ROC board meeting minutes for board meeting on August 20th, 2026

Attendance: Denis Huck, Allison Wood (HRM), Devin Scully, Allison Lawlor, Christopher Assuncao, Kyle Matheson, Kristy Tucker, Lindsay McFarlane, Randy Thorpe, David Eberhard.

Absent: Karen McCrank, Tyson Langille

Allison called the meeting to order at: 6:04

Meeting Agenda: Randy moved, motion passed.

July Meeting minutes are passed, Randy moved, motion passed. Minutes to be posted on the ROC Website.

Manager's Report

- Facility cleanliness, cleaning schedule has been created and is anticipated to help
- Painting, two quotes have been received within the PRRA grant budget of $15,000. Will be moving forward with *Top Of The Ladder*
- Equipment needs, not anticipating we will receive the NS Sport grant as the grant is only for new equipment we didn't have before, rather than repair/replace for damaged existing equipment. Regional Councillor Nancy Hartling verbally confirmed she will be able to provide approx $2,000 in funding for replacement equipment
- Inclusion worker for the fall, there is a potential candidate interested for the prospective role, would require some amount of additional training for the position, if role is approved a posting and open process will still take place
    - **Motion** to create 10-month contract inclusion coordinator position, moved by Denis, Second by Devin, approved
    - **Action** HR cmty and staff will create a job description for the position to be approved by the board
- Staffing, *moved to in camera session*
- *In camera session concluded, regular meeting resumes*
- Compliance update, 8 staff need first aid training in upcoming months, fire drill scheduled for next week

- Policy review, program contracts reviewed and updated, no longer holding spots without payment
- Insurance and risk, new tracking system for fitness/rec staff certs, liquor license transfer in progress and process to extend coverage to the pavillion, Lindsay and Dave will be the new licensees for liquor license
- Funding/grant compliance, rec'd $500 from MP Lena Metlege Diab for summer sendoff at end of August.
- Strategic planning progress, new program offerings and renters; registration process continues to be a challenge but will improve with new software; community engagement has included community yard sale, summer sendoff, community lunches, and summer movie night

HRM

- Software update, funding was returned to capital fund when PRCC was originally removed from the HRM software transition, now looking into process to support new software through HRM IT. Now need a letter from the board asking for a contribution of funds
    - **Action:** Board draft letter to HRM asking for contribution funds to support this project, based on the 5 -ear cost determined by Lindsay
- Disc golf course will be completed soon, awaiting HRM staff parental leave to end
- Pavillion fire code situation is still being looked at for interim resolution, hoping for an answer by September
- Level 2 EV chargers being installed soon, if snow removal contract negotiations result in added cost notify HRM as they are paying the difference at Cole Harbour Place

Board Administration

- Rough board planning calendar will be sent out by Allison
- Training and development opportunities – Kristy will look into

Finance Committee Update

- Statements were sent out
- We are currently projected for a $50,000 surplus for the year, largely due to higher revenues in childcare and receiving substantially more grant funding this year
- Will be changing the way we draft budgets going forward to be more accurate month by month

Communications Committee update

- Terms of reference and internal board communications policy (will go to communications committee for final edits and then back to entire board)
- We do not have a staff grievance policy
    - **Action:** to be included in employee handbook, referred to HR cmty
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HR Committee Update

- Employee handbook will be worked on over the next 6 weeks, modernized draft will be completed by the end of September

Action Planning committee

- Karen is chair but is away, Allison will touch base when she is back

New Business

- Summer Sendoff advertising discussion re: political figures

Meeting adjourned:

Next ROC board meeting to be held on September 24th at 6 p.m.