

**Minutes**  
**Board of Directors**  
**Resource Opportunities Centre (ROC)**  
 October 19, 2022  
 7:00pm

<b>PARTICIPANTS</b>				
<b>Chair</b>		Marley MacDonald, Chair		
<b>Participants</b>	<b>Board</b>	Derek Minney, Vice-Chair	Zac De Guerre	Brad Knight, Treasurer
		Allison Lawlor, Secretary	Lynn Kazamel-Boudreau	
	<b>Staff</b>		Jessica McCarron, Program and Events Manager	
<b>Regrets</b>		Andy Conrad, HRM *see notes below	Councillor Patty Cuttell	
<b>Purpose:</b>		October board meeting; Financial Update and Operational Update		

<b>Order</b>	<b>Agenda Item</b>	<b>Discussion</b>	<b>Responsibility for Action / Follow-up</b>
1.	Call to Order	<ul style="list-style-type: none"> <li>chair calls the meeting to order</li> </ul>	
2.	Approve minutes from BOD meeting in September	<p>A board member suggests that before approving minutes two additions be made; make note that the former manager of finance resigned in September and the former manager remains on the payroll for work with the Farmer's Market.</p> <p>Additions agreed upon by board. Secretary agrees to make additions and then resend minutes.</p> <p>A board member approves minutes, chair seconds.</p>	<p>-Agreed that board members names should not be used in the minutes. Agreed there will only be one set of BOD meeting minutes.</p> <p>-Secretary will remove names from meeting minutes.</p> <p>-BOD meeting minutes are to be posted on ROC website.</p>
3.	Short presentation from Prospect Region Organization for a Better Environment	<ul style="list-style-type: none"> <li>*See note below about PROBE</li> <li>PROBE wants the ROC to expand its community involvement.</li> <li>PROBE would like to partner with ROC on community projects.</li> </ul>	<p>-Chair thanks PROBE member for presentation and tells her that the ROC is going into a strategic planning process and will start to map out how relationships in the community will move forward.</p>

4.	Update from Program and Events Manager	<ul style="list-style-type: none"> <li>• Organizational flow charts given to board members to give them a sense of ROC staffing and reporting of staff.</li> <li>• <b>Staffing</b></li> <li>• Seeking custodial support for weekends and evenings.</li> <li>• Head custodian took over Occupational, Health and Safety committee. Held a meeting and no major issues.</li> <li>• Met with front desk staff, a great group.</li> <li>• All staff who work with children undergoing First Aid Training</li> <li>• All staff updating WHIS training.</li> <li>•</li> <li>• <b>Farmer's Market</b></li> <li>• A committed volunteer has offered to take the lead until a part-time paid person is hired to run the market.</li> <li>•</li> <li>• <b>Programming</b></li> <li>• Several new fitness classes and classes for children have been added to the schedule.</li> <li>• Community Health Team is looking to return to the centre with programs.</li> <li>• <b>Fitness Centre</b></li> <li>• Repairs completed on machines.</li> <li>• <b>Snow removal</b></li> <li>• Contract for 2023 winter has been secured.</li> <li>• Same contractor as last year. They did a good job.</li> <li>• Fees increased (due to inflation and increased costs) but ROC had budgeted for the increase.</li> </ul>	<p>-will look into when Nourish Nova Scotia opens funding applications. It could be in December. The funding will be for 2023. Agree to add this to November board meeting agenda.</p> <p>-suggestion by board member to look at a hybrid option for the Farmer's Market in the future that would allow for both online and in person.</p> <p>-board members agree that board should look at viability of Farmer's Market as part of upcoming strategic planning.</p>
5.	ROC strategic planning process	<ul style="list-style-type: none"> <li>• Will start the process at December 2022 BOD meeting</li> </ul>	Board member to follow up with HRM to find out if community development officer can attend December ROC meeting
6.	Update from Andy Conrad at HRM	<ul style="list-style-type: none"> <li>• *See notes below</li> </ul>	

7.	Finance committee update	<ul style="list-style-type: none"> <li>• Andy Conrad from HRM met with finance committee on Oct. 18. They will meet again on Nov. 7 to review budget for 2022-2023.</li> <li>• Budget for upcoming year needs to be approved at Nov. 16 ROC board meeting</li> <li>• Everything looks good according to finance committee review</li> <li>• Committee submits profit and loss statement for April to September 2022; statement of financial position as at March 31, 2022 and a draft budget for 2022-2023</li> <li>• Motion made to increase book keeper's hourly wage. Book keeper works about 16 hours a week for ROC. Board members approve a wage increase.</li> </ul>	<p>-Program manager will look for letter re/ funding for sport court</p> <p>-board member will look into getting a CPA to check books and processes. The idea would be to have this review completed before the ROC's AGM in 2023.</p>
8.	Prospect Road Recreation Association (PRRA)	<p>-Members of the PRRA reached out to ROC chair. PRRA wants to host an event at the PRCC and develop a partnership with the ROC- now that both organizations have new boards.</p> <p>-ROC board agrees to partnering for a community event expected to be held in November.</p>	-Date for event to be set
9.	ROC communications	<p>-Chair has identified communications as an area that could be improved. How do we improve? What can we do to make the community feel more involved and informed?</p> <p>-ensure that ROC and PRCC websites are updated frequently.</p> <p>-pre-pandemic the ROC had a full-colour publication called Prospective. It went out to the community four times a year. Stopped during the pandemic due to costs.</p> <p>-program manager says there is enough in the ROC budget for two publications. Can look at a black and white newsletter which would cost much less.</p>	<p>-put together a newsletter to go out to the community in December. It will have January programming in it.</p> <p>-program manager to talk to technology co-ordinator.</p> <p>-Secretary offers help; chair also offers to help with communications</p>

		-the ROC technology co-ordinator did the newsletter in the past. -newsletter would be linked to Facebook site and websites.	
10.	Leadership strategies	-A board member who has extensive experience in leadership strategies and implementation offers to talk with program manager about ideas for the ROC. The idea would be to work collaboratively.	-chair will set up meeting in November with chair, board member and program manager to further discuss strategies and implementation

**Next ROC board meeting to be held at the PRCC on Wed. Nov. 16, at 7 p.m.**

**\*HRM update:**

1. Financial Reporting

PRCC is up to date on financial reporting to HRM and the Finance committee reviewed multiple years of reports. Everything is satisfactory and the committee is fully aware of the upcoming November deadlines. I suggest the committee continues to meet regularly and follow through on everything discussed (planned steps to complete budget, reformatting Balance Sheet, Board orientation on various reserves, 3<sup>rd</sup> party financial process review, etc.) I'm available to discuss or support any of this at any time if requested.

2. Strategic Planning

Unfortunately Adam Huffman will not be the HRM Community Developer for the area after Oct 28<sup>th</sup>. Adam's work plans will be provided to the new Community Developer and I will make sure they are connected to you as soon as they start. It may be possible to continue as planned but in the short term it seems reviewing the Org Structure, job descriptions and staffing plans would be a top priority. If I can be of any assistance with that please let me know.

3. Capital Projects

Jessica and I met with a contractor to discuss solutions for the drainage problem in the back of the centre around the generator. HRM is waiting on a quote and work plan from the contractor, hoping to complete this work in the next month. Still investigating what would happen to the existing fitness centre equipment if HRM Capital funding replaces everything in the future.

4. Registration Software

After the PRCC AGM budget presentations in the spring, HRM decided to accelerate efforts to provide PRCC with registration software. It would eliminate that financial burden for you and align PRCC with HRM. Currently the software has been provided to the large regional multi district facilities but there's a meeting scheduled (internally) to start discussions around rolling it out to PRCC. However, in late

September HRM was informed that our current system – Legend, would no longer be supported in North America. HRM will have to implement a new software and this may or may not delay bringing PRCC on line with HRM. I should be able to provide further update next month.

## 5. Other Business

When the Board has time and is ready, HRM wants to proceed with two discussions/projects: new Facility Operating Agreement between HRM and ROC, and community consultation around the Otter Lake Community Integration fund. No pressure, just want to keep these things on the radar.

### **\*Information from PROBE**

This email is created at the request of an ROC board member to provide background information on the need for the ROC to act as a hub/umbrella organization for community development activities.

As background, we provide information related to the NFP PROBE (Prospect Region Organization for a Better Environment).

PROBE was formed in July of 1996, prior to the creation of ROC, to represent communities of the Prospect Road on issues of concern and environmental interest. The last issue of significant interest was the proposal to establish an asphalt operation on The Drysdale Bog in 2012. This was a major concern to community because of potential damaging environmental effects on adjacent water systems and bog land behind Mills Drive. PROBE was successful in halting this proposal and the asphalt operation was located elsewhere.

Although PROBE has not been involved in any major issues in recent years, Bob Dooley (part of the PROBE Executive and resident of Hatchet Lake) has kept the registration renewed. Recently retired, Bob will no longer maintain this responsibility and will either pass along the file to a new Board or let the organization lapse.

The ROC evolved from a community CAP site program at Terence Bay that was originally focused on technology sharing and development intended as a mechanism to connect rural communities. During the transition from the C@Psite to the ROC, it was recognized that community participation and partnership development needed to be an essential pillar of the new community organization. The vision was that the ROC would provide a nucleus for the community from which volunteer activities and groups could thrive.

A recent example of a successful partnership between the ROC and the community is the Goodwood Beautification Project at the intersection of Prospect Road and Mills Drive. The Committee was formed in 2018, made a successful funding application through the ROC and worked with HRM and the Province to complete the project. ROC provided administrative support (assisted with the application, received funds, paid invoices, participated in meetings) and the community committee provided oversight for the project.

When COVID happened, as a result of reduced financial and human resource capacity in this period, ROC curtailed its activities accordingly, focusing mainly on the operation of community centre building and halting/curtailing community development activities.

The community approached ROC in 2020 with a view to making a second application for a beautification project at the Whites Lake/Terence Bay intersection. Still faced with constraints, ROC declined to participate

at that time. The community group was then left to search for another NFP through which to make the funding application which eventually happened. The project proceeded with the other NFP even though the project did not fit with the mandate of that community group.

The most recent issue facing our communities is a significant one.

The proposed residential development at Halifax Exhibition Centre will add a population of 4300 exiting onto the Prospect Road. Add to this the renewed development of Ragged Lake Industrial Park, increased industrial traffic to the new expanded composting facility and Mills Drive heavy industrial usage and the high tourism traffic to Peggy's Cove. The result is untenable pressure on Prospect Road. Prospect Road has been identified in the Municipal Planning Strategy as oversubscribed for years. The Prospect Road is the only traffic corridor available to the Prospect Communities for access to HRM and the Province. This issue is one that affects all of our communities.

In recognition of the ROC's focus on the community centre during COVID and the fact that there has been a major change in Board membership, community volunteers attempted to address the development issue through PROBE.

While we are able to pull together a committee of knowledgeable residents to represent our communities, there is no commitment to take on the administrative burden of another NFP, including the need to recruit a Board, maintain bylaws, file financial statements, etc. This is viewed by some as an unnecessary duplication of effort and financial resources that could be remedied by a renewal of ROC's community development activities.

There are synergies that flow from activities taking place under the auspices of ROC that can mutually benefit the ROC and the community. For example, the Goodwood Beautification initiative originated with community members of the Community Liaison Committee for the Composting Facility at Evergreen Place. These same committee members successfully secured a corporate donation to the ROC that resulted in a substantial upgrade to the kitchen facilities at the community centre.

We would welcome the opportunity to see ROC once again become the community hub under which community development like those described here can take place. One of the foundational blocks that built the ROC is its ability to create strong partnership that ultimately benefit residents of the Prospect communities. We believe that once operational issues at the Community Centre are resolved, a return to the original mandate of ROC defined some 20 years ago is appropriate and will best serve the residents of the Prospect Communities.

The community committee formed to address proposed development at the beginning of Prospect Road would like to operate as a subcommittee of ROC. The committee will do the work required to represent community interests so there will be no to minimal burden on ROC staff.