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Board Meeting  
May 16, 2019 | 6:30 PM  
Town Council Chambers

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## Signature Copy

### In Attendance

#### Board Members Present

Brian McGillivray, Scott Korbett, Christy Gustavison, Kim Thomas and Ola Crook

#### PCCELC Staff Present

Stephanie Smith

#### Town Staff Present

La Vonne Rideout, David Green and Dylan Bennett

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### 1. Call to Order

Brian called the meeting to order at 6:37 p.m.

Brian introduced Ola Crook as the new PCCELC board member.

### 2. Approval of Agenda

**Motion | ELC-040 | Korbett**

**That the agenda be approved as amended, with the amendment being the addition of Item 6.g. 2018 Financial Statements – Avail LLP**

**Carried**

### 3. Approval of Minutes of April 18, 2019 Meeting

**Motion | ELC-041 | Crook**

**That the minutes of the April 18, 2019 meeting be approved as circulated**

**Carried**

**4. Operations Update – PCCELC Ltd. – Kathy DeGinnus/Stephanie Smith**

**a. Financial Report**

The April 30<sup>th</sup>, 2019 Financial Report, consisting of the Balance Sheet and Profit and Loss Report, was distributed in the agenda package.

Stephanie and La Vonne explained the negative balance indicated in the report.

**Motion | ELC-042 | Gustavison**

**That the Board accept the financial statements as presented and attached hereto  
Carried**

**b. Administrative Processes**

Stephanie advised the Board that staff are inquiring into the benefits package stated in their job offers. The Board agreed to look into the matter further.

The Centre had to declare a Hand-Foot-and-Mouth disease outbreak. It was contained to five children and is under control.

**c. Client Numbers – St. Michael’s**

The May 2019 Enrollment report was included in the agenda package. The following statistics were provided in the report:

<b>AGE GROUP</b>	<b>MAX</b>	<b>CURRENT</b>
0 – 18 Months (Infant)	8 (6 if one or more under 12 months)	Full-Time: 5 Part-Time: 2 = 1 Full-Time Total: 6
19 – 36 Months (Toddlers)	12	Full-Time: 5 Part-Time: 9 = 4 Full-Time Total: 9
3 – 6 Years Old (Preschool)	16	Full-Time: 13 Part-Time: 5 = 3 Full-Time Total: 16
Out-of-School Care	20	Full-Time: 8 Part-Time: 2 Total: 10
		Overall Total: 41

Five additional clients have been added to the wait list since the last meeting. There are currently 22 potential clients on the waiting list, with 12 looking for immediate

accommodations and 10 looking for space over the summer. La Vonne is currently working with Accreditation to secure additional space for the out-of-school program.

Scott advised the Board that the M.D. wants a breakdown of the Centre's clients according to region. Brian suggested the Board discuss this matter with the M.D. during the ICF meeting next week.

**Motion | ELC-043 | Thomas**

**That the Board agree to accept the Administrative Processes report and the Client Numbers report as information**

**Carried**

*Stephanie left the meeting at 7:00 p.m.*

**5. Business Arising**

**a. Facility Planning Update**

**i. Concept Drawings – May 13, 2019 (distributed)**

A series of concept drawings, dated May 13, 2019, were distributed in the agenda package.

La Vonne advised the Board that the facility needs additional bathrooms. La Vonne is also concerned that the floor may be too cold on the infant side, so in-floor heating is being considered. To maintain storage space and accommodate the mechanical components, an additional 100 ft<sup>2</sup> may be added to the building. Scott advised that a crawlspace could be constructed instead to house the components.

**Motion | ELC-044 | Korbett**

**That the Board accept the Concept Drawings discussion as information**

**Carried**

**ii. Geotech & Environmental Assessment**

A series of images showcasing the project were distributed in the agenda package.

David advised the Board that the geotechnical and environmental assessments have been completed.

**iii. Cost Projections – April 23 (Construction) (distributed)**

The April 23<sup>rd</sup> Capital Cost Estimates report was distributed in the agenda package.

Scott advised the Board that the cost has dropped substantially from the original two-million-dollar quote. Brian advised that the project will go to tender once the exact cost is secured.

**Motion | ELC-045 | McGillivray**

**That the Board direct Administration to obtain accurate Capital Cost Estimates and schedule a meeting for the Building Committee  
Carried**

**iv. Cost Projections (On-Going Admin and Operating)**

David advised the Board that new figures have been received from the Alberta Capital Finance Authority. These projections will need to be verified for the Borrowing Bylaw.

**v. Lease Extension with HSSD – Approved/No New Terms**

A copy of the letter received from Chris Smeaton was distributed in the agenda package.

The lease extension with HSSD has been approved.

**vi. Offers to Purchase**

The Offers to Purchase were distributed in the agenda package.

Item 7 will need to be amended to define the intended purpose for using the land.

**Motion | ELC-046 | Crook**

**That the Board direct Administration to define the intended purpose for leasing the land under Clause 7 of the Offers to Purchase  
Carried**

**vii. Coordination of Subdivision (Legal)**

David advised the Board that Albert from Talbera International Technologies is coordinating the subdivision of land with legal services. The subdivision will also have to be presented to the MDSA board.

**viii. Information to M.D. #9**

A copy of the summary letter provided to the M.D. was distributed in the agenda package.

Scott informed the Board about the day care proposition he presented at the ICF meeting. David advised that the Board could start sending the agenda packages to the M.D. to keep them informed.

**6. Unfinished/New Business**

**a. Grant Applications – Renewables, Options, etc.**

La Vonne is coordinating with Albert and Liza Dawber on the grant applications.

**b. Borrowing Bylaw – May 13 Council Discussion**

A copy of the May 13 resolution by Council was distributed in the agenda package. A maximum of \$2 million dollars has been recommended for each facility.

**c. Request to GoA Children’s Services**

The Board discussed a timeline of when to compile and send the request to Children’s Services. Scott advised that the Roger Reid, MLA for Livingstone-Macleod, could be included in the request. David advised that Administration will assemble the package.

**Motion | ELC-047 | McGillivray**

**That the Board direct Scott Korbett to brief Roger Reid, MLA for Livingstone-Macleod, on the day care facilities project**

**Carried**

**d. Public Relations – General Press Release and Community Information Event**

The Board agreed to hold a Community Information Night on June 13<sup>th</sup> at 6:30 p.m. in the Town Hall Gym. A discussion was held regarding the homeowners residing near the St. Mike’s facility.

**Motion | ELC-048 | Korbett**

**That the Board direct Administration to send invitations to the adjacent homeowners that will be impacted by both facilities**

**Carried**

**e. Building Committee Report and Approval Procedures**

David advised the Board that he needs to receive copies of the Building Committee’s minutes. These minutes will also need to be approved by the Board.

**Motion | ELC-049 | McGillivray**

**That the Board direct Administration to provide the minutes from the Building Committee’s meetings for review and approval**

**Carried**

**f. Bilateral Agreement – Early Learning and Child Care for Alberta**

A copy of the Bilateral Agreement on Early Learning and Child Care for Alberta was distributed in the agenda package.

La Vonne explained that the agreement outlines the funds invested in day care services by the province.

**g. 2018 Financial Statements – Avail LLP**

A copy of the 2018 PCCELC Financial Statements, compiled by Avail LLP, was distributed in the agenda package.

David advised the Board that these statements are independent from the Town's financial statements. Wendy will attend the next board meeting to clarify the documents and answer questions.

**Motion | ELC-050 | Korbett**

**That the Board invite Wendy Catonio from Administration to attend the next board meeting to discuss the 2018 PCCELC Financial Statements**

**Carried**

**7. Date for Next Meeting**

**Thursday, June 20<sup>th</sup> at 6:30 p.m. in the Town Council Chambers**

Brian advised that the meeting may be moved to June 18<sup>th</sup> due to a conflict with the ICF meeting on the 20<sup>th</sup>.

**8. Adjournment**

There being no further business, Ola Crook declared the meeting adjourned at 8:17 p.m.

Read and approved this \_\_\_\_\_ of May, 2019

X

Director



X

Director



## Pincher Creek Community Early Learning Centre

### BALANCE SHEET

As of April 30, 2019

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1060 ATB Bank Account	-2,417.28
<b>Total Cash and Cash Equivalent</b>	<b>\$ -2,417.28</b>
Accounts Receivable (A/R)	
1202 Government Funding Receivable	12,110.55
1205 Child Care Fees Receivable	1,415.50
<b>Total Accounts Receivable (A/R)</b>	<b>\$13,526.05</b>
<b>Total Current Assets</b>	<b>\$11,108.77</b>
<b>Total Assets</b>	<b>\$11,108.77</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2100 Accounts Payable	5,000.00
<b>Total Accounts Payable (A/P)</b>	<b>\$5,000.00</b>
2300 Deposits	9,150.00
2400 Payroll Liabilities	
Federal Taxes	6,351.26
<b>Total 2400 Payroll Liabilities</b>	<b>6,351.26</b>
<b>Total Current Liabilities</b>	<b>\$20,501.26</b>
<b>Total Liabilities</b>	<b>\$20,501.26</b>
Equity	
Retained Earnings	80.86
Profit for the year	-9,473.35
<b>Total Equity</b>	<b>\$ -9,392.49</b>
<b>Total Liabilities and Equity</b>	<b>\$11,108.77</b>

# Pincher Creek Community Early Learning Centre

## PROFIT AND LOSS

January - April, 2019

	TOTAL
<b>INCOME</b>	
4200 Sales	63,630.52
4320 Subsidies	43,899.36
4327 Benefit Contribution Grant	1,516.76
4329 Infant Care Incentive	3,450.00
4470 Interest Income	0.14
4800 Town of PC - Reimbursed Expense	4,660.00
<b>Total Income</b>	<b>\$117,156.78</b>
<b>COST OF GOODS SOLD</b>	
5440 WCB Expense	519.64
<b>Total Cost of Goods Sold</b>	<b>\$519.64</b>
<b>GROSS PROFIT</b>	<b>\$116,637.14</b>
<b>EXPENSES</b>	
5200 Supplies	1,293.01
5210 Activities/field trips	77.00
5685 Insurance	1,122.51
5690 Interest & Bank Charges	48.00
5700 Office Supplies	1,064.83
5760 Rent	3,000.00
5860 Licenses and Memberships	182.75
5999 SKFDH Contract	20,000.00
Payroll Expenses	
Taxes	6,302.91
Wages	93,019.48
<b>Total Payroll Expenses</b>	<b>99,322.39</b>
<b>Total Expenses</b>	<b>\$126,110.49</b>
<b>PROFIT</b>	<b>\$-9,473.35</b>