

**Pincher Creek Community Early Learning Centre Ltd.
Board Meeting – March 26, 2019 - 6:30 PM Council Chambers
Minutes – SIGNATURE COPY**

Board Members present: Don Anderberg, Brian McGillivray, Sussanne O'Rourke, Wayne Elliott, Christy Gustavision, Kim Thomas

Town Staff present: Laurie Wilgosh, La Vonne Rideout, David Green

Child Care Staff present: Kathy Deguinnus, Stephanie Smith

1. Call to order: Don called the meeting to order at 6:30
2. Approval of Agenda

Motion ELC-017 Elliott

**That the agenda be approved with the addition of 4 e) Association Membership
Carried**

3. Approval of Minutes of February 21, 2019 meeting

Motion ELC-018 McGillivray

**That the Minutes o the February 21, 2019 meeting be approved as circulated.
Carried**

4. **Operations update – PCCELC Ltd. – Kathy DeGinnus**

- a. Financial report: Kathy provided a draft of the January to February Income Statement and the Balance Sheet as of February 28th.

Motion ELC-019 McGillivray

**That the Board receive the financial statements as information
Carried**

- b. Administrative Processes – nothing to report

- c. Client Numbers – St Michael's

AGE GROUP	MAX	CURRENT
0 – 18 Months	8	7
19 – 35 Months	12	11
3 – 6 Years	17	16
Out-of-School	20	10

Motion ELC-020 O'Rourke

To accept the client number update as information.

Carried

d. Board Discussion

Motion: ELC-021 McGillivray

That the Board move into a closed meeting at 6:50 with the following present: Don Anderberg, Brian McGillivray, Sussanne O'Rourke, Wayne Elliott, Christy Gustavision, Kim Thomas, Laurie Wilgosh, La Vonne Rideout, David Green, Kathy Deguinnus, Stephanie Smith

Carried

Motion ELC-022 McGillivray

That the Board move out of the Closed Meeting at 7:27

Carried

Motion ELC-023 McGillivray

That the discussion be received as information.

Carried

- e. **Association Membership:** The board agreed that membership in the Association of Early Childhood Educators of Alberta is important (Fee is \$125.00 annually). Other incidental expenses were also discussed.

Motion ELC-024 McGillivray

That the Board approve expenditures up to \$1,000.00 to cover the cost of Association membership and other incidentals (to be verified by list) and further, that the Board recommend to Council that funds be forwarded into the PCCELC account to cover the March payroll shortfall.

Carried

5. Business arising.

- a. **Ministerial Approval:** It was agreed that the letter to the Minister of Children's Services should be finalized as soon as possible in order to place PCCELC in the "queue" for consideration following the Provincial election.
- b.) **Facility Planning Update – Reports from Talbera**
- i) **Concept Drawings:** the Board reviewed the draft concept drawings received from Talbera. It was agreed that some of the drawings should be on display at the March 28 community information night.
- ii) **Survey, Geotech & Environmental Assessments:** These activities will proceed quickly once the Offer to Purchase has been accepted by the School Boards. It was agreed that all site activities

should be preceded by a call to the Principals of the schools.
Some form of fencing will be required.

- iii) **Exterior finish and cladding options:** No discussion at this time
- iv) **Cost projections (construction and operating):** These costs are not available at this time. While a construction cost range of \$170 to \$200 per sq ft is likely, building type will be the final determining factor.

Motion ELC-025 McGillivray
That Administration be directed to request information from Talbera regarding a Design-Build process for modular structures.

Carried

- v) **Meeting schedule with Talbera:** At the February 21 Board meeting it was agreed that we should meet with Talbera at least once per week (either in person or by conference phone). Further, it was agreed that we should set up a meeting with Talbera to discuss various building specification options related to modular construction.
- vi) **Lease Negotiation with HSSD:** It was agreed that the Board should confirm with Holy Spirit School Division that the new facility at St. Michael's would not be built by September of 2019 and that we will require an extension of our lease. A letter of request will be prepared.

Motion ELC-026 Gustavison
That Administration be directed to prepare a letter requesting lease extension.

Carried

It was noted that Livingstone Range School division should also be notified regarding the predicted completion date.

- vii) **Timeline - School Notifications (all phases and site activity):** It was agreed that all site activities should be preceded by a call to the Principals of the schools. Some form of fencing will be required.

Motion ELC-027

Gustavison

That both schools are to be notified prior to any access by contractors

Carried

- viii) **Coordination of subdivision (Legal):** North and Company is preparing the Agreement to Purchase for both sites as a first step in the subdivision process.

6. Unfinished/New Business

- a. Terms of Reference PCCELC Board:

Motion ELC- 028 McGillivray

That the Terms of reference be approved as circulated

Carried

- b. Grant applications – Grant applications will be able to proceed once the building specifications have been finalized. La Vonne will continue to work with the Community Grant Writer .

7.

- a. Borrowing Bylaw specifications: The Board reviewed the Alberta Capital Finance Authority (ACFA) borrowing loan application dates, application requirement timelines and “indicative interest rates”. It was agreed that Don will contact ACFA for further discussion.
- b. Advertising and Recruitment for Director: The Board has received one application for the position of Director. It was agreed to wait until the April 15th deadline before making a decision.
- c. Election of Officers:

Motion ELC – 029 O’Rourke

That the following Motion of July 30, 2018, (made by Brian McGillivray) be rescinded: “That the Committee appoint the existing Day Care Committee members to the NPO Board of Directors and present the proposal to Council for approval.”

Carried

Motion ELC – 030 O'Rourke

That Don Anderberg be appointed as President, that Brian McGillivray be appointed as Vice-President, and that Kim Thomas be appointed as Secretary-Treasurer of Pincher Creek Community Early Learning Centre Ltd Carried.

- d. Community Information presentation: Sussanne O'Rourke will do the presentation at the Community Information Night on Mar 28th.
- e. Request to GoA Children's Services: See Item 5 a.
- f. MD letter – timing and content: Christy will send the draft of the MD letter to the Board in word format.

7 f. Continued: It was agreed that the following information is required from Albert:


What does the \$170.00 to \$200.00 per square foot include? (ie. site prep, service installation, playgrounds, interior furnishings, fencing etc)

- g. Offer to Purchase: North and Company has completed the Offers to Purchase for both sites.

8. Date for Next Meeting – April 18th, 2019, 6:30 Council Chambers

- 9. Adjournment: there being no further business, Kim Thomas declared the meeting adjourned at 9:20 PM.

Read and approved this 18th Day of April, 2019



Director



Director