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Board Meeting  
August 27, 2019 | 6:30 PM  
Town Council Chambers

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## Signature Copy

### In Attendance

#### Board Members Present

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

#### PCCELC Staff Present

Kathy DeGinnus and Stephanie Smith

#### M.D. of Pincher Creek No. 9

Brian Hammond (Reeve)

#### Town Staff Present

Laurie Wilgosh, David Green and Dylan Bennett

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### 1. Call to Order

Don called the meeting to order at 6:30 p.m.

### 2. Approval of Agenda

#### Motion | ELC-070 | Elliott

That the agenda be approved as amended, with the amendment being the addition of Item 4.b.v. Credit Card and Item 6.g. Social Needs Assessment.

Carried

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

#### Motion | ELC-071 | McGillivray

That the minutes of the July 18, 2019 meeting be approved as circulated.

Carried

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

##### **a. Financial Report**

The July 2019 Balance Sheet and Profit and Loss Report were distributed in the agenda package.

Kathy advised that no additional funds will be required for the month, as the payroll and all other expenditures should be covered. The Centre is also currently waiting to receive their funding from Children’s Services.

##### **Motion | ELC-072 | Korbett**

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

**Carried**

##### **b. Administrative Matters**

###### **i. Contract Renewal**

David advised that the contract renewal has been signed and approved by Don.

Kathy advised that her insurance policy for the Centre is expired, and that she is no longer the license holder as of today. The Town will need to draft and submit an employment contract to all staff working at the Centre. Kathy advised that a modified version of her contract could be used if desired. Laurie requested a copy of Kathy’s insurance policy to check if the Town’s coverage is sufficient for the Centre.

###### **ii. Yearly Reviews**

David, on La Vonne’s behalf, advised that yearly reviews are needed for Stephanie and Tiffany. Kathy advised that she could be present when the reviews are performed. Laurie advised that the reviews should be completed once La Vonne returns, and she can then submit a report to the Board. This year’s review should be completed by September 30<sup>th</sup>.

###### **iii. Benefits**

David presented the Board with a couple of options for benefits packages. The Board discussed whether the benefits package would be cost-shared or fully provided.

Kim inquired about the possibility of staff receiving funding for professional development courses.

**Motion | ELC-073 | McGillivray**

**That the Board direct Administration to inquire into the cost of obtaining a standard benefits package for the PCCCLC staff.**

**Carried**

**iv. Avail**

David, on La Vonne's behalf, asked if the Centre will continue to utilize Avail's accounting services. Kathy advised that Stephanie will be coordinating the payroll herself and that Avail will be employed for oversight. Kathy will submit the cost of Avail's services to the Board.

**Motion | ELC-074 | Thomas**

**That the Board direct Administration to investigate the costs associated with utilizing accounting services from Avail LLP.**

**Carried**

**v. Credit Card**

Kathy advised that the Centre requires a credit card for software purchases and general expenses.

**Motion | ELC-075 | Korbett**

**That the Board direct Administration to obtain a corporate credit card for the PCCCLC Ltd. with a \$2,000 credit limit.**

**Carried**

**c. Client Numbers – St. Michael's**

The August and September 2019 Enrollment Reports were included in the agenda package. The following statistics were provided in each report:

<b>August 2019 Enrollment</b>		
<b>AGE GROUP</b>	<b>MAX</b>	<b>CURRENT</b>
0 – 18 Months (Infant)	8 (6 if one or more under 12 months)	4 Full-Time (1 child under 12 months) 1 Part-Time Total: 5
19 – 36 Months (Toddlers)	12	5 Full-Time 10 Part-Time = 5 Full-Time Total: 10
3 – 6 Years Old (Preschool)	16	14 Full-Time 4 Part-Time = 2 Full-Time

		Total: 16
Out-of-School Care	20	5 Full-Time 5 Part-Time Total: 10
Total Children Enrolled: 48 Total Spaces Used: 43 of 56		

<b>September 2019 Enrollment</b>		
<b>AGE GROUP</b>	<b>MAX</b>	<b>CURRENT</b>
0 – 18 Months (Infant)	8 (6 if one or more under 12 months)	7 Full-Time 2 Part-Time Total: 8
19 – 36 Months (Toddlers)	12	5 Full-Time 9 Part-Time = 7 Full-Time Total: 12
3 – 6 Years Old (Preschool)	16	14 Full-Time 6 Part-Time = 2 Full-Time Total: 16
Out-of-School Care	20	7 Full-Time 16 Part-Time = 10 Full-Time Total: 17
Total Children Enrolled: 56 Total Spaces Used: 53 of 56		
<ul style="list-style-type: none"> <li>- We have 10 Preschool classroom children enrolled in the OOSC program part-time (10 out of the 16 listed above). This allows us to open up spaces in the Preschool classroom to more families on a part-time basis.</li> <li>- We have 25 children on our waiting list who are looking to start as soon as possible.</li> </ul>		

Stephanie advised that the Centre is operating at maximum capacity.

**Motion | ELC-076 | Elliott**

**That the Board accept the August and September 2019 Enrollment Reports as presented.**

**Carried**

**5. Business Arising**

**a. Facility Planning and Construction Update**

**i. Subdivision and Development Applications**

David advised that the applications for both sites were approved on August 21<sup>st</sup>. Site work has begun on both properties.

**ii. Site Work Tenders, Contracts**

David advised that the tender process is complete and that the site work has begun. Brian Hammond inquired into how much the Town has spent on the projects up to this point in time. Don advised that over \$100,000 has been invested so far from Town reserves, with the majority covering engineering fees.

*Kathy and Stephanie left the meeting at 7:22 p.m.*

**iii. Construction Tender and Contract**

Don advised that the tenders are approved and that the building contract has been awarded to Silver Ridge Construction. The site work has been split between various contractors.

**iv. Construction Update and Timelines**

David is currently following-up with the timeline sent from Albert. Laurie reviewed the build timeline with the Board.

**v. Paint Colors – Interior and Exterior**

Albert suggested that some color accents be applied to the exterior of the buildings. La Vonne will perform some basic color selections and bring samples to the Board.

**Motion | ELC-077 | Crook**

**That the Board direct La Vonne to perform basic exterior color selections for the two day care facilities and submit samples to the Board for review, and that the Board direct Albert from Talbera International Technologies Ltd. to develop exterior building renderings based on the proposed color schemes.  
Carried**

**6. Unfinished/New Business**

**a. Public Relations – On-Going Public and Council Communication**

David advised that Council needs to be updated with each public communication release. Kim and David advised that the Board members, along with the M.D. Council, need to be updated as well. Scott advised that the Board could be provided with an update every two weeks and that the public could receive updates once per month. A link to these updates could be placed on the PCCELC website and the M.D. website as well.

**Motion | ELC-078 | Korbett**

**That the Board direct Administration to provide updates pertaining to the PCCELC on a bi-weekly basis to board members and on a monthly basis to the general public.**

**Carried**

**b. Grant Applications – Renewables/Options/CFEP**

A letter from Liza, outlining the information and documents required for the CFEP grant application, was included in the agenda package.

David advised that La Vonne desires to draft a one-million-dollar grant application to submit to the CFEP. Liza will perform most of the steps needed to complete the application. Letters of support will be sought from the school boards, MLA Roger Reid, and affected families and clients to support the application. The deadline for the grant application is October 1<sup>st</sup>. La Vonne is also looking to apply for a renewable energy grant for the Centre.

**c. Janitorial**

David advised that a letter, drafted by Stephanie, has been emailed to Lisa Palmarin regarding the janitorial services at the school. No response has been received as of yet.

**d. Meeting with Minister of Children’s Services**

The Board is working to establish a meeting with MLA Roger Reid. Scott is currently communicating with the MLA.

**e. Information Package to Minister of Education via HSSD**

Don advised that Chris Smeaton, during a joint school board meeting, will submit an information package to the Minister of Education and discuss the project. The Board advised that Ken Sampson, the new superintendent for HSSD, could be invited to participate in the project going forward.

**f. Training – Budget and Timeline**

David advised that a training program is needed for PCCELC staff. There are currently no budgeted costs for training, and there is insufficient staff to run both facilities once they’re completed.

Further discussion on this item was postponed until La Vonne returns.

**g. Social Needs Assessment**

David advised that FCSS will launch the Social Needs Assessment process on Thursday via a conference call with the consultant. Ola was invited to attend the conference call, along with any other board members who are interested in attending.

**7. Date for Next Meeting**

**Thursday, September 19, 2019 at 6:30 p.m. in the Town Council Chambers**

**8. Adjournment**

There being no further business, Christy Gustavison declared the meeting adjourned at 8:10 p.m.

**Read and approved this 19<sup>th</sup> day of September, 2019**

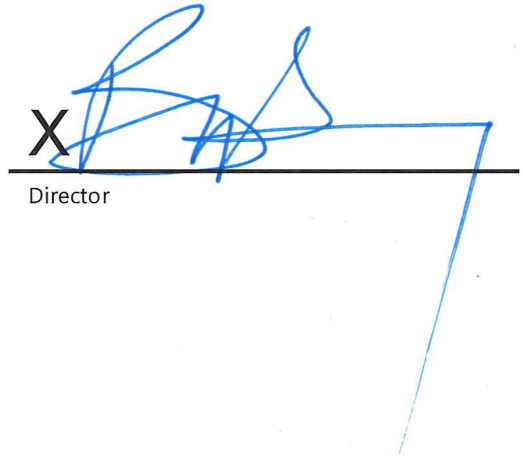
**X**

Director



**X**

Director



Pincher Creek Community Early Learning Centre

PROFIT AND LOSS  
January - July, 2019



	TOTAL
<b>INCOME</b>	
4200 Sales	116,418.12
4320 Subsidies	77,301.26
4327 Benefit Contribution Grant	2,742.64
4329 Infant Care Incentive	6,600.00
4470 Interest Income	0.23
4800 Town of PC - Reimbursed Expense	24,160.00
<b>Total Income</b>	<b>\$227,222.25</b>
<b>COST OF GOODS SOLD</b>	
5440 WCB Expense	1,239.64
<b>Total Cost of Goods Sold</b>	<b>\$1,239.64</b>
<b>GROSS PROFIT</b>	<b>\$225,982.61</b>
<b>EXPENSES</b>	
5200 Supplies	2,619.14
5210 Activities/field trips	77.00
5685 Insurance	1,221.41
5690 Interest & Bank Charges	234.79
5700 Office Supplies	1,412.77
5750 Training	510.00
5760 Rent	5,250.00
5860 Licenses and Memberships	382.75
5999 SKFDH Contract	35,000.00
<b>Payroll Expenses</b>	
Taxes	11,753.10
Wages	175,599.65
<b>Total Payroll Expenses</b>	<b>187,352.75</b>
<b>Total Expenses</b>	<b>\$234,060.61</b>
<b>PROFIT</b>	<b>\$ -8,078.00</b>





Pincher Creek Community Early Learning Centre

BALANCE SHEET

As of July 31, 2019

**DRAFT**

	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Cash and Cash Equivalent	
1060 ATB Bank Account	314.46
<b>Total Cash and Cash Equivalent</b>	<b>\$314.46</b>
Accounts Receivable (A/R)	
1202 Government Funding Receivable	11,591.07
1205 Child Care Fees Receivable	4,404.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$15,995.07</b>
1400 Prepaid expenses	454.00
Repayment	
Midmonth Advance	200.00
<b>Total Repayment</b>	<b>200.00</b>
<b>Total Current Assets</b>	<b>\$16,963.53</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>\$42,923.53</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	9,650.00
2400 Payroll Liabilities	
Federal Taxes	6,841.67
<b>Total 2400 Payroll Liabilities</b>	<b>6,841.67</b>
<b>Total Current Liabilities</b>	<b>\$21,491.67</b>
<b>Total Liabilities</b>	<b>\$21,491.67</b>
<b>Equity</b>	
3005 Share capital	100.00
Retained Earnings	29,409.86
Profit for the year	-8,078.00
<b>Total Equity</b>	<b>\$21,431.86</b>
<b>Total Liabilities and Equity</b>	<b>\$42,923.53</b>

September 2019 Enrollment

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**Total Spaces Used: 53 of 56**

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