

Board of Directors
Resource Opportunities Centre (ROC)
September 25, 2025 at 6 p.m. at PRCC

PRESENT: Chair Jodi Tanner; Manager Senior Dustin Boudreau (DC); Vice-chair Lisa Vaughn; Devin Scully, Randy Thorpe, Secretary Allison Lawlor; Tyson Langille, Karen McCrank

Allison Wood, Community Facility Partnership Coordinator with Parks & Recreation at HRM, community partner, Kelly Gaulton, works with HRM, Tom Jangard, parks planner with HRM

REGRETS:; Treasurer Dennis Huck, Mahbubur Rahman

- **Meeting called to order** by the chair, and the Board approved the agenda. Allison took minutes.
- **Meeting minutes** – August meeting minutes were approved.
- **Approve Consent Agenda** Approved

Discussion around the playground at the PRCC.

The equipment is slated to be replaced by HRM in 2026.

Kelly gives background. HRM representatives met a month ago with DC, Jodi and a couple of other board members and discussed the PRCC playground.

Thinking of removing existing playground equipment and also wooden structures and remove the sandbox. Replace existing structure and include a new play structure for younger kids. In the budget could also include shade pieces that are part of the structure.

If swings were put in then we would lose the grassy area where the former garden boxes were in place.

When HRM does a playground now they will do wood shavings. Rubber surface could cost up to \$100,000 and last for up to 15 years and then would need to be repaired.

Can sometimes build components into the RFP when the call goes out to get proposals for the building of the structure. Ex. Musical components, a counter top/ storefront, sandbox (HRM asks that if HRM removes a sandbox then they don't replace them)

One person from the community could be from the HRM evaluation committee for the playground selection committee. The person would sign a confidentiality agreement.

HRM set the cost for the project at \$250,000. Could include a bench and picnic table with the playground. This project will get final approval in March 2026 and could be built in Fall 2026.

There is still \$107,000 in a reserve fund that HRM is holding for the ROC. ROC could pull money from this fund for extras for the project.

Drainage in the playground area is an issue. HRM will have a contractor come out to look at it and access the issue.

Suggestion to have a meeting with contractors before work starts, a couple of board members can attend.

Board needs to decide by about Oct. 15, 2025 for whether the board will add additional funds to the playground project. Board decides not to spend extra money on the playground project. Board agrees that it would like one board member to sit on the playground selection committee for the project. That board member would need to sign a confidentiality agreement.

• **Discussion/ questions arising from managers' report**

Monthly newsletter was paused in the summer and DC's intention was to put out a September newsletter.

Air intake issue that closed the building on Sept. 18 due to fumes: What will prevent it from taking place again? Suggestion to make sure policy/ procedure in place for PRCC building maintenance staff.

Contractor who caused the issue was spoken to by HRM and told they didn't act properly. HRM runs the air intake system.

HRM's Xplor software implementation

There will be a delay in implementation due to ROC HST # and the ability to integrate it into the new system.

HRM has to go back to the vendor.

PRCC was supposed to be running with Xplor in November 2025.

Finance Committee Update

- Projecting a loss bigger than we expect. Now expected to be \$33,000 loss. The loss is due to wages. Staffing a custodian position the board agreed it would be cutting. Extra cost due to extra custodian hours. Last year, we were projecting a loss and then made it up in the year. Expect this to happen this year as well. **Action:** Need to be looking to increase revenues to make up for shortfall.
- Head custodian position job description needs to be updated. **Action:** Custodian hours need to be cut, there is too much overlap. Beginning in September, some custodian hours have been cut. Address complaints about cleanliness in the fitness centre.
- Summer camp revenue was almost \$10,000 over what was expected. This is great news.
- Pre-school is not making money. **Action:** Need to look more closely at its viability/ crunch numbers. If the program isn't working by Christmas will need to cancel it. DC will assess what will allow the centre to break even on the pre-school program.

HR Committee Update

No update

- At the AGM talked about having a townhall for staff. Jodi asks DC to find dates in the fall. Will be in the afternoon or the evening. Suggestion to hold an October Meet and Greet for Board and Staff Oct. 23 from 6-7 p.m.
- Board meeting will be at 7 p.m.
- Staff can email board questions via board email.

Operations Committee Update

- Going with a new contractor next year with HRM mowing contract of fields in the community. Cost the ROC a lot of time following up with not consistent work, ex. ensuring that garbage was collected regularly or were done with a whipper snipper. ROC staff found they needed to chase the contractor and then the work was done.
- PRCC received three complaints a month in June, July and August via 311 re the fields - mowing or garbage.
- For the baseball diamonds, Mariners do the bookings. HRM books the soccer fields.
- Next year, all the adult baseball rentals will go through ROC. Child/ youth baseball rentals will still go through the Mariners.
- Why are there no rental fees for the baseball diamonds? It is a grey area for HRM.
- There is a charge to rent soccer fields.
- DC is reaching out to HRM representatives to sort everything out for next year.

Communications Committee Update

- Board policy updates push to next meeting- October
- **Action:** need to set dates for upcoming Communications committee meetings

ROC Naming Rights Policy Update

- Draft ROC policy aims to establish clarity around the naming process at the PRCC and for the ROC. It is meant to be an internal policy.
- Suggestion to assign a dollar value to things in the centre for the sponsorship piece, ex. a bench or a tree or a pavilion. How much would it cost to have a name places on one of these items?

The board will review the policy and provide feedback at the board meeting in October.

Other business

- Plaque, with a photo, in memory of Dave Thomas, will be put up in honour of him. It will be outside the gym door. The Thomas family is working with PRCC staff.
- Board member will speak with a community member who put forward the suggestion to name the gym in honour of Dave Thomas's memory.
- Allison Wood will put in an HRM capital budget request for upgrading the gym floor (for 2026-2027). She will get back to the board.

New Business

- Childcare complaint from a parent was made to the board. It contained wide-ranging complaints including payment and discounts, and the inconsistency of payments.
 - DC outlined to the board how the complaints have been addressed. For example, childcare fees are now posted on the PRCC website and available to the public.
 - At the end of the childcare policy that is sent to all parents, they are required to sign it to say they have read it. The pay schedule is not part of the policy.
 - Board suggestion that PRCC/ ROC shouldn't use Google forms for banking information. When Xplor system is running, payment for programs at the PRCC will be better, says DC.
 - Finance Committee will look into the possibility of having an internal audit of ROC conducted by an outside accountant.
- Meeting adjourned.
 - In camera session.

NEXT MEETING: Thursday Oct. 23, 2025 at the PRCC at 6 p.m.

Future business:

- *ROC Board Policy Manual revisions*

*Respectfully submitted by Allison Lawlor
Oct. 10, 2025*