



Recreation

NOVA SCOTIA

2003-2004
Annual Report

HEALTHIER FUTURES *through* RECREATION

Recreation Nova Scotia Vision Statement

The Vision of Recreation Nova Scotia is that people in Nova Scotia experience and enjoy the benefits of recreation.

We Believe:

That as adopted by the National Recreation Statement (1987), recreation is defined as “all those things that a person or group chooses to do in order to make their leisure time more interesting, more enjoyable and more personally satisfying”; and that recreation is an essential component of the quality of life and community building in Nova Scotia and must be valued and supported as a key partner in the fabric of human services in the province.

Mission Statement

Recreation Nova Scotia exists to lead all Nova Scotians and communities toward healthier futures through advocacy and services that promote the values and benefits of recreation.

As a result:

- Leisure lifestyle behaviors of Nova Scotians will be improved.
- Policy and decision making in the province of Nova Scotia will positively affect the ability of recreation to build healthier futures.
- Volunteers, students and recreation professionals have vitality and increased capacity to support the development of vibrant and healthy communities.
- There will be increased leisure opportunities accessible to all Nova Scotians.

Recreation Nova Scotia

Board of Directors – 2003-2004

President

President Elect

Vice President of Finance

Vice President of Board Development

Past President

Recording Officer

Director at Large (1 year)

Director at Large (1 year)

Director at large (2 years)

Director at large (2 years)

Director at Large (Student Representative)

Bob Suffron

Peter McCracken

Andrew James

Dianne Paquet

Vacant (as of September 2004)

Norma MacLean

Sue Burley

Sheila Fougere

Clifford Boudreau

Joan McDonell

Frank Burleigh

Tanya LeClair

Vacant (as of May 2004)

Nova Scotia Sport and Recreation Division
Liaison (ex officio)

CPRA Atlantic Representative(ex officio)

Recreation Nova Scotia Staff (ex officio)

Jim Campbell

Jill Brewer

Dawn Stegen

Recreation Nova Scotia Staff

2003-2004

Executive Director

Office Coordinator

HIGH FIVE Coordinator

CVI Coordinator

CVI Administrative Assistant

Active Living Coordinator

Active Kids Project Associate

Coop Students

Dawn Stegen

Bernie Jollie

Debbie Bauld

Becky Mason

Chioni McAlister

Carrie Ramsay

(June 2003 – July 2004)

Grace Taylor

Jenn Gillespie

(September – December 2004)

Tanya LeClair

(May – August 2004)

Amy Mac Pherson

(May – August 2003)

Nicole Delory

President's Annual Report

Strategically Positioned for Progress

Partnerships, Planning, Progress and Passion embodies your Association's commitment to the membership, as your Board and staff work harmoniously to ensure Recreation Nova Scotia remains the voice for recreation in Nova Scotia.



Bob Suffron, President

Imagine having Board members with vision, strong work ethics, commitment, dedication and, Oh yes!-are all volunteers. All this, just to give to the membership of their organization. And if that isn't enough, they had to deal with an Executive Director who is one of the best in the Country. Is it any wonder that Recreation Nova Scotia, your membership-driven organization, is a well-respected, forward-thinking and proactive network of volunteers, students, elected officials, businesses and professionals.

Board initiatives during the 2003-04 year were accomplished as they strengthened existing partnerships and began forging new ones. Your Board took steps to position RNS as a charitable organization which, when accomplished, will give access to a more diverse campaign for fund raising and reducing dependency of government funding. Challenged on a number of issues, the Board responded by creating or amending policy as it relates to RNS sponsorship involvement with tobacco and alcohol companies. To ensure Board credibility in terms of its volunteer members, a screening policy was strongly adopted. Membership engagement continued to be a high priority as Board members went about the Province to have meet and greet sessions with members to share information and gather their suggestions. Supporting the HIGH FIVE initiative 100%, RNS was able to form a partnership with the Office of Health Promotion for the launch of HIGH FIVE in Nova Scotia.

As OHP undertook a strategic audit of the Sport and Recreation Division, RNS informed and mobilized the membership so as to provide input into the development of the audit report. All Board members participated in the focus groups held throughout the Province - committing to be part of the process and not just the product.

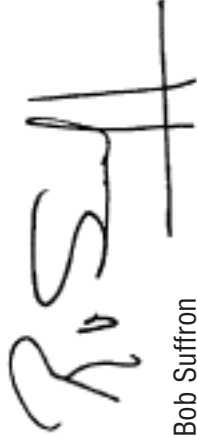
As we collaborated with the 12 Provincial and Territory Partners and CPRA, we worked hard to define "recreation" within a context of acceptability of all in the industry, throughout the country. The National Vision and Agenda is a priority of, not only RNS, but also the provincial recreation and parks organizations across the country and it shall serve as a strong foundation for pan Canadian partnerships and a united voice for parks and recreation in Canada. A committee of the Board is currently working on addressing the resolution to create a position of the Board on the definition of recreation. The proclamation of "June as Recreation Month", the first time ever, served as a starting point to promote the definition and value of recreation.

As the Board operates within Policy Governance, it was necessary to develop the Associations first Strategic Plan to ensure it moves forward within its Ends Statements, within which it operates. Although a sometimes tedious and arduous, your Board committed to the meetings needed to craft such a direction-setting document. A process that was designed to ensuring the membership and stakeholders would play a significant role in shaping the future of RNS. The Board has now adopted this Strategic Plan.

As this, the membership's Association, moves forward along the path within their Strategic Plan, Recreation Nova Scotia will continue to be an Association which truly represents its members through advocacy and trends analysis, be compassionate to the environment within which they do business and exemplify what Recreation is all about in this Province and across the country.

It has been my very distinct pleasure to serve with a Board of Directors with such commitment and passion, and to represent the Board and the members. Thank you to our very competent and dedicated staff and volunteers who give their "all" in what they believe.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Bob Suffron". The signature is stylized with a large, sweeping "B" and "S".

Bob Suffron
President

Report from the Vice-President, Finance

Fiscal Year Ending March 31, 2004

I am pleased to report to the membership of RNS the results of the past fiscal year and to provide information on some of the initiatives RNS has taken to improve the financial stability and governance of the organization. As you will note in the Auditor's report we had a surplus of \$1,248 for the 2003/2004 fiscal year. Due to the type of funding that allows RNS to operate we continue to look for new revenue streams and are vigilant in keeping the expenses in line with our revenue. The following are some of the initiatives addressed during the past year:

New Budgeting and Financial Reporting Process

The budgeting process for 2004/2005 was changed to show the revenues and expenses in the month in which they became effective with year end revenues and expenses now being forecast on a monthly basis, which allows for improved financial control.

Change to the Audit Process

The Profit and Loss Report is being aligned with the format of the Audit report, which will increase efficiency in creating the audit report. The audit process will be streamlined at the end of this fiscal year with upfront work being done prior to the start of the audit.

Creation of a New Financial Manual

A Financial Manual has been created that will be used to provide direction to all those within the organization who are performing any type of financial transaction.

Charitable Status

The Executive Director and the VP Finance are currently working to obtain charitable status for RNS.

Planning for the Creation of a Public Foundation

The VP Finance and the Executive Director are investigating the set up of a Public Foundation for RNS with the funds from the foundations going toward the advancement of the organization.

Board Expense Policy

There has been a change in the way board expenses are budgeted. The new process will require each committee to create a mini budget for the expenses they will incur. These mini budgets will be rolled up with the budget for the regular board meetings to create an overall board budget.

As this has been my first year on the board and the fiscal year ends in March I would like to thank the previous VP Finance, Myrtle Corkum, for creating a stable financial environment, which made it easy for me to step into this position. I would also like to thank my fellow RNS Board Members who have assisted me with my duties, increased their knowledge of the finances of the organization and are stepping up to take a more active role in financial governance. I would also very much like to thank our Executive Director Dawn Stegen and Staff Member Bernie Jollie for their attention to the financial details, as they ensure that RNS is kept on a sound financial foundation.

Respectfully submitted,

Andrew James
Vice President, Finance

**RECREATION NOVA SCOTIA
STATEMENT OF REVENUE AND EXPENDITURES**

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year ended March 31, 2004	Budget 2004	Total 2004	Total 2003
Revenue	\$	\$	\$
Memberships	26,000	28,381	30,172
NSSRD Funding	164,000	161,203	99,403
Fundraising	42,500	45,036	39,659
Active Living Alliance Grant	15,000	12,000	6,550
Go For Green Programs	4,000	4,000	4,000
High Five	166,000	183,226	54,942
Committees and Conference	42,000	34,000	52,436
Interest Income	45,000	42,364	44,336
Other	200	1,371	1,790
	3,300	661	
	508,000	512,242	333,288

Expenditures

Administration [page 5]	147,672
Fundraising Programs	19,174
High Five	51,934
Committees and Conference	42,355
	68,263
	505,250
	510,994

**Excess of revenues over expenses
Fund balances, beginning of year**

	2,750
	109,457

Fund balances, end of year

	110,705
	109,457

Harnish Bruce Shupe

**RECREATION NOVA SCOTIA
BALANCE SHEET**

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March 31, 2004	Total 2004	Total 2003
ASSETS	\$	\$
Cash and term deposits	18,071	38,153
Accounts receivable	48,014	12,873
Inventory	12,427	4,025
Prepaid expenses	4,041	
	82,553	55,051
Restricted Cash		
Investment Fund	22,802	33,803
Go For Green Fund	55,471	59,471
James Bayer Fund	3,285	1,850
	81,558	95,124
Capital Assets [note 4]	3,629	388
	167,740	150,563

LIABILITIES

Payable to Investment Fund	5,994
Accounts payable	26,612
Deferred Revenue	8,500
	57,035

57,035 41,106

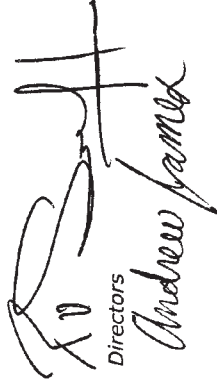
FUND BALANCES

Invested in capital assets	388
Internally restricted	95,124
Unrestricted	13,945
	110,705

110,705 109,457

167,740 150,563

Approved on behalf of the Board:


Directors
Andrew James

Harnish Bruce Shupe

Executive Director's Report

The rapid pace of organizational growth and development established over the past few years was maintained in 2003/04.

Reflecting back on the year, several key initiatives stand out: the development of a Position Paper on the Structure of the Office of Health Promotion, working with the Sport and Recreation Division on Active Kids-Health Kids, the provincial election of 2003 and advocacy campaign that focused on the insurance crisis impacting recreation groups and other not for profit associations, the evaluation of the HIGH FIVE demonstration phase and the completion of the HIGH FIVE Implementation Plan for Nova Scotia, RNS's contributions to the Canada Volunteerism Initiative as provincial co host; our involvement with national, provincial and territorial partners to develop a true National Vision for Parks and Recreation; and the "behind the scenes work" by dozens of volunteers to prepare for hosting the National Parks and Recreation Conference in the Fall of 2004.



*Dawn Stegen,
Executive Director*

Many of these new initiatives are the result of strengthening existing and establishing new partnerships with groups such as the Tourism Industry Association of Nova Scotia, Volunteer Canada and Community Links, Heart and Stroke and the Lifestyle Information Network, and the newly formed Office of Health Promotion, municipalities, and our parks and recreation colleagues and professional associations across the country.

Involvement in initiatives such as these ensures that Recreation Nova Scotia is well positioned on behalf of the field, to advocate for continued improvements and support.

In order to increase our influence in our alliances and with decision makers, we need to continue to position RNS as a key stakeholder in sport, health, and municipal affairs. Due to continued pressure on volunteer and staff resources, concerted action is necessary to ensure the Association has the capacity to expand in this vital role.

We also need to recognize the many opportunities there are to create affiliations with like-minded organizations in our sector. It is only through such affiliations that we will be able to deliver the range of services that our members need.

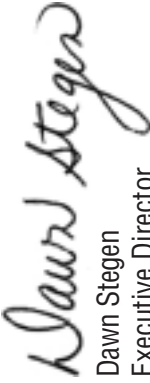
And although we've made significant progress in involving members across all regions, there is still much more work to be done in these areas. RINS can only ensure continued success through the ongoing involvement of volunteers. The Association must remain relevant and considerate of member's interests and needs. In that regard, we will focus increased effort on educational and training opportunities and ensuring that we raise our horizons in looking to new trends and opportunities. Your input, involvement, and commitment will not only make the Association successful, but also provide you a greater experience in our field.

As I sign off, I would like to express my sincerest thanks to the RINS Board of Directors, the members and the numerous volunteers for your support. Your contributions are tremendously appreciated!! A special thanks go to Norma MacLean, Dianne Paquet, Joan McDonell and Frank Burleigh who will be leaving the Board of Directors.

The association is justifiably proud of the talented individuals who comprise the Association's office workforce including Bernie Jollie, Office Coordinator, Becky Mason, CVI Coordinator, Debbie Bauld, HIGH FIVE Coordinator, Grace Taylor, part time staff with activekidsns.ca, and coop students Jenn Gillespie, Tanya LeClair, Amy MacPherson, and Nicole Delory

Throughout this Annual Report, you will find more information on the Association's activities. We urge you to read this over, discover the successes, and communicate to us the areas you feel could receive a greater concentrated effort.

Respectfully submitted



Dawn Stegen
Executive Director

Programs and Services – Highlights

2003-2004 Fiscal Year

Leisure lifestyle behaviors of Nova Scotians will be improved

- Became a delivery partner of the Active Kids Healthy Kids strategy and was awarded a three year contract to coordinate 6 major projects and initiatives.
- Launched the Activekidsns.ca web site. Full of ideas, success stories, programs, resources and research, this web site ad e-bulletin is a resource to help kids be active every day.
- Disseminated over 10,000 Physical activity guides for children and youth
- *Choosing the Right Program for your Child* resource was produced and 7500 copies were distributed to recreation directors and HIGH FIVE demonstration sites.

Policy and Decision Making in the province of Nova Scotia will positively affect the ability of recreation to build healthier futures.

- Over the past year Recreation Nova Scotia intensified its advocacy program on behalf of the recreation sector. RNS's key advocacy positions now include:
 - The recognition by municipalities that recreation is an essential service
 - The establishment of universal, equitable, and affordable use of schools and other community facilities by recreation groups
 - To encourage government and non-government to increase fiscal and non-fiscal resources, for community based initiatives that support increasing and maintaining the number of active Nova Scotians.
 - To encourage government and other organizations to have and maintain accessible recreational opportunities for marginalized and disenfranchised citizens.
- In partnership with the Tourism Industry of Nova Scotia and Sport Nova Scotia advocated for the provincial government and the Insurance Bureau of Canada to address the rising cost of premiums impacting non - profit groups. The result was a development of new education booklet to assist non-profit groups and the inclusion of non-profit groups in the Insurance Review Board Hearings.
- Through meetings with the leaders and ministers of each of the provincial parties, RNS, in its role as the CVI co host, encouraged the establishment of mechanisms to engage the voluntary sector. As a result the New Democratic Party appointed MLA Marilyn More, Critic for the Voluntary Sector, and we influenced the inclusion of volunteerism as a guiding principle within the provincial government's community development policy.

-
- Prepared a comprehensive Position Paper on the Structure of the Office of Health Promotion, invested in a strong advocacy campaign during election 2003 that lead to several media interviews, and provided members with the background and information to support their involvement in the strategic audit of the Sport and Recreation Division.
 - Received unanimous support from the membership for the June is Recreation Month Benefits Charter and the Definition of Recreation resolution.
 - Addressed infrastructure, and the physical activity agenda while representing RNS at a round table discuss with Prime Minister Martin.

Volunteers, students and recreation professionals have vitality and increased capacity to support the development of vibrant and healthy communities.

- RNS hosted three well attended meet and greets with members of the association and the Board attended five regional meetings.
- Coordinated the 2003 conference and tradeshow " Our Communities - Hidden Treasure" for over 220 delegates at the Oak Island Inn on the West Shore.
- Trained over 600 leaders in principles of Healthy Child Development, recreation supervisors in QUEST.
- Hosted the 2nd Annual Spring Symposium, titled, *The Changing Face of Municipal Recreation*, at Ledgehill, Middleton in partnership with Acadia University and the Nova Scotia Sport and Recreation Division.
- Trained over 380 professionals and volunteers in the Code of Volunteerism, Membership Engagement, Effective Organizations, Strategic Planning, Active Living Alliance "Activate" workshops for professionals and consumers, and volunteer management skills workshops.
- As provincial co host of the Canada Volunteerism Initiative we provided support to the Rural Volunteer Project People's School; developed a Youth Strategy for CVI, and partnered with Heartwood to design and deliver four workshops on how to make volunteer organizations more youth friendly; provided \$35,000 to over 50 community groups to support their efforts to build volunteer capacity in their association; and produced a Resource Reference Catalogue and Community Action Pack.

There will be increased leisure opportunities accessible to all Nova Scotians

- 195 community groups signed up for the RNS General Liability program, a 5% increase from the previous year.
- Raised over \$77,000 for community based recreation groups through the Lucky Duck Lotto.
- Awarded \$8500 of the Go for Green funding to projects that promote active living and environmental stewardship

Thank You to our 2003-2004 Committee Volunteers

Awards and Recognition Committee: Nancy MacAloney, Lana McMullen, Dave Brown

2004 National Conference Local Committee: Carol Pickings-Anthony and Karen MacTavish (Co Chairs), Bob Nauss (Entertainment), Rick Gilbert and Joan McDonell (Program), Paul D'Eon (Logistics), Annette Verge and John MacLean (Volunteer Services), Carol Davis Jamieson (Partners Program), Dawn Stegen (Marketing/Media and Government Relations), Tony Martin (Sponsorship), Deb Ryan and VRCEA (Tradeshaw), Trish Higby, Heather MacKay

Golf Tournament Committee: Kevin Benjamin (Chair), Blaise Landry, Scott O'Reilly, John Cotton, Clifford Boudreau

HIGH FIVE Management Committee (term completed May 2004): Debby Smith (Chair); John MacLean, Max Chauvin, Anne Cogdon, Chad Haughn, Noreen Guptill

Education and Training Committee: Grace Taylor (Chair), Carol Pickings Anthony, Max Chauvin, Marilyn Smith, Nila Ipson, Tracey Burgess, Mike McGuire

Accessibility Committee: Bud Brown (Chair), Paul D'Eon, Laureen Rehman, Heather MacDonald, Janet Landry

Spring Symposium 2004: Planning Committee: Carol Davis Jamieson, Brenda Robertson

Go for Green Representative: Shawna Shirley

Nominations Committee: Norma MacLean, Marilyn Johnston, Philip Hochman

Resolutions Committee: Peter McCracken, Sharon Martin, Bob Suffron, Norma MacLean

Board Monitoring Committee: Dianne Paquet, Joan McDonell, Andrew James

CVI Coordinating Committee: Linda Atkinson, Bernie Hart, Sandra Murphy, Peter Mortimer, Susan Sanford*, Mike Rothenburg, Carla Malay*, Jane Caiger, Wendy Skinner, Cathy MacCuish, Gary Gaudet, Kevin Quimlin, Wendy Robichaud, Magie Gillis, Margot Walsh Leaman, Jean Legere (ex officio), Dave Warner, Mary Smith Marquis
* stepped down in 2003

Go for Green Representative: Shawna Shirley

Board Membership Engagement Committee: Norma MacLean, Sue Burley

Recreation Nova Scotia relies on the generosity and expertise of volunteers. Many individuals participate and contribute as members of advisory committees, working groups, focus groups, in the office and as champions throughout the province. Volunteers also help with the day-to-day tasks associated with a provincial organization. Recreation Nova Scotia is grateful to volunteers for their dedication and commitment.

Many thanks to all our sponsors and funding partners who generously supported Recreation Nova Scotia events and programs during 2003-2004



THE
DAILY
NEWS



April 2003 Provincial Volunteer Award Ceremony



2003 James Bayer Bursary Golf Tournament Banquet Sponsor

Platinum Sponsor: Cape Breton Recreation and Tourism Directors

Silver Sponsor: D'Costa Marketing

Bronze Sponsor: Mooseheads Hockey Club
Halifax Regional Municipality
Big Daddy's Ramp and Rails

Hole Sponsors

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Conference 2003 Signature Sponsors



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*Municipality
of the
District of
Chester*

**THE
DAILY
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2004 Lucky Duck Lotto



**THE
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**Government and other funding partners
(2003-2004 fiscal year)**

Special thanks to

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For their support by producing the 2003-2004 Annual Report

Special thanks for the many companies, supporters and municipalities that contributed prizes to the 6th Annual Conference, Recreation, and 5th Annual James Bayer Bursary Golf Tournament.



Recreation

NOVA SCOTIA

HEALTHIER FUTURES through RECREATION

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