



Board Meeting
April 18, 2019 | 4:00 PM
Town Council Chambers

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In Attendance

Board Members Present

Don Anderberg, Brian McGillivray, Scott Korbett, Wayne Elliott and Kim Thomas

PCCCLC Staff Present

Kathy DeGinnus and Stephanie Smith

Town Staff Present

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

1. Call to Order

Don called the meeting to order at 4:04 p.m.

2. Approval of Agenda

Motion | ELC-031 | Elliott

That the agenda be approved as circulated

Carried

Don explained that Sussanne O'Rourke has been removed from the Board and that Scott Korbett will be taking her place

3. Approval of Minutes of the March 26, 2019 Meeting

Motion | ELC-032 | McGillivray

That the minutes of the March 26, 2019 meeting be approved as circulated

Carried

4. Operations Update – PCCELC Ltd. – Kathy DeGinnus and Stephanie Smith

a. Financial Report

Kathy provided a draft financial report, which included the January – March Profit and Loss statement and the Balance Sheet as of March 31st.

Motion | ELC-033 | Thomas

That the Board accept the financial statements as attached hereto.

Carried

b. Administrative Processes

Motion | ELC-034 | Elliott

That the Board agree to move in-camera at 4:10 p.m. with the following present:

Don Anderberg, Brian McGillivray, Scott Korbett, Wayne Elliott, Kim Thomas, Kathy DeGinnus, Stephanie Smith, Laurie Wilgosh, La Vonne Rideout, David Green and Dylan Bennett

Carried

Motion | ELC-035 | Korbett

That the Board agree to move out of in-camera at 4:20 p.m.

Carried

Kathy advised that the PCCELC will need to have an accreditation site visit due to the change in the build timeline.

Concern was expressed about the lack of space for the Out-of-School program. Scott advised that there is an empty house across the street that could be rented out. Kathy, Stephanie and La Vonne will have a look at the property.

Motion | ELC-036 | McGillivray

That the Board direct Administration to look into additional space for the Out-of-School program

Carried

c. Client Numbers – St. Michael's

Stephanie provided an attendance report to the Board (as shown below)

AGE GROUP	MAX	CURRENT
0 – 18 Months (Infant)	8 (6 if one or more under 12 months)	Full-Time: 4 Part-Time: 1 Total: 5
19 – 36 Months (Toddlers)	12	Full-Time: 6 Part-Time: 9 = 4 Full-Time Total: 10
3 – 6 Years Old (Preschool)	16	Full-Time: 12 Part-Time: 5 = 3 Full-Time Total: 15
Out-of-School Care	20	Full-Time: 8 Part-Time: 2 Total: 10
		Overall Total: 40

Kathy and Stephanie left the meeting at 4:42 p.m.

5. Business Arising

a. Facility Planning Update

i. Concept Drawings – April 4 & 5, 2019

A packet containing the four design concepts was distributed.

6. Unfinished/New Business

g. Building Committee

The Board agreed to develop a Building Committee consisting of 3 board members and 1 administrative staff member. The Committee will focus on items related to the construction of the new facilities and report back to the Board. Brian requested that La Vonne be the administrative staff member on the Committee.

Motion | ELC-037 | Elliott

That the PCCELC form a Building Committee consisting of Don Anderberg, Scott Korbett, Brian McGillivray and La Vonne Rideout from Administration.

Carried

Kim left the meeting at 4:55 p.m.

5. Business Arising

a. Facility Planning Update

ii. Early Access for Survey, Geotech & Environmental Assessment

Approval has been received from LRSD to begin these activities. Concerns were raised regarding the irrigation lines present around the drilling area. David suggested the site be fenced off for safety reasons during the drilling. The Principal will need to be notified each time workers are on site. The backstop will also need to be removed in the future.

No response has been received from Holy Spirit.

iii. Cost Projections (Construction)

Each facility has been projected to cost just over \$2 million. Further discussion surrounding the facility projects will be handled by the Building Committee.

iv. Cost Projections (Operating)

The 4-year operating projections were discussed. These will be reviewed by David and La Vonne.

v. Meeting Schedule: Board Meetings

No changes were made to the meeting schedule. The original meeting schedule of every third Thursday at 6:30 p.m. will remain in effect.

vi. Lease Negotiation with HSSD

The Board agreed to extend the lease with HSSD for 12 months based on the new build schedule. David to draft the agreement.

vii. Timeline – School Notifications (all phases and site activity)

Discussed during Item 5.a.ii.

viii. Offers to Purchase

A conflicting clause was discovered in the agreement. It was corrected to indicate that the Town will pay for all site assessment activities. The land use timeline was also removed from the agreement, and an option will be inserted to allow for re-negotiation.

Motion | ELC-038 | McGillivray

That the Board direct Administration to make the discussed changes to the Offers to Purchase.

Carried

ix. Coordination of Subdivision (Legal)

Subdivision and offers to purchase were discussed.

6. Unfinished/New Business

a. Grant Applications – Renewables, Options, etc.

La Vonne stated that funding applications cannot be processed until plans start moving forward.

b. Borrowing Bylaw Specifications

The next review will be held in September, and funding will need to be in place by that point in time. The Board will need to formulate a budget and discuss the amount of money that will be borrowed. A public meeting will also be held to explain the use of funds to the community (proposed date: Wednesday, May 22nd in the Town Hall Gym).

c. Application for Board of Directors Position

One application has been received for the position.

Motion | ELC-039 | Korbett

That the Board accept Ola Crook's application to serve on the PCCELC Board of Directors.

Carried

d. Request to GoA Children's Services

The request has been put on hold due to the provincial election. It will be resumed once a new minister is appointed.

e. MD Letter – Timing and Content

Same as Item 6.d.

f. Public Relations – General Press Release (Update)

A brief discussion was held during Item 6.b.

A public meeting will be held to update residents on the facility projects. Laurie suggested the Board meet with the M.D. first to solidify their contributions to the project. It was mentioned that this item could be discussed during the April 29th meeting with the M.D. An information package will be prepared.

7. Date for Next Meeting

Thursday, May 16th at 6:30 p.m. in the Town Council Chambers

8. Adjournment

There being no further business, Wayne Elliott declared the meeting adjourned at 6:00 p.m.

Read and approved this 16 day of May , 2019

X

Director



X

Director

