



RECREATION NOVA SCOTIA

BOARD APPLICATION FORM 2026/2027

Date of Application (Print)

Sept. 21, 2026

Name

Dawn Stegen

Mailing Address:

1924 Gulf Shore Road

Gulf Shore

Nova Scotia

B0K 1L0

City

Province

Postal Code

dawnstegen@gmail.com

902-333-4169

Email

Phone

Please tell us about the relevant talents and abilities which you will bring to the Recreation Nova Scotia Board of Directors.

I bring over 45 years experience in the recreation sector. After graduating from the Recreation and Physical Education program at Acadia University in 1987 I began working for the Canadian Red Cross as a Coordinator and later as a Manager in Aquatic Safety Services. Throughout my career she has held leadership roles involving community engagement, organizational and board development, strategic planning, human resources and financial management. I have held a range of positions including Executive Director of Recreation Nova Scotia from 1998-2009, Manager of Recreation with the Dept. of Health Promotion and Protection 2009-2011, Director of Regional Services for the Communities Sport Recreation Division with CCTH from 2011-2020, and Executive Director of the Accessibility Directorate with the Dept of Justice from 2020-2026. Over the years I was involved with CPRA, Thrive, the NS Trails Strategy, the Recreation Strategy, Before and After School initiative NSBAP, National Volunteerism Initiative, Let's Get Moving Strategy, and the National Recreation Framework.

What do you personally hope to achieve by volunteering on the Board?

Newly retired, I am interested in serving on the board because I has a strong interest in the success and potential of the organization and believe deeply in its purpose and the value it brings to recreation field and other sectors. I can bring strong relationship building skills to the board, along with a genuine interest in connecting with others and building meaningful relationships. I hope to support the organizations continued growth and success.



Are you willing to travel within Nova Scotia to Board meetings up to 4 to 5 times per year? Meetings are typically full days (10am-3pm) in length with 1-2 overnights required. (all expenses are paid):	☒ Yes Yes ☐ No
Do you have a criminal record involving theft, fraud, abuse or harassment, for which no pardon has been granted?	☐ Yes ☒ No No
Under the laws of Canada and its provinces are you legally competent to conduct business and enter into contracts?	☒ Yes Yes ☐ No
Will you participate in the RNS Board screening process and orientation before serving on the Board?	☒ Yes Yes ☐ No
Do you consent to the disclosure of the information provided for the purpose of putting forward your candidacy?	☒ Yes Yes ☐ No
Are you a current member of Recreation Nova Scotia?	☒ Yes Yes ☐ No

Available Board Positions:

- | | |
|--|--------------------------------|
| 1. Recording Officer (1 year)* - <i>Current Director Re-Offering</i> | 4. Director at Large (1 year) |
| 2. Vice-President of Monitoring (2 year) | 5. Director at Large (1 year) |
| 3. Student Director (1 year) | 6. Director at Large (2 years) |

*proposed by-law change at 2026 AGM to change this position to Director at Large (2 years)



Please indicate which positions you are applying for

Interested in the Director at Large 2 year term. If not successful I would be interested in the Director at Large 1 year term

Application Signature

Don Foyen

Date

September 21, 2026

Please return...

- ☐ This application form
- ☐ "Call for Nomination" form
- ☐ Your resume/curriculum vitae
- ☐ One reference letter

Return the nomination form by September 23, 2026, to:

Recreation Nova Scotia

Attention: Nominations Committee Chair

Email: gmounsey@recreationns.ns.ca



Recreation Nova Scotia Call for Nominations 2026/2027

Members of Recreation Nova Scotia (RNS) are encouraged to submit nominations for directors & officers to the attention of the *Chairperson of the Nominations Committee* by Wednesday 23rd September. The proposed slate is circulated to members 14 days before the RNS Annual General Meeting (AGM) via email. Nominations will be accepted from the floor during the AGM taking place on October 14, 2026 at the Best Western – Glengarry, Truro.

We, the undersigned, wish to nominate (print)

Dawn Stegen

for the Position of:

Director at Large 2year with the understanding it is changing to a 2 yr term

Nominee Contact Information:

1924 Gulf Shore Road, Gulf Shore, Nova Scotia, B0K1L0

Mailing Address:

as noted above

City

Province

Postal Code

Email

dawnstegen@gmail.com

Phone

902-333-4169



Please provide a brief biographical sketch of the nominee, which illustrates the relevant talents, skills, and abilities that the individual will bring to the position for which they are nominated.

Dawn Stegen brings over 45 years of experience in the recreation sector, with a background in policy, advocacy, funding, accessibility, planning and leadership. Throughout her career she has held leadership roles involving community engagement, organizational and board development, strategic planning, human resources and financial management. Dawn has held a range of positions including , being the first Executive Director of Recreation Nova Scotia from 1998-2009, Director of Regional Services for the Communities Sport Recreation Division with CCTH from 2012-2020, and Executive Director of the Accessibility Directorate with the Dept of Justice from 2020-2026. Newly retired, Dawn is interested in serving on the board because she has a strong interest in the success and potential of the organization and believes deeply in its purpose and the value it brings to recreation field and other sectors. Dawn would contribute her experience, skills and perspective to support the organizations continued growth and success.

Signature of Member

Marlene Melanson

Signature of Member

Rachel Bedingfield

Print Name

Marlene Melanson

Print Name

Rachel Bedingfield

Phone

902-318-5609

Phone

Email

marlene.melanson@antigonishcounty.ca

Email

Nominee Acceptance Form

☒ I accept this nomination and agree to stand as a candidate for election to the RNS Board of Directors for the position specified in the RNS By-Laws. **I ACCEPT ... DS**

☒ I agree to the terms of the By-Laws, which state that RNS Board members must be members of RNS in good standing. **I agree... DS**



Signature of Nominee:

Dawn Stegen

Nomination Process

1. Application to be sent for review to the RNS Nominations Committee by **Wednesday 23 September, 2026**.
2. An application must include four components:
 - ☐ The Board Application Form (available on the website)
 - ☐ The Call for Nomination Form (this document)
 - ☐ At least one Reference Letter supporting the candidate's application and
 - ☐ A Resume/Curriculum Vitae.
3. The Nomination Committee will review applications, check membership status, screen and interview nominees and make recommendations.
4. Additionally, the usual process of nominations from the floor of the Annual General Meeting will be followed. The AGM will take place on **October 14, 2026, at the Best Western – Glengarry, Truro**.
5. If there is more than one nominee, each candidate will be given up to two minutes to address the membership if desired. If a nominee is not present, another member can read the prepared speech of the absent nominee.
6. The President-Elect nominee(s) will be given up to three minutes to address the membership.
7. In case of nominations from the floor, if elected, the candidate must pass the RNS Board Screening policy before assuming office.

Available Board Positions:

- | | |
|--|--------------------------------|
| 1. Recording Officer (1 year)* - <i>Current Director Re-Offering</i> | 4. Director at Large (1 year) |
| 2. Vice-President of Monitoring (2 year) | 5. Director at Large (1 year) |
| 3. Student Director (1 year) | 6. Director at Large (2 years) |

Note: The Recreation Nova Scotia website contains detailed [role descriptions](#).

Return the nomination form by September 23, 2026, to:

Recreation Nova Scotia
Attention: Nominations Committee Chair
Email: gmounsey@recreationns.ns.ca

September 22, 2026

To Whom it may concern,

I am writing in support of Dawn Stegen's candidacy for the position of Director at Large on the Recreation Nova Scotia Board of Directors. I have known Dawn for the entirety of my professional career, and it is my privilege to recommend her without reservation.

As the first Executive Director of Recreation Nova Scotia, Dawn hired me to help deliver workshops across the province, training recreation professionals in inclusive programming practices for persons with disabilities. It was Dawn's vision that shifted the recreation sector in Nova Scotia toward more inclusive practices and established RNS as a national leader in this work.

As a young professional entering the field, I was mentored by Dawn, who demonstrated firsthand the positive impact recreation can have on communities across Nova Scotia. We traveled to remote regions of the province, setting up temporary offices in local recreation facilities to better understand both the communities and the practitioners serving them. I witnessed Dawn consistently prioritize these relationships, ensuring they informed every decision about how Recreation Nova Scotia could best support RNS members and communities at large.

Later, as Regional Manager for the Recreation and Sport Division of the Province of Nova Scotia, I saw Dawn work closely with her staff and advocate effectively for their work and insights at the provincial level. Her talent for building strategic partnerships and understanding complex systems was instrumental in advancing recreation priorities across the province.

Most recently, as Executive Director of the Nova Scotia Accessibility Directorate, Dawn led the provincial mandate to build a more inclusive province, championing new recreation standards for the built environment and once again positioning Nova Scotia as a national leader in accessible recreation.

Throughout her career, Dawn has been known for her professionalism, integrity, work ethic, and genuine kindness. Recreation Nova Scotia will benefit greatly from her presence on the board; her strategic thinking, deep knowledge of the sector, and evident passion for the work will be tremendous assets as RNS moves into its next chapter.

Sincerely,



Rachel Bedingfield

RNS member

RNS CPRA representative

Dawn Stegen

1924 Gulf Shore Road, Gulf Shore, Nova Scotia, B0K 1L0

902 333 4169

dawnstegen@gmail.com

Personal

A highly motivated senior leader with over 40 years of experience in administration, organizational development, community engagement and inclusion. Strong interpersonal and team building skills. Able to quickly set direction, identify and analyze problems, develop relationships, achieve results, and successfully champion change and implement solutions and plans.

Work Experience

A rewarding period of retirement

April 2026 - present

Executive Director

Province of Nova Scotia, Department of Justice, Accessibility Directorate

June 2020 – April 2026

Responsible for providing strategic leadership to government in matters related to persons with disabilities, and management of the Accessibility Directorate, which includes setting direction, taking action and leading the implementation of the Accessibility Act and Access by Design 2020, as well as serving as a primary representative and liaison for government and external collaboration. Report to the Associate Deputy Minister of Justice and serve as liaison to the Accessibility Advisory Board.

Key Accomplishments under my tenure:

- Lead the development of Nova Scotia's first accessibility standard regulations for education, built environment and employment, communications, public transportation, and customer service
- Developed a multi-year, public awareness campaign called *Access Includes Everyone*.
- Developed the Compliance and Enforcement Framework for the Accessibility Act
- Developed mandatory accessibility training for all government staff
- Enhanced supports and resources to help all communities and other entities meet their obligations under the Accessibility Act

Director of Regional Services

**Province of Nova Scotia, Department of Health and Wellness, (2015) Department of Communities, Culture, Tourism and Heritage
October 2011– May 2020**

Responsible for leading and fostering a team of 25 regional managers and program officers in 6 offices across the province. Provided leadership to the development and delivery of plans, programs, and strategies in support physical activity, recreation, and sport priorities. Championed opportunities and partnerships across government and with community to achieve results. Accountable for 4.5M budget including several capitol and program grants. Served as co-chair of CCTH Senior Management Team and represented the department on numerous provincial and national committees including the FPT Sport Committee and the National Recreation Leadership Committee.

Key Accomplishments:

- The Shared Strategy for Trails in Nova Scotia (2019)
- Confronting the Challenges to Access Summit (2018)
- Nova Scotia Before and After Program (2018)
- Business Accessibility Grant Program (2017)
- Regional Adaptable Equipment Loan Program (2016)
- The Nova Scotia Recreation Shared Strategy (2015)
- Women Active Nova Scotia (2014)
- Facility Access Program (2013)
- Connect.ca – database (2012)
- Mi'kmaq Physical Activity Leadership Program (2012)

Manager of Recreation

**Department of Health Promotion and Protection
2009 – 2011**

Responsible for developing and managing plans and programs for the Physical Activity, Sport and Recreation Division. The position included supervisory responsibilities of three (3) program officers.

Led capacity building initiatives, policy development and established alliances. Oversaw funding for recreation organizations, AT, trail expansion, and outdoor projects.

Key Accomplishments:

- Funding Guidelines for provincial recreation organizations
- Government Summit on Trails (2010)
- Guidelines for Healthy Eating in Recreation and Sport Settings (2011)
- Provincial Active Transportation Interdepartmental Team (PATT) (2011)
- Thrive! A plan for a healthier Nova Scotia (2012)

Executive Director
Recreation Nova Scotia (RNS)
1998 - 2009

Served as the first Executive Director of Recreation Nova Scotia and provided strategic leadership and management to this new provincial non-profit organization. Responsibilities included establishing and fostering strategic alliances and partnerships, managing multiple initiatives and events, capacity building programs for the recreation sector, external awareness campaigns to promote the benefits of recreation, evaluation and monitoring, fund raising, advocacy, media relations, membership services, human resources, financial management and business planning. Served as spokesperson for the association, was accountable to the Board of Directors and supervised six employees and supported many 80 volunteers.

Key Accomplishments:

- HIGH FIVE, a quality assurance system focused on child development
- June is Recreation Month annually campaign
- Active Kids Healthy Kids Strategy
- Advocacy campaigns that influenced policy
- Provincial lead for the Canada Volunteerism Initiative (5 years)
- Provincial partner for the Active Living Alliance for Canadians with Disabilities
- Everyone Gets to Play Nova Scotia, making recreation more accessible for children from low-income families
- The Recreation for ALL Foundation
- Recreation for Health Initiative

Community Response Manager
Canadian Red Cross, Nova Scotia
1996-98

Responsible for Emergency Services, the Health Care Equipment Loan program, Abuse Prevention Services, and International Services in Nova Scotia. Provided support and guidance to the over 60 volunteer Red Cross Branches and supervised five (5) regional coordinators.

Key Accomplishments:

- Violence and Abuse Prevention Program
- International Humanitarian Law training
- Emergency Response Vehicle
- Red Cross Branch System Redesign Plan

First Aid Coordinator

Canadian Red Cross, Nova Scotia

1994-96

Responsible for delivery of the First Aid Program in Nova Scotia including training, marketing, partnerships, program development, evaluation, and advocacy. Provided supervision and support to two employees and over 80 instructors.

Key Accomplishments:

- Recognition of Red Cross First Aid under the OHS Act.
- Authorized Provider Program

National Coordinator

Canadian Red Cross, National Headquarters, Ottawa (secondment)

1993-94

Responsible for the national drowning research program and water safety social marketing campaign. In partnership with McGill University produced national reports on water related fatalities in Canada, and in collaboration with the Canadian Coast Guard designed the *Water Watch* and *Buckle Up Sober* national campaigns. Represented the Canadian Red Cross on national injury prevention related committees.

Small Craft Safety (SCS) Coordinator

Canadian Red Cross, Nova Scotia

1987- 93

Responsible for the delivery of the Small Craft Safety program. Supervised seasonal employees and instructors. Duties included the instructor training program, forecasting, funding, marketing, program development, evaluation, and quality assurance.

Accomplishment:

- Personal watercraft (jet ski) safety mobile unit
- Adaptive boating and paddling instructor training
- Province-wide school-based boating and ice safety program
- Partnerships with municipalities, Canoe Nova Scotia, Canadian Coast Guard, and regional school boards.

Education

Acadia University, Wolfville

Bachelor of Science, Recreation and Physical Education (Honors)

September 1983 - May 1987

Additional Qualifications

Executive Leadership Certificate, Province of Nova Scotia, 2014

Managers Certification, Province of Nova Scotia, 2010

Henson College, Not for Profit Certificate, 1994

Current Community and Volunteers Contributions

Chair Pugwash Harbourfest 5km

Member of Recreation Nova Scotia

Member Northumberland Curling Club

Member Northumberland Pickleball Association

Member, Friends of the Pugwash Estuary

Provincial Out trip Leader, Duke of Edinburgh, 1999-2018

Leader and Provincial Camp Commissioner, Girl Guides, 1987–2015