



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE May 13, 2024 AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council Advisory Committee, April 15, 2024
- 4. PRESENTATIONS**
 - (a) Intentional Tiny Homes
 - (b) Annapolis Valley Regional Library Update and Funding
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance
 1. Department Report
 - (b) Planning and Development
 1. Department Report
 - (c) Parks and Recreation
 1. Director's Report
 2. Racquet Facility Staff Report
 3. Parks and Recreation Staff Presentation
 4. **Request for Decision – Kentville Summer Camps**
 - (d) Police
 1. Chief's Report
 - (e) Engineering and Public Works
 1. Director's Report

(f) Administration

1. Chief Administrative Officer's Report

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Council Conference Travel

7. CORRESPONDENCE

(a) None

8. NEW BUSINESS

(a) Mayor Snow Regrets for June Meeting

9. PUBLIC COMMENTS

10. IN-CAMERA

(a) Land

(b) Land

(c) Legal

(d) Land

11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: April 8, 2024
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed to YouTube with closed captioning.

Deputy Mayor Cate Savage called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Jeff Lawrence reported the following members of Council and staff were present:

1. PRESENT

Council:

- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Andrew Zebian

Staff:

- Marty Smith, Chief of Police
- Craig Langille, Director of Parks and Recreation
- Wanda Matthews, Director of Finance
- Dave Bell, Director of Planning, Engineering and Public Works
- Geoff Muttart, Solicitor
- Alisha Christie, Housing and Community Partnerships
- Jeff Lawrence, Chief Administrative Officer
- Jennifer West, Recording Secretary

GUESTS

Maya Bevans, Silver Gliders Skating Club

REGRETS

Mayor Sandra Snow, Councillor Gillian Yorke

DECLARATIONS OF CONFLICT OF INTEREST

None.

DRAFT

2. APPROVAL OF THE AGENDA

Two additions to the in camera session, legal and personnel.

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

That the agenda for the Council Advisory Committee meeting of April 8, 2024 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, March 11, 2024.

It was moved Councillor Paula Huntley and Councillor Cathy Maxwell

That the minutes from the Council Advisory Committee meeting held on March 11, 2024 be approved.

MOTION CARRIED

4. PRESENTATIONS

(a) Kentville Silver Gliders Skating Club

Maya Bevan, Chair of the Kentville Silver Gliders, gave a presentation about the skating clubs activities, events, fundraisers, achievements and challenges. The club is turning 50 years old in 2025 and is planning to celebrate and contains around 130 members.

Presentation available

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending March 31, 2024. To this date 90.1% of the operating budget has been expended, and 95.7% of revenue has been collected with a projected surplus of \$896,947.

See report for more information.

(b) Planning and Development

(1) Department Report

Director Dave Bell presented a verbal report for the Planning and Development department for March 2024, with highlights including applications for the position of Director of Planning, and meetings with the planning consultant.

DRAFT

(c) Parks and Recreation

(1) Director’s Report

Director of Recreation Craig Langille presented the recreation report for March 2024. Some of the highlights included recruitment of staff, preparations for the Kentville Home Show, and the implementation of the Burgher Hill lighting project.

See report for more information.

(d) Police Report

(1) Chief’s Report

Police Chief Marty Smith presented the police commission report, which included a review of staffing needs, training workshops, and events. The department is having an information session on recruitment in town hall Council Chambers tomorrow evening.

See report for more information.

(e) Engineering and Public Works

(1) Director’s Report

Director Dave Bell presented the Public Works report for March 2024 with highlights including updates on the water commission, sewer committee and Donald E. Hiltz project. A request for proposals has been released to hire a consultant to cover the management of this large capital project.

See report for more information.

(2) Stormwater Management Master Plan

Engineering Technologist Ahmad Kadri presented the report on the past stormwater management studies for the town, and the recommendations that should be included in a town-wide stormwater management plan. It was clarified that in addition to addressing staff recommendations, the report would include a town-wide study. The cost for this work could be drawn from the undesignated funds in the operating reserves.

See report for more information.

(f) Administration

(1) Chief Administrative Officer’s Report

CAO Jeff Lawrence presented his report for March 2024. Highlights included posting for the position of Director of Planning, meetings around a stormwater management plan, meetings with residents about stormwater management issues, and meetings to develop the operating budget.

See report for more information.

DRAFT

(2) Housing and Community Partnerships

Housing and Community Partnerships Coordinator Alisha Christie presented her report with highlights including student interns and projects, attending a community meeting, and working with community development students.

See report for more information.

(3) Community Development Student Projects

Acadia students Meagan Glasgow and Sherry Wang gave a presentation about their First Year Experience project in Kentville. Groups of students met with community groups to discuss and consider future development and planning in the town. Some of the core community issues that they heard included consistent and reliable public transit, walking and accessible trails throughout the town, and decentralized community centres.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Staff Update: Racquetball Centre in Kentville

Director Craig Langille gave an update about this project and indicated that the community group is in conversation with developers to acquire land for this facility. Staff have not identified town-owned recreational land that could be used for this facility. All existing spaces are used by recreational groups and building a facility in those spaces would severely impact other sport groups. There is support from Council that staff be creative about possible locations for this centre on town-owned land.

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

That Council direct the CAO to continue to explore town-owned spaces that might be appropriate for a racquet facility, to be presented at the May Council Advisory Committee meeting.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage and Zebian*

7. CORRESPONDENCE

- (a) Mike McLean – Stormwater Management**
- (b) John Lohr – Department of Emergency Management**

DRAFT

Council requested further information on the organization of emergency management in town hall and ensuring consistency and efficiency.

8. NEW BUSINESS

(a) Michelin Conference Travel Expenses

CAO Jeff Lawrence outlined the process for creating the annual operating budget, which includes travel expenses for Councillors. Members had concerns about travel expenses for Councillors attending conferences before the budget is complete and approved. CAO Lawrence indicated that a discussion could be had during the review of the operating budget. Members had concerns about the purpose and content of the conference and of professional development in general.

Members requested more information about conference attendance to FCM from rural municipalities across Canada.

See report for more information.

(b) Town Hall Renovation Project

Deputy Clerk Jennifer West reviewed the studies completed to learn more about the condition, and the need for more space and accessibility in the town hall building. There was consensus for the CAO to proceed with this project during the operating budget development process.

See report for more information.

9. PUBLIC COMMENTS

(a) Sharon Kehoe – Alicia Blvd

Support for the Silver Gliders and for the fundraising that they complete to support their operating costs. Request to add more skating time at the arena.

Request for the status of the Utility and Review Board hearing for the Brison development case.

Request for the quarterly report on legal fees from the town.

10. IN CAMERA – PERSONNEL AND LEGAL

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

That Council move into a closed session at 7:50 p.m. to discuss personnel and legal matters.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage and Zebian*

DRAFT

It was moved by Councillor Andrew Zebian and Deputy Mayor Cate Savage

That Council move back into open session at 8:39 p.m.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage and Zebian

ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 8:41 p.m.

MOTION CARRIED

Minutes Approved by CAO and Town Clerk Jeff Lawrence

NICOLE EDGSON AND KIRSTENE REYES



WHY INTENTIONALLY TINY CUSTOM HOMES?

WOMEN OWNED, BUILT AND OPERATED

WE WORK COLLABORATIVELY WITH EACH OF OUR CLIENTS TO MAKE SURE THAT THEIR HOME FITS THEIR LIFESTYLE AND NEEDS.

WE SUPPORT LOCAL TRADE-ARTISTS AND ENTREPRENEURS TO STRENGTHEN OUR ECONOMY.

WE WORK WITH RED SEAL TRADES TO ENSURE THAT EVERY ASPECT OF OUR HOMES MEET THE HIGHEST STANDARD OF QUALITY AND MEET BUILDING CODE REQUIREMENTS.

WE ARE ALSO CSA CERTIFIED THROUGH A THIRD PARTY TO GUARANTEE EXCEEDING SAFETY STANDARD ON OUR HOMES ON WHEELS.

FIND
ABUNDANCE
IN
SIMPLICITY.
LIVE TINY.

BUILDING SMALL WILL SIGNIFICANTLY REDUCE WASTE. LIVING TINY IS MORE ENVIRONMENTALLY SUSTAINABLE IN THE LONG RUN

FAR LESS ENERGY TO HEAT AND COOL RESULTING IN LOWER ENERGY BILLS

REDUCTION OF TAXES, INSURANCE AND BASIC HOME REPAIR COSTS

LESS SQUARE FOOTAGE MEANS LESS TIME CLEANING, MORE TIME DOING WHAT YOU ENJOY

LIVING TINY REQUIRES YOU TO BE MORE INTENTIONAL WITH WHAT YOU BRING IN DECREASING WASTE

PART OF THE SOLUTION

MOVEABLE MINI HOMES



SAPPHIRE
TINY HOUSE ON WHEELS
300 SQ FT
20FT X 8.5FT



EMERALD
TINY HOUSE ON WHEELS
306 SQ FT
24FT X 8.5FT



RUBY
MANUFACTURED HOME
378 SQ FT
28FT X 13.5FT



STORAGE

CREATIVITY WITH SPACE



KENTVILLE SUSTAINABILITY

ECONOMIC SUSTAINABLE GOALS

ENCOURAGING DIVERSITY AND ENTREPRENEURSHIP IN THE LOCAL ECONOMY
SUPPORTING GOOD INFRASTRUCTURE PLANNING, POLICIES AND PRACTICES

SOCIAL AND CULTURAL SUSTAINABILITY GOALS

RECOGNIZING AND PLANNING FOR DEMOGRAPHIC DIVERSITY
MANAGING SUSTAINABLE COMMUNITY GROWTH THROUGH PLANNING AND POLICY

ENVIRONMENTAL SUSTAINABILITY GOALS

SUPPORTING EFFORTS AT ALL LEVELS TO REDUCE GREEN HOUSE GASES AND AIR POLLUTION
SUPPORTING REGIONAL INITIATIVES FOR CLIMATE CHANGE PLANNING AND ADAPTATION

SOLUTION:

**UPDATING PLANNING, LAND
USE BY-LAWS AND PERMITTING**

R1 AND R2 ZONING

5.2 Single Unit Dwelling (R1) Zone

5.2.1 Permitted Uses

The following uses shall be permitted as-of-right in the Single Unit Dwelling (R1) Zone subject to the requirements of the Bylaw:

- Single Unit Detached Dwelling (but shall not include a mobile home)
- Residential Care Facility, Home for Special Care, Small Option Home or Group Home to a maximum of 4 bedrooms devoted to residential care use

5.2.2 Permitted Uses with Conditions

The following uses shall be permitted in the Single Unit Dwelling (R1) Zone subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law
- b) Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law

5.2.3 Permitted Uses by Site Plan Approval

The following uses shall be permitted in the Single Unit Dwelling (R1) Zone subject to the requirements of this By-law:

- a) Day Care Centres to a maximum of 14 persons.

5.2.4 Single Unit Dwelling (R1) Zone Requirements

In a Single Unit Dwelling (R1) Zone, no Development Permit shall be issued except in conformity with the following requirements:

Table 5.1 R1 Zone Requirements

Minimum Lot Area	5 000 ft ²	464.52 m ²
Minimum Lot Frontage	50 ft	15.24 m
Minimum Front Yard	20 ft	6.10 m
Minimum Rear Yard	15 ft	4.57 m
Minimum Flankage Yard	10 ft	3.05 m
Minimum Side Yard	4 ft	1.22 m

5.3 One and Two Unit Dwelling (R2) Zone

5.3.1 Permitted Uses

The following uses shall be permitted as-of-right in the One and Two Unit Dwelling (R2) Zone subject to the requirements of the Bylaw:

- Single Unit Detached Dwelling
- Two Unit Dwelling
- Residential Care Facility, Home for Special Care, Small Option Home or Group Homes to a maximum of 4 bedrooms devoted to residential care use

5.3.2 Permitted Uses with Conditions

The following uses shall be permitted in the One and Two Unit Dwelling (R2) Zone subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law.
- b) Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law.
- c) Bed and Breakfast, in accordance with Section 5.1.4 of this By-law
- d) Inns, in accordance with Section 5.1.5 of this By-law.
- e) Converted dwellings subject to 5.1.11 of this By-law
- f) Public and Private Schools subject to 5.1.13 of this By-law

5.3.3 Permitted Uses by Site Plan Approval

The following uses shall be permitted in the One and Two Unit Dwelling (R2) Zone subject to the requirements of this By-law:

- R1 REMOVE THE MOBILE HOME RESTRICTIONS
- R1/R2 ADD MINI HOMES AND HOMES ON WHEELS AS AN OPTION

R3 AND R4 ZONING

5.4 Medium Density Residential (R3) Zone

5.4.1 Permitted Uses

The following uses shall be permitted as-of-right in the Medium Density Residential (R3) Zone subject to the requirements of the Bylaw:

- Single Unit Detached Dwelling
- Two Unit Dwelling
- Converted Dwellings up to a maximum of 6 units
- Residential Care Facility, Home for Special Care or Group Homes to a maximum of 6 bedrooms devoted to residential care use
- Multi-Unit Dwellings up to a maximum of 8 units, including Townhouses

5.4.2 Permitted Uses with Conditions

The following uses shall be permitted in the Medium Density Residential (R3) Zone subject to the requirements of this By-law:

- Ancillary Dwelling Units subject to Section 5.1.1 of this By-law
- Home Based Businesses in accordance with Section 5.1.2 and 5.1.3 of this By-law
- Bed and Breakfast, in accordance with Section 5.1.4 of this By-law
- Inns, in accordance with Section 5.1.5 of this By-law

5.4.3 Permitted Uses by Site Plan Approval

The following uses shall be permitted by Site Plan Approval subject to the requirements of this Bylaw:

- Day Care Centres to a maximum of 14 persons.

5.4.4 Medium Density Residential (R3) Zone Requirements

In a Medium Density Residential (R3) Zone, no Development Permit shall be issued except in conformity with the following requirements:

Table 5.3 R3 Zone Requirements

Minimum Lot Area	Single Unit/Two Unit Dwelling	5 000 ft ²	464.52 m ²
	Semi-Detached (on same lot)	5000 ft ²	462.52 m ²
	Two Unit Dwelling (on separate lots)	2 500 ft ² /unit	232.26 m ² /unit
	Two Unit Dwelling (on the same lot)	5 000 ft ²	464.52 m ²
	Townhouse (separate lot)	2 000 ft ²	185.81 m ²
	Townhouse (same lot)	2 000 ft ² /unit	185.81 m ² /unit
	Multi-Unit Dwelling (three to four units)	6 000 ft ²	557.42 m ²
	Multi-Unit Dwelling (five to eight units)	10 000 ft ²	929.03 m ²
Minimum Lot Frontage	Single Unit/Two Unit Dwelling	50 ft	15.24 m
	Semi-Detached (on separate lots)	25 ft/unit	7.62 m/unit
	Townhouse	20 ft/unit	6.10 m/unit
	Multi-Unit Dwelling (three or more units)	60 ft	18.29 m
	Multi-Unit Dwelling (five to eight units)	100 ft	30.48 m
Minimum Front Yard		20 ft	6.10 m

5.1.9 Affordable Housing Units

In the Medium Density (R3) and High Density (R4) Residential Zones, Multi-Unit Developments may exceed the maximum permitted density by 20% where a minimum of 50% of those additional units are affordable housing units.

- R3/R4 TO INCLUDE MINI HOMES AND HOMES ON WHEELS
- R3/R4 REVIEW LOT REQUIREMENTS FOR SMALLER HOMES

ANCILLARY DWELLINGS

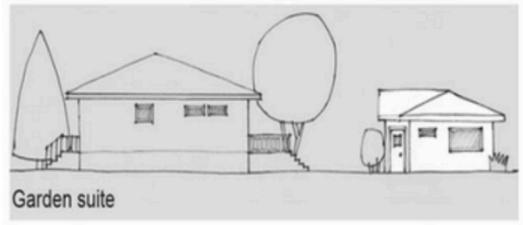
PART 5 Residential Zones

5.1 General Provisions for All Residential Zones

5.1.1 Ancillary Dwelling Units

A Development Permit may be issued to permit an Ancillary Dwelling Unit within a Single Unit Detached Dwelling or an Accessory Building provided the following requirements are met:

- An Ancillary Dwelling Unit shall not occupy more than 80% of a Single Unit Detached Dwelling, up to a maximum of 861 ft² (80 m²);
- An Ancillary Dwelling Unit shall contain independent kitchen and bathroom facilities;
- An Ancillary Dwelling Unit shall have an independent entrance;
- There is no increase in the number of entrances in the front of the existing principle dwelling;
- There is no alteration to the roof line or height of the existing dwelling except the possible addition of dormers;
- An Ancillary Dwelling Unit shall require at least one off-street parking spot in addition to any parking requirements for the primary Single Unit Detached Dwelling; and
- An Ancillary Dwelling unit within an accessory structure shall be subject to applicable provisions of Section 4.1.1 and the following table:

	Garden Suites	Garage Suites
	 Garden suite	 Garage suite (above)
Maximum Size	80% of the gross floor area of the main dwelling, not to exceed 1000 square feet	80% of the gross floor of the main dwelling not to exceed 1000 square feet including the garage.
Maximum Height	15 feet	21 feet

SECONDARY AND BACKYARD SUITE INCENTIVE PROGRAM

ELIGIBLE PROJECTS

ELIGIBLE PROJECTS NEED TO PROVIDE SECONDARY OR BACKYARD SUITES THAT:

- ARE ON THE HOMEOWNER'S PRIMARY RESIDENCE OR PROPERTY
- MEET ALL MUNICIPAL REQUIREMENTS (ENSURE THAT YOUR MUNICIPALITY ALLOWS SECONDARY OR BACKYARD SUITES - WHICH MAY ALSO BE CALLED ACCESSORY DWELLING UNITS)
- PROVIDES A SAFE ENVIRONMENT FOR THE HOMEOWNER AND TENANTS
- IS FULLY SELF CONTAINED – IT HAS ITS OWN ENTRANCE, KITCHEN, BATHROOM, BEDROOM AND LIVING SPACE

PRIMARY RESIDENCE MAY BE A DETACHED HOUSE, A SEMI-DETACHED HOUSE, A DUPLEX, OR A TOWNHOUSE THAT MEETS HEALTH AND SAFETY STANDARDS.

IF YOUR HOME DOESN'T MEET HEALTH AND SAFETY STANDARDS, YOU CAN APPLY FOR HELP THROUGH OTHER HOUSING PROGRAMS FOR ADDITIONAL ASSISTANCE.

5.3 Mini Home Development

Land Leased Communities or Mini Home Parks provide an affordable housing option as an alternative to traditional single family and multiple family homes. The nature of mini home parks has changed considerably in recent years as a result of improved prefabricated housing technology. While mobiles, or “mini homes” as they are now frequently called, remain an affordable means of housing, and home ownership for many, they are also becoming increasingly attractive to groups such as senior citizens, young couples, and so called “empty-nesters”. Though, there are no mini home parks in Kentville, Council wishes to ensure this option remains available as a viable housing option.

Previously, unregulated development of mini home housing resulted in several unattractive developments throughout the Province. Further, individual mini homes are not well suited for inclusion in residential neighborhoods outside of a mini home park due to their unusual length to width ratio which does not complement traditional style homes. Stronger regulatory controls on the establishment of mini home parks, combined with improved mini home construction, will help ensure attractive and well-maintained developments in the future. Therefore, the Town will permit the establishment of Mini Home Parks within the Large Lot Residential (R5) Zone by Development Agreement.

R5 ZONING

MINI HOME DEVELOPMENTS
WITH CONSISTENCY

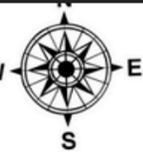


QUESTIONS?



LAND USE BYLAW Zoning Map, Appendix A

1:17,500 W E

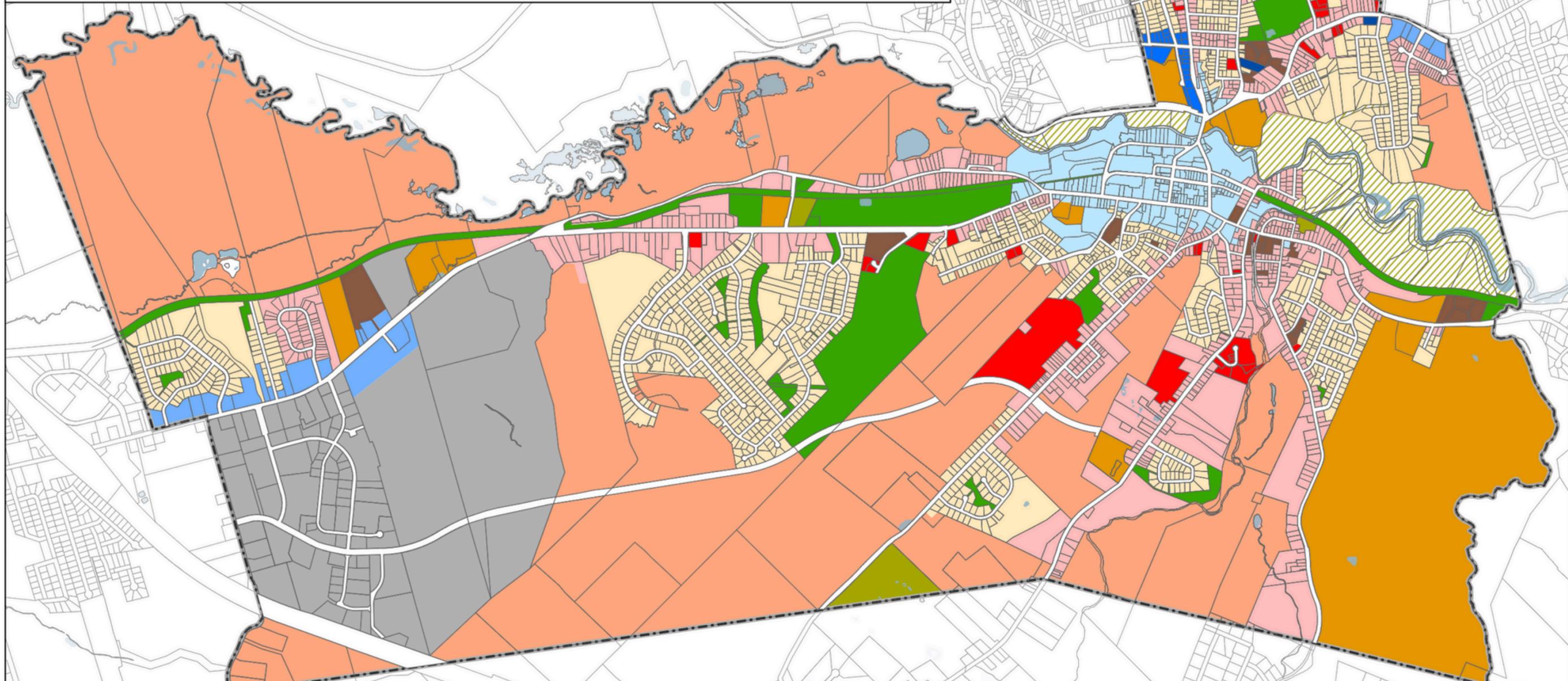


Amendments:
July 20, 2020
May 30, 2022
October 30, 2022

- | | | |
|-------------------------------|--|----------------------------|
| C1 | M1 | R5 - Large Lot Residential |
| C2 | R1 - Single Unit Dwelling Residential | O1 - Conservation |
| C3 | R2 - One and Two Unit Dwelling Residential | I - Institutional |
| C4 - Neighbourhood Commercial | R3 - Medium Density Residential | P - Park and Open Space |
| CR | R4 - High Density Residential | |

This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.

Property & Base Map Source: Nova Scotia Topographic Database (NSTDB)
1:10000 Enhanced Topographic Data Base
Compliments of the Nova Scotia Geomatics Centre (NSGC)
Service Nova Scotia and Municipal Relations
160 Willow Street, Amherst, N.S.



APPENDIX

[HTTPS://KENTVILLE.CA/SITES/DEFAULT/FILES/MEDIA/FILES/MUNICIPAL%20PLANNING%20STRATEGY%202019%20AMENDED%20OCT%202021.PDF](https://kentville.ca/sites/default/files/media/files/municipal%20planning%20strategy%202019%20amended%20oct%202021.pdf)

[HTTPS://KENTVILLE.CA/SITES/DEFAULT/FILES/MEDIA/FILES/LAND%20USE%20BYLAW%202019%20UPDATED%20OCTOBER%202023.PDF](https://kentville.ca/sites/default/files/media/files/land%20use%20bylaw%202019%20updated%20october%202023.pdf)

[HTTPS://KENTVILLE.CA/COMMUNITY/SUSTAINABILITY](https://kentville.ca/community/sustainability)

[HTTPS://BETA.NOVASCOTIA.CA/APPLY-FUNDING-BUILD-SECONDARY-OR-BACKYARD-SUITE-YOUR-PROPERTY-SECONDARY-AND-BACKYARD-SUITE-INCENTIVE-PROGRAM](https://beta.novascotia.ca/apply-funding-build-secondary-or-backyard-suite-your-property-secondary-and-backyard-suite-incentive-program)

[HTTPS://INTENTIONALLYTINYHOMES.COM/](https://intentionallytinyhomes.com/)

Annapolis
Valley
Regional
Library

2023-24 Update



2023-24 In Review

- Same Page usage grew over 20% - AVRL borrowed over 157,000 items
- Over 4,000 new memberships: 1 in 5 residents in Annapolis Valley is an active user
- Total of 5% increase overall in library usage



Funding Review Update

- Library Funding Review Committee has been formed to provide recommendations to government for the next funding model; first meeting April 2024
- Committee composed of library CEOs, board members, municipal representatives, and provincial government staff from CCTH and Department of Municipal Affairs and Housing
- Goal of March 2025 for recommendation to government; research being conducted on salaries, collections, and technology
- Anticipate further consultation with municipalities Fall 2024

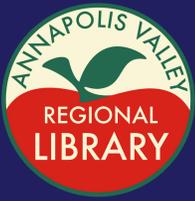


RENEW
YOUR
CURIOSITY



TRANSIT 250
Are you following us?
www.valleylibrary.ca

Thank you!



ANNAPOLIS VALLEY REGIONAL LIBRARY

ANNUAL REPORT 2023-2024

Updates from the CEO and Board Chair

2023-24 was another busy year at the library! The past two years have been filled with major staffing changes - many of our dedicated staff have retired, and new staff are learning the ropes.

Despite all the internal changes, library services were full steam ahead. There was a 5% increase overall in library usage compared to 2022-23, and we continue to grow beyond pre-pandemic heights.

Later in 2024, we are looking forward to rejuvenating the Library's strategic plan after engaging our communities in consultation. We can't wait to hear where our communities want to take their libraries next!



Julia Merritt, Chief Executive Officer

January 2024 marks the 75th Anniversary of the creation of The Annapolis Valley Regional Library (AVRL) as the first regional public library in Nova Scotia. From its inception, AVRL has been innovative and forward-thinking, starting with having the first bookmobile in Canada! Understanding and responding to social, economic, and cultural changes that the citizens and patrons of Public Libraries value and support has been key to successful operation over 75 years. 2023-2024 has been a transformative year for AVRL, as it positions itself to address the new and emerging needs for the next 75 years.

In January 2023, AVRL welcomed Julia Merritt as our new CEO and leader of a new management team following the retirements of long-term employees with over 150 years of collective service to the AVRL. As with many organizations facing new challenges post-Covid, Julia looked ahead to the opportunities that re-organization presents, and has guided AVRL forward with the promise of many more years of public library service to the residents and patrons of our 11 branches from Annapolis County to Windsor-West Hants County.

Janet Ness, Chair

NEW USERS

4,683



ACTIVE USERS

24,037

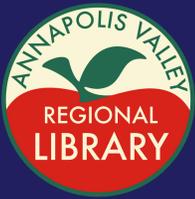
TOTAL PROGRAMS

1,989



PROGRAM ATTENDANCE

14,498



ANNAPOLIS VALLEY REGIONAL LIBRARY

ANNUAL REPORT 2023-2024



Highlights

- The Same Page partnership with the 8 rural libraries in Nova Scotia continues to be a resounding success in its second year. AVRL users borrowed over 157,000 items - 20% more than 2022-23!
- Over 4,000 new memberships were issued, which means 1 in 5 residents in Annapolis Valley is actively using their library card.
- The Lawrencetown branch began piloting changes to its hours, eliminating the dinner-hour closure to provide uninterrupted service for the public.
- AVRL celebrated the generous bequest of the late Mr. Donald Evans, who donated over \$1.2 million for the long-term benefit of the Annapolis Royal branch.

DIGITAL ITEMS BORROWED

108,311

TOTAL ITEMS BORROWED

800,152

PUBLIC COMPUTER ACCESS (HOURS)

21,689

WIRELESS USAGE (HOURS)

282,269



TOWN OF KENTVILLE

Staff Report to Council Advisory Committee

For the Month of April 2024

DEPARTMENT- FINANCE

Operations

- Deed transfer tax policy implementation planning is underway to ensure Finance is able to meet timelines to be set by Council this month.
- Staff audit preparation began post March 31 fiscal year close. Kent and Duffett are scheduled to begin their audit work on June 4, 2024.
- Reporting to Municipal Affairs regarding HST Offset Revenues completed within reporting deadlines.
- Discussion is underway regarding future service levels for financial accounting and planning support for Kentville Volunteer Fire Department.
- With the addition of a new payroll & financial analyst in March, information system training and a payroll business process optimization project have been a priority for the finance leadership team. Implementation of recommendations will occur throughout 2024-2025.

Financial

- Fourth quarter utility bills valued at \$387,284 were sent in April 9th with a due date of May 24, 2024.
- Interim 2024-2025 tax bills valued at \$6,662,782 released April 17th with a due date of May 31, 2024.
- Outstanding prior year taxes receivable continue to decline as indicated by an approximate 20% decrease in interest charges in April, 2024.
- The commitment by Council to participate in the Province's Spring 2024 Debenture Issue, in the amount of \$1,048,700, was shared with Municipal Finance.
- Capital expenditures for 2023-2024 have been assessed for completeness and against funding sources. Variances from approved budget have been identified and brought forward to Council in May.
- In collaboration with the CAO and Finance, Leadership is in the process of developing program/service requirements for the 2024 – 2025 fiscal year and the resulting projected staffing complement, materials, supplies and purchased services required to meet them. These form the basis of the 2024/2025 Operating Budget. Presentation to Council is anticipated to be in late May.
- Town of Kentville Water Commission draft three- year budgets are in development for a June presentation to the Commission.
- Unaudited March 31, 2024 year end results are in progress; however, preliminary results indicate an operating fund surplus position. It is not anticipated to be fully offset by known remaining year-end review and accounting.

Respectfully submitted,
Wanda Matthews, CPA, CA

Director of Finance





Memo

To: Jeff Lawrence, CAO

From: Wanda Matthews, Director of Finance

Date: May 8, 2024

Re: **Resolution- 2023/24 Request for Additional Capital Funding**

The Town of Kentville 2023-2024 preliminary unaudited capital expenditures have been reviewed and analyzed. All 2023-2024 budgeted funding sources have been applied and a shortfall in funding remains. During the capital review, three 2022-2023 WIP items carried forward to the current year without the original source of funding were identified. Two items were identified as unexpected replacements.

Capital items requiring additional 2023-2024 approved funding with recommended funding sources are below:

Capital Item	Shortfall (\$)	Funding Source Recommendation
Streets – Various (23/24)	34,990	General Capital Reserve
MacDonald/ Henry/ Braeside (23/24)	570	General Capital Reserve
Pump Rebuild (NEW)	15,446	General Capital Reserve
HUB Building (22/23)	14,779	General Capital Reserve
Trail bridge replacement (22/23)	51,380	General Capital Reserve
Culvert Install Chester Ave (NEW)	21,714	General Capital Reserve
Police Vehicles (23/24)	2,611	Capital from Revenue
Police Technology (22/23)	39,279	Capital from Revenue

These amounts are subject to year-end review and accounting that once complete may have a minimal impact.

The Town has \$1,024,721 unrestricted capital reserves that can be utilized to offset the \$138,879 shortfall. Of note, Arena capital items were underbudget by \$49,068 thus not requiring the level of reserve usage set out in the 2023-2024 CIP. This negates 35% of the shortfall.

Kentville Police Service vehicles are funded through capital from revenue. Current surpluses within the operating budget are sufficient to fund the vehicle shortfall and the technology totaling \$41,890.

RECOMMENDATION

It is recommended that the Council Advisory Committee approve a withdrawal from the Town of Kentville general capital reserves to address shortfalls as noted in the chart above as well as approve an allocation of operating revenue to fund police capital expenditures.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE

2023/2024

WHEREAS S.99 (4) of the *Municipal Government Act* allows a municipality to maintain other reserve funds for purposes as the council may determine and withdrawals from the Town of Capital Reserve are authorized by a resolution of Council;

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of \$ **138,879** to fund capital investments where the amount expended exceeds approved capital budget levels.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2024.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2024.

Jeff Lawrence, CAO



RESOLUTION

TOWN OF KENTVILLE OPERATING REVENUE ALLOCATION TO CAPITAL

2023/2024

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that an unbudgeted allocation from the Town of Kentville Operating Revenue is authorized in the amount of \$ **41,890** to fund capital investments where the amount expended exceeds approved capital budget levels.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of
AD 2024.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2024.

Jeff Lawrence, CAO

Town of Kentville
Legal fees
2023-2024 Fiscal Year
As at Unaudited March 31, 2024

Category by Legal Matter	Administration	Police	Planning	Economic Development	Engineering Public Works	Total
Contracts	824		1,035	6,206		8,065
General Governance	24,593					24,593
Labour	104,744					104,744
Legal Counsel	36,093		3,744		142	39,980
Litigation	20,263	3,617		35	3,780	27,695
Regulatory Compliance	3,729		109,505			113,234
Grand Total	190,246	3,617	114,284	6,241	3,922	318,310



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of April 2024
DEPARTMENT OF PARKS AND RECREATION
PRESENTED ON MAY 13, 2024

Administration and Operations

Grants:

- Staff have received the following approved grants:
 - *Canada Summer Jobs Grant* – Government of Canada - \$10,640
 - Covers partial wages for (4) recreation summer leadership roles and outreach roles
 - *CPRA Greens Jobs Initiative* – Canadian Parks and Recreation Association - \$5,062
 - Covers partial wages for a Summer Park Staff
 - *Community Festivals and Special Events Grant* - \$3,300
 - Supports in covering operational costs for 2024 Canadian XCO/XCC Championships

Facilities and Operations

- Gorge Park
 - Met with Acadia University Professor to review the Gorge Park, specifically slopes around the creek
 - Significant change in the area with depth of creek increasing, width of creek has increased, and significant number of trees undermined and straddling the creek
 - Identified that best approach for the future will be to conduct a Risk Assessment of the land to assess the stability of the surrounding land around the creek.
 - Directly impacts Gorge bridge project and future trail building
- Miners Marsh
 - Ducks Unlimited has installed a new culvert for water distribution between the two ponds. They are hopeful it will be a solution to the issue of one pond drying up in the summer months.
- Sport Fields
 - All baseball fields have been reset by the Parks team and are open for bookings. Currently all fields are in use by Minor Baseball along with interest from a new Cricket league.

- *Update on Capital:*
 - Ball Field Resurface
 - Baseball Fields had resurfacing completed in April; Little League Field and Peewee Field
 - Request for Proposals Posted:
 - Skatepark Shelter
 - Front mount mower (operating)
 - Zero turn mower (operating)
 - ¾ Ton Truck
 - Cenotaph
 - Safe Disposal Units
 - Staff are compiling resources and potential service providers to decrease the number of sharps be collected in Parks and Open spaces while enhancing efficient and safe sharps disposal in the community

Programs and Operations

- Kentville Home Show
 - Event took place from April 19th to 21st at the Centennial Arena
 - Further information to be provided in June CAC on registration and attendance
- Canada's Circus Spectacular
 - (2) Shows on May 14 from: 5:30pm-7:00pm & 7:30pm-9:00pm
 - Tickets available at www.circusspectacular.com

Council Related

Kentville's Accessibility Committee:

- Nothing to report at this time.

Kentville's Active Transportation Plan:

- Nothing to report at this time.

Regional Recreation Complex:

- Nothing to report at this time.

Respectfully Submitted,



Craig Langille
Director of Parks and Recreation



TO: Council

SUBMITTED BY: Craig Langille, Director of Parks and Recreation

DATE: May 13, 2024

SUBJECT: Proposed Kentville Racquet Facility

ORIGIN

The Racquet Facility development was first brought forward to council in June 2023 by Paul Morgan and a second presentation occurred in January 2024 by Richard Galpin, both representing the Kings County Tennis Association. At the January meeting of Council Advisory Committee, Richard Galpin presented to Council on a proposal to build a racquet facility in Kentville on Field 4, located behind the Credit Union Soccer Facility and Councillor Maxwell proposed Oakdene Park as a preferred location during that meeting of Council Advisory Committee.

BACKGROUND

The Annapolis Valley has been identified by Tennis Canada and Rogers as a location for their Year-Round Tennis Courts Program, which is an initiative in capacity building to make tennis more accessible across Canada. This is a joint agreement between Tennis Canada and Rogers, and its goal is to provide year-round tennis for Canadians and help foster increased participation amongst youth with the aim of building 160 year-round courts at up to 30 facilities by 2029.

To support council in the decision and impact of a racquet facility in Kentville, council motioned the following: *That Council direct the CAO to continue to explore town-owned spaces that might be appropriate for a racquet facility, to be presented at the May Council Advisory Committee meeting.*

The Kings County Tennis Association (KCTA) has requested the following from Council:

- 50-year lease (2024-2074) with the option to renew for another 50 years for a dollar (\$1.00) per year
- Water and sewer - requesting the Town of Kentville provide these services to the street. KCTA will pay from the street into facility.
- Financial commitment
 - June 2023 presentation, ask was \$500,000 and land.
 - January 2024 presentation, KCTA stated financial commitments will be based on the land provided. If the land is on existing park or sport field and TOK needs to excavate the land (irrigation, playing field), then no financial contribution is needed by the Town. If provided with other land source, then upwards of \$500,000 will be requested.

Site Specifications:

Facility size is 270 sf x 120 sf = 32,500 sf
Parking lot request 15,000 sf – 20,000 sf
Total 52,500 sf or 1.2 acres

If additional land is available, solar paneling would be used on the excess land.

Note: For reference to size, Credit Union Soccer Facility is 80,000 sf with building, parking, and paved section surrounding facility.

DISCUSSION

Staff have evaluated its properties, open park space, sport fields, playgrounds and buildings and have provided the following assets as evaluated for a racquet facility. Sites 1-8 were previously discussed with staff and Kings County Tennis Association (KCTA) and properties 9-13 were identified based on the direction of council to review its Town owned land. Staff have reviewed all locations and believe the best option for the Racquet Facility would be located in the industrial park, site location #9. Please see below recommendation summary and the staff recommendation following the summary.

Previously reviewed sites between KCTA and TOK staff		
	Facility	Recommendation by TOK staff
1.	Parking lot beside Credit Union Soccer Facility	Recommendation: Not recommended for use due to building envelope and parking lot being too large for size of property.
2.	Extension to the Credit Union Soccer Facility	Recommendation: Not recommended for use as it would be financially constraining for the Kings County Tennis Association.
3.	Donald E. Hiltz Connector	Recommendation: Not recommended for use as it does not align with the short timeframe for building the recreation complex.
4.	KCA Playground and Soccer Field	Recommendation: KCTA proposed to TOK staff the soccer field and partial KCA playground. The building would be placed near the playground and built along the three small established soccer fields. It is not recommended to build a facility at this location due to the impact on user groups, existing assets and potentially KCA.
5.	Oakdene Park Fields	Recommendation: Not recommended to build facility on existing soccer fields or park spaces as previously stated in recommendation to council in March 2024.
6.	Field 4	Recommendation: Whereas Field 4 is a current asset in the community, and whereas the facility development on this site would lead to user groups being displaced. Staff do not recommend that council approve the development of a racquet facility on Field 4.
7.	Justice Land – Provincial Land	Recommendation: Not Town owned property and it would need to be discussed with the Province and KCTA. Property is in a flood zone.
8.	Private land	Recommendation: Staff would recommend the continued discussion of KCTA working with Parsons Investment to secure land.

Sites added due to councils request to find suitable town owned land:		
9.	Industrial Park – Between Donald E. Hiltz and Chipman Dr.	Recommendation: Staff recommend that the land be provided to Kings County Tennis Association for the use of building a racquet facility.
10.	Soccer Field 1 & 2 – KCA School	Recommendation: Both fields are current assets in the community, and whereas the facility development on this site would lead to user groups being displaced and removal of a site for school kids to utilize. Staff do not recommend that council approve the development of a racquet facility on either field.
11.	Bantam Field and Softball Field	Recommendation: Staff do not recommend the development of a racquet facility in this location due to the significant impact to several existing assets and user groups.
12.	Burgher Hill	Recommendation: Staff do not recommend the development of a racquet facility in this location due to recent development on the land and the poor contour of the space for the development of a racquet facility.
13.	Tennis Courts, Tennis Building and Little League Field	Recommendation: Staff do not recommend that the land be used for the development of a racquet facility. This development on the Little League field would result in a loss of use for two introductory sport levels for minor baseball along with access for affordable outdoor pickleball and tennis.

RECOMMENDATION

Staff have identified a parcel of land in the Industrial Park (Site Location #9 – Industrial Park) that would not provide an impact to the Town’s current assets or impact any current user groups utilizing park and recreational space. Staff recommend that council approve and provide the Kings County Tennis Association with the industrial park land (PID#: 55263776) located near Donald E. Hiltz and Chipman Drive.

APPENDIX A: ADDITIONAL SITE LOCATION INFORMATION

Site Location #1 - Parking Lot Area – Across from KCA

PID: 55247597

Area acre: Approximately 2 acres

Background: This land was provided to KCTA in principle but was deemed to be too small for their needs and facility envelope.

Recommendation: Not recommended for use due to building envelope and parking lot being too large for property size.



Site Location #2 - Extension to Credit Union Soccer Facility or Buying Facility

PID: 55247597

Area acre: Approximately 2 acres

Background: It was deemed to be available but the addition to the facility would be too costly based on the conversation with KCTA.

Recommendation: Not recommended for use as it would be financially constraining for the Kings County Tennis Association.





Site Location #3 – Donald E. Hiltz Connector

Background: Unknown land availability and did not fit with timeline for the building of a racquet facility.

Recommendation: Not recommended for use as it does not align with the short timeframe for building the recreation complex.

Site Location #4 - KCA Playground and Soccer Field (3 Mini Fields)

PID: 55264436 & PID: 55386551
Area acre: 1.70

Background: KCTA proposed the following location to TOK staff. The building would be placed near the playground and built along the three small established soccer fields.

Pros:

- Land is large enough to accommodate recreation facility, parking lot, and potentially a solar field.
- Additional parking lot west of Recreation Hub for large scale events at the facility (provincial championships and national championships)
- Public use access through Harvest Moon Trail – Active Transportation

Cons:

- Reduction in access to minor soccer and KCA students
- Loss of three small soccer fields, KCA Playground and trees along trail
- Remove free play to incorporate pay to play model

Recommendation: Not recommended for build as it would have a major impact on minor soccer and the use of the fields for KCA. Also, it would require removing multiple assets.



Site Location #5 - Oakdene Park – Forest Area and Soccer Field or Lower Soccer Field

PID: 55290795
Area acre: 11.23

Background: Site is proposed by Council for development of a racquet facility. Facility would be located either in forested area and upper soccer field or on lower soccer field and adjacent green space. TOK staff provided recommendation to not develop a racquet facility at Oakdene Park.

Documents associated with this location include: (1) staff recommendation to council and (2) Oakdene Park survey from Winter 2024.

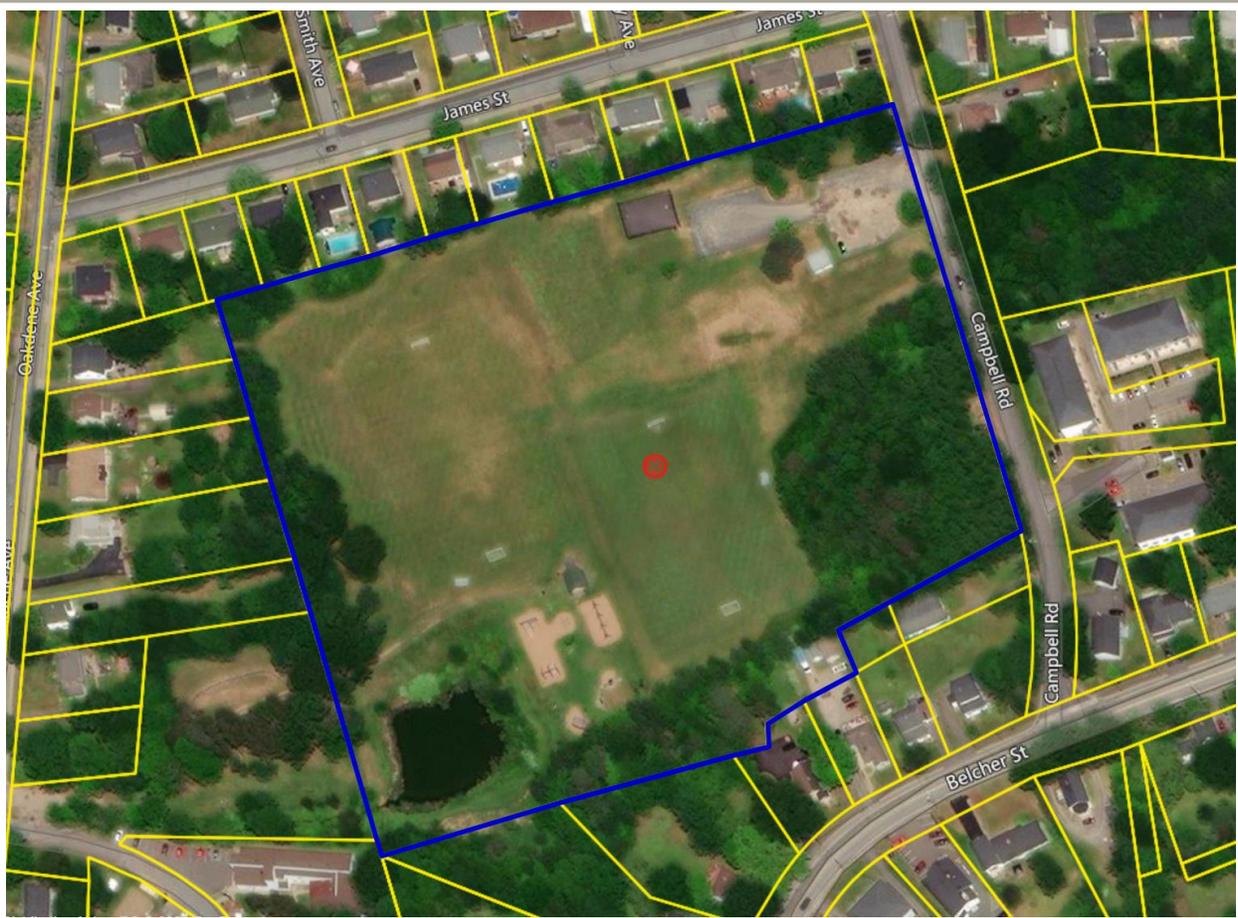
Pros:

- Access to Oakdene Park from Campbell Rd.
- Community would have access to a facility year round
- Community Hub could be built within the Racquet Facility. Additional space would need to be provided to accommodate and facility layout would need to be adjusted with KCTA. Staff would still require a secondary building built for park equipment and supplies.

Cons:

- Removing assets
- Community survey from 2024 listed the following feedback on park improvements
 - 49% of respondents said they would like to see children’s programs and play facilities improved
 - 27% wanted to see general programming/facilities improved
 - 13% indicated improving sports facilities within the park
 - 11% want to see wildlife further improved
 - 87% of respondents thought a new community would be a good fit in Oakdene Park
- Impact on local soccer association through reduction in use.
- Removing a community memorial within the forested area. Consultation needed.
- Oakdene Park is currently used for all under 14 (12-14 years old) programs and other user groups, such as football, ultimate frisbee and town programming.

Recommendation: Not recommended to build facility on existing soccer fields or park spaces as previously stated in recommendation to council in March 2024.



Site Location #6 - Field 4

PID: 55247480
Acre acre: 31.67

Background: Field 4 was proposed to the Town of Kentville by KCTA as a potential location. This location was brought to Council through a recommendation at CAC to not build on Field 4 or Oakdene Park.

Documents associated with this location are the Q&A to Council and CAC recommendation.

Pros:

- Land is large enough to accommodate the recreation facility, parking lot, and potentially a solar field.
- Water and sewer hookup would be accessible with Credit Union Soccer Facility
- It would be located across from KCA

Cons:

- Both green spaces hold value in the community and are current assets that the Town has previously invested into developing
- Adding an asset is valuable for the Town but not at the expense of an existing asset(s) that is utilized in the community for programming of all ages
- Field 4 currently hosts under 5 and under 7 soccer programs, which accounts for 250 children under the age of 7 that specifically use the field. Furthermore, all senior men's and women's programs play on this field and host all home games at this location.
- Field 4 is the only field that can operate after long periods of rain
- Field 4 is an ideal location for an artificial turf surface with lighting in the future. Which is on the Town of Kentville's 5-year capital plan.
- This site has been home to the Canada Cup Mountain biking championships and National XCO/XCC Championships in 2023 and 2024

Recommendation: Whereas Field 4 is a current asset in the community, and whereas the facility development on this site would lead to user groups being displaced. Staff do not recommend that council approve the development of a racquet facility on Field 4.



Site Location #8 - Private Land

Parcels of Land from Parsons Investment

Background: Parsons Investment connected with Town of Kentville staff to be put in contact with Kings County Tennis Association. Parsons Investment had offered properties that could be used for the development of a recreational facility.

Pros:

- Would not result in the removal of an asset.
- It would not disrupt other user groups established and reliant on specific facility space.
- The facility would add to the recreational options in the community
- The Town would only be providing a financial contribution to the building of a facility. It wouldn't be providing land and a financial contribution or redevelopment of space.

Cons:

- The cost of the parcel of land was deemed to be too expensive for KCTA

Recommendation: Staff would recommend the continued discussion of KCTA working with Parsons Investment to secure land.

Site Location #9 - Industrial Park

PID#: 55263776
Area acre: 10.50

Background: This parcel of land is in the industrial park.

Pros:

- Would not result in the removal of an asset.
- It would not disrupt other user groups established and reliant on specific facility space.
- The facility would add to the recreational options in the community
- Visibility from Highway 101
- Less than 2kms from Exit 14

Cons:

- There are developers interested in the land identified.

Recommendation: Staff recommend that the land be provided to Kings County Tennis Association for the use of building a racquet facility.



Site Location #10 - Soccer Field 1 & 2

PID#: 55251672

Area acre: 5.30

Background: These fields are used by the soccer associations along with KCA school for physical activity. By developing on this space, it would require eliminating two soccer fields for use.

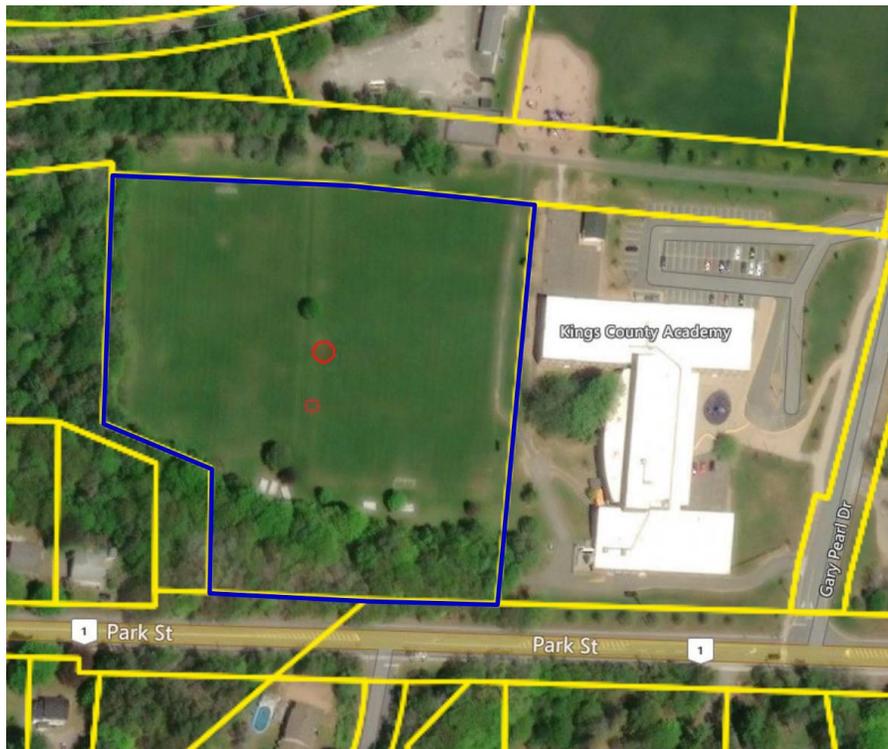
Pros:

- The land size would accommodate racquet facility, parking lot, and solar structures.
- Active Transportation would bring participants directly to recreation facility.

Cons:

- Both green spaces hold value in the community and are current assets that the Town has previously invested into developing
- Adding an asset is valuable for the Town but not at the expense of an existing asset(s) that is utilized in the community for programming of all ages
- Reduction is access to minor soccer and KCA students
- Loss of two soccer fields
- Remove free play to incorporate pay to play model
- Access would be through Harvest Moon Trail.

Recommendation: Both fields are current assets in the community, and whereas the facility development on this site would lead to user groups being displaced and removal of a site for school kids to utilize. Staff do not recommend that council approve the development of a racquet facility on either field.





Site Location #11 - Bantam Field and Softball Field

PID: 55247480
Acre acre: 31.67

Background: The development of a racquet facility in this site would require removing the following:

- Bantam Baseball Field
- Softball Field
- Gazebo
- Public washroom with canteen
- Irrigation
- Fencing
- Lighting
- Dugouts

Pros:

- There is an access road through the Harvest Moon Trail by West Main to the fields
- Established parking exists.
- Land is flat

Cons:

- Significant loss in the number of assets to accommodate facility
- Impact to our local baseball association
- Minor baseball has noted increase in registration year over year, and this would cause a halt in participation and registration for the association

Communication from Minor Baseball:

Thank you for the email, Trevor. I will be sure to include this within our presentation to Council, for any space that is proposed with an impact to Minor Baseball.

Craig

From: Trevor Butler <trevor_butler@hotmail.com>
Sent: Monday, April 15, 2024 4:08 PM
To: Craig Langille <clangille@kentville.ca>
Cc: Matt Pearl <matt.pearl@gmail.com>
Subject: Kentville baseball fields

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Dear Craig,

It has been brought to our attention that there is consideration of using one of the Kentville minor ball fields for a permanent tennis/pickleball facility. This year we have well over 300 kids registered in our minor baseball programs. We are already struggling for space, as discussed in

my presentation to council on Feb 12, 2024, requesting partnership in funding for adding batting cages to our minor ball fields.

Our association has spread out to fields in Coldbrook, Port Williams, New Minas and Hantsport to try to accommodate our teams. Loss of one of our core fields in Kentville would be devastating to our players and organization.

We are very supportive of any possibility of increasing recreation facilities and opportunities in Kentville. I am hopeful an appropriate location can be found for the racquet facility. However, it cannot be at the expense of existing recreation facilities that already have high volume usage.

Please forward this email to town administration and/or council to ensure the opinions of Kentville Minor Ball are known related to this.

Trevor Butler
VP Kentville Minor Ball

trevor_butler@hotmail.com

Recommendation: Staff do not recommend the development of a racquet facility in this location due to the significant impact on several existing assets and the impact on Kentville Minor Baseball.



Site Location #12 - Burgher Hill

PID: 55435010

Area acre: 4.06

Background: Burgher Hill is known as a sliding hill and bike park in the community. The Town recently invested in the refurbishment of the bike park along with the installation of a new shade shelter on the top of the hill.

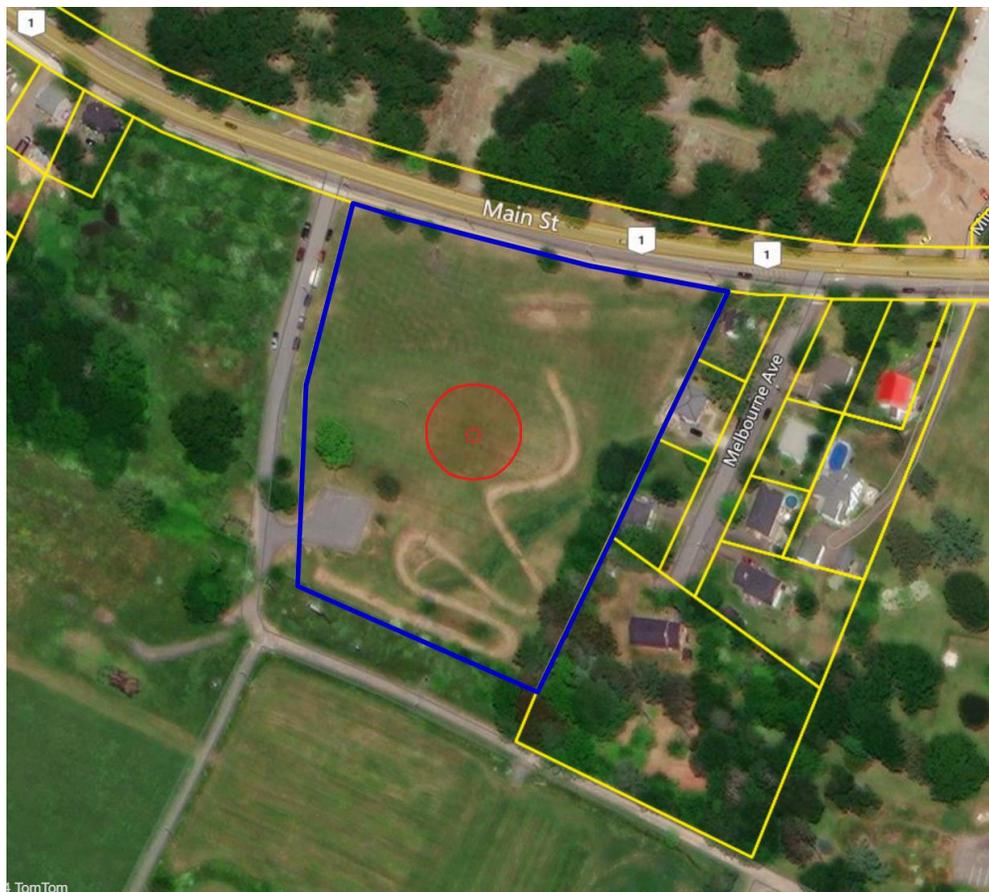
Pros:

- Highly visible land location to the community
- Easy access from Highway

Cons:

- Newly built shade structure 2024
- Renovated bike park in 2023
- Unfavorable land due to its contour
- Stormwater issues from Research Property into Burgher Hill
- Impact to Mountain Biking community and Winter Sledding activities

Recommendation: Staff do not recommend the development of a racquet facility in this location due to recent development on the land and poor contour of the space for a development of a racquet facility.





Site Location #13 - Tennis Courts/Tennis Building/Little League Field

PID: 55247480
Area acre: 2.60

Background: The development of a facility in this location would result in the loss of the little league field, tennis building, tennis courts, lighting, and a storage building. There is established parking along with access to the space by Park Street.

Pros:

- Established parking lot
- New racquet building and courts
- Easy access from Park Street
- Water and sewer hookup available

Cons:

- Loss of affordable programming space for pickleball and tennis
- Loss of space for Minor Baseball, which the field is used for introductory to the sport.
- The development would result in a loss to the following assets:
 - Tennis/pickleball courts
 - Lighting
 - Tennis Building
 - Storage shed
 - Dugouts
 - Fencing
 - Old growth poplar trees
- Little League field is in a flood zone and would require land to be redeveloped.

Communication from Minor Baseball:

Thank you for the email, Trevor. I will be sure to include this within our presentation to Council, for any space that is proposed with an impact to Minor Baseball.

Craig

From: Trevor Butler <trevor_butler@hotmail.com>
Sent: Monday, April 15, 2024 4:08 PM
To: Craig Langille <clangille@kentville.ca>
Cc: Matt Pearl <matt.pearl@gmail.com>
Subject: Kentville baseball fields

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Dear Craig,

It has been brought to our attention that there is consideration of using one of the Kentville minor ball fields for a permanent tennis/pickleball facility. This year we have well over 300 kids registered in our minor baseball programs. We are already struggling for space, as discussed in

my presentation to council on Feb 12, 2024, requesting partnership in funding for adding batting cages to our minor ball fields.

Our association has spread out to fields in Coldbrook, Port Williams, New Minas and Hantsport to try to accommodate our teams. Loss of one of our core fields in Kentville would be devastating to our players and organization.

We are very supportive of any possibility of increasing recreation facilities and opportunities in Kentville. I am hopeful an appropriate location can be found for the racquet facility. However, it cannot be at the expense of existing recreation facilities that already have high volume usage.

Please forward this email to town administration and/or council to ensure the opinions of Kentville Minor Ball are known related to this.

Trevor Butler
VP Kentville Minor Ball

trevor_butler@hotmail.com

Recommendation: Staff do not recommend that the land be used for the development of a racquet facility. This development on the Little League field would result in a loss of use for two introductory sport levels for minor baseball. Furthermore, a part of the property is in a flood zone.





TO: Council

SUBMITTED BY: Craig Langille, Director of Parks and Recreation

DATE: March 11, 2024

SUBJECT: Proposed Kentville Racquet Facility

ORIGIN

At the January meeting of Council Advisory Committee, Richard Galpin presented to Council on a proposal to build a racquet facility in Kentville on Field 4, located behind the credit union soccer facility. Council directed staff to provide a staffing report to gather further information on the impact of this facility in the community.

BACKGROUND

To support council in the decision and impact of a racquet facility in Kentville, staff have been in discussions with the Kings County Tennis Association and Tennis Nova Scotia. The Annapolis Valley has been identified by Tennis Canada and Rogers as a location for their Year-Round Tennis Courts Program, which is an initiative in capacity building to make tennis more accessible across Canada. This is a joint agreement between Tennis Canada and Rogers, and its goal is to provide year-round tennis for Canadians and help foster increased participation amongst youth with the aim of building 160 year-round courts at up to 30 facilities by 2029.

The Kings County Tennis Association spoke to several municipalities, and it was determined that the Town of Kentville would be the most desirable location. The facility was originally proposed beside the Credit Union Soccer Facility, but it was determined to be too small for the layout of the facility and parking. It was proposed at the January CAC by Richard Galpin and the Kings County Tennis Association to build the facility on Field 4, behind the Credit Union Soccer Facility. Councillor Maxwell further proposed a location of Oakdene Park.

DISCUSSION

Further discussions took place with staff and the Kings County Tennis Association regarding possible options for the location of the facility. The Parks and Recreation department was approached by Parsons Investment to discuss options for privately owned land that could be acquired for the build of the facility. These discussions continue with the Kings County Tennis Association and Parsons Investment.

Staff have received letters of support for the Racquet Facility through the Kings County Tennis Association, which include:

- Town of Wolfville
- Town of Berwick
- Municipality of the County of Kings
- Annapolis Valley Pickleball
- Gordon Hughes Tennis Club in Windsor
- Wolfville's Tennis Club
- Bridgetown Tennis Club

Also, staff have received a letter from the Kings West Soccer Club and Valley District Soccer Club voicing their concerns for the build of a facility on Field 4 or Oakdene Park.



Staff has considered the following information for its recommendation:

- Both green spaces hold value in the community and are current assets that the Town has previously invested into developing
- Adding an asset is valuable for the Town but not at the expense of an existing asset(s) that is utilized in the community for programming of all ages
- Field 4 currently hosts under 5 and under 7 soccer programs, which accounts for 250 children under the age of 7 that specifically use the field. Furthermore, all seniors men’s and women’s programs play on this field and host all home games at this location.
- Field 4 is the only field that can operate after long periods of rain, due to its ability to withstand rainfall. Especially after a rain filled year in 2023, this field saw more participation than other fields in Kentville.
- Oakdene Park is currently used for all under 14 (12-14 years old) programs and other user groups, such as football, ultimate frisbee and town programming.
- For long-term capital planning
 - Field 4 is an ideal location for an artificial turf surface with lighting in the future. Which is on the Town of Kentville’s 5 -year capital plan.
 - Oakdene Park has an irrigation project scheduled for spring 2024 and the department is currently engaging community in the area for a recreation hub building development that was approved by council in the 5-year capital plan. This links to the Accessibility Action Plan and the feedback we have received from our community partners for additional space.
- Both Oakdene Park and Field 4 would require further asset displacement to accommodate parking and access roads to facility

Staff believe that the Town of Kentville would benefit from a Racquet Facility in our community. This facility would be an asset for physical activity, community health, and enhancing recreation opportunities and sport development for the community of Kentville.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

Has not been determined at this time and staff are awaiting financial request from Kings County Tennis Association.

ATTACHMENTS

Letters of Support

- Town of Wolfville
- Town of Berwick
- Municipality of the County of Kings
- Annapolis Valley Pickleball
- Gordon Hughes Tennis Club in Windsor
- Wolfville’s Tennis Club
- Bridgetown Tennis Club

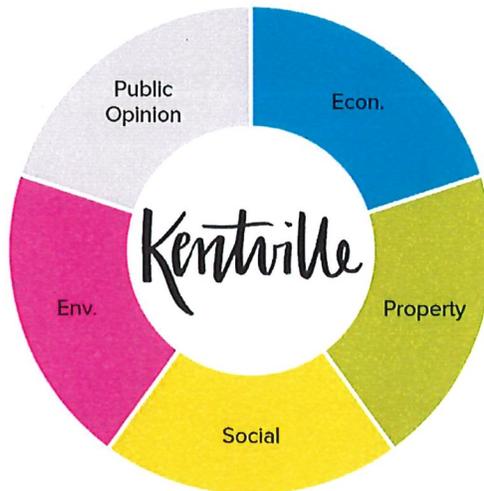
Letter of Concern

- Kings West Soccer Club
- Valley District Soccer Club

RECOMMENDATION

Whereas Field 4 and Oakdene Park fields are current assets in the community,
and whereas the facility development on either of these sites would lead to user groups being
displaced. Staff do not recommend that council approve the development of a racquet facility at
either Field 4 or at Oakdene Park.

Town of Kentville Decision Wheel:





January 8, 2024

Honourable John Lohr, Minister of Municipal Affairs and Housing

Dear Minister Lohr;

I am pleased to provide this letter of support for the Kings indoor racquet facility to be developed in the Town of Kentville but to serve our entire region.

The facility will incorporate year-round tennis and pickleball opportunities, both very popular and growing in our region. One of the challenges of smaller communities is the ability to provide services such as this in our smaller populations, and we appreciate the support given to this group by way of land by the Town of Kentville.

Our region has a relatively high percentage of older adults for whom it is so important to engage in healthy, active and social opportunities. I believe this facility will enhance those opportunities to the benefit of all our residents.

It is well understood that such facilities also strengthen our economic foundations. As our businesses work to recruit employees and their families the amenities of a region play a significant and often under appreciated role in attraction and retention. These goals in turn will contribute to growth priorities of the Provincial government and I am happy to write to you in support of funding applications your government may receive.

Sincerely

Wendy Donovan
Mayor, Town of Wolfville
902.698.6342

To whom it may concern,

Indoor facilities for sport and recreation are in high-demand in the Annapolis Valley region of Nova Scotia. Arenas, soccer domes and gymnasiums see regular and consistent programming spanning many age ranges and activity levels. The Town of Berwick is home to a small, recreational gymnasium that is fully booked seven days a week with a variety of activities, the primary booking being pickleball. The Berwick pickleball group runs seven sessions a week from the Town Hall gymnasium, and the demand exists for further bookings which can not be accommodated within this facility.

An indoor racquet facility, as proposed by the Kings Indoor Racquet Facility non-profit group, would undoubtedly be beneficial to the Annapolis Valley region. Facilities, which are not intended or most suitable for racquet sport use, are booked across the region regularly and consistently. The popularity of pickleball cannot be denied, and in the summer months, tennis continues to be a popular choice at our revitalized outdoor courts in the Town of Berwick. An indoor facility dedicated to these sports would increase awareness and lead to greater physical activity levels within the region's population. An indoor facility would also boost tourism and have economic benefits for all parts of the region.

The Town of Berwick supports the efforts of the Kings Indoor Racquet Facility non-profit group to bring an indoor racquet facility to the Annapolis Valley, and recognizes the value of such a facility to the community. It is our hope that the facility will be able to secure the necessary funding and support to become a reality in the near future.

Sincerely,

TOWN OF BERWICK

Mayor Donald E Clarke



**MUNICIPALITY of the
COUNTY of KINGS**

Attn: David Lang
Kings County Indoor Tennis Association
Kings County, NS

January 4, 2024

Via email: dkeslang@gmail.com

Dear Mr. Lang,

Thank you for your communication regarding the potential development of an Indoor Tennis Centre in Kings County, and your plans for applying to different funding opportunities.

We are pleased to provide this letter of support to accompany your application.

The Municipality of the County of Kings has been offering a very popular tennis program in the summer months for several years and expects to see the desire for more racquet sport opportunities grow even more in the future. A year-round facility that could provide access to tennis, pickle ball, and other similar sports would be a welcome addition to the region.

Our own Council will consider requests for our Vision Grant Fund when appropriate. We greatly appreciate the work of your group to take the initiative to develop such a facility, and again are supportive of having such a facility available for the residents of Kings County.

Respectfully,

Deputy Mayor Emily Lutz
Municipality of the County of Kings

To the Municipalities of Kentville and Kings County Cody
Bloise MP Kings Hants John Lohr MLA Kings North Brad
Lawlor Tennis Nova Scotia

Pickleball is the largest growing sport in North America and the Valley is fortunate to be part of this boom. The numerous benefits of playing pickleball are currently being experienced by many with interest growing daily. This growth has created the need for additional venues especially in the Kings County area.

Venue registrations for pickleball play tend to fill on average 10 minutes after the registration opens. This leaves many players without a place to play if they were not able to register during that very short time frame. This speaks to the demand for play currently much higher than the available spots for play. In addition to this, there is very limited space for introductory sessions, clinics, and tournaments.

The Valley players use numerous venues including school gyms and community centres. Players also commute to Bedford to play at the tennis facility. The challenge with relying on school gyms for court time is that schools are not available on storm days, holidays, off season and play is always cancelled for school events and sports.

There are currently about 950 spots used in valley through a combination of registered programming and drop in pay as you go sessions. Some players have one spot in this number per week with others have up to 7. The valley has a Facebook group with 975 members.

Many members have joined competitive groups and are playing in tournaments and the local, provincial and national level.

It is important for the Annapolis Valley Pickleball Association to enhance and support the program for many reasons:

1. **Accessibility:** One of the key reasons for pickleball's popularity is its accessibility. The sport is relatively easy to learn and can be played by people of all ages and skill levels. The court is smaller than a tennis court, and the rules are simpler, making it more approachable for beginners.
2. **Demographic Appeal:** Pickleball attracts a wide demographic, including both younger and older players. Its popularity among older adults, in particular, is notable due to the sport's lower impact on joints compared to some other racquet sports. Older adult physical health is

extremely important, and this sport is one of a few that supports it.

3. **Social Aspect:** Pickleball is known for its social aspect. It's often played in doubles, and the game's nature encourages interaction and camaraderie among players. Many people enjoy the social component of pickleball, leading to the formation of community groups and organized leagues.
4. **Physical Benefits:** Pickleball provides a good cardiovascular workout, promoting physical fitness. The sport involves short bursts of movement, which can be less demanding on the body compared to some other racquet sports. This makes it attractive to individuals looking for a fun way to stay active.
5. **Adaptability:** Pickleball can be played both indoors and outdoors, allowing for year-round play in various climates. This adaptability contributes to its widespread popularity in different regions.
6. **Media Exposure:** Increased media coverage and promotion of pickleball at both local and national levels have played a role in its rising popularity. Tournaments, exhibitions, and positive coverage in the media have helped raise awareness and attract new players to the sport.
7. **Facility Availability:** More recreational facilities and community centers are adding pickleball courts, responding to the demand for this sport. The availability of facilities makes it easier for people to try pickleball and engage in regular play. The valley is currently experienced challenges in accessing enough facilities.
8. **Professionalization:** While pickleball originated as a recreational activity, it has developed a more competitive edge with the establishment of professional tournaments. The growth of professional pickleball has drawn attention from serious athletes and spectators alike.
9. **Economic Spin Off:** Players travel to play, clinics and tournaments. With the ability to host the latter two, this would create revenue to hotels, restaurants and local shops. People coming to the area for an afternoon of recreation play will extend their time while eating in a local venue or shopping in a local store.

With the information outlined above, the association is excited about the work being done to create a tennis facility in the valley. The venue would create the opportunity for Valley Pickleball to rent the courts for weekly, monthly and quarterly

booking commitments which would include learn to play sessions, rec play, competitive play and league play. The association would also book the facility to host local and regional tournaments. There would also be the opportunity to bid to host sanctioned regional and national tournaments.

Yours,

Leigh-Ann Murphy
Chair, Annapolis Valley Pickleball

Gordon Hughes Tennis Club – Windsor, NS
151 College Road, P.O. Box 432, Windsor, NS B0N 2T0

January 15th, 2024

Honourable John Lohr, Minister of Municipal Affairs and Housing

Dear Minister Lohr,

On behalf of the members of The Gordon Hughes Tennis Club – Windsor, NS, I am pleased to provide this letter of support for an indoor Tennis/Pickleball facility to be built in Kentville, servicing the Valley region.

Our Windsor Tennis Club has up to 200 members registered each season (Apr-Aug) which includes families/adults/children and seniors ranging from 4 to 85 years of age. Approximately 200 people use our facility on a regular basis during the short season we have.

As you can see, our season is very short and our members would certainly benefit in having a facility closer to home in the Annapolis Valley. At this point, many of us drive into the Halifax area to play the sport we love to play all year round as well as attend lessons and clinics. Having a year-round Tennis /Pickleball facility in Kentville area would benefit our members that live in a rural district where many are not afforded the opportunity to access indoor courts all year round. This type of facility would entice new members to try the sport of tennis and pickleball.

Strong communities are built on many people working together and supporting each other to provide valuable services within each of our districts to make our Towns and Municipalities a great place to live, work and play. We in Windsor are fortunate to have this type of teamwork with the Wolfville/Kentville area tennis clubs already through years of working together.

In closing, we strongly support this initiative and are very excited to have the opportunity to play tennis year-round in the Annapolis Valley.

Sincerely,

Shirley Drake, President
Gordon Hughes Tennis Club – Windsor, NS
902-798-2737



Stephen LeDrew, President
Wolfville Tennis Club
email: wolfvilletennisclub@gmail.com
tel: (709) 764-5441

December 23, 2023

To Whom It May Concern:

On behalf of Wolfville Tennis Club (WTC), I am writing this letter in support of the development of the proposed Valley Racquet Centre. For nearly fifty years, our club has been a centre of community life in Wolfville and the broader region. With 105 registered members in 2023, plus another 113 participants in junior programs, WTC is an important site of recreation and socialization for people in the area. Unfortunately, it all comes to an end each year in late October when the club shuts down until the spring, and people no longer have access to the same opportunities for exercise, recreation, and social activities that are so important to our physical and mental well-being. An indoor racquet sports facility is something our members have desired for years and would meet the demands of a growing sports community. Thanks in part to the success of some young Canadian tennis stars, the sport is currently enjoying a period of growing popularity in the province. Our most recent tournament, the Valley Open, was held in July of 2023 and attracted participants from Truro, Halifax, Dartmouth, Chester, Windsor, and Annapolis Royal, in addition to the Wolfville area. The new Valley Racquet Centre could host sanctioned Tennis Canada tournaments that would bring people into the region from other areas of the province and beyond.

At WTC we have spring and summer junior programs, offering lessons and organized activities for youth between the ages of 5-16 that routinely attract over 100 participants each year. Most of these young people, however, have no opportunity to continue playing when the summer is over. We have several promising junior players in the area who have had success at Tennis Nova Scotia tournaments held at the Sobeys Atlantic Tennis Centre, but their development is challenged by having to travel to Bedford during the winter months for lessons. Access to an indoor facility is necessary for athletes from Nova Scotia to succeed in the sport at higher levels. Given the strong interest in our junior programs each year, I am confident that the Valley Racquet Centre would enjoy a successful junior lesson program.

The Annapolis Valley is changing, and young families are moving here because it has a lot to offer. I can speak from personal experience, as we are a young family that relocated to the area a few years ago. While there are many benefits to living here, the limited availability of year-round recreational opportunities for children is an issue. To continue to attract young families and encourage growth in our region, it is vital to provide access to these kinds of resources and facilities. As President of WTC, and as a father and a member of our community with an interest in enhancing the quality of life in the area and its ongoing development as a desirable destination for people from all walks of life, I strongly support the development of the Valley Racquet Centre.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephen LeDrew', written in a cursive style.

Stephen LeDrew, President
Wolfville Tennis Club

From: Lynn Winter lwinter1721@gmail.com
Subject: Letter of support
Date: Jan 18, 2024 at 6:12:59 PM
To: rggal89@gmail.com

Good evening,

Please find the letter of support from the Bridgetown Tennis Club attached. I hope it meets with your approval.

Sincerely,

Lynn Winter
President of BTC

Bridgetown Tennis Club

Lynn Winter, President
email: btowntennisclub@gmail.com
tel: 902-526-0778

January 18, 2024

To Whom It May Concern:

As president of the Bridgetown Tennis Club, I am writing on behalf of our club in support of the proposed Valley Racquet Centre. Our club understands the need for such a centre in the heart of the Annapolis Valley.

Tennis and Pickleball are taking off in our community and I know that this centre would provide the perfect opportunity for our members to play and to attend coaching sessions and clinics in an indoor facility year round.

Clearly a great deal of thought and time has gone into this project. This is not just a centre for a select few, but a centre that will enhance the lives of so many: families/adults/children and seniors.

Health and fitness is the goal for the future and we stand behind a centre that would promote this lifestyle by providing a year round place to play.

In closing, the Bridgetown Tennis Club strongly supports this initiative and look forward to the completion of this wonderful centre.

Sincerely,

Lynn Winter
President of Bridgetown Tennis Club



KINGS WEST SOCCER CLUB



**P.O. Box 664
Kentville, N.S.
B4N 3X9**

January 30, 2024

To Whom It May Concern,

In reference to the proposal of removing Kentville soccer Field #4 and the surrounding track to make room for construction of a Racket Facility.

The news of this proposal creates a number of concerns for the Kings West Soccer Club (KWSC) who are responsible for providing soccer programs for the members of the Town of Kentville and neighbouring communities.

- 1) Kings West has a membership of approximately 800 players. Within that, the largest and fastest growing component is the Under 5 and Under 7 mini programs which in 2023 had just under 250 members. All these players have their time slots on Field 4, Mondays to Thursdays from 6-7pm. Each evening there are up to 100 players participating, accompanied by coaches, leaders, parents, etc. Prior to being able to use Field 4 several years ago, and when numbers were smaller, players from the Coldbrook area used the school field there and players from the town of Kentville were on Oakdene fields. Having the groups split meant division and duplication of equipment, leaders, etc. The Coldbrook school field also brought challenges in terms of safety and maintenance. In Kentville, there were only 50-60 players on the Oakdene fields but not a week went by without complaints coming to both the town and the soccer club about traffic congestion and issues. The parking lots were full and both sides of Campbell Road lined with parked vehicles, at some times making it impassable. This was further compounded as when the U-5's and 7's wrapped up at 7pm, the next user groups were arriving at the same time. Field 4 in Kentville allows all players of these age groups to be together which in turn allows consolidation of both physical and human resources. Equipment is stored for easy accessibility in both the indoor facility and the Kings West shed. There is ample parking space for all those involved and the setup at the facility allows the 6-7pm users to leave on one side while the post 7pm users can arrive on the other. Not only does this field allow the most efficient and effective use for these 250 players but there currently are no other options on Kentville fields. During these time slots, Fields 1 and 2 are being used by the U-11's and some youth teams. Field 3 is solidly booked with U-9's and Oakdene has U-13's along with other sports like Ultimate Frisbee on their surfaces.
- 2) Kings West has 5-8 senior men's and women's teams, depending on the year. After the mini programs wrap up at 7pm, Field 4 is the location for all home games played by these teams. Very few nights do not have a game. The only other fields in the area with the proper dimensions to play these games are

Fields 1 and 2 by the KCA school. These however, are booked solid after 7pm each day by the Kings West U15 and U18 teams for their training and home games.

- 3) Due to its sub-surface, Field 4 has by far the best ability of all fields in the area to handle large amounts of water. Last year often saw huge amounts of rain come down at one time. Sometimes, two days later under sunny skies, most fields including those at Lockhart-Ryan and KCA would still be closed due to them still being saturated. Field 4 would be good to go and was often the location for important games that needed to be played.
- 4) For a number of years there has been talk of the desire and need for an artificial surface with lights, surrounded by a track to be built in the area – like the ones found at Acadia and Bridgetown. Field 4 is by far the obvious location for such a venture. It already has a track and it has the space around it for lights, bleachers, fences, etc. to be built without being jammed up against other fields or buildings.
- 5) Jumping off the soccer theme – I am currently working out of the office at the indoor facility which allows me to look directly at Field 4 all day. The number of people that come regularly (even in the winter) and use that field to walk/jog/run around, exercise their dogs, etc. is incredible. I had no idea. The majority of these are older, likely retired, people. Field 4 gives them the opportunity to park on a paved flat surface a few yards from the field/track and to access them on a flat well-gravelled roadway. They also get to do this without traffic or other interference from other activities such as those around a school. There is no other such venue in the area that I know of.

The loss of Field 4 would have a huge impact on both the soccer members of Kings West and general public users. What would be lost could not be replaced. No other single field in the area could be removed that would do anywhere close to the damage that losing Field 4 would.

I'm all for the creation of any new recreational facilities that add to what the area already has, especially when it is something that didn't previously exist – like the skatepark. But not at the loss of what is already there. To me, this would feel like spending \$300 to earn \$100. Hopefully Field 4 continues to exist for many years to come.

Respectfully

Stephen McNeill

Administrator – KWSC

Alanna Chiasson

President - KWSC



VALLEY DISTRICT SOCCER



38 Gary Pearl Drive
Kentville, NS
B4N 0H4

Phone: 902-678-2426
Fax: 902-678-3602
www.valleysoccer.org

February 5, 2024

Craig Langille
Director, Parks and Recreation
Town of Kentville

Re: Racquet Facility for Kentville

Dear Craig

I am writing to offer comment on a proposed Racquet Facility within the Town of Kentville. The Valley District Soccer Association (VDSA) is in full support of efforts to create a municipal / regional facility(ies) to support the needs of everyone enjoying participation in racquet sports.

Our comment is focused on the understanding that a proposed site under consideration could be the current Kentville Field #4 location, directly adjacent to the Credit Union Recreation Complex.

Currently Field #4 provides a multitude of daily use options for residents of Kentville and participants in programs offered within Kentville and the surrounding municipalities. The Field is accessible from the CURC parking lot which affords appropriate parking and avoids traffic congestion. The use of Field #4 ranges from traditional soccer practices and games to a daily walking area (with year-round use), and over the years local and regional track and field events.

The spring and summer season sees the field used regularly by the Kings West Soccer Club for programming of all ages. The club has over 800 members and programming ranges from minis (100 plus 5-7 year-old players) through youth and senior teams (adult) for training and games from May to September. The availability of Field #4 allows Kings West to operate most programs in proximity also using Fields #1, #2, and #3, adjacent to the west at the KCA School site.

Field #4 is also one of the best fields from an operational standpoint, as it has a superior sub-surface and can handle more precipitation than the other fields close by. This Field would also be site of interest should the long-held discussion of a lighted field or artificial playing surface within the Town come to fruition. Designating Field #4 for an alternate use would have more impact as a loss for the community than any of the other fields.



VALLEY DISTRICT SOCCER



38 Gary Pearl Drive
Kentville, NS
B4N 0H4

Phone: 902-678-2426
Fax: 902-678-3602
www.valleysoccer.org

The value of additional recreation facilities in the Town of Kentville is not in question at all, and in fact VDSA would support any development that encourages physical activity and positive engagement for all ages, like a racquet facility.

The concern arises when the addition of needed and valued facilities comes at the expense of another needed and valued facility. That seems counter intuitive on several levels, especially for the leader in quality municipal recreation facilities and programs that Kentville is in our province.

If there is more specific data or evidence of the volume of activity taking place on Field #4 is needed, we'd be happy to provide some leadership in gathering that information.

I appreciate your time in reviewing these concerns and welcome an opportunity to participate further in this process as appropriate.

Sincerely,

James Sanford

James Sanford

President

Valley District Soccer Association



PARKS & RECREATION

**Presentation - May
2024**

ADMINISTRATIVE & COMMUNICATIONS COORDINATOR

Communications

- Communications Strategy and Planning
- Promotional design and implementation
- Media releases
- Program advertisement
- STORM Committee

Administration

- Payroll
- Meeting minutes & communication
- Grant support - Spike Fund
- Coordination of facility bookings (rec centre & school gymnasiums)
- Software data entry
- Program registration
- Invoicing, POs



NEIGHBOURHOOD OUTREACH PROGRAM COORDINATOR

Community outreach is a process of building and nurturing community relationships between public services (partners) and identified community groups, helping them understand and act on the needs or issues they live and experience every day.

- Neighborhood outreach framework/plan
- Activate Your Neighbourhood
- Public engagement & Recommendation for Sherry Park, Oakdene, and Mill Run
- Diversity & Belonging Task Team
- Elevate Cultural and Enrichment Hub Association
- CUPE – proposed Language
- Multi-Agency Community Practitioner Support Group
- Kentville Welcome Group
- Youth Council and Young Mayor program
- Oakdene Park Gardening Group



ACTIVE LIVING COMMUNITY COORDINATOR

Priorities/Initiatives:

- Active Living Strategy
- Kentville Plays Initiatives
 - Unstructured Play Program
 - Event Play Zones
 - Kentville Plays Event (partnership with Acadia)
 - National Day of Play
 - Learn to Programs (e.g., Bike Play Dates, Parasport Try Its)
- Outdoor & Environmental Education Workshops
 - Guided Hikes/Walks
- Active Transportation (AT) Plan
 - AT Wayfinding & Signage
 - AT Asset Management (e.g., Bike Repair Stations, Bike Parking)
- Recreational Trail Development & Maintenance Strategy
- Equipment Loan Program
- Active School Community Programs
 - Active Routes to School
 - Active After School Programs



MANAGER, RECREATION SERVICES

Priorities/Initiatives:

- Rec For All Initiative
 - Annual Kentville Plays Event
 - Festival Play Zones
 - Kentville Playboxes
 - Outreach Specialty Staff
 - Outdoor Play Policy
- Partnership Development
- Programming Strategy
- Community Events Strategy
- Spike Fund
- Staff support and leadership development



June

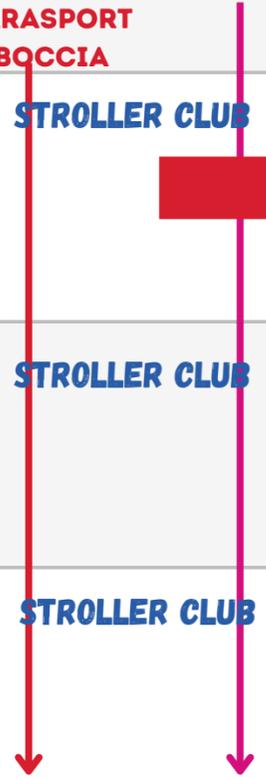
RECREATION MONTH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	RECREATION MONTH					Apple Blossom Festival	 WOW+ Rides 1 INTERNATIONAL TRAILS DAY Guided Nature Walks
2  Community Bike Event	 National Cycling Day Rock & Roll to School Bike Play Date WOW+ Rides	4 Beginner Trail Ride	5 Farmer's Market Play zone Bike Repair Stand 101	6 Spring Fling Play zone KPS Bike Rodeo	 Bike Rodeo 7 Adult Retro Intramural Night	8 Bike Mtnc Clinic Biking for Newcomers	
9  Community Cupcake Campaign	10 Parasport Try It BOCCIA Bike Play Date WOW+ Rides	11 INTERNATIONAL DAY OF PLAY	12 Farmer's Market Play zone	13 Seniors Arts & Crafts	14 Stories in the Park Nature Crafts	15 LEARN TO BIRD WORKSHOP	
16 Sunday Funday	17 Parasport Try It Bike Play Date WOW+ Rides	18 Growing Gardeners Club	19 Farmer's Market Play zone	20 Summer Solstice Starlight Walk & Bonfire	21 Devils Half Acre	22 Summer Games Day With KTABS	
23	24 KCA Gives Back Parasport Try It WOW+ Rides	25 Growing Gardeners Club	26 Farmer's Market Play zone	27 Seniors Arts & Crafts	28 Stories in the Park Nature Crafts	29  Valley Pride Festival Fun Run Sensory Safe Space	
30 Sunday Funday							

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Pool Opens 1 Community Open Swims	SWIM LESSONS & AQUATICS SCHEDULE STARTS 2	Youth Tennis League 3  Family Tennis Lessons	4 Concert in the Park	Bike Play Date 5 Drop in Basketball Drop in Soccer	KINGCON TABLE GAMING CONVENTION 6
7	STROLLER CLUB 8 Fitness in the Park & Play Zone PARASPORT BOCCIA	Growing Gardens Club 9 KIDS COOKING CLUB	Youth Tennis League 10  Family Tennis Lessons	11 Seniors Arts & Crafts Concert in the Park	Kentville Plays 12 Nature Crafts	13
14	STROLLER CLUB 15	Growing Gardens Club 16 KIDS COOKING CLUB	Youth Tennis League 17  Family Tennis Lessons	Family Fun Day 18 Concert in the Park	Bike Play Date 19 Mural Fest	20
21	STROLLER CLUB 22	Growing Gardens Club 23 KIDS COOKING CLUB	Youth Tennis League 24  Family Tennis Lessons	25 Seniors Arts & Crafts Concert in the Park	Kentville Plays 26 Nature Crafts	27
28	STROLLER CLUB 29	Growing Gardens Club 30 KIDS COOKING CLUB	Youth Tennis League 31  Family Tennis Lessons	Seniors Arts & Crafts		

Canadian XCO/XXO National Championships



Little Explorers

Little Artists

Little Builders

August

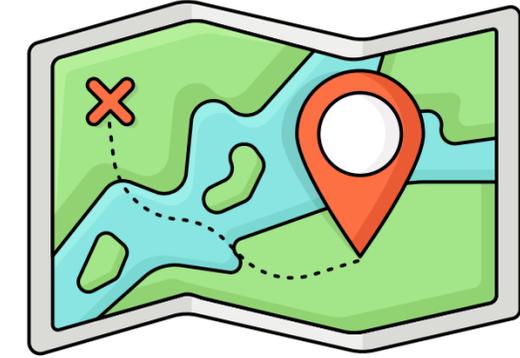
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	Bike Play Date <i>Drop in Basketball</i> <i>Drop in Soccer</i>	2 3
4	STROLLER CLUB <i>Fitness in the Park & PlayZone</i> PARASPORT BOCCIA	Growing Gardens Club KIDS COOKING CLUB	Youth Tennis League  Family Tennis Lessons	8 Seniors Arts & Crafts Concert in the Park	Kentville Plays Nature Crafts	9 10
11	STROLLER CLUB	Growing Gardens Club KIDS COOKING CLUB	Youth Tennis League  Family Tennis Lessons	15 Afro-Caribbean Festival	Bike Play Date	16 17
18	STROLLER CLUB	Growing Gardens Club KIDS COOKING CLUB	Youth Tennis League  Family Tennis Lessons	22 Seniors Arts & Crafts Concert in the Park	Kentville Plays Nature Crafts	23 24 Multicultural Fest
25	STROLLER CLUB	Growing Gardens Club	Youth Tennis League  Family Tennis Lessons	29 Concert in the Park	30	31

And.....

**COMMUNITY CUPCAKE
CAMPAIGN (CCC)**



TOWN 6FG GAME

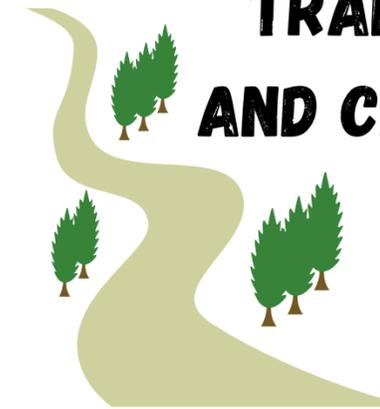


SPIKES TOK ADVENTURE

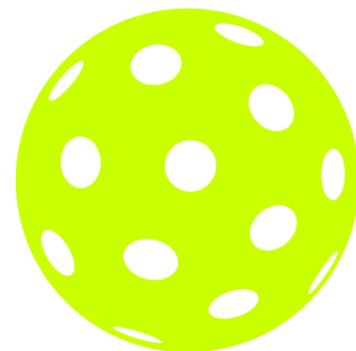


**PLANNING FOR FALL/WINTER
PROGRAMMING.....**

**TRAIL DEVELOPMENT
AND CAPITAL PROJECTS**



INVASIVE SPECIES INITIATIVE



**PICKLEBALL
PROGRAMS**



COMMUNITY ART INSTALLATION

Town of Kentville

Office of the Chief of Police

March 2024



Administration	Time	February 2024	March 2024
	Plate queries	1670	1405
	Training hours	150	100
	Veh. Cks 38's	157	145
	SOT Tickets	38	49
	Foot Patrol Hours	125	120
	CC Charges	26	33
	Calls for service	228	314
Training	<ul style="list-style-type: none"> • ACIIS (Automated criminal Intelligence information System) • Virtual Training • CPIC (Canadian Police Information Centre) • Intox Course 		
Meetings	<ul style="list-style-type: none"> • Camp Courage • IPV Training • Municipal Chief's Meetings • Executive Leadership Meetings • Meeting with DOJ-Police Training Needs • CAC Meeting • Meeting with Finance • Weekly meetings with Deputy Chief 		
CCN	<ul style="list-style-type: none"> • Attended 21 Agency meetings, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court 		

	<ul style="list-style-type: none">• Attended 2 Community Events• Received 7 referrals from KPS members/other Agencies• 39 meetings with clients• Attended 7 other calls and assisted members• 11 other activities, i.e. IPV training, Meeting with Chief/DC, Wellness Grant, Easter egg hunt
Staffing	<ul style="list-style-type: none">• Short 2 Constable positions



Kentville Police Service Bylaw Report March 2024

Municipal Bylaw Investigations	1
Loitering -Warnings	3
Assist Police	7
Taxi Inspections	29
Animal Control	0
Smoking-Charges	10
Smoking-Warnings	7
Parking-Charges	54
Parking- Warnings	49



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

May 13, 2024

Programs and Operations

- **Kentville Water Commission:** There were no direct operational issues with the KWC in February. The Water Commission and Source Water Protection Advisory Group quarterly and special KWC Budget meeting has been rescheduled to June 5th, once the Town's Operating budget has been approved.
- **Sanitary Sewer Area Service:** The Municipality of Kings closed tenders on Thursday May 9th for the replacement of the forcemain from the Justice Centre parking lot through to Klondyke Street and along the Harvest Moon Trail to Eaves Hollow. Funding that was jointly applied for by the three municipal partners was announced at the end of April for \$3.1M. At the time of this report the results of the tender were not available but will hope to have something to share on the night of CAC. Operationally there were no direct operational issues with the Kentville Sanitary Sewer Service in January.
- **Public Works:** The crew are entering the spring maintenance season which includes road and sidewalk repair, as well as road painting, catch basin maintenance & repair and working with contractors on various Capital works Projects.

Projects

- The downtown sidewalk replacement got underway last week and is progressing nicely. Several other projects will be tendered in the coming days included in the Capital Investment Plan. Our Engineering and Planning Department are currently working improvements to the safety and beautification components of the Webster Street Bike Lane before it is completely reactivated this season.

Public Engagement

- Frequent phone calls and site visits with residents.
- Appointments are now being accepted for in person meetings.
- Letter & email correspondence – As required.

Meetings and Events

- Bi-weekly Senior Staff meetings
- CAC – April 8th
- Donald E. Hiltz Road – Multiple design review meetings
- CAUP Labour Management – April 22nd
- Regional Sewer Budget Meetings – April 25th

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



Town of Kentville
CAO Report to Council Advisory Committee
For the Month of April 2024
Presented on the 13th of May, 2024

Administration and Operations

- Operations
 - Participated in Interviews for the Director of Planning position.
 - Attended stakeholder meeting with Director of Finance, Kentville Volunteer Fire Department regarding fire financial services contract.
 - Attended CAO IMSA workshop.
 - Attended Department of Emergence Management meetings re Nova Scotia Guard.
 - Met with various community citizens and stakeholders and municipal partners regarding Appl Blossom Festival, PACE, Valley Library Funding, KBC.
- Council Related
 - Presented the Deed Transfer Tax 2nd Reading Report.
 - Attended various committee meetings during the month.
 - Working with the Director of Finance and leadership team to prepare the operational budget.

Respectfully Submitted,



Jeffrey Lawrence,
CAO

CAO Report, for the Month of April

Name:	Councilor Andrew Zebian		
Date:	May 7 th / 2024	Date Submitted to CAO:	May 7 th , 2024

Request for Decision – Initial – to be completed by Council Member

Detail	Synopsis				
Decision Requested:	I would like the Recreation Department to reconsider their decision to discontinue the Summer Camp Program				
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input checked="" type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>
Strategic Implication: with Dashboard	Current <input type="checkbox"/>		Short Term <input type="checkbox"/>		Long Term <input checked="" type="checkbox"/>
Budget:	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>		Policy:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Desired Outcome:	For the Town of Kentville to reinstate the Summer Day Camp Programs for the Summer of 2024 (July/August).				
Recommendation:	For Council to Direct the CAO to work with the Recreation Department with the goal for the Town of Kentville to continue with the Summer Camp Program in July/August 2024.				

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	The Town of Kentville has hosted Summer Day Camps for decades. This program was a great opportunity for children to experience camps and at the same time, gave many students summer jobs. Kentville has always been praised for their recreation department. On May 1 st , 2024, Council was informed via a memo that the Recreation Department had made the decision to cancel Summer Camps. The reasons for this decision were as follows; 1) Hiring Trained Summer Staff

- 2) Staff Burnout
- 3) Location & Infrastructure
- 4) Training & Management Staff
- 5) Program registration and Payment Management

Historically the Town has always applied for grant funding which went towards to the cost of the summer staff. Many students are looking for summer jobs and often times, the same students returned the following year to work again.

What is most concerning to me is that we have a much larger compliment of Staff in the Recreation Department this year, compared to other years.

The 2023/2024 budget for recreation saw an increase of \$348,800 with \$220,400 of that being for Recreation administration i.e., staff increases, an increase of 40%. This item increased from 546,000 to 766,000, an increase of \$220,000. How is staff burnout a problem when a much smaller staff compliment, at Town Hall, had been planning, managing, hiring, collecting payment for these camps for decades?

As for the location of the Camps, there was a comment made that the Recreation Hub does not have cooling in place. If this is the reason, then I would recommend that Council approve the purchase of an AC unit so that this facility can be used. It is close to the parks and pool. I also question why we can't use the arena. We have invested in an active transportation trail that can be used to access the parks and the beautiful trail to the park. What about the REC Centre in Town Hall? Heat Pumps were recently installed so there is cooling there. There was another comment made about the distance from the Rec Centre to the Parks. However, I question this because these same camps used to take the children from the Rec Hub to Miner's Marsh every Summer as

	<p>well and there didn't seem to be a problem with that and that is a farther distance.</p> <p>My last comment is on the cost to run these camps. The Town of Kentville has always subsidized these programs because it was in the best interests of the community. Summer kid camps have been a long tradition offered to family's in the Town of Kentville. Important to note: We do not have a decrease in desire for this. In fact year over year we have had waiting lists. This is a valued service we provide young working families knowing their children will have a very active summer versus them hunting for babysitters and these same kids spending their summer bored and even worse playing video games. This was not a free service, families paid for it. These programs also offered many summer jobs for some of our high schoolers. A win/win for all. Almost every other community offers this.</p> <p>When our neighboring Towns, Villages and Counties are hosting them, I cannot understand why Kentville, a Town, who has prided itself on Recreation, would not want to offer the same.</p>
Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	



7 May 2024

Mayor
Sandra Snow
354 Main Street
Kentville, NS
B4N 1K6

902-679-2502
902-599-1317 (C)
ssnow@kentville.ca

RE: Absence from CAC Meeting 10 June 2024

FCM CONFERENCE

1. Due to the FCM Conference dates 6-9 June 2024, Monday June 10 is a return travel day. Mayor Sandra Snow and Councillor Paula Huntley will not be available to attend the June 10, 2024 CAC Meeting due to travel. The meeting chair is delegated to Deputy Mayor Savage.

Respectfully Submitted

Sandra Snow, Mayor
Town of Kentville