of other revenue sources
	Other	

## **ALTERNATIVES**

- Council may choose to not implement a DTT and look for other ways to fund major projects.

## **IMPLEMENTATION**

- First reading of the Deed Transfer Tax By-law at September Council.
- Second reading of the Deed Transfer Tax By-law at October Council.
- Implementation for November 1, 2024.

## **ENGAGEMENT**

- The minimum fourteen days notice prior to second reading provides an opportunity for public comment prior to adoption.

## **APPENDICES**

- Appendix A: Municipal Deed Transfer Tax Rates
- Appendix B: Draft Deed Transfer Tax By-law

## **APPROVALS**

Scott Conrod, Chief Administrative Officer

August 28, 2024

The following Municipal Deed Transfer Tax Rates are set by each Municipality and are updated when we are advised by the Municipalities of any rate change. The list of rates is as current as possible; however, rate changes are at the direction of the municipalities and may not be reported to SNS. You are advised to check with the Municipality to confirm the most recent rate prior to conducting a transaction.

Municipal Deed Transfer Tax Rates			
County	Municipality	Rate	Payable at LRO
Annapolis	Municipality of the County of Annapolis	1.5%	Kentville
Annapolis	Town of Annapolis Royal	1.5%	Kentville
Annapolis	Town of Middleton	1.5%	Kentville
Antigonish	Municipality of the County of Antigonish	1.0%	Amherst
Antigonish	Town of Antigonish	1.5%	Amherst
Cape Breton	Cape Breton Regional Municipality	1.5%	Sydney
Colchester	Municipality of Colchester	1.5%	Amherst
Colchester	Town of Stewiacke	1.0%	Amherst
Colchester	Town of Truro	1.0%	Amherst
Cumberland	Municipality of the County of Cumberland	1.5%	Amherst
Cumberland	Town of Amherst	1.25%	Amherst
Cumberland	Town of Oxford	1.5%	Amherst
Digby	Municipality of the District of Clare	1.0%	Kentville
Digby	Municipality of the District of Digby	1.0%	Kentville
Digby	Town of Digby	1.5%	Kentville
Guysborough	Municipality of the District of Guysborough	1.0%	Sydney
Guysborough	Municipality of the District of St. Mary’s	1.25%	Sydney
Guysborough	Town of Mulgrave	0.5%	Sydney
Halifax	Halifax Regional Municipality	1.5%	Halifax
Hants	Municipality of the District of Hants East	1.5%	Kentville
Hants	West Hants Regional Municipality	1.5%	Kentville
Inverness	Municipality of the County of Inverness	1.5%	Sydney
Inverness	Town of Port Hawkesbury	1.5%	Sydney
Kings	Municipality of the County of Kings	-	-
Kings	Town of Berwick	1.0%	Kentville
Kings	Town of Kentville	1.5%	Kentville
Kings	Town of Wolfville	1.5%	Kentville
Lunenburg	Municipality of the District of Chester	1.5%	Bridgewater
Lunenburg	Municipality of the District of Lunenburg	1.25%	Bridgewater
Lunenburg	Town of Bridgewater	1.5%	Bridgewater
Lunenburg	Town of Lunenburg	1.5%	Bridgewater
Lunenburg	Town of Mahone Bay	1.5%	Bridgewater
Pictou	Municipality of the County of Pictou	1.0%	Amherst
Pictou	Town of New Glasgow	1.0%	Amherst
Pictou	Town of Pictou	1.0%	Amherst
Pictou	Town of Stellarton	1.0%	Amherst
Pictou	Town of Trenton	1.0%	Amherst
Pictou	Town of Westville	1.0%	Amherst
Queens	Region of Queens Municipality	1.5%	Bridgewater
Richmond	Municipality of the County of Richmond	1.5%	Sydney
Shelburne	Municipality of the District of Barrington	1.5%	Bridgewater
Shelburne	Municipality of the District of Shelburne	1.5%	Bridgewater
Shelburne	Town of Clark’s Harbour	1.0%	Bridgewater
Shelburne	Town of Lockeport	1.5%	Bridgewater
Shelburne	Town of Shelburne	1.5%	Bridgewater
Victoria	Municipality of the County of Victoria	1.5%	Sydney
Yarmouth	Municipality of the District of Argyle	1.0%	Bridgewater
Yarmouth	Municipality of the District of Yarmouth	1.0%	Bridgewater
Yarmouth	Town of Yarmouth	1.0%	Bridgewater



# MUNICIPALITY OF THE COUNTY OF KINGS

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## BYLAW #113

### DEED TRANSFER TAX BY-LAW

**WHEREAS** section 102 (1) *Municipal Government Act, 1998 S.N.S. c.18*, as amended, permits Council to determine, by by-law, that a Deed Transfer Tax applies in the Municipality and the rate of the Deed Transfer Tax;

**WHEREAS** Part V *Municipal Government Act, 1998 S.N.S. c.18*, as amended, sets out the statutory and fundamental principles of the Deed Transfer Tax. Should any of the provisions contained herein be in conflict with any of the provisions contained in the Act, the Act shall supersede this By-law;

**WHEREAS** section 102 (1) *Municipal Government Act, 1998 S.N.S. c.18*, as amended, provides that the rate of the Deed Transfer Tax shall not exceed one and one half per cent of the value of the property transferred;

**WHEREAS** section 102 (2) *Municipal Government Act, 1998 S.N.S. c.18*, as amended, provides that a Deed Transfer Tax applies to the sale price of every property that is transferred by deed; and

**WHEREAS** the Council of the Municipality of the County of Kings wishes to enact a Deed Transfer Tax By-law.

**NOW THEREFORE BE IT RESOLVED THAT** the Municipality of the County of Kings hereby enacts as follows:

**1. Citation**

This By-law shall be known as By-law 113 and may be cited as the Deed Transfer Tax By-law.

**2. Definitions**

In this By-law:

2.1 “**Municipality**” means the Municipality of the County of Kings;

2.2 “**Tax**” means the Deed Transfer Tax;

**3. Application**

3.1 The rate of the Deed Transfer Tax in the Municipality of the County of Kings is 1.5 (One point Five) percent of the value of the property transferred.

3.2 Sections 102-110 of the *Municipal Government Act* apply to the Municipality.

**4. Lien**

The Tax with interest and penalty constitutes a lien upon the property, that attaches on the date when the Tax is due and continues until discharged by payment.

**5. Severability**

If a court of competent jurisdiction should declare any section or part of a section of this By-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law and it is hereby declared that the remainder of the By-law shall be valid and shall remain in force.

**6. Interpretation**

The clause headings in this by-law are provided for reference only and do not form part of the text of this By-law.

**7. Collection**

The Registrar of Deeds shall be the agent and collector of the Deed Transfer Tax for the Municipality.

**8. Effective Date**

This By-law shall take effect November 1, 2024.

By-law Adoption					
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister

By-law Amendments					
First Reading	Notice of Second Reading	Second Reading	Notice of Passing	Certified Copy to Minister	Approval/ Acknowledgement by Minister



## Municipality of the County of Kings

### Council Conference Attendance and Professional Development

<b>Policy Category</b>	Administration	<b>Most Recent Amendment</b>	N/A
<b>First Council Approval</b>		<b>Future Review Date</b>	Approval + 2 Years

#### 1. Purpose

The Municipality of the County of Kings (Municipality) recognizes the value of Members of Council attending national and local conferences related to their work as a Member of Council. This Policy establishes a conference attendance standard based on equality for all Members of Council. This Policy also recognizes Members of Council may seek to participate in professional development activities and supports such endeavours.

#### 2. Scope

This Policy applies to all Members of Council (Mayor, Deputy Mayor and Councillors) of the Municipality.

#### 3. Policy Statements

##### FCM Conference Attendance

- 3.1 It is the policy of the Municipality that all Members of Council be given the opportunity to attend an annual conference of the Federation of Canadian Municipalities (FCM) once during a four-year term.
- 3.2 Should an FCM conference be held in a Maritime Province (New Brunswick, Nova Scotia, or Prince Edward Island), additional Council Members may be permitted to attend, provided that sufficient funds are available in the Council travel budget.
- 3.3 The Mayor shall be given the opportunity to attend the FCM Annual Conference each year. If unable to attend, the Deputy Mayor shall be given the opportunity to attend in the Mayor's place. If the Deputy Mayor attends in place of the Mayor, it will not be counted as the Councillor's individual opportunity to attend.
- 3.4 After the selection is made and a Council Member, for any reason, is not able to attend the designated conference, one other Council Member who has not already attended an FCM conference within their four-year term may apply to attend in that Council Member's place. The Council Member who is unable to attend may apply to attend an FCM conference in a subsequent year within their four-year term.

##### Procedure for FCM Conference Attendance

- 3.5 Each year immediately following the announcement of the FCM Annual Conference, the Municipal Clerk or their designate will request Members of Council who have not already

**DRAFT**

attended an FCM Annual Conference in their four-year term to indicate their desire to attend.

- 3.6 Each year, the Municipal Clerk or their designate will determine which Members of Council attend the FCM Annual Conference that year, based on the number of submitted requests, attendance in previous year(s), and available budget.
- 3.7 In the event that the number of requests from Councillors that have not previously attended exceeds the available budget, names shall be drawn by lot, unless a Council Member voluntarily agrees to withdraw their application. The Council Member who voluntarily agreed to withdraw their application may apply to attend an FCM conference in a subsequent year within their four-year term.
- 3.8 Upon receipt of the confirmed attendees list, the Municipal Clerk or their designate will complete registrations, bookings for accommodations, and air travel. Transportation reservations and bookings (e.g., securing a shuttle or car rental) will be at the sole responsibility of the Council Member. Council Members may complete their own registration, accommodation bookings, and/or air travel with advance consent of the Municipal Clerk or designate. Reimbursement will be subject to the submission of receipts. In all cases, travel arrangements are to be in accordance with Policy FIN-05-008: Business Expense.

#### NSFM and Other Conference Attendance or Professional Development

- 3.9 Each year, all Members of Council shall be permitted to attend each conference or workshop hosted by the Nova Scotia Federation of Municipalities (NSFM).
- 3.10 Should a Member of Council wish to attend a conference or professional development activity not provided for above, their request shall be assessed by the Chief Administrative Officer or designate. The following factors shall be considered:
  - Relevance of the opportunity to the Member's Council and Board and Committee work, and the Municipality's Strategic Plan or other plan adopted by Council;
  - Enhancement of the Member's skills or aptitudes directly relating to their work on Council; and
  - Cost to the Municipality and budget availability.
- 3.11 Upon confirmation of attendance, the Municipal Clerk or their designate will complete registrations, bookings for accommodations, and air travel as applicable. Transportation reservations and bookings (e.g., securing a shuttle or car rental) will be at the sole responsibility of the Council Member. Council Members may complete their own registration, accommodation bookings, and/or air travel with advance consent of the Municipal Clerk or designate. Reimbursement will be subject to the submission of receipts. In all cases, travel arrangements are to be in accordance with Policy FIN-05-008: Business Expense.

#### General Statements

- 3.12 When representing the Municipality at conferences and events, Members of Council shall adhere to Council's Code of Conduct for Elected Municipal Officials, as well as relevant legislation, including, but not limited to, the *Municipal Government Act*.

- 3.13 Upon return from a conference or completion of a professional development activity, the Member of Council shall provide a written or verbal report at the next Council or Committee of the Whole meeting.
- 3.14 In all cases, the conference or professional development activity in question must be completed prior to the end of the Member's Council term.
- 3.15 Expenses incurred while attending a conference or professional development activity shall be reimbursed in accordance with Policy FIN-05-008: Business Expense, as amended from time to time.
- 3.16 Should a Council Member choose to extend an out-of-town stay beyond the duration of the conference or professional development activity, that Council Member shall be responsible for all additional expenses.
- 3.17 Each year, as part of budget deliberations, Council shall consider allocating funds for the implementation of this Policy.
- 3.18 Conference attendance and professional development activities by Members of Council in any given year will be subject to available funding.

## 4. Responsibilities

- 4.1 Council will:
  - 4.1.1 ensure the Municipality has a current and comprehensive Policy for Council Conference Attendance and Professional Development; and
  - 4.1.2 review and amend this Policy as required.
- 4.2 The Chief Administrative Officer will:
  - 4.2.1 implement this Policy; and
  - 4.2.2 identify and propose revisions to this Policy.

## 5. Amendments

Date	Amendments



## Municipality of the County of Kings

### Asset Naming

Policy Category	Administration	Most Recent Amendment	Council Meeting Date
First Council Approval	Council Meeting Date	Future Review Date	Month Year

#### 1. Purpose:

The Asset Naming Policy establishes a framework for the naming and renaming of Municipal Assets that reflects the values of the Municipality.

#### 2. Scope

This Policy applies to the naming and renaming of Municipal Assets.

#### 3. Definitions

For this Policy, unless otherwise stated, the following definitions shall apply.

3.1 **Colonialism:** The policy or practice of acquiring full or partial political control over another country, which involves the subjugation of one people to another.

3.2 **Commemorative Names:** Official naming of a Municipal Asset including without limitation a street, park, part of a park, facility or part of a facility to commemorate a person, persons, or family.

3.3 **Non-Commemorative Names:** Names given to places, streets, buildings or other assets that are not intended to honour or memorialize a specific person, persons, or family. These names do not carry the weight of historical significance or serve as a tribute. Instead, they may be chosen for their descriptive nature, geographical references, aesthetic qualities, or other neutral reasons.

3.4 **Excluded Communities:** groups of persons who have historically been disadvantaged or underrepresented and/or who suffer from exclusion due to societal and systemic barriers including, but not limited to: Indigenous persons, Mi'kmaq, African Nova Scotians, persons with disabilities, members of visible minorities, women, and 2SLGBTQIA+ peoples.

3.5 **Inclusion:** an environment in which all people are respected, given the same opportunities, and their differences are embraced.

3.6 **Name Reserve List:** A Municipally maintained list of potential names to be used in the naming or renaming of Municipal Assets.

DRAFT

3.7 **Municipal Assets:** include buildings, rooms within those buildings, trails, parks and park features, bridges, roads, landscape features and other assets owned or managed by the Municipality. For greater certainty a Municipal Asset in the context of this policy may or may not align with the definition of a Tangible Capital Asset as set out by the Public Sector Accounting Board of Canada.

3.8 **Municipality/Municipal:** means the Municipality of the County of Kings.

## 4. Policy Statements

- 4.1 The Municipality values the diverse perspectives and contributions of its citizens and is committed to ensuring that the naming of Municipal Assets is reflective of the broad social and community values and the diverse voices that have contributed positively to our community, province, and country.
- 4.2 Naming or renaming of any Municipal Assets will be reflective of the Municipality's diverse history, culture, language, and values, and will be an equitable, inclusive, transparent, and comprehensive process that reflects the Municipality's commitment to creating a community where all are welcomed and celebrated for their contributions.

## 5. Naming Principles

- 5.1 The naming or remaining of a Municipal Asset shall:
- Be easily understood and allow for systematic expansion as the Municipality of the County of Kings grows.
  - Follow good cartographic practices that allow locations to be found quickly and without incident to ensure emergency response, delivery services, utility services, mail delivery and way finding can occur without disruption.
  - Follow a transparent process allowing for consistency in decision making.
  - Utilize names from the Name Reserve List.
  - Encourage greater justice and belonging for all people in place naming throughout the Municipality.
  - Promote equity, an accurate understanding of history, and acknowledge the impact of Colonialism on the Municipality and the people living there.

## 6. Naming Criteria

- 6.1 The Municipality's Name Reserve List will be updated and maintained yearly to provide a list of possible names that may be used in naming and renaming. Names shall reflect or reference at least one of the following:
- Local geography or topographical features;
  - Local flora, fauna, or other natural features;
  - Traditional usage, ways of knowing, cultural and historic interpretive elements of local and regional Indigenous peoples, African Nova Scotians, Acadians, etc.;
  - A historical event significant to the Municipality; and
  - A Commemorative Name.
- 6.2 Names will not knowingly be chosen that:
- Are or might reasonably be perceived as discriminatory or derogatory;
  - May be inappropriate in short forms or modification;
  - Cause confusion due to duplication or sounding like other names in the vicinity; and

- Are commercial names, unless these names are chosen in conjunction with a proposed sponsored facility.
- 6.3 Names selected for the Name Reserve List shall be balanced to reflect the lived experiences present in the Region including but not limited to gender, cultural, ethnic, and linguistic characteristics of the Municipality of the County of Kings.
- 6.4 Additions to the Name Reserve List may be proposed by any member of the public including community members, community groups, landowners, developers, members of Council, and Municipal staff.
- 6.5 Commemorative Names shall be given to Municipal Assets only if they meet at least two of the following criteria:
- Associated with an Excluded Community that is traditionally underrepresented in naming practices.
  - Commemorates an individual or group that has demonstrated excellence, courage, or exceptional dedication to service.
  - Commemorates an individual or group who gives, or has given, extraordinary help or care to individuals, families, service clubs cultural groups, ethnic organizations, community organizations, or humanitarian causes.
  - Commemorates an individual or group that fosters equality and reduces discrimination.
  - Commemorates an individual or group that risks or has risked their own life to save and protect others.
  - Commemorates an individual or group who performs a deed or activity performed in such an outstanding professional manner or uncommonly high standard that they bring consideration, benefit or honour to the Municipality of the County of Kings, the Province of Nova Scotia, or Canada.
  - Commemorates an individual or group that is of historical significance in the Municipality of the County of Kings.
- 6.6 Commemorative Names submitted to the Name Reserve List shall be researched by Municipal staff to ensure historical accuracy prior to approval.

## 7. Name Removal

### 7.1 Renaming Criteria

Renaming of a Municipal Asset may occur under one of the following circumstances.

- When a name removal application has been approved by Municipal Council; or
- When a Non-Commemorative Name of a Municipal Asset is to be replaced with the Commemorative Name or culturally significant name to honour an individual or local excluded community group.

### 7.2 Name Removal Criteria

Applications for removal of a name from a Municipal Asset will be considered inter alia if the name:

- Refers to a person or event known for discriminatory views or actions, including committing or perpetuating acts of racism, violence, and/or harm against Indigenous Peoples, Black communities or other historically excluded community groups.



- Includes derogatory terms that might represent or be linked with discriminatory actions and views.
- Negatively represents any group or its culture.
- Is inconsistent with the Municipality of the County of Kings' Strategy for Belonging.
- Brings or could bring the Municipality of the County of Kings into disrepute.

### 7.3 Name Removal Process

Any individual residing in or having substantial connection to the Municipality may submit a name removal request for review by the Municipality's Community Development Division.

- 7.3.1 Applications for naming removal/renaming shall be submitted to the Community Development Division and reviewed for recommendation to Municipal Council by the Diversity Kings County Committee.
- 7.3.2 The Diversity Kings County Committee may request additional information from the applicant for name removal or renaming.
- 7.3.3 The Diversity Kings County Committee will determine the eligibility of the application and make one of the following recommendations to the Chief Administrative Officer (CAO) and Municipal Council:
  - Reject the application for name removal or renaming by providing written notice of the rejection to the applicant; or
  - Approve the request for consideration and make a recommendation for a new name from the Name Reserve List.
- 7.3.4 If Municipal Council approves removal of a name, Municipal staff will engage with affected community groups including excluded communities to request feedback and materials that provide information about the cultural or historical context of the name removal and renaming.

- 7.4 Authority to rename a Municipal Asset for any reason is sole jurisdiction of Municipal Council.

## 8. Responsibilities

### 8.1 Council will:

- 8.1.1 ensure the Municipality has a current and comprehensive Policy for Asset Naming;
- 8.1.2 review and amend this Policy as required;

### 8.2 The Chief Administrative Officer will:

- 8.2.1 implement this Policy;
- 8.2.2 identify and propose revisions to this Policy; and
- 8.2.3 develop and maintain a Standard Operating procedure for naming and renaming Municipal Assets.

## 9. Amendments

Date	Amendments

## Clerk Recommendations

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<b>FROM</b>	Janny Postema, Municipal Clerk
<b>COUNCIL MEETING DATE</b>	September 3, 2024

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### **RECOMMENDATION**

a.	Proclamation Request: Right to Know Week	<b>That Municipal Council proclaim September 23 – September 29, 2024 as “Right to Know Week” in the Municipality of the County of Kings.</b> <b><u>Proclamation attached</u></b>
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MUNICIPALITY *of the*  
COUNTY *of* KINGS

PROCLAMATION

RIGHT TO KNOW WEEK

September 23 to September 29, 2024

**WHEREAS**, the Municipality of the County of Kings has adopted the principles of openness, transparency and accountability; and

**WHEREAS**, *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the Municipality of the County of Kings; and

**WHEREAS**, access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

**WHEREAS**, a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

**WHEREAS**, the Municipality of the County of Kings joins other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

**THEREFORE** be it resolved that I, Mayor Muttart, on behalf of Municipal Council, do hereby proclaim September 23 to September 29, 2024, to be Right to Know Week in the Municipality of the County of Kings.

Signed this 3<sup>rd</sup> day of September 2024,

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Mayor Peter Muttart

# Request for Decision

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<b>TO</b>	Municipal Council
<b>PREPARED BY</b>	Karen Ward, Policy Analyst
<b>MEETING DATE</b>	September 3, 2024
<b>SUBJECT</b>	HR-06-19: Non-Union Salary Administration Policy

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## ORIGIN

- December 3, 2019, [HR-06-019: Non-Union Salary Administration Policy](#).

## RECOMMENDATION

That Municipal Council provide seven days' notice, per s.48(1) *Municipal Government Act*, to amend Policy HR-06-19: Non-Union Administration as detailed in the September 3, 20204, Request for Decision.

## INTENT

For Municipal Council to adopt amendments to HR-06-19: Non-Union Administration Policy to reflect the instruction provided by Municipal Council on June 20, 2023.

## DISCUSSION

Municipality of the County of Kings Policy HR-06-19: Non-Union Administration was adopted December 3, 2019, and was last updated May 4, 2021.

On June 20, 2023, Municipal Council instructed the Chief Administrative Officer to administer the salary adjustments to non-unionized personnel as outlined in the related Request for Decision. This Council instruction included:

- Adjustment to salary ranges per the recommendations filed by a third-party consultant; and
- A 10% premium to employees within the Manager (not Director) classification who maintain an accounting, engineering, or planning professional designation that relates to their position. The professional designation component also related to unionized positions.

The Collective Agreement was adjusted accordingly, however, the Council instruction did not serve as the required seven-days notice to update Policy HR-06-19: Non-Union Salary Administration.

## FINANCIAL IMPLICATIONS

- There are no financial implications as salary amounts were included and approved by Municipal Council as part of the 2024-25 Municipal Operating Budget.

## STRATEGIC PLAN ALIGNMENT

	Strong Communities	
	Environmental Stewardship	
	Economic Development	
	Good Governance	
	Financial Sustainability	

# Request for Decision

✓	Other	Policy Review and Update
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## ALTERNATIVES

- No recommended alternatives.

## IMPLEMENTATION

- If approved as amended, HR-06-19: Non-Union Administration Policy will be posted on the Municipal website.

## ENGAGEMENT

- Should Council provide notice to adopt the Policy, the seven days' notice provides an opportunity for further public comment.

## APPENDICES

- Appendix A: Draft updated HR-06-19: Non-Union Administration Policy.

## APPROVALS

Scott Conrod, Chief Administrative Officer

August 16, 2024



## Municipality of the County of Kings

### Non-Union Salary Administration Policy

<b>Policy Category</b>	Human Resources	<b>Most Recent Amendment</b>	Council Meeting Date
<b>First Council Approval</b>	December 3, 2019	<b>Future Review Date</b>	+ 4 years

#### 1. Purpose

The Municipality maintains a salary administration program that endeavours to be internally equitable and externally competitive, affordable for the Municipality, which is used to recruit and retain qualified, motivated, and productive employees.

This Policy:

- 1.1 Expresses the principles of salary administration as it applies to non-union employees;
- 1.2 Ensures a process to determine fair and equitable compensation for positions and related duties within the Municipality;
- 1.3 Identifies the components of the salary administration program;
- 1.4 Identifies circumstances under which an employee's salary may be changed; and
- 1.5 Provides guidance for determining the starting salaries of new employees.

#### 2. Scope

- 2.1 This Policy applies to all non-union employees of the Municipality, excluding the Chief Administrative Officer.
- 2.2 The Chief Administrative Officer's salary shall be determined through a contract negotiated with Council.
- 2.3 The Collective Agreement shall determine salary administration for union employees.

#### 3. Definitions

- 3.1 **Council:** means the Council for the Municipality of the County of Kings.
- 3.2 **Employee:** for the purposes of this policy, means all full-time non-union employees of the Municipality, including all management positions and all non-union/non-management positions, excluding the Chief Administrative Officer.
- 3.3 **Municipality:** means the Municipality of the County of Kings.
- 3.4 **Hiring Manager:** means the Manager or Director who is filling a position within the Hiring Manager's department. Typically, the Hiring Manager is the immediate supervisor to the new hire.
- 3.5 **Performance Review:** means an annual review completed by an employee and the employee's supervisor which is used to evaluate the employee's past job performance as it relates to expectations surrounding the strategic goals of the Municipality and the employee's job description. It also establishes goals and expectations for the upcoming review period.
- 3.6 **Probationary Period:** means the period of time allotted to management to evaluate a new employee's performance.

#### 4. Policy Statements

##### Salary Administration Components

##### 4.1 Starting Salaries

- 4.1.1 By default, newly hired employees will start at the minimum rate of pay within the salary range for the position.
- 4.1.2 Notwithstanding 4.1.1, there may be circumstances when it is determined that a rate of pay higher than the minimum is necessary to hire a candidate or to acknowledge previous related experience. Factors that may be considered are:
  - 4.1.2.1 Candidate's knowledge, skills, and/or experience related to the position;
  - 4.1.2.2 Candidate's salary from previous employment;
  - 4.1.2.3 Market salary rate for the position; and/or
  - 4.1.2.4 Salary relative to subordinates, peers, and supervisor.
- 4.1.3 Should the hiring manager wish to hire a new employee at a higher rate of pay than the minimum, they shall provide a rationale by using the Salary Rationale Form appended hereto as Appendix A. This form shall be completed by the Director of the Department and approved by the Chief Administrative Officer (CAO) before a salary offer is made to the candidate.

##### 4.2 Performance Evaluations

- 4.2.1 All non-union employees will participate in an annual Performance Review as established in Policy HR-06-015 Employee Performance Management.
- 4.2.2 The annual Performance Review shall generate an overall performance evaluation rating, ranging from Unsatisfactory to Superior. Each of these ratings will be associated with a percentage increase as established in Table 1:

Table 1 – Performance Evaluation Rating	
Evaluation:	Percentage Increase:
Unacceptable	0.00%
Needs Improvement	0.00%
Meets Expectations	1.00%
Exceeds Expectations	1.50%
Superior	2.00%

##### 4.3 Range Adjustments

- 4.3.1 To ensure non-union employees maintain the same standard of living on a year-over-year basis, adjustments will be made to existing salary ranges based on a five-year rolling average of the annual Consumer Price Index (CPI) for Nova Scotia (June – all items) as published by Statistics Canada.

##### 4.4 Professional Designation Premium

- 4.4.1 A 10% designation premium shall apply to individuals within the Manager classification who maintain an accounting, engineering, or planning professional designation that relates to their position.

## 4.5 Increases within Existing Salary Ranges

4.5.1 Increases within the existing salary ranges for non-union employees will be based on a combination of the employee's Performance Review rating, as determined in section 4.2.2, and the five-year rolling average of the annual Consumer Price Index (CPI) for Nova Scotia, as determined in section 4.3.1, and shown in Table 3.

Table 3 – CPI and Performance Based Increase Rates			
Evaluation	Performance	CPI	Total
Unacceptable	0.00%	N/A	0.00%
Needs Improvement	0.00%	5-year CPI	5-year CPI
Meets Expectations	1.00%	5-year CPI	1.00% + 5-year CPI
Exceeds Expectations	1.50%	5-year CPI	1.50% + 5-year CPI
Superior	2.00%		2.00% + 5-year CPI

4.5.2 New employees will participate in a Performance Review prior to the completion of their Probationary Period. Employees that have completed their Probationary Period may be eligible for a Performance Review increase, as well as a CPI increase. Both increases will be pro-rated based on the length of the Probationary Period if it is less than one year. Those employees who have not completed their Probationary Period will only be eligible for the pro-rated CPI increase.

4.5.3 Changes to salaries shall become effective June 1st of each year.

4.5.4 If an employee's pay rate reaches the upper end of the salary range for their position (the maximum pay rate), their pay rate would then only increase annually by CPI as determined in section 4.3.1.

4.5.4.1 The CAO may approve a Performance Review increase as determined in section 4.2.2. This one-time increase shall be considered a one-time lump-sum payment and will not be added to the employee's base salary on an ongoing basis.

## 4.6 External Salary Reviews

4.6.1 External salary reviews shall be conducted for non-union position salary ranges every four (4) years to ensure the Municipality remains competitive and therefore capable of attracting and retaining talented employees.

4.6.2 Salary reviews may result in adjustments to existing salary ranges.

4.6.2.1 If a salary range is increased as a result of the salary review, the salary range shall be adjusted upward. In this instance, the affected employee's salary will be increased by the percentage change between the previous salary range and the revised salary range.

4.6.2.2 If there is a decrease to a salary range, there will be no decrease to the employee's current salary.

4.6.3 The CAO shall consider situations whereby an employee's salary may be increased by a higher percentage, subject to the position taking on additional duties.

4.6.4 All salaries are dependent on annual budgets as approved by Council. Salary increases may be provided over multiple years depending on budgetary constraints.



**4.7 Job Descriptions**

- 4.7.1 Every non-union position in the Municipality shall have a complete, accurate, up-to-date job description that describes the essential functions and job-related qualifications and demands of the job. Information from job descriptions will be utilized in recruitment and selection, salary administration, training and development, and performance planning.
- 4.7.2 Job descriptions for all positions will use a standard format and include the title of the position, position summary, reporting structure, job duties and responsibilities, and required qualifications and training.
- 4.7.3 New job descriptions require CAO approval and will be administered by the Human Resources Manager.
- 4.7.4 In the event it becomes necessary to make significant changes to the duties and responsibilities of an existing position, a revised job description will be prepared in consultation with the Human Resources Manager and approved by the Director of the department. Should duties be added to a position, the Director may recommend to the CAO that the salary be adjusted accordingly per section 4.6.3.

**4.8 Temporary Assignments**

- 4.8.1 If an employee is temporarily assigned to, and designated the duties of, another position for which the rate of pay is higher than the rate of pay for the employee's regular position, and the employee is assigned to and performs in that capacity for at least two (2) days in one pay period, the employee shall receive an additional \$50 for each day in the acting role.

**5. Responsibilities**

**5.1 Council will:**

- 5.1.1 Ensure the Municipality has a current and comprehensive policy to administer non-union salaries;
- 5.1.2 Review, amend, and adopt changes to this Policy as required; and
- 5.1.3 Approve the overall salaries budget as part of the annual budgeting process.

**5.2 The Chief Administrative Officer or designate will:**

- 5.2.1 Implement and administer this Policy;
- 5.2.2 Identify and propose necessary revisions to this Policy as required;
- 5.2.3 Approve individual salaries within approved ranges; and
- 5.2.4 Develop and follow a Standard Operating Procedure to verify salaries are within the budget approved by Council and are reconciled against amounts paid.

**5.3 Non-Union Employees will:**

- 5.3.1 Be familiar with and act in accordance with this Policy.

**6. Amendments**

Date	Amendments
May 4, 2021	New definitions, wording clarified, clarification of CAO's responsibilities.
July 2024	Inclusion of a 10% premium applied to individuals within the Manager classification who maintain an Accounting, Engineering, or Planning professional designation that relates to their position.



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<b>TO</b>	Municipal Council
<b>PREPARED BY</b>	Louis Pearson, Manager of Engineering
<b>MEETING DATE</b>	September 3, 2024
<b>SUBJECT</b>	2025-26 J-Class Subdivision Road Construction Year Program Assessment List Nova Scotia Department of Public Works

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## **ORIGIN**

- [July 4, 2023 Council RFD - New Cost Share Agreement - Provincial Village/Subdivision Roads](#)
- [October 17, 2023 COTW RFD - 2024-25 J-Class Subdivision Road Construction Year Program Assessment](#)

## **RECOMMENDATION**

That Municipal Council direct the Chief Administrative Officer to submit the list of the recommended J-Class Roads for paving contained in the September 3, 2024 Request for Decision to the Nova Scotia Department of Public Works under Cost Share Agreement No. 2023-014 for fiscal year 2025-26.

## **INTENT**

For Municipal Council to consider the approach used by staff to assess J-Class Subdivision Roads in the Municipality of the County of Kings (Municipality) and to adopt staff's recommended list of ten roads for submission to the Nova Scotia Department of Public Works (NSPW) for paving as part of the 2025-26 program. The list of ten J-Class Subdivision Roads is required to be submitted to NSPW no later than Thursday, October 31, 2024.

## **DISCUSSION**

The following sub-sections have been provided to Council in order to offer pertinent background information, details on the J-Class Road assessment completed by EPW and Administration staff, and reasoning for the recommendation of the J-Class Road List to be provided to NSPW for the 2025-26 J-Class Subdivision Road Construction Year Program.

### **Background**

Each year, the Municipality is requested by the NSPW to submit a list of ten J-Class Subdivision Roads for consideration for paving. The list of ten roads must meet the following criteria:

1. Be roads that were included on the original 1995 J-Class Road List (*1995 List; Table 1 – Department of Transportation & Communications – Local Roads Recommended for Municipal Service Exchange – Municipality of Kings [sic]*)
2. Be roads that were identified on the 1995 List as having a road surface type of:
  - a. Gravel (GR)
  - b. Chip Seal (CS)
  - c. Sand Seal (SS)

# Request for Decision

Roads that were identified as being Paved (PA) at the time of issuance of the 1995 J-Class Road List are not eligible under Cost Share Agreement No. 2023-014 (**only roads without an asphalt surface qualify**).

**Details Re: J-Class Road Assessment**

A detailed assessment of all J-Class Roads within the Municipality was completed by the Municipality's Department of Engineering and Public Works (EPW) and Administration staff in September 2023. This assessment included:

1. Detailed review of original 1995 J-Class Road List (1995 List) and rebuilding of a Master Spreadsheet for future Municipal use consistent with the 1995 List.
2. Integration of EPW road needs assessment data from 2023, including:
  - a. Condition Ratings
  - b. Current Road Surface Types
  - c. Financial, Environmental, & Social/Cultural (FESC) Score
3. Field assessment of specific roads to fill any data gaps that may have existed.

From a Condition Rating perspective, every two years the Municipality engages consultants to conduct a surface condition assessment of roads (last updated in 2022), and in alternating years the related roads are assessed by EPW staff. In Spring 2023, EPW staff completed field assessments of most J-Class roads within the Municipality and provided Condition Ratings for each road segment. The Condition Ratings used by the Municipality are noted as follows, from best condition to worst condition:

- a. Very Good (Best)
- b. Good
- c. Fair
- d. Poor 1
- e. Poor 2
- f. Poor 3
- g. Damaged (Worst)

From a Current Road Surface Type perspective, visual inspections are conducted by EPW staff to confirm the road surface type for each road segment on a regular basis, and generally as part of the Condition Rating assessment noted above. If a road is noted to be paved, then it is recorded by EPW staff, as well as the year of paving. In some cases, the year of paving may not be known (e.g. in cases where the Province has paved roads outside of the 2024-25 J-Class Subdivision Road Construction Year Program). Otherwise, the Current Road Surface Type is understood to be the same as originally recorded on the 1995 List.

Once the detailed assessment of all J-Class Roads within the Municipality was completed by EPW and Administration staff, sorting of the J-Class Roads that are applicable to the 2025-26 J-Class Subdivision Road Construction Year Program was completed in the following manner in order to establish potential lists of ten J-Class roads for submission to NSPW:

1. Sorting by Condition Rating
2. Sorting by FESC Score

# Request for Decision

J-Class Roads with the lowest Condition Rating and highest FESC Score were ranked in order, with the top ten included on the following summary of Table 1 for Council's consideration:

Road Name	Length (km)	Area	Surface Type (1995)	Surface Type (2023)	Condition Rating (2023)	FESC Score (Level of Service)
Sandy Crt	0.25	Aylesford	Chip Seal	Chip Seal	Poor 3	60
Station St	0.17	Waterville	Chip Seal	Chip Seal	Poor 3	30
Andringa Dr	0.15	Waterville	Sand Seal	Sand Seal	Poor 3	55
Lincoln Crt	0.05	Kingston	Chip Seal	Chip Seal	Poor 3	60
North Park St	0.26	Aylesford	Chip Seal	Chip Seal	Poor 3	50
Pinewood Ave	0.09	Coldbrook	Sand Seal	Sand Seal	Poor 2	60
Morse Ln	0.16	Centreville	Chip Seal	Chip Seal	Poor 2	50
Bishop Ave	0.51	Kingston	Chip Seal	Chip Seal	Poor 1	85
Centennial Dr	0.05	Port Williams	Gravel	Chip Seal	Poor 1	80
Ronald Ave	0.21	Cambridge	Gravel	Sand Seal	Poor 2	60
<b>TOTAL LENGTH (km)</b>	<b>1.89</b>					

## Reasoning for J-Class Road List Recommendation

With respect to the summary of Table 1 included above (Appendix A), the following considerations are deemed to be important in establishing the preferred roads for paving for submission to the NSPW:

- The average FESC Score was 53.0 out of a total possible score of 150
- Five of the ten proposed road segments have a Poor 3 Condition Rating

Therefore, based on a thorough review of all J-Class subdivision roads in the Municipality and the specific considerations listed above, it is EPW and Administration staff's recommendation that Table 1: Gravel, Chip Seal, & Sand Seal Roads (as above) be the list submitted to NS Department of Public Works for the 2024-25 J-Class Subdivision Road Construction Year Program.

## FINANCIAL IMPLICATIONS

- Cost Share Agreement with Province of Nova Scotia (50%/50% split with Municipality)

# Request for Decision

- General Ledger (GL) Code = 01-2-232-309

## STRATEGIC PLAN ALIGNMENT

✓	Strong Communities	Enhancing infrastructure for communities
	Environmental Stewardship	
✓	Economic Development	Development of growth by improving roads
	Good Governance	
✓	Financial Sustainability	Efficient management of assets
	Other	

## ALTERNATIVES

- Administration and EPW Staff:

Based on the assessment completed by EPW and Administration staff, the following alternatives could be considered:

- Address only Chip Seal / Sand Seal road segments (staff's second choice)
- Address only Gravel road segments (staff's third choice)

## IMPLEMENTATION

- Administration and EPW Staff:

- Submit Table 1: Gravel, Chip Seal, & Sand Seal Roads as the Municipality's 2025-26 J-Class Subdivision Road Construction Year Program Assessment List to NSPW by October 31, 2024.

## ENGAGEMENT

- The Villages of Aylesford, Canning, Cornwallis Square, Kingston, New Minas, Port Williams, and Greenwood are to be informed of the Municipality's assessment of J-Class Roads and the preferred list for submission to the NSPW for the 2025-26 J-Class Subdivision Road Construction Year Program by October 10, 2024.

## APPENDICES

- Appendix A: Photo Log – Preferred List of J-Class Roads for 2025-26
- Appendix B: Internal Ranking of Eligible 1995 Provincial J-Class Roads

## APPROVALS

Brad Carrigan, Director of Engineering & Public Works

August 28, 2024

Scott Conrod, Chief Administrative Officer

August 28, 2024



## APPENDIX A – Photo Log – Preferred List of J-Class roads for 2025-26

**Photo 1: Sandy Court (School House Road to End of Cul-De-Sac) – Village of Aylesford**



- Significant patching, potholes, alligator cracking, and edge cracking.

**Photo 2: Station Street (Black Rock to Maple Street) – Village of Cornwallis Square**





- Significant patching, delamination, and edge cracking.

**Photo 3: Andringa Drive (Trunk 1 to End of Cul-De-Sac) – Village of Cornwallis Square**



- Significant potholes, raveling, and edge cracking.

**Photo 4: Lincoln Court (Lincoln to End of Cul-De-Sac) – Village of Kingston**





- Significant potholes, delamination, and edge cracking.

**Photo 5: North Park Street (Park to School house South) – Village of Aylesford**



- Significant delamination, and edge cracking.

**Photo 6: Pinewood Avenue (Edith Drive to Meghan Drive) – Village of Coldbrook**





- Significant delamination, and edge cracking.

**Photo 7: Morse Lane (Sherman Belcher to Neville Court) – Village of Centerville**



- Significant delamination, and edge cracking.



**Photo 8: Bishop Avenue (Windsor Street to Markland Road) – Village of Kingston**



- Significant potholes, edge cracking, and delamination.

**Photo 9: Centennial Drive (Kidston to Highway 358) – Village of Port Williams**





- Significant alligator cracking, delamination, and edge cracking.

**Photo 10: Ronald Avenue (Ritson to The Lands of Vincent Sawler) – Village of Cornwallis Square**



- Significant alligator cracking, and edge cracking.

## Appendix B: Internal Ranking of Eligible 1995 Provincial J-Class Roads



### Internal Ranking of 1995 Provincial J-Class Roads

#### J-Class Roads

#### Municipality of the County of Kings

Road Name	Suffix	Class	Road From Description	Road To Description	Length (km)	Area	Surface Type (1995)	Surface Type (2023)	Paved Year	Condition Rating (2023)	FESC Score <sup>1</sup> (Level of Service)
Mosher	St	J	Bishop	Dar Property	0.08	Kingston	CS	CS		Damaged	50
Sandy	Crt	J	School House South	End Of Cul-De-Sac	0.25	Aylesford	CS	CS		Poor 3	60
Cavelle	Ave	J	Chapel	Rte358	0.53	Canning	PA	PA		Poor 3	60
Lincoln	Crt	J	Lincoln	Cul-De-Sac	0.05	Kingston	CS	CS		Poor 3	60
Prince	St	J	Bishop	Dar Property	0.09	Kingston	CS	CS		Poor 3	60
Castle Loma	Dr	J	Lockhart	Cul-De-Sac	0.32	New Minas	PA	PA		Poor 3	55
Andringa	Dr	J	Tr1	Cul-De-Sac	0.15	Waterville	SS	SS		Poor 3	55
North Park	St	J	Park	School House South	0.26	Aylesford	CS	CS		Poor 3	50
Cavelle	Terr	J	Cavelle	Cul-De-Sac	0.15	Canning	PA	PA		Poor 3	50
Station	St	J	Cavelle	(South Of A R Tracks ) Maple	0.17	Waterville	CS	CS		Poor 3	30
Old Farm	Lane	J	Garden	Garden	0.80	New Minas	PA	PA		Poor 2	120
Club	Cres	J	Country Club	End Of Pavement	0.20	New Minas	PA	PA		Poor 2	75
Park	St	J	Maple	Parker House	0.85	Waterville	PA	PA		Poor 2	65
Ronald	Ave	J	Ritson	The Lands Of Vincent Sawler	0.21	Cambridge	GR	GR		Poor 2	60
Pinewood	Ave	J	Edith	Meghan	0.09	Coldbrook	SS	SS		Poor 2	60
Polaris	Crt	J	Balsor	Cul-De-Sac	0.08	Kingston	DG	DG		Poor 2	60
Hillcrest	Dr	J	Kingston Village	Last Lot Line	0.34	Kingston	CS	CS		Poor 2	55

Prepared based on data contained on:

Table 1 - Department of Transportation Communications, Local Roads Recommended for Municipal Service Exchange  
Municipality of the County of Kings (Feb03-1995)

## Internal Ranking of 1995 Provincial J-Class Roads

### J-Class Roads

#### Municipality of the County of Kings

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Kenwo	Cres	J	Country Club Blvd	Club	0.25	New Minas	PA	PA		Poor 2	55
Morse	Lane	J	Sherman Belcher	Neville	0.16	Centreville	CS	CS		Poor 2	50
Montgomery	Dr	J	Lakewood	Cul-De-Sac	0.21	Lakeville	GR	GR		Poor 2	50
Porter	Rd	J	Park	Park	0.22	Waterville	GR	GR		Poor 2	40
Poplar Grove	Dr	J	Rte221	Cul-De-Sac	0.17	Woodville	SS	SS		Poor 2	40
Ritson	Ave	J	Cambridge	End Of Listing	0.78	Cambridge	SS	SS		Poor 2	25
Bishop	Ave	J	Windsor	Markland	0.51	Kingston	CS	CS		Poor 1	85
Centennial	Dr	J	Kidston	End Of Pavement	0.05	Port Williams	GR	CS		Poor 1	80
Centennial	Dr	J	End Of Pavement	Rte358	0.12	Port Williams	PA	PA		Poor 1	80
Spring Garden	Rd	J	Windsor	Belmont	0.19	Kingston	CS	CS		Poor 1	70
Sparky	St	J	Tk1 North	Pine Ridge	0.29	Kingston	GR	GR		Poor 1	65
Watson	Lane	J	Fox Hill West & North	Hunter	0.50	North Kentville	PA	PA		Poor 1	65
Bill	St	J	Magee	End Of Listing	0.13	Kingston	CS	CS		Poor 1	60
Hunter	Crt	J	Watson (Easterly)	Fox Hill	0.10	North Kentville	PA	PA		Poor 1	55
Hunter	Crt	J	Fox Hill (Easterly)	End	0.09	North Kentville	PA	PA		Poor 1	55
Varner	St	J	George	End Of Listing At Last House	0.07	Kingston	SS	SS		Poor 1	50
Edith	Dr	J	Pinewood	Meghan	0.25	Coldbrook	SS	SS		Poor 1	45

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Fowler	Crt	J	Bonavista	End Of Listing	0.21	New Minas	PA	PA		Poor 1	40
Evangeline	Dr	J	Tk1	Cornwallis	0.10	Coldbrook	SS	SS		Poor 1	35
Constance	St	J	Ritson	The Lands Of Caroline Sawler	0.24	Cambridge	SS	SS		Poor 1	30
Bishop	Ave West	J	Danielle	Douglas	0.17	New Minas	GR	GR		Poor 1	30
Danielle	Dr	J	Bishop West Avr	Cul-De-Sacs (North & South)	0.17	New Minas	PA	PA		Poor 1	30
Inchley	Lane	J	Beech Hill	Cul-De-Sac	0.22	North Alton	GR	GR		Poor 1	30
Meadowland	Crt	J	Fox Hill	Cul-De-Sac	0.06	North Kentville	PA	PA		Poor 1	30
Belmont	St	J	Bishop	Spring Garden	0.08	Kingston	CS	CS		Poor 1	25
Warren	St	J	Carolina	Ritson	0.20	Cambridge	SS	PA	Unknown	Poor 1	20
Elm	St	J	Seminary	Pleasant	0.32	Kingston	CS	CS		Poor 1	10
Elizabeth	St	J	Elm	Pine Ridge	0.22	Kingston	CS	CS		Poor 1	10
George	St	J	Pleasant	Markland	0.24	Kingston	CS	CS		Poor 1	10
Langille	Dr	J	English Mountain	Cul-De-Sac	0.83	Coldbrook	GR	GR		Good	95
Maple	Crt	J	English Mountain	Cul-De-Sac	0.52	Coldbrook	GR	GR		Good	95
Acadia	Dr	J	Julie	Drummond	0.44	Kingston	GR	GR		Good	95
Katelyn	St	J	Balsor	Old French Road	0.11	Kingston	CS	CS		Good	95
Katelyn	St	J	Old French	Shawn	0.22	Kingston	SS	SS		Good	95

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Road Name	Suffix	Class	Road From Description	Road To Description	Length (km)	Area	Surface Type (1995)	Surface Type (2023)	Paved Year	Condition Rating (2023)	FESC Score <sup>1</sup> (Level of Service)
Old French	Rd	J	End Of Chip Seal	Drummond	0.42	Kingston	GR	GR		Good	95
Shawn	Dr	J	Katelyn	End Of Sand Seal	0.39	Kingston	SS	SS		Good	95
Shawn	Dr	J	End Of Sand Seal	End Of Listing	0.24	Kingston	GR	GR		Good	95
Anthony	Ave	J	Cul-De-Sac East Past Andrew Dr	Cul-De-Sac	0.44	Centreville	GR	GR		Good	90
Cumberland	Dr	J	Kenneth	The Lands Formerly Of Hillis Shaw	0.48	Coldbrook	CS	CS		Good	90
Planes View	Dr	J	Rte201	Pattys	0.41	Greenwood	GR	GR		Good	90
Mary	Ave	J	Andrew	End Of Cul-De-Sac	0.35	Centreville	GR	GR		Good	85
Coldbrook Village Park	Dr	J	Tk1	Coldbrook Village Park	1.12	Coldbrook	PA	PA		Good	85
Cornwallis	Cres	J	Webster (Westerly)	End Of Chip Seal	0.40	Coldbrook	CS	CS		Good	85
Sarah	Dr	J	Casper	Cul-De-Sac	0.32	Coldbrook	SS	SS		Good	85
Pine	St	J	Fales River	Orion	0.50	Greenwood	CS	CS		Good	85
Acker	Crt	J	Maple	Cul-De-Sac	0.32	Kingston	GR	GR		Good	85
Aurora	Cres	J	Orion	Orion	0.26	Greenwood	CS	CS		Good	80
Mcclair	Ave	J	Planes View	Brandy	0.23	Greenwood	GR	GR		Good	80
Pattys	Dr	J	Brandy	Crystal	0.38	Greenwood	GR	GR		Good	80
Natalie	St	J	Parkside	End Of Cul-De-Sac	0.28	Centreville	GR	GR		Good	75
Cornwallis	Cres	J	End Of Chip Seal	Webster (Easterly)	0.48	Coldbrook	SS	SS		Good	75

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Road Name	Suffix	Class	Road From Description	Road To Description	Length (km)	Area	Surface Type (1995)	Surface Type (2023)	Paved Year	Condition Rating (2023)	FESC Score <sup>1</sup> (Level of Service)
Sarah	Dr	J	Ashlee	Casper	0.24	Coldbrook	GR	PA	2013	Good	75
Dakota	Lane	J	Howe	Glasgow	0.17	Greenwood	GR	GR		Good	75
Dakota	Lane	J	Pickering	Howe	0.17	Greenwood	CS	CS		Good	75
Club	Cres	J	End Of Pavement	Country Club	0.46	New Minas	GR	PA	Unknown	Good	75
Kidston	Ave	J	Centenial	Centenial	0.86	Port Williams	GR	GR		Good	75
Ward	St	J	Cumberland	End Of Listing At Cul-Oe-Sacs	0.33	Coldbrook	SS	SS		Good	70
Cherry	Lane	J	Princess	Oakwood	0.19	Kingston	GR	GR		Good	70
Kingston Heights	Dr	J	Kingswood Ln	Cul-De-Sac	0.44	Kingston	GR	GR		Good	70
Oakwood	Dr	J	Sunset	Cul-De-Sac	0.23	Kingston	GR	GR		Good	70
Pleasant	St	J	Kingston Village (Bridge Street)	George	0.19	Kingston	CS	CS		Good	70
Dow	Rd	J	Tk1	End Of Listing	0.52	New Minas	PA	PA	Unknown	Good	70
Rosedale	Ave	J	Elizabeth (N)	Scotit	0.42	North Kentville	DG	DG		Good	70
Kimberly	Dr	J	Brookside	Brooklyn	0.13	Coldbrook	GR	GR		Good	65
Roy	Ave	J	Tk1	End Of Listing	0.29	New Minas	PA	PA		Good	65
Governor	Crt	J	Rosedale	Scott	0.39	North Kentville	CS	CS		Good	65
Crosby	Dr	J	Langille	Poplar	0.09	Coldbrook	GR	GR		Good	60
Auburnwood	Lane	J	Morden	End Of Listing	0.46	Auburn	GR	GR		Good	55

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Andrew	Dr	J	Mary	Rte221	0.24	Centreville	GR	GR		Good	55
Dalmation	Dr	J	Fales River	Catalina	0.25	Greenwood	CS	CS		Good	55
Fales River	Dr	J	Dalmation	Oak	0.47	Greenwood	CS	CS		Good	55
West	Rd	J	Tk1	End Of Listing	0.31	Auburn	GR	GR		Good	50
Morse	Lane Ext	J	Neville Ct	Cul-De-Sac	0.10	Centreville	GR	GR		Good	50
Neville	Crt	J	Morse	Cul-De-Sac	0.06	Centreville	CS	CS		Good	50
Brittany	Ave	J	Maggie	William	0.51	Greenwood	GR	GR		Good	50
Catalina	Lane	J	Argus	Kenwood	0.18	Greenwood	PA	PA		Good	50
Cumberland	Dr	J	Ward	Kenneth	0.11	Coldbrook	SS	SS		Good	45
Beaver	St	J	Pine	Oak	0.37	Greenwood	CS	CS		Good	45
Heather	Cres	J	Wind Ridge	Cul-De-Sac	0.25	Greenwood	GR	GR		Good	45
Labrador	Lane	J	Neptune	Orion	0.08	Greenwood	CS	CS		Good	45
Neptune	Lane	J	Labrador	Argus	0.32	Greenwood	CS	CS		Good	45
Orion	St	J	Labrador	Argus	0.32	Greenwood	CS	CS		Good	45
Otter	Dr	J	Pine	Argus	0.24	Greenwood	CS	CS		Good	45
Brookside	Cres	J	Brandywine	Stream	0.38	Coldbrook	GR	GR		Good	40
Carol	St	J	Pine	Oak	0.37	Greenwood	CS	CS		Good	40

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Catalina	Lane	J	Dalmation	Argus	0.33	Greenwood	CS	CS		Good	40
Oak	Ave	J	Fales River	Northwest Corner Of Lot 2A	0.21	Greenwood	CS	CS		Good	40
Oak	Ave	J	Existing Listing Northeast	End Of Cul-De-Sac	0.04	Greenwood	CS	CS		Good	40
Yukon	St	J	Catalina	End Of Listing	0.08	Greenwood	CS	CS		Good	40
Elizabeth	Dr	J	Rosedale	Mee	0.25	North Kentville	DG	DG		Good	40
Marie	Crt	J	Rosedale	Cul-De-Sac	0.13	North Kentville	CS	CS		Good	40
Borden	St	J	Sherman	Lands Of Delmar Best	0.20	Coldbrook	CS	CS		Good	30
Borden	St	J	Pent	Sherman	0.37	Coldbrook	CS	CS		Good	30
Brandywine	Dr	J	Stream	Brookside	0.18	Coldbrook	GR	GR		Good	30
Upland	Crt	J	Fox Hill	Cul-De-Sac	0.13	North Kentville	PA	PA		Good	30
Aalders	Ave Ext	J	Aalders	Barron	0.60	New Minas	DG	PA	2013	Good	25
Stream	Ave	J	Brandywine	Brookside	0.23	Coldbrook	GR	GR		Good	20
Julie	Dr	J	Katelyn	End Of Sand Seal	0.44	Kingston	SS	SS		Good	20
Julie	Dr	J	End Of Sand Seal	The End	0.25	Kingston	GR	GR		Good	20
Kentucky	Crt	J	Tk1	Cul-De-Sac	0.15	New Minas	PA	PA		Good	20
Kenwood	Ave	J	Wade	End Of Listing	0.24	Greenwood	CS	CS		Good	15
Union (Veterans)	St	J	Victoria	Royal Canadian Legion Parking Lot	0.09	Kingston	PA	PA		Good	0

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Pine	Ave	J	Park	End Of Listing	0.28	Aylesford	CS	PA	Unknown	Very Good	105
Brandy	Ave	J	Planes View	End Of Cul-De-Sac	0.33	Greenwood	GR	GR		Very Good	100
Maple	Dr	J	End Of Pavement	The End Of Cul-De-Sac	0.11	New Minas	SS	PA	Unknown	Very Good	100
Maple	Dr	J	Milne	End Of Pavement	0.36	New Minas	PA	PA	Unknown	Very Good	100
Crystal	Dr	J	Brandy	Pattys	0.22	Greenwood	GR	GR		Very Good	95
Marjorie	Dr	J	Exhibition	End Of Cul-De-Sac	0.23	Meadowview	CS	PA	Unknown	Very Good	95
Redden	Ave	J	Highbury School	Barron	0.19	New Minas	PA	PA	Unknown	Very Good	95
Hiltz	Dr	J	Kingston Heights	Shawn	0.10	Kingston	GR	GR		Very Good	90
Philips	Ave	J	Mathews	Old Brook	0.24	Kingston	CS	PA	Unknown	Very Good	90
Glasgow	Ave	J	Spinney	Dakota	0.25	Greenwood	GR	GR		Very Good	85
Pickering	Lane	J	Howe	Dnd Property	0.34	Greenwood	CS	PA	Unknown	Very Good	85
Nelson	Cres	J	Kelly	Kelly	0.31	Aylesford	CS	PA	Unknown	Very Good	80
Argus	Dr	J	Rte201	Fales River	0.66	Greenwood	PA	PA	Unknown	Very Good	80
Cartier	Crt	J	Old French	Cul-De-Sac	0.16	Kingston	GR	GR		Very Good	80
Sesame	St	J	Campbell	Scott	0.49	North Kentville	CS	PA	Unknown	Very Good	80
Catherine	Cres	J	Milne	Milne	0.57	New Minas	PA	PA	Unknown	Very Good	75
Fox Hill	Ave	J	Belcher	Cul-De-Sac	0.85	North Kentville	PA	PA	Unknown	Very Good	75

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Woodworth	Rd	G	Kentville Town Line	Lamont	0.29	North Kentville	PA	PA	Unknown	Very Good	75
Henshaw	Dr	J	Rte341 @ Upper Dyke Radio Tower	End Of Cul-De-Sac	0.27	Upper Dyke	PA	PA	Unknown	Very Good	75
North View	Dr	J	Tk1	Cul-De-Sac	0.33	Waterville	GR	GR		Very Good	75
Bennett	Rd	J	Morden Rd East	End Of Listing	0.36	Auburn	CS	PA	Unknown	Very Good	70
Station	Rd	J	School House (South)	Victoria	0.41	Aylesford	DG	PA	Unknown	Very Good	70
Avon	Lane	J	Tk1	Cul-De-Sac	0.29	Greenwich	SS	SS		Very Good	70
Evergreen	Ave	J	Minas	Listing At Turning Circle	0.58	New Minas	PA	PA	Unknown	Very Good	70
Jill	St	J	Perrier	Minas	0.14	New Minas	PA	PA	Unknown	Very Good	70
Marie	Cres	J	Rosedale	Rosedale	0.43	North Kentville	CS	PA	Unknown	Very Good	70
Cloverleaf	Dr	J	Milne	Cul-De-Sac	0.30	New Minas	PA	PA	Unknown	Very Good	65
Colonial	Cres	J	Casteloma	Castle Loma	0.20	New Minas	PA	PA	Unknown	Very Good	65
Evangeline	Crt	J	Bonavista	Bonavista	0.32	New Minas	PA	PA	Unknown	Very Good	65
Jill	St Ext	J	Perrier	Cul-De-Sac	0.24	New Minas	PA	PA	Unknown	Very Good	65
Marina	Dr	J	Prospect	Cul-De-Sac	0.36	New Minas	PA	PA	Unknown	Very Good	65
Milne (Granite)	Ave	J	Tk1 South	Kings Crescent Junction	0.45	New Minas	PA	PA	Unknown	Very Good	65
Applecrest	Dr Ext	J	Mee	Lands Of Howard Taylor	0.13	North Kentville	CS	PA	Unknown	Very Good	65
Maxner	Dr	J	Brandy	Pattys	0.22	Greenwood	GR	GR		Very Good	60

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Champlain	Crt	J	Old French	Cul-De-Sac	0.10	Kingston	GR	GR		Very Good	60
Foster	St	J	Lincoln	Westwood	0.30	Kingston	CS	CS		Very Good	60
Moody	Crt	J	Marshall	Cul-De-Sac	0.14	Kingston	CS	CS		Very Good	60
Bishop	Ave	J	Prospect	Milne	0.36	New Minas	PA	PA	Unknown	Very Good	55
Country Club	Blvd	J	Lot N079 @ Club Southeast Looping	Back To Lot 79	0.65	New Minas	PA	PA	Unknown	Very Good	55
Garden	Crt East	J	Garden Court West	Garden Court West	0.37	New Minas	PA	PA	Unknown	Very Good	55
Perrier	Dr	J	Milne	Prospect	0.48	New Minas	PA	PA	Unknown	Very Good	55
Bezanson	Crt	J	Applecrest	Cul-De-Sac	0.09	North Kentville	CS	PA	Unknown	Very Good	55
Nosco	Crt	J	Mee	End Of Cul-De-Sac	0.08	North Kentville	CS	PA	Unknown	Very Good	55
Kelly	Dr	J	Maple	End Of Listing	0.38	Aylesford	CS	PA	Unknown	Very Good	50
Sunnyside	Rd	J	Tk1	Tk1	0.17	Greenwich	SS	PA	Unknown	Very Good	50
Princess	Lane	J	Sunset	Cherry	0.09	Kingston	GR	GR		Very Good	50
Peter	St	J	Fowler	Russet	0.21	New Minas	PA	PA	Unknown	Very Good	50
Pine	St	J	Forsythe South	Cul-De-Sac	0.35	New Minas	SS	PA	Unknown	Very Good	50
Station (Park St)	St	G	Victoria	New Rd	1.37	Aylesford	PA	PA	Unknown	Very Good	45
Maggie	Dr	J	Britiany	Cul-De-Sac	0.12	Greenwood	GR	GR		Very Good	40
Drummond	Dr	J	Old French	Acadia	0.18	Kingston	GR	GR		Very Good	40

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Birch	St	J	Evergreen	Maple	0.23	New Minas	PA	PA	Unknown	Very Good	40
Bonavista	Ave	J	Tk1	Russett	0.34	New Minas	PA	PA	Unknown	Very Good	40
George	St	J	Milne	Perrier	0.23	New Minas	PA	PA	Unknown	Very Good	40
Michael	St	J	Milne	Prospect	0.12	New Minas	PA	PA	Unknown	Very Good	40
Sumac	Ave	J	Minas Warehouse	Garden Court West	0.23	New Minas	PA	PA	Unknown	Very Good	40
Woodvale	Pl	J	Milne	Cul-De-Sac	0.29	New Minas	PA	PA	Unknown	Very Good	40
County Home	Rd	J	Park	County Jail Entrance	0.63	Waterville	CS	PA	Unknown	Very Good	40
County Home	Rd	J	County Jail Entrance	Tk1	0.68	Waterville	PA	PA		Very Good	40
Maple	Dr	J	Tk1	Birchcrest	0.37	Cambridge	CS	CS		Very Good	35
Mathews	Lane	J	Phillips	Old Brook	0.55	Kingston	CS	PA	Unknown	Very Good	35
Garden	Crt West	J	Tk1	End Of Listing	0.30	New Minas	PA	PA	Unknown	Very Good	30
Camhill	Crt	J	Campbell	End Of Cul-De-Sac	0.11	North Kentville	PA	PA	Unknown	Very Good	30
Blomidon View	Dr	J	Dyke View	Dyke View	0.46	Port Williams	DG	PA	Unknown	Very Good	30
Kaizer	Dr	J	Anthony	Mary	0.10	Centreville	GR	GR		Very Good	25
Green	St	J	Orchard	Country Club	0.12	New Minas	PA	PA	Unknown	Very Good	25
Morden Wharf	Rd	J	Morden	Tower	0.19	Morden	PA	PA	Unknown	Very Good	20
Milne	Ave	J	Catherine	Perrier	0.44	New Minas	PA	PA		Very Good	20

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## Internal Ranking of 1995 Provincial J-Class Roads

### J-Class Roads

#### Municipality of the County of Kings

Road Name	Suffix	Class	Road From Description	Road To Description	Length (km)	Area	Surface Type (1995)	Surface Type (2023)	Paved Year	Condition Rating (2023)	FESC Score <sup>1</sup> (Level of Service)
Milne	Ave	J	Perrier	Maple	0.57	New Minas	PA	PA		Very Good	20
Milne	Ave	J	Prospect	Catherine	0.33	New Minas	PA	PA		Very Good	20
Minas	Cres	J	Milne	Jill	0.67	New Minas	PA	PA	Unknown	Very Good	20
Douglas	St	J	Shawn	Julie	0.09	Kingston	SS	SS		Very Good	10
Kenneth	Ave	J	Lovett	End Of Listing (At Hillis Shaw Property)	0.46	Coldbrook	CS	CS		Fair	90
Maplewood	Dr	J	Oakwood	Cul-De-Sac	0.20	Kingston	GR	GR		Fair	85
Wind Ridge	Rd	J	Pine Ridge	Heather	0.10	Kingston	GR	GR		Fair	85
Joyce	St	J	Kenneth	Cumberland	0.30	Coldbrook	CS	CS		Fair	80
Rawding	Dr	J	Jakeson	Jakeson	0.80	Port Williams	CS	CS		Fair	80
Monica	Cres	J	Parkside (S)	Parkside	0.29	Centreville	GR	GR		Fair	75
Murray	Dr	J	Rte359	Cul-De-Sac	0.28	Centreville	GR	GR		Fair	75
Aalders	Ave	J	Jones	Jones	0.89	New Minas	PA	PA		Fair	75
Gracie	Dr	J	Governor	Scott	0.44	North Kentville	CS	CS		Fair	70
Pent	Rd	J	Laurie	West Boundary Of Red Pine Subdivision	0.58	Coldbrook	CS	CS		Fair	65
Pent	Rd	J	West Boundary Of Red Pine Subdivision	West Boundary Of Delmar Best	0.21	Coldbrook	CS	CS		Fair	65
Penny	Lane	J	Governor	Gracie	0.33	North Kentville	CS	CS		Fair	65
Forest	St	J	Park	End Of Listing	0.28	Aylesford	CS	CS		Fair	60

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First	St	J	Rte358	End Of Listing	0.08	Canning	PA	PA		Fair	60
Birch	Dr	J	Sunnyside	End Of Cul-De-Sac	0.24	Greenwich	GR	GR		Fair	60
River	Dr	J	Ward	End Of Listing	0.58	Greenwood	GR	GR		Fair	60
Dahlgren	Cres	J	Dahlgren North	Marshall	0.41	Kingston	GR	GR		Fair	60
Dahlgren	Cres	J	Dahlgren South	Marshall	0.35	Kingston	GR	GR		Fair	60
Grove	St	J	Morden	End Of Listing	0.32	Morden	GR	GR		Fair	60
Jordan	St	J	Douglas	Bishop	0.29	New Minas	GR	GR		Fair	55
Parkside	Dr	J	Lydiard	Parkside	0.60	Centreville	GR	GR		Fair	50
Webster	St	J	Tk1	Cornwallis	0.11	Coldbrook	CS	CS		Fair	45
Lisa	Dr	J	Greenwich	Cul-De-Sac	0.17	Greenwich	GR	GR		Fair	45
Windsor	St	J	Kingston Village	End Of Listing	0.25	Kingston	CS	CS		Fair	45
Vincent	St	J	Carolina	Ritson	0.19	Cambridge	SS	SS		Fair	40
Gerald	Dr	J	Pent	End Of Listing At North Boundary Of C. Maxwell	0.66	Coldbrook	CS	CS		Fair	40
Rawding	St	J	Gale	Eden Row	0.21	Greenwich	CS	CS		Fair	40
Bishop	Ave West	J	Prospect	Danielle	0.23	New Minas	PA	PA		Fair	40
Douglas	St	J	Jorden Street	Bishop	0.35	New Minas	GR	GR		Fair	40
Green Acres	Dr	J	Sumac	Memory	0.16	New Minas	PA	PA		Fair	40

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Ward	Ave	J	Tk12	Cul-De-Sac	0.20	North Alton	CS	CS		Fair	40
Oak	Dr	J	North	Cul-De-Sac	0.24	North Kentville	PA	PA		Fair	40
Blair	Rd	J	Black Rock	Cul-De-Sac	0.28	Waterville	GR	GR		Fair	40
Laurie	Lane	J	Lovett	Cul-De-Sac	0.32	Coldbrook	CS	CS		Fair	35
Marie	Dr	J	Lands Of Patricia Webster	West Boundary Of Delmar Best	0.17	Coldbrook	CS	CS		Fair	30
Randy	Lane	J	Brooklyn	End Of Cul-De-Sac	0.27	Coldbrook	GR	GR		Fair	30
Novawood	Dr	J	Windermere	River	0.19	Greenwood	GR	GR		Fair	30
Windermere	Dr	J	River	Novawood	0.14	Greenwood	GR	GR		Fair	30
Country Walk	Rd	J	Old Farm	Old Farm	0.17	New Minas	PA	PA		Fair	30
Highland	Crt	J	Sumac	End Of Listing	0.06	New Minas	PA	PA		Fair	30
Sherman	St	J	Borden	Pent	0.29	Coldbrook	CS	CS		Fair	25
Emily	St	J	Club	Forsythe North	0.11	New Minas	GR	GR		Fair	25
North	Ave	J	Lanzy	End Of Listing	0.14	North Kentville	PA	PA		Fair	25
Ashley	Crt	J	Jordan	Cul-De-Sac	0.07	New Minas	GR	GR		Fair	20
Howe	Ave	J	Beginning Of Listing	The End Of Cul-De-Sac	0.20	New Minas	PA	PA		Fair	20
Nova	Dr	J	Crescent	Howe	0.21	New Minas	PA	PA		Fair	20
Parkway	Dr	J	Starrs Point	Cul-De-Sac	0.48	Port Williams	PA	PA		Fair	20

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Old French	Rd	J	Katelyn	End Of Chip Seal	0.26	Kingston	CS	PA	2024	-	95
Carolina	Ave	J	Warren	End Of Listing	0.51	Cambridge	SS	PA	2024	-	80
Elm	Lane	J	Park	Last House	0.12	Kingston	CS	PA	2024	-	10
Crocker	Rd	I	Bennett Rd	End Of Listing	0.11	Auburn	GR	GR		-	n/a
New	Rd	G	Trunk 1 Norther	Station St	0.57	Aylesford	PA	PA		-	n/a
Harrington	Rd	G	Trunk 1 South	North Boundary Highway 101	0.84	Coldbrook	PA	PA		-	n/a
Lovett	Rd	G	Lovett Rd	Hayes Gate	0.82	Coldbrook	CS	CS		-	n/a
Cornwallis	Ave	G	Tk1	End Of Listing	0.62	New Minas	PA	PA		-	n/a
Highbury School	Rd	G	Prospect	Crescent	1.36	New Minas	CS	CS		-	n/a
Highbury School	Rd	G	Tk1	Tk1	0.77	New Minas	PA	PA		-	n/a
Highland	Ave	G	Prospect	Highbury School	0.63	New Minas	CS	CS		-	n/a
Jones	Rd	G	Tk1 North	End Of Listing	0.93	New Minas	PA	PA		-	n/a
Minas Warehouse	Rd	G	Tk1 North	End Of Listing	0.42	New Minas	PA	PA		-	n/a
Orchard	St	G	Tk1	End Of Cul-De-Sac	0.43	New Minas	PA	PA		-	n/a
Brook	St	G	Exhibition	End Of Listing	0.46	North Kentville	PA	PA		-	n/a
Campbell	Rd	G	Kentville Town Line	Route 341	0.53	North Kentville	CS	CS		-	n/a
Daigle	Lane	I	End Of Pavement	End Of Cul-De-Sac	0.26	North Kentville	GR	GR		-	n/a

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Dell	Rd	I	Oakdene	Campbell	0.11	North Kentville	CS	CS		-	n/a
Exhibition	St	G	Kentville Town Line	Brook St	1.05	North Kentville	PA	PA		-	n/a
Lamont	Rd	G	Exhibition	Scholdfield	0.50	North Kentville	PA	PA		-	n/a
Lanzy	Rd	G	Camp Aldershot Main Gate West	End Of Chip Seal	0.53	North Kentville	CS	CS		-	n/a
Lanzy	Rd	G	End Of Sand Seal	Brooklyn	1.29	North Kentville	GR	GR		-	n/a
Lanzy	Rd	G	Route 341	Camp Aldershot Main Gate	0.50	North Kentville	CS	CS		-	n/a
Lanzy	Rd	G	Route 341	Route 360	1.08	North Kentville	CS	CS		-	n/a
Mckitterick	Rd	G	Route 341	Route 358	0.48	North Kentville	CS	CS		-	n/a
Mckitterick	Rd	G	Route 360	To .33Km	0.33	North Kentville	CS	CS		-	n/a
Mee	Rd	G	Belcher	Scott	1.10	North Kentville	PA	PA		-	n/a
Oakdene	Rd	G	Town Line At Dell Rd	Route 341	0.58	North Kentville	CS	CS		-	n/a
Owen	Rd	G	Route 359	Route 341	0.40	North Kentville	PA	PA		-	n/a
Sanford	Rd	G	Brooklyn	Exhibition	0.52	North Kentville	PA	PA		-	n/a
Scofield	Rd	G	Route 359	Lamont	0.34	North Kentville	PA	PA		-	n/a
Scott	Dr	G	Route 341	Middle Dyke	1.27	North Kentville	CS	CS		-	n/a
Parker House	Rd	J	Park	Cul-De-Sac	0.60	Waterville	CS	CS		-	n/a
Tufts	Ave	J	End Of Chip Seal	Cul-De-Sac	0.45	Greenwood	CS	PA	2018	-	125

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Tufts	Ave Ext	J	Beginning Of Listing At Cul-De-Sac	End Of Chip Seal	0.30	Greenwood	SS	PA	2018	-	125
Aldred	Dr	J	Kingston Village	Tufts	0.41	Greenwood	CS	PA	2017	-	115
Chapel	Rd	J	Rte221	Rte358 (Scotts Bay Rd)	1.29	Canning	PA	PA	2020	-	110
Pinecrest	Dr	J	White Pine Dr	Pine Cone	0.40	Centreville	CS	PA	2019	-	110
Pinecrest	Dr	J	Lone Pine	White Pine Dr	0.31	Centreville	CS	PA	2019	-	110
Balsor	Dr	J	Maple	End Of Chipseal	0.81	Kingston	CS	PA	2013	-	110
Balsor	Dr	J	End Of Chipseal	End Of Listing	0.07	Kingston	GR	PA	2013	-	110
Pinecrest	Dr	J	Pinecrest	Mountain View	0.69	Coldbrook	CS	PA	2021	-	105
Pinecrest	Dr	J	George	Pinecrest	0.48	Coldbrook	CS	PA	2021	-	105
Glengary	Row	J	Tufts	Neilly	0.28	Greenwood	CS	PA	2019	-	105
Neilly	Cres	J	Aldred	Kingston Village	0.33	Greenwood	CS	PA	2017	-	105
Whittington	Dr	J	Rte201	Aldred	0.39	Greenwood	CS	PA	2019	-	105
Charles	St	J	Mee	Applecrest	0.51	North Kentville	CS	PA	2019	-	105
William	St	J	Tufts	Tufts	0.17	Greenwood	CS	PA	2017	-	100
Pine Ridge	Ave	J	Magee	End Of Cul-De-Sac	0.88	Kingston	CS	PA	2015	-	100
Pine Ridge	Ave	J	Maple	Magee	0.83	Kingston	PA	PA	2015	-	100
Applecrest	Dr	J	Belcher	Charles	0.34	North Kentville	CS	PA	2020	-	100

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Richard	St	J	Morton	Cul-De-Sac	0.27	North Kentville	CS	PA	2020	-	100
Meghan	Dr	J	Pinewood	Newcombe	0.58	Coldbrook	CS	PA	2013	-	95
Poplar	Dr	J	Pinecrest	End Of Chipseal At Boundary Of Hayes Mill Ltd	0.35	Coldbrook	CS	PA	2013	-	95
Poplar	Dr Ext	J	End Of Chipsel At Boundary Of Hayes Ltd	English Mountain	0.53	Coldbrook	SS	PA	2013	-	95
Bowlby Park	Dr	J	Bridge Street	End Of Listing	0.41	Greenwood	CS	PA	2015	-	95
Mayhew	Dr	J	Bowlby Park	Mayhew	0.67	Greenwood	SS	PA	2015	-	95
Kaizer	Lane	J	Cambridge Mountian	Cul-De-Sac	0.90	Cambridge	GR	PA	2020	-	90
Ashlee	Dr	J	Sarah	Cul-De-Sac	0.40	Coldbrook	GR	PA	2013	-	90
Princess	Cres	J	Pinecrest	Pinecrest	0.64	Coldbrook	CS	PA	2014	-	90
Spinney	St	J	Howe	Glasgow	0.13	Greenwood	GR	PA	2018	-	90
Morris	Cres	J	Prospect	Prospect	0.73	North Alton	GR	PA	Unknown	-	90
Schoolhouse (South)	Rd	J	Tk1	Hw101	1.03	Aylesford	CS	PA	2021	-	85
Foleaze Park	Dr	J	Rte359	End Of Listing	0.96	Centreville Mtn	PA	PA	2019	-	85
Mountain View	Rd	J	Tk1	English Mountain	0.54	Coldbrook	CS	PA	2014	-	85
Old Brook	Dr	J	Tk1 North	Balsor	0.63	Kingston	CS	PA	2013	-	85
Governor	Crt Ext	J	Rosedale	Rosedale	0.25	North Kentville	GR	PA	Unknown	-	85
Birch	Crt	J	Poplar	Cul-De-Sac	0.21	Coldbrook	CS	PA	2013	-	80

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Crosby	Crt	J	Poplar	Cul-De-Sac	0.13	Coldbrook	SS	PA	2013	-	80
Scotia	St	J	Princess	Princess	0.23	Coldbrook	CS	PA	2014	-	80
Wade	St	J	Rte201	Kenwood	0.05	Greenwood	CS	PA	2017	-	80
Kingswood	Lane	J	Tk1	Shawn	0.28	Kingston	SS	PA	2013	-	80
Markland	Rd	J	Kingston Village	Last House	0.45	Kingston	CS	PA	2021	-	80
Church	St	J	Rte221	Longspell	0.36	Kingsport	CS	PA	2020	-	75
Victoria	Dr	J	Kingston Village	End Of Listing	0.37	Kingston	CS	PA	2022	-	75
Pineo	St	J	Tk1	Cedar	0.70	Auburn	CS	PA	2013	-	70
Pine Cone	Dr	J	Sherman Belcher	Pinecrest	0.14	Centreville	CS	PA	2019	-	70
Haliburton	St	J	Tk1 @ Hants County Line	Cul-De-Sac	0.15	Hants Border	CS	PA	Unknown	-	70
Cedar	St	J	Brockville	Pineo	0.21	Kingston	CS	PA	2013	-	70
Mcdow	Rd	J	Sanford	End Of Chip Seal	0.18	Meadowview	CS	PA	2021	-	70
Lemarchant	Dr	J	Lemarchant (Easterly)	Lemarchant	1.11	New Minas	CS	PA	2013	-	70
Lemarchant	Dr	J	Highbury School (Westerly)	Highbury School	0.62	New Minas	CS	PA	2013	-	70
Lone Pine	Dr	J	Sherman Belcher	Pinecrest	0.14	Centreville	CS	PA	2019	-	65
Newcombe	Bldv	J	Meghan	Tk1	0.43	Coldbrook	CS	PA	2013	-	65
Eden	Row	J	Tk1	Gale	0.30	Greenwich	CS	PA	2013	-	65

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Gale (Eden Row)	St	J	Eden Row	End Of Listing	0.15	Greenwich	CS	PA	2013	-	65
Pleasant	St	J	Rte221	Water	0.47	Kingsport	CS	PA	2020	-	65
Pleasant	St	J	Water	End	0.12	Kingsport	SS	PA	2020	-	65
Lincoln	St	J	Marshall	Westwood	0.49	Kingston	CS	PA	2013	-	65
Palmer	Dr	J	Tk1	Pine Ridge	0.34	Kingston	CS	PA	2013	-	65
Park	Rd	J	Tk1	Cul-De-Sac	0.53	Kingston	CS	PA	2015	-	65
Stead	St	J	Charles	Cul-De-Sac	0.29	North Kentville	CS	PA	2020	-	65
Bentwood	Cres	J	Birchcrest	Balsom Row	0.58	Cambridge	CS	PA	2021	-	60
Birchcrest	Dr	J	End Of Listing	End Of Listing	0.63	Cambridge	CS	PA	2021	-	60
Dee	Rd	J	Lovett	End Of Listing	0.21	Coldbrook	CS	PA	2021	-	60
Hayes	Rd	J	Mountain View	Cul-De-Sac	0.19	Coldbrook	CS	PA	2014	-	60
Sampson	Dr	J	Kingston Village	End Of Listing	0.20	Greenwood	CS	PA	2018	-	60
Mcmaster	Cres	J	Lincoln	Lincoln	0.35	Kingston	CS	PA	2014	-	60
Westwood	Rd	J	Tk1	Pine Ridge	0.60	Kingston	CS	PA	2013	-	60
Kings	Cres	J	Milne	Cul-De-Sac	0.11	New Minas	GR	PA	Unknown	-	60
Elizabeth	Dr	J	Prospect	Harry	0.72	North Alton	CS	PA	2014	-	60
Frank	St	J	Charles	End Of Listing	0.10	North Kentville	CS	PA	2020	-	60

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White Pine	Dr	J	Sherman Belcher Rd North	Pinecrest	0.14	Centreville	CS	PA	2018	-	55
Lockhart	Dr	J	Jones	Cornwallis	0.43	New Minas	PA	PA		-	55
Merritt	Dr	J	Lemarchant	Lemarchant	0.27	New Minas	CS	PA	2013	-	55
Alice	Dr	J	Canaan	Elizabeth	0.16	Canaan	CS	PA	2014	-	50
Harry	Dr	J	Elizabeth	Elizabeth	0.57	Canaan	CS	PA	2014	-	50
Morningside	Dr	J	Park	Regent	0.18	Canaan	SS	PA	2022	-	50
Park	St	J	Morningside	Canaan Cross	0.16	Canaan	SS	PA	2022	-	50
Regent	St	J	Morningside	Canaan Cross	0.19	Canaan	SS	PA	2022	-	50
Elm	St	J	Westwood	Palmer	0.16	Canning	PA	PA	2016	-	50
Pleasant	St	J	Rte221	Bigelow	0.19	Canning	PA	PA	2016	-	50
Queen	St	J	Rte358 (Scotts Bay Road)	Seminary Ave	0.15	Canning	PA	PA	2016	-	50
Seminary	Ave	J	Rte221	Queen	0.17	Canning	PA	PA	2016	-	50
Butler	Rd	J	Rte359	End Of Listing	0.28	Centreville	GR	PA	2011	-	50
Davlyn	Dr	J	Foleaze Park	Brow Mountain	0.39	Centreville Mtn	CS	PA	2019	-	50
Rosalind	Dr	J	Davlyn	Cul-De-Sac	0.33	Centreville Mtn	CS	PA	2018	-	50
Casper	Ave	J	Meghan	Ashlee	0.25	Coldbrook	DG	PA	2013	-	50
Kristen	Ave	J	Andrea	Ashlee	0.11	Coldbrook	GR	PA	2013	-	50

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Water	St	J	Longspell	Pier	0.37	Kingsport	CS	PA	2020	-	50
Brockville	St	J	Pineo (15M South Of Stream Ave.)	Cedar	0.29	Kingston	CS	PA	2013	-	50
Poplar	Dr	J	Harry	End Of Listing	0.08	North Alton	CS	PA	2014	-	50
Morton	St	J	Charles	End Of Pavement	0.26	North Kentville	CS	PA	2020	-	50
Bigelow	St	J	Seminary	Pleasant	0.09	Canning	PA	PA	2016	-	45
Andrea	Dr	J	Casper	End Of Listing	0.15	Coldbrook	GR	PA	2013	-	45
Wayne	Rd	J	Murray	Brooklyn	0.25	Coldbrook	GR	PA	2014	-	45
William	St	J	Tufts	End Of Listing	0.10	Greenwood	GR	PA	2017	-	45
Willow	St	J	Pineo	Cedar	0.29	Kingston	CS	PA	2013	-	45
Aaron	Dr	J	Charlene	South Bishop	0.32	Coldbrook	GR	PA	2013	-	40
Aaron	Dr	J	Jeremy	Charlene	0.29	Coldbrook	CS	PA	2013	-	40
Wade	St	J	George	Cul-De-Sac	0.38	Coldbrook	CS	PA	2022	-	40
Russett	St	J	Bonavista	Cul-De-Sac	0.28	New Minas	PA	PA	2021	-	40
Giffin	Crt	J	Rte341	End Of Listing	0.10	North Kentville	CS	PA	2021	-	40
Stephen	Crt	J	Governor Court	Cul-De-Sac	0.08	North Kentville	GR	PA	Unknown	-	40
Balsom	Row	J	Birchcrest	Cul-De-Sac	0.19	Cambridge	CS	PA	2021	-	30
Loretta	Ave	J	South Bishop	Jeremy	0.70	Cambridge	CS	PA	2013	-	30

Prepared based on data contained on:

Table 1 - Department of Transportation Communications, Local Roads Recommended for Municipal Service Exchange  
Municipality of the County of Kings (Feb03-1995)

## Internal Ranking of 1995 Provincial J-Class Roads

### J-Class Roads

#### Municipality of the County of Kings

Road Name	Suffix	Class	Road From Description	Road To Description	Length (km)	Area	Surface Type (1995)	Surface Type (2023)	Paved Year	Condition Rating (2023)	FESC Score <sup>1</sup> (Level of Service)
Loretta	Ave	J	Jeremy	End Of Former Cul-De-Sac	0.18	Cambridge	GR	PA	2013	-	30
Annette	St	J	Aaron	Loretta	0.19	Coldbrook	CS	PA	2013	-	30
Howe	Ave	J	Pickering	Dakota	0.09	Greenwood	CS	PA	2011	-	30
Howe	Ave	J	Rte201	Pickering	0.32	Greenwood	GR	PA	2011	-	30
Greg	Ave	J	Turner	Cul-De-Sac	0.19	New Minas	CS	PA	2013	-	30
Thistle	Cres	J	Old Farm	Cul-De-Sac	0.17	New Minas	GR	PA	Unknown	-	30
Turner	Rd	J	Tk1	End Of Chipseal	0.20	New Minas	CS	PA	2013	-	30
Turner	Rd	J	End Of Chip Seal	End Of Cul-De-Sac	0.18	New Minas	SS	PA	2013	-	30
Dyke View	Rd	J	Rte358	Blomioon View	0.33	Port Williams	DG	PA	Unknown	-	30
Memory	Lane	J	Garden	End Of Listing	0.16	New Minas	PA	PA		-	25
Charlene	St	J	Aaron	Loretta	0.17	Coldbrook	CS	PA	2013	-	20
George	St	J	Pinecrest	Tk1	0.57	Coldbrook	CS	PA	2013	-	20
Jeremy	St	J	Aaron	Loretta	0.10	Coldbrook	GR	PA	2013	-	20
Barron	Dr	J	Crescent	Alders	0.19	New Minas	DG	PA	2013	-	20
Jakeson	St	J	Rawding	High	0.10	Port Williams	CS	PA	2013	-	20
Murray	St	J	North Bishop	Cul-De-Sac	0.53	Coldbrook	GR	PA	2014	-	15
Magee	Dr	J	Tk1	Pine Ridge	0.34	Kingston	CS	PA	2013	-	15

Prepared based on data contained on:

Table 1 - Department of Transportation Communications, Local Roads Recommended for Municipal Service Exchange  
Municipality of the County of Kings (Feb03-1995)

## Internal Ranking of 1995 Provincial J-Class Roads

### J-Class Roads

#### Municipality of the County of Kings

Road Name	Suffix	Class	Road From Description	Road To Description	Length (km)	Area	Surface Type (1995)	Surface Type (2023)	Paved Year	Condition Rating (2023)	FESC Score <sup>1</sup> (Level of Service)
Sunset	Dr	J	Princess	Marshall	0.62	Kingston	GR	GR		-	
Tower	Rd	J	Morden	Morden Wharf	0.21	Morden	GR	GR		-	

<b>ROAD COUNT</b>	<b>393</b>
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<b>TOTAL KILOMETRES (KM)</b>	<b>135.15</b>
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#### Surface Types:

Dirt / Gravel	DG
Gravel	GR
Chip Seal	CS
Sand Seal	SS
Pavement	PA

#### Condition Ratings (Worst to Best)

Damaged	Worst
Poor 3	
Poor 2	
Poor 1	
Fair	
Good	
Very Good	Best

#### Notes:

1. Financial, Environmental, & Social/Cultural (FESC) Score is a value out of 150 points. Scoring involves businesses, surface condition, infrastructure work planned, traffic counts, amenities/services, school bus routes & zones, and number of residential units per road segment.

## Summary of 1995 Provincial List by Surface Type

### J-Class Roads

#### Municipality of the County of Kings

#### Summary of No. of Roads & Road Lengths by Surface Type

Road Surface Type	1995		2023	
	Number of Road Segments	Length of Road Segments (km)	Number of Road Segments	Length of Road Segments (km)
Pavement (PA)	93	37.42	288	104.69
Chip Seal on Pavement (CP)	16	8.64	2	0.69
Sand Seal (SS)	33	8.79	13	3.64
Chip Seal Over Sand Seal (CS)	149	50.35	69	20
Double Chip Seal Over Gravel (DG)	9	2.99	3	0.75
Gravel (GR)	93	27.06	18	5.48
<b>TOTAL</b>	<b>393</b>	<b>135.25</b>	<b>393</b>	<b>135.25</b>

#### Summary of Eligibility of J-Class Roads for Paving (per Cost Sharing Agreement No 2023-014)

Eligibility for Cost Sharing Agreement	1995		2023	
	Number of Road Segments	Length of Road Segments (km)	Number of Road Segments	Length of Road Segments (km)
Not Eligible (Paved Roads)	93	37.42	288	104.69
Eligible (Non-Paved Roads)	300	97.83	105	30.56
<b>TOTAL</b>	<b>393</b>	<b>135.25</b>	<b>393</b>	<b>135.25</b>

Prepared based on the following data sources:

Table 1 - Department of Transportation & Communications, Local Roads Recommended for Municipal Service Exchange - Municipality of the County of Kings (Feb03-1995)

2023-related data per field observations and historical data by Municipality of the County of Kings - Engineering & Public Works & contracted services

# Committee Recommendations

<b>COMMITTEE</b>	Nominating Committee
<b>COMMITTEE MEETING DATE</b>	<a href="#">August 13, 2024</a>
<b>COUNCIL MEETING DATE</b>	September 3, 2024

## **RECOMMENDATIONS**

a.	Citizen Appointment to Diversity Kings County Committee	<b>That Municipal Council appoint Roxy Peterson as citizen member to the Diversity Kings County Committee for a two-year term commencing September 1, 2024.</b>
b.	Citizen Appointment to Joint Accessibility Advisory Committee	<b>That Municipal Council reappoint Doug Ralph as citizen member to the Joint Accessibility Advisory Committee for a three-year term commencing September 1, 2024.</b>
c.	Citizen Appointment to Joint Accessibility Advisory Committee	<b>That Municipal Council reappoint Crystal McCormack as citizen member to the Joint Accessibility Advisory Committee for a three-year term commencing September 1, 2024.</b>
d.	Citizen Appointment to Joint Accessibility Advisory Committee	<b>That Municipal Council reappoint Mary Fox as citizen member to the Joint Accessibility Advisory Committee for a three-year term commencing September 1, 2024.</b>

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<b>TO</b>	Municipal Council
<b>SUBJECT</b>	Kings REMO Regional EM Advisory Committee
<b>FROM</b>	Dan Stovel, REMC
<b>COMMITTEE MEETING DATE</b>	August 20, 2024
<b>COTW/COUNCIL MEETING DATE</b>	September 3, 2024

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The Special Kings REMO Regional Emergency Management Advisory Committee met on Tuesday, August 20, 2024.

Key issues of discussion included:

- **Kings REMO Standard Operating Procedure 002 – Resource Coordination**

The Kings REMO SOP002 for Resource Coordination was developed to establish a standardized procedure for Kings County Agency Representatives to request resources from the Kings Regional Emergency Management Organization (Kings REMO)

- Agency resource requests are to be submitted through Valley Communications with the following information:
  - Agency requesting resources;
  - Contact information (telephone number);
  - Resource Kind;
  - Resource Type;
  - Resource Quantity (i.e., 50 sandbags, 1 pallet of water);
  - Location for delivery of resource; and
  - Any other pertinent information regarding the safe delivery of the resource (i.e., road conditions in the vicinity of the delivery point).

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO SOP002 – RESOURCE COORDINATION, DATED AUGUST 20, 2024.**

**ACTION:** Kings REMO REMC will distribute the Kings REMO SOP002 to Kings County Fire Departments, First Responders, and Valley Communications, and to include the SOP in the Kings REMO Exercise program

- **Kings REMO Standard Operating Procedure 001 – Alert Ready (Amendment)**

Reference: Minister's Lohr's Letter to Mayors & Wardens, 2024-07-16

As outlined in the reference, the issuing authority for Alert Ready Messages has been delegated to Kings County CAOs.

- "NSEMO is eliminating any internal interaction with the alert and making the process more direct. There will be no wording checks, no content checks and no potential to slow down the issuance. Ultimately, this means that the municipality will make the decision, contact the Shubenacadie base and the base will simply move the alert to the Pelmorex platform and from there it will be sent out."
- Kings REMO SOP001 has been amended to reflect this change for Alert Ready issuing authority in Kings County.
- The SOP was also amended to reflect the requirement of sending out an Alert Ready cancellation message when there is no longer an imminent threat to life

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO SOP001 – ALERT READY (Amendment), DATED AUGUST 20, 2024.**

**ACTION:** Kings REMO REMC will distribute the Kings REMO SOP002 to Kings County Fire Departments, First Responders, and Valley Communications, and include in the Kings REMO Exercise program

- **RFD001-2024: Alert Ready Issuing Authority**

Reference: Minister's Lohr's Letter to Mayors & Wardens, 2024-07-16

Additional amendments to the Alert Ready message process in Nova Scotia announced by Minister Lohr:

- "...requesting that the RCMP review their internal policies and update/remove any internal policy that restricts their use of the alert ready system and instead ask that they proactively expand their use of the system to include any public safety situations they may be aware of (for example, flooding risks)."
- "We are also expanding access to the alert system to include all municipal police forces, fire services and other first responders."
  - The goal is to have more access to the alert system
  - NSEMO will be reaching out to these organizations to schedule training
- "...our EMO team and I will begin to more aggressively issue alerts, even when the municipality has not requested one. This is a policy change in that the absence of a timely municipal response, the Province will proceed with issuing the alert using the validated information available to them."

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE DIRECT STAFF (CAOs/REMC) TO DRAFT A LETTER TO MINISTER LOHR REGARDING THE PROPOSED ISSUING AUTHORITY OF ALERT READY MESSAGES, BY SEPTEMBER 13, 2024.**

**Next Meeting:** Monday, January 20, 2025

No Meeting will be scheduled for October 2024 due to Municipal Elections



### Committee of Council Reports - September 3, 2024

Board/Committee	Chair/Reporting Councillor/ Members	Date Last/Next Meeting	Report
Asset Management Committee	Dick Killam, Joel Hirtle (Chair), Peter Allen	February 6, 2024 Next: March 5, April 2, September 3, 2024	Verbal report provided May 2, 2023
Audit & Finance Committee	Peter Muttart, Emily Lutz, Martha Armstrong, Kevin Davison	February 9, 2024 Next: May 28, Sept 9 (Sept 24 TBD)	Recommendations provided May 7, 2024
Centreville Area Advisory Committee	Lexie Burgess, Dick Killam	May 5, 2021 Next: TBD	Written report provided June 1, 2021
Diversity Kings County	June Granger (Vice-Chair), Lexie Burgess (Chair)	March 4, 2024 Next: April 3, July 3, 2024	Verbal report provided May 21, 2024
Fences Arbitration Committee	Peter Allen - Alternate	No meetings	
Fire Services Advisory Committee	June Granger (Reporting Councillor), Lexie Burgess, Tim Harding	May 16, 2024 Next: June 20, 2024	Verbal report provided June 4, 2024
Greenwood Water Utility Source Water Protection Committee	Tim Harding (Chair)	November 16, 2023 Next: TBD	Written report provided November 1, 2022
Joint Accessibility Advisory Committee	Lexie Burgess (Vice-Chair)	December 13, 2023 Next: March 13, June 12, September 11, 2024	Written report provided October 17, 2023
Kingston Area Advisory Committee	Martha Armstrong	No recent meetings	Written report provided October 6, 2020
Lake Monitoring Committee	Tim Harding Alternate - Emily Lutz	July 22, 2020 Next: TBD	
Nominating Committee	Martha Armstrong (Chair), Joel Hirtle (Vice-Chair), Peter Muttart, Peter Allen	January 23, 2024 Next: TBD	Recommendations provided February 6, 2024
Planning Advisory Committee	June Granger (Vice-Chair), Dick Killam, Martha Armstrong (Chair), Peter Allen, Kevin Davison	May 14, 2024 Next: July 9, September 10, 2024	Recommendations provided June 4, 2024
Police Services Advisory Committee	June Granger, Joel Hirtle, Tim Harding (Chair), Dick Killam (Vice-Chair), Peter Allen	February 21, 2024 Next: May 15, September 18, 2024	Verbal report provided May 21, 2024
Port Williams Area Advisory Committee	June Granger	No recent meetings	
Regional Sewer Committee	Joel Hirtle (Chair) Alternate - Kevin Davison	February 1 & 22, 2024 Next: April 25, 2024	Recommendation provided August 15, 2023
Sandy Court Source Water Protection Committee	Martha Armstrong	March 18, 2021 Next: March 24, 2022	

### External Board and Committee Reports - September 3, 2024

Board/Committee	Reporting Councillor	Last / Next Meeting	Report
Annapolis Valley Regional Library Board	Emily Lutz Alternate - Lexie Burgess	September 2023	Verbal report provided October 3, 2023
Annapolis Valley Trails Coalition Board	Emily Lutz Alternate - Joel Hirtle	November 2023	Verbal report provided November 6, 2023
Canning Source Water Protection Committee	June Granger	No recent meetings?	
Kentville Joint Fire Services Committee	Lexie Burgess, Dick Killam, Peter Allen	September 21, 2023 Next: March 21, 2024	Verbal report provided October 3, 2023
Kentville Water Commission	Lexie Burgess	February 2, 2022 Next: April 6, 2022	Written report provided February 15, 2022
Kings Point To Point Transit Society Board	Tim Harding	February 21, 2024 Next: TBD	Verbal report provided March 5, 2024
Kings Regional Rehabilitation Centre Board	Dick Killam, Tim Harding, Joel Hirtle, Kevin Davison	November 2023 Next: December 2023	Verbal report provided December 5, 2023
<a href="#"><u>Kings Regional Emergency Management Advisory Committee</u></a>	<b>Peter Muttart</b> <b>Dick Killam</b>	<b>August 20, 2024</b> <b>Next: January 20, 2025</b>	<b>Written report provided</b> <b>September 3, 2024</b>
Kings Transit Authority Board → Interim Board for 2 years	Peter Muttart	September 21, 2022 Next: Oct. 5, Oct. 19, 2022	
Landscape of Grand Pré Inc. Member	Peter Allen Alternate: Vacant		
Landscape of Grand Pré Inc. Board	Emily Lutz	September 2023	Verbal report provided June 4, 2024
New Minas Source Water Protection Committee	Kevin Davison Alternate: Emily Lutz	January 16, 2022 Next: Feb. 16, 2022	Verbal report provided April 5, 2022
Nova Scotia Federation of Municipalities Board	Martha Armstrong	Fall Conference November 1-4, 2022	Verbal report provided October 18, 2022
Port Williams Source Water Protection Committee	June Granger	March 5, 2024 Next: TBD	Verbal report provided March 5, 2024
Regional Recreation Facility Feasibility Study Working Group	Peter Muttart	November 1, 2021 Next: Dec. 6, 2021	Verbal report provided at November 2, 2021 Council
Trans County Transportation Society (West) Board	Martha Armstrong Alternate - Tim Harding	July 6, 2023 Next: September 20, 2023	Written report provided August 15, 2023
Valley Community Fibre Network (Authority) Board	Joel Hirtle	October 31, 2022 Next: TBD	Verbal report provided November 1, 2021
Valley Regional Enterprise Network Liaison & Oversight Committee	Martha Armstrong, Chair	February 15, 2023 Next: April 19, 2023	Verbal report provided April 4, 2023
Valley Region Solid Waste-Resource Management Authority Board → Interim Board for 2 years	Peter Muttart	September 21, 2022 Next: October 5, 2022	
Western Regional Housing Authority Board	Citizen Member only		
Wolfville Source Water Protection Advisory Committee	Peter Allen	January 13, 2021 Next: April 14, 2021	Written report provided January 19, 2021



Valley Search and Rescue  
177 Middle Dyke Road  
Port Williams, BS  
B0P1T0

181 Coldbrook Village Park Drive  
Coldbrook, NS  
B4R 1B9

Dear Peter Muttart,

On behalf of Valley Search and Rescue, I would like to invite you to attend our Awards Banquet being held on October 23, 2024 from 4:30- 9:00 pm at the Union Street Pub in Berwick, NS. This bi-annual Awards Banquet is held to recognize the accomplishments of our many members and the dedication of those who have served for many years. We would be honored to have you join us to share greetings with our members and, if desired, provide service awards to those who have been proudly serving our valley community.

Valley Search and Rescue has assisted in more than 10 searches in the past twelve months, many of them multi-day, meaning that we were active for more than 30 operational periods. In addition to searching, our members train weekly on Monday nights and quite frequently have specialized training events on weekends to ensure that all searchers meet the CSA searcher standards. Members are also very active in emergency planning, fundraising activities and community events. This awards banquet serves to recognize the time, dedication and commitment of our valued volunteers.

As part of the agenda for this year's Awards banquet we will be honoring those members who have served our valley community and beyond for 5, 10, 15, 20, 25, 30 and even 35 years. In previous years, your office has graciously provided certificates and/ or gifts to commemorate their years of service. If you would be willing and able to do this again this year, we would truly appreciate your presence. The names of this year's recipients will be available shortly.

Attached to this invitation you will find an agenda for the evening as well as a menu for the event. If you would please R.S.V.P with your availability and meal choice to [events@valleysearchandrescue.org](mailto:events@valleysearchandrescue.org) it would be greatly appreciated. Should you require any further information, please don't hesitate to reach out to me via this email or by phone at 902-690-5838.

Sincerely,

*Deidre Burns*

Deidre Burns, VSAR Events Chair

AUG 02 2024

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Office of the Warden

July 30, 2024

Mayor Peter Muttart  
Municipality of the County of Kings  
181 Coldbrook Village Park Drive  
Coldbrook, NS  
B4R 1B9

Dear Mayor Muttart:

**Re: July 11/12, 2024 Flooding**

It is becoming all too common in Nova Scotia, Canada, and Globally for that matter, emergencies resulting from our rapidly changing climate and severe weather. Your region, unfortunately, has been in the crosshair's multiple times in recent history, sadly again earlier this July.

As a result, at the July 17<sup>th</sup> Council Meeting, the following motion was passed;

**MOVED:** Councillor Paul Long

**SECONDED:** Deputy Warden Janet Peitzsche

**MOTION:** THAT the Council of the Municipality of the District of Guysborough send letters of support to the appropriate rescue agencies following the recent tragedy from the flash flood event.

**MOTION CARRIED**

We understand that numerous organizations responded to the call across the region, but we wanted to ensure our message of support was heard by all involved. Hence, we are writing you today with the ask to pass along our sincerest thanks and sympathies to all responders and workers for all that they did and do each day.

So, on behalf of Council, Staff and all residents here in the Municipality of the District of Guysborough, all the best as we all remember and recover from these difficult times.

Yours truly,



Vernon Pitts  
Warden





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

Tel: 902-690-6132

Fax: 902-678-9279

[mayor.muttart@countyofkings.ca](mailto:mayor.muttart@countyofkings.ca)

8/9/2024

Warden Vernon Pitts  
Municipality of the District of Guysborough  
P. O. Box 79  
Guysborough N. S.  
B0H 1N0

Dear Vernon,

Thank you for your letter of the 30<sup>th</sup> of July in which you and your Council have expressed support for and recognition of the value of the many volunteers and emergency responders who answered the call during our recent flash flooding event.

As time passes, we all become more cognizant of the likelihood that such events will be repeated and Canadians will be called upon to mitigate, manage and respond to the impacts of disasters across our country and our municipalities.

It is good that we reach out to one another at such times with words of understanding.

Please express our appreciation to your Council, staff and community for reaching out.

Sincerely,

R. Peter Muttart  
Mayor

Phone: 902-678-6141 or 1-888-337-2999

Monday - Friday 8:30 a.m. - 4:30 p.m.

[inquiry@countyofkings.ca](mailto:inquiry@countyofkings.ca)

181 Coldbrook Village Park Drive

Coldbrook, NS B4R 1B9

[www.countyofkings.ca](http://www.countyofkings.ca)



KODY BLOIS, M.P.  
KINGS-HANTS

August 12<sup>th</sup>, 2024

Municipality Of Kings  
181 Coldbrook Village Park Dr  
Coldbrook, NS B4R 1B9

Dear Municipality Of Kings,

I wanted to take this opportunity to express my heartfelt congratulations again on your business being approved for summer workers through the Canada Summer Jobs initiative for 2024.

With the summer ending, I wanted to reach out and say thank you for applying in this program, participating with our government, and for showing your approved workers a sense of how important your business is to our area over the last few weeks they've been employed with you. I truly hope they've attained the skills needed to be better students, workers, and leaders in our various industries in Canada.

Please find enclosed a certificate to present to your workers who were employed through this program. Let's take the opportunity to congratulate them on their successes through social media and other outlets and to encourage them to peruse a career in the field in which they were employed.

Congratulations again and here's to many more years of success and prosperity with your business and your participation with this program!

Sincerely yours,

Kody Blois, M.P.

Kings-Hants





Employment and  
Social Development Canada

Emploi et  
Développement social Canada

Canada

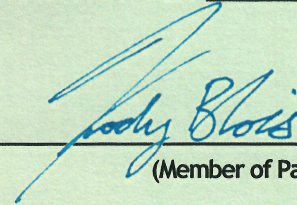
# Canada Summer Jobs 2024

PROUD TO SUPPORT JOBS FOR YOUTH

The Government of Canada congratulates

\_\_\_\_\_

for their work at \_\_\_\_\_



\_\_\_\_\_  
(Member of Parliament signature)