



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

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In Attendance

Board Members Present

Don Anderberg, Brian McGillivray, Sussanne O'Rourke, Wayne Elliott, Christy Gustavison and Kim Thomas

Absent with regret

Page Murphy*** (now retired from the Board)

PCCELC Staff Present

Kathy DeGinnus

Town Staff Present

Laurie Wilgosh, La Vonne Rideout, David Green and Dylan Bennett

1. Call to Order

Don Anderberg called the meeting to order at 6:32 PM

A Quorum was present for the meeting

2. Approval of Agenda

Motion | ELC-010 | McGillivray

That the agenda be approved as amended, with the amendment being the substitution of Item 6a. 'Terms of Reference PCCELC Board' with 'Letters from LRSD and Holy Spirit School Divisions'
Carried

3. Approval of Minutes – January 17, 2019 Meeting

Motion | ELC-011 | O'Rourke

That the minutes of the January 17, 2019 meeting be approved as circulated

Carried

4. Operations Update – PCCELC Ltd. – Kathy DeGinnus

a. Financial Report

The financial report was not distributed at the meeting. Kathy will forward the report to the board members once it is finalized. No requisitions for additional funding have been made since November. Kathy will invoice the PCCELC for all expenditures and will be reimbursed from their account.

b. Administrative Processes

Kathy is striving to keep expenses around \$300/month. The Centre has applied for accreditation in April. Kathy is focusing on obtaining Professional Development funding to recruit and retain quality staff. The Centre is also looking to upgrade the levels of their current staff. The Board discussed the development of a Code of Conduct for Families. David recommended that each board member be provided a copy of the Staff and Parent Handbook. La Vonne suggested the Code of Conduct should be posted on the PCCELC website and that the staff directory needs to be updated. Kathy mentioned there are still issues surrounding the janitorial services. David requested the Centre provide a list of shortcomings to the Board and Town Staff will draft a letter to St. Mike's if necessary.

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	16	18
Out-of-School	20	10

The PCCELC is at full capacity. Kathy is advocating for additional off-site activities for the Out-of-School program due to lack of space.

Motion | ELC-012 | McGillivray

That the Board accept Kathy's report as information

Carried

5. Business Arising

a. Coordination of Subdivision, etc. – Talbera International

Town Council has approved funding to involve Talbera International in the various facility planning and construction projects. David provided the Board with Talbera's project timeline. Talbera will start the building design phase on April 15th and will have the site designs

completed by June 15th. Construction of the new facilities is scheduled to be completed by October 30th. Both facilities will be constructed simultaneously. Quotes for the land assessments were provided to the Board. It was stressed that the entire project is incumbent upon approval and funding from the Minister. LRSD and Holy Spirit have submitted letters to the Minister regarding the land subdivision. Don will contact the Minister on March 4th if no response is received beforehand.

b. Concept Drawings – Talbera (Motions of Council)

Discussed during Item 5a.

Motion | ELC-013 | Elliott

That the Board receive the Coordination of Subdivision and Concept Drawings discussions as information

Carried

c. Community Information Process for Subdivision

The Board is looking to present the facilities project during the Community Information Evening on March 28th. Talbera International will need to develop concept drawings to present at the event. Concern was expressed about holding a presentation without approval from the Minister. The Board requested that both school boards be contacted to inquire into leasing the land if approval is not obtained.

d. Preparation of Request to GoA Children’s Services

Christy has made additional progress on the letter to the M.D. Don mentioned the M.D. has requested a presentation on the day care project. The presentation will be given once the land is secured. Christy will be distributing a Google Doc’s link to the Board to provide members the ability to edit the letter to the minister.

e. M.D. Update Letter

Discussed during Item 5d.

6. Unfinished/New Business

a. Letters from LRSD and Holy Spirit School Divisions

Discussed during Item 5a.

b. Grant Applications

La Vonne is working on grant applications with the Community Grant Writer. The building design, whether modular or stick-build, will need to be confirmed for some applications.

c. Director Resignation and Recruitment

**Page's letter of resignation has been received by the Board. David distributed a draft of the Director Opportunity posting.

Motion | ELC-014 | Elliott

**That the Board accept the advertising of the PCELC Board of Directors position as presented
Carried**

d. Election of Officers

Election Officers, including President, Vice-President, Treasurer and Secretary, will need to be established for the Board. An Organizational Meeting will need to be held for these positions. The motion concerning the establishment of the Chair and Vice-Chair positions will need to be rescinded. A new motion can then be created to establish these new Election Officers.

Motion | ELC-015 | O'Rourke

**That the Board refer the Election of Officers discussion to the next board meeting
Carried**

7. Date for Next Meeting – March 21, 2019, 6:30 PM, Council Chambers

The meeting date will need to be changed due to a conflict with the Joint Council Meeting

Motion | ELC-016 | Thomas

**That the Board agree to convene on Tuesday, March 26, 2019 at 6:30 PM in the Town Council
Chambers
Carried**

8. Adjournment

There being no further business, Sussanne O'Rourke declared the meeting adjourned at 7:48 PM

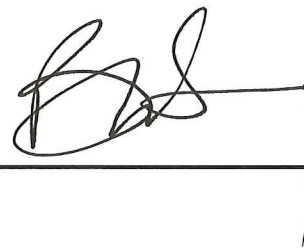
Read and approved this _____ of March, 2019

X



Director

X



Director