



Board Meeting
January 17th, 2019 | 6:30 PM
Town Council Chambers

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In Attendance

Board Members Present: Don Anderberg, Brian McGillivray, Sussanne O'Rourke, Christy Gustavison, Page Murphy and Kim Thomas

PCCELC Staff Present: Kathy DeGinnus and Stephanie Smith

Town Staff Present: La Vonne Rideout, David Green and Dylan Bennett

1. Call to Order

Don Anderberg called the meeting to order at 6:35 PM

A Quorum was present for the meeting

2. Approval of Agenda

Motion | ELC-001 | McGillivray

That the agenda be approved as amended, with the amendment being the addition of Item 6f. Community Concern (In-Camera)

Carried

3. Approval of Minutes – December 13, 2018 Meeting

Motion | ELC-002 | McGillivray

That the minutes of the December 13, 2018 meeting be approved as circulated

Carried

a. Motion Forms and Numbers

The board discussed the use of Motion Forms and assigning a number to each motion

4. Operations Update – PCCELC Ltd. – St. Mike's – Kathy DeGinnus

a. Financial Report (to December 31, 2018)

The Board reviewed the Balance Sheet and the Profit & Loss Report, as provided by Kathy DeGinnus (as attached to these minutes). A deposit error has been corrected for the new year. Kathy emphasized the need for all expenses to come through the PCCELC's records.

Motion | ELC-003 | O'Rourke

That the Board accept the Financial Report as information Carried

b. Financial/Administrative Processes

Discussed during Item 4a.

c. Client Numbers

The following statistics were provided to the Board:

AGE GROUP	MAX	CURRENT
0 – 18 Months	8	5
19 – 35 Months	12	10
3 – 6 Years	17	17
Out-of-School	20	10

Stephanie mentioned the facility is extremely full. Kathy accentuated that the Centre cannot market their Out-of-School program due to limited space. Concerns regarding the janitorial services at St. Mike's were discussed. The Board discussed the possibility of using the Town Hall Gym for additional space. David recommended the PCCELC come up with a schedule of when they would like to use the gym, and then check with the Town Office for availability.

Motion | ELC-004 | McGillivray

That the Board request the PCCELC work with Administration to resolve the janitorial concerns at St. Michael's School Carried

Motion | ELC-005 | Murphy

That the Board direct the PCCELC to meet with the Recreation Department to discuss the use of Town facilities for the Out-of-School program Carried

The Board moved to discuss Item 6f. Community Concern (In-Camera) while the PCCELC Staff were present

6. Unfinished/New Business

f. Community Concern (In-Camera)

Motion | ELC-006 | Anderberg

That the Board agree to move In-Camera at 7:15 PM with the following present:

Don Anderberg, Brian McGillivray, Sussanne O'Rourke, Christy Gustavison, Page Murphy, Kim Thomas, Kathy DeGinnus, Stephanie Smith, La Vonne Rideout, David Green, and Dylan Bennett

Carried

Motion | ELC-007 | Anderberg

That the Board agree to move out of In-Camera at 7:38 PM

Carried

Kathy DeGinnus and Stephanie Smith left the Board meeting at 7:38 PM

The Board discussed the need to sign and enforce a Code of Conduct for the PCCELC. Don suggested that Kathy could provide a copy during the next board meeting.

5. Business Arising

a. RFD/Approval for Subdivision Processes – Both Sites

David mentioned the RFD went to Council. The Board is currently waiting for approval from the Minister of Education. It was discussed that the Board could either purchase or lease the land for the Canyon location. The land will be acquired and subdivided at the St. Mike's location. Don recommended the land survey be performed on each location in the interim.

Motion | ELC-008 | McGillivray

That the Board direct Administration to contact both school districts to request permission to survey both sites

Carried

b. Directors and Officers Liability Insurance

David informed the Board that the insurance is in place.

c. Preparation of Request to GoA Children's Services

The Board discussed the drafting of the request to Children's Services. Christy created a rough draft that focused on the PCCELC's vision, request to Children's Services, and its connection to the community. The Board stressed the importance of focusing on partnerships, and recommended they ask Children's Services to cover half of the capital costs.

6. Unfinished/New Business

a. Business License

The PCCELC now has a business license. David provided all Directors with a copy of the standard business documents, and had Directors sign the necessary forms.

b. Community Information Process for Subdivision

The Board discussed preparations for the community information night that will be held in March. David has contacted Talbera to inquire about obtaining a 3-D concept model based on the facility drawings.

c. Terms of Reference PCCCLC Board – Version 2

Adjustments have been made to the Terms of Reference based on the recommendations discussed in the December 13th board meeting.

Motion | ELC-009 | McGillivray

**That the Board defer the Terms of Reference discussion to the next board meeting
Carried**

d. Building Format Options (Modular/Stick-Build, etc.)

It was agreed that Talbera International Technologies Ltd. would be asked for recommendations.

e. Director Resignation and Replacement

Director Page Murphy is re-locating to Nova Scotia. Her board position will be advertised as of March 1st. David requested that Page submit a letter of resignation to the Board.

7. Date for Next Meeting

February 21st, 2019 | 6:30 PM | Town Council Chambers

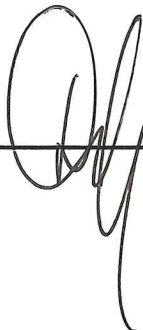
8. Adjournment

There being no further business, Page Murphy declared the meeting adjourned at 9:11 PM.

Read and approved this 21st of February, 2019

X

Director



X

Director

