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Board Meeting  
June 18, 2019 | 6:30 PM  
Town Council Chambers

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## **SIGNATURE COPY**

### Board Members Present

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

### PCCELC Staff Present

Kathy DeGinnus and Stephanie Smith

### Town Staff Present

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

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#### **1. Call to Order**

Don called the meeting to order at 6:32 p.m.

#### **2. Approval of Agenda**

**Motion | ELC-051 | Korbett**

**That the agenda be approved as amended, with the amendment being the addition of Item 6.i. Intermunicipal Collaboration Framework (ICF).**

**Carried**

#### **3. Approval of Minutes of May 16, 2019 Meeting**

**Motion | ELC-052 | McGillivray**

**That the minutes of the May 16, 2019 meeting be approved as circulated.**

**Carried**

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

##### **a. Financial Report – Kathy**

*Kim Thomas entered the meeting at 6:35 p.m.*

The May 31, 2019 Financial Report, consisting of the Balance Sheet and Profit and Loss Report, was distributed in the agenda package.

The May shortfall amount of \$5,000 (up to a maximum of \$10,000) has been approved by Council. Kathy's contract and unpaid wages were discussed. Kathy advised that she has not received an invoice from Avail LLP for services performed, and the Board requested that this matter be investigated. Kathy advised that the Centre will be short on cash again for the current month. Kathy will submit an invoice for the June shortfall.

**Motion | ELC-053 | Gustavison**

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

**b. Financial Statements to December 31, 2018 (Wendy)**

The 2018 Financial Statements, along with the audit report presented by Avail LLP, were distributed in the agenda package.

Wendy reviewed the Statement of Operations and Capital Investments reports with the Board. Wendy advised that the reports may not be accurate due to the exclusion of the invoice from Avail LLP. Don advised that the audit process went smoothly, and no major concerns were raised by the auditors.

**Motion | ELC-054 | Thomas**

**That the Board accept the Financial Statements report as presented.  
Carried**

*Wendy left the meeting at 7:04 p.m.*

**c. Administrative Processes**

The Board discussed the need to request additional funds from Council to cover the Centre's continuing shortfalls. The Board was advised that the Centre's finances should stabilize once maximum capacity can be achieved in the new facilities.

Kathy advised that staff members and job applicants have been inquiring into the possibility of getting a discount on their child care. Kathy suggested that staff members receive a 40% discount on their fees. Brian advised that an employee spending account should be developed instead so that all staff members, including those who do not need child care services, will receive the benefits.

**Motion | ELC-055 | McGillivray**

**That the Board direct Administration to compile information on a benefits package for the PCCELC staff members.  
Carried**

**d. Client Numbers – St. Michael’s**

The June 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: 4 Part-Time: 7 = 4 Full-Time Total: 9
3 – 6 Years Old (Preschool)	16	Full-Time: 13 Part-Time: 7 = 4 Full-Time Total: 17
Out-of-School Care	20	Full-Time: 8 Part-Time: 2 Total: 10
Total Children Enrolled: 48 Total Spaces Used: 42 of 56 - 10 Out-of-School Care - 2 Infant – 13-18 Months - 2 Toddler – 19-36 Months		

Stephanie advised that two part-time patrons were added this month. Stephanie also advised that St. Mike’s will be splitting their Kindergarten class, which will enhance their preschool space and possibly increase enrollment.

**5. Business Arising**

**a. Facility Planning Update**

**i. Concept Drawings (as presented at the Open House)**

Two floor plan designs, as presented at the Open House, were distributed in the agenda package.

The Board requested that the large design printouts be collected from Talbera. The use of more lively colors on the exterior of the new facilities was discussed. The Board was advised that the process has gone to tender.

**ii. Lease Extension with HSSD**

David advised the Board that the lease agreement has been approved as presented. Concerns were raised about the lack of janitorial services at the school. Stephanie advised that the Centre would rather perform the janitorial

work themselves. The janitorial services fee, as contained in the agreement, will be discussed with HSSD.

**Motion | ELC-056 | Korbett**

**That the Board direct Administration to write a letter to HSSD addressing the concerns with the janitorial services, and that it be sent out after Stephanie has discussed the issue with the staff at St. Michael's School.**

**Carried**

*Ola left the meeting at 7:55 p.m.*

*Kathy and Stephanie left the meeting at 8:00 p.m.*

**iii. Coordination of Subdivision (Legal/BOA and ORRSC)**

David advised the Board that Talbera is coordinating the subdivision. The notch in the site boundary at the Canyon location has been fixed.

**iv. Information to M.D. No. 9 – Timeline**

Don advised that the capital cost documentation should not be sent to the M.D. until the bids are received. It was mentioned that Talbera can formulate the utility costs for the facilities once the square footage is finalized.

**Motion | ELC-057 | Anderberg**

**That the Board direct Administration to forward the operating cost documentation to the M.D.**

**Carried**

**6. Unfinished/New Business**

**a. Open House – Review**

The Board advised that they were satisfied with the results of the open house. One resident expressed concern with parking and traffic at the Canyon location. Otherwise, no major concerns were presented.

**b. Public Relations – On-Going Public Communication**

The Board discussed the drafting of a press release concerning the new facilities.

**Motion | ELC-058 | McGillivray**

**That the Board direct Administration to publish a press release concerning the new facilities.**

**Carried**

Christy was tasked with drafting the press release.



**c. Borrowing Bylaw**

David advised the Board that the Borrowing Bylaw was published in the local news media last week. Minimal feedback has been received thus far.

**d. Grant Applications – Renewables/Options, etc.**

La Vonne is moving forward with the grant applications. Additional applications can be submitted once the capital costs are solidified.

The meeting with MLA Roger Reid was discussed. Administration, Council, board members, M.D. Council, and the school boards were invited to the meeting. The length and format of the meeting was discussed. David will compile an information package for the meeting.

**e. Building Committee – Report and Recommendations**

Three heating options were discussed for the new facilities. The tender process was discussed with Talbera at the meeting. The Committee is looking to expedite the subdivision process with ORRSC, if possible.

**f. Operating Cost Projections (Any Changes Re: Heating Options)**

Currently in the tender process.

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

Laurie advised that the request should be discussed with MLA Roger Reid in the meeting. A timeline can then be attached to the request.

**h. Meeting with MLA Roger Reid – Friday, June 21 at 1:30 p.m.**

Discussed in Item 6.d.

**i. Intermunicipal Collaboration Framework (ICF)**

The ICF information poster was distributed in the agenda package.

The Board discussed the purpose and intended outcomes of the framework.

**7. Date for Next Meeting**

**Thursday, July 18<sup>th</sup>, 2019 at 6:30 p.m. in the Town Council Chambers**

A special board meeting may be held prior to July 18 if the tenders are received.

**8. Adjournment**

There being no further business, Kim Thomas declared the meeting adjourned at 8:47 p.m.

Read and approved this 18<sup>th</sup> day of July, 2019

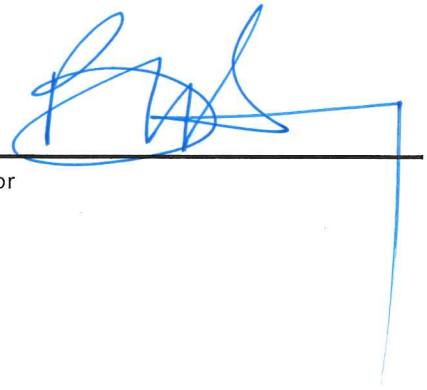
**X**

Director



**X**

Director



# Pincher Creek Community Early Learning Centre

## BALANCE SHEET

As of May 31, 2019

DRAFT

	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Cash and Cash Equivalent	
1060 ATB Bank Account	-10,610.12
<b>Total Cash and Cash Equivalent</b>	<b>\$ -10,610.12</b>
Accounts Receivable (A/R)	
1202 Government Funding Receivable	12,989.67
1205 Child Care Fees Receivable	3,735.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$16,724.67</b>
1400 Prepaid expenses	454.00
<b>Total Current Assets</b>	<b>\$6,568.55</b>
<b>Non-current Assets</b>	
Property, plant and equipment	
1820 Office Furniture	25,564.00
1830 Computer equipment	2,887.00
<b>Total Property, plant and equipment</b>	<b>\$28,451.00</b>
1825 Office furniture - Accumulated amortization	-2,130.00
1835 Computer equipment- accumulated amortization	-361.00
<b>Total Non Current Assets</b>	<b>\$25,960.00</b>
<b>Total Assets</b>	<b>\$32,528.55</b>
<b>Liabilities and Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable (A/P)	
2100 Accounts Payable	5,000.00
<b>Total Accounts Payable (A/P)</b>	<b>\$5,000.00</b>
2300 Deposits	9,050.00
2400 Payroll Liabilities	
Federal Taxes	8,316.05
<b>Total 2400 Payroll Liabilities</b>	<b>8,316.05</b>
<b>Total Current Liabilities</b>	<b>\$22,366.05</b>
<b>Total Liabilities</b>	<b>\$22,366.05</b>
<b>Equity</b>	
3005 Share capital	100.00
Retained Earnings	29,409.86
Profit for the year	-19,347.36
<b>Total Equity</b>	<b>\$10,162.50</b>
<b>Total Liabilities and Equity</b>	<b>\$32,528.55</b>

# Pincher Creek Community Early Learning Centre

## PROFIT AND LOSS

January - May, 2019

DRAFT

	TOTAL
<b>INCOME</b>	
4200 Sales	78,648.02
4320 Subsidies	55,585.30
4327 Benefit Contribution Grant	1,920.49
4329 Infant Care Incentive	4,650.00
4470 Interest Income	0.14
4800 Town of PC - Reimbursed Expense	4,660.00
<b>Total Income</b>	<b>\$145,463.95</b>
<b>COST OF GOODS SOLD</b>	
5440 WCB Expense	999.64
<b>Total Cost of Goods Sold</b>	<b>\$999.64</b>
<b>GROSS PROFIT</b>	<b>\$144,464.31</b>
<b>EXPENSES</b>	
5200 Supplies	1,511.44
5210 Activities/field trips	77.00
5685 Insurance	1,221.41
5690 Interest & Bank Charges	58.00
5700 Office Supplies	1,235.32
5760 Rent	3,750.00
5860 Licenses and Memberships	182.75
5999 SKFDH Contract	25,000.00
<b>Payroll Expenses</b>	
Taxes	8,299.38
Wages	122,476.37
<b>Total Payroll Expenses</b>	<b>130,775.75</b>
<b>Total Expenses</b>	<b>\$163,811.67</b>
<b>PROFIT</b>	<b>\$ -19,347.36</b>