



**Board Meeting February 20, 2020  
Town Council Chambers  
Agenda 2.1**

- 1. Call to Order: 7:00 PM / Welcome Kathryn Sinnott**
- 2. Approval of agenda**
- 3. Approval of Minutes of January 16, 2020**
- 4. Operations Update**
  - a. Financial (to January 31, 2020)
  - b. Administrative matters (office manager/office furniture)
  - c. Client numbers
  - d. Insurance
- 5. Business Arising**
  - a. Construction Summary – January
  - b. Change order procedure review
  - c. Utility Applications (Dylan)
  - d. Public relations – Community Information Night
- 6. New and unfinished business**
  - a. Grants – Shell/CFLSA/Social Innovation etc
  - b. Recruitment and Training Strategy
  - c. Letter to Minister re: Training
  - d. LRSD transition agreement
  - e. Operating Budget 2020 (split starting June 1)
  - f. Community Information Night – March 26
  - g. Policy – Board Recruitment
  - h. Vision and Mission
  - i. Annual General Meeting
  - j. M.D. Open House – March 12
  - k.
- 7. Round Table**
- 8. Closed session**
- 9. Date for next meeting – March 19th, 2020**
- 10. Adjournment**



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**Board Meeting**  
**February 20, 2020 | 7:00 PM | Town Council Chambers**  
**Minutes – Signature Copy**

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**In Attendance**

Board Members Present

Don Anderberg, Brian McGillivray, Scott Korbett, Brian Hammond, Ola Crook (via teleconference), Judy Lane, Lacey Poytress, and Kathryn Sinnott

Board Members Absent with Regret

Christy Gustavison

Town and PCELC Staff Present

Stephanie Smith, La Vonne Rideout, Wendy Catonio, David Green, and Dylan Bennett

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**1. Call to Order / Welcome Kathryn Sinnott**

Don called the meeting to order at 7:01 p.m.

Don welcomed Kathryn Sinnott as the newest member of the PCELC Board of Directors.

**2. Approval of Agenda**

David reviewed the agenda package with the board to ensure all materials were distributed.

**Motion | ELC 2020-009 | McGillivray**

**That the agenda be approved as amended, with the amendment being the addition of “Sponsorship” as part of Item 6.a.**

**Carried.**

**3. Approval of Minutes of January 16, 2020**

**Motion | ELC 2020-010 | Korbett**

**That the minutes of the January 16, 2020 meeting be approved as circulated.**

**Carried.**

#### 4. Operations Update

##### a. Financial (to January 31, 2020)

*Lacey entered the meeting at 7:05 p.m.*

The Financial Statement, including the Balance Sheet and Profit and Loss Comparison from January 31, 2019 to January 31, 2020 along with the Balance Sheet and Profit and Loss report as of January 31, 2020, was distributed in the agenda package and discussed by the board. Avail LLP will continue to perform the monthly accounting procedures for the Centre, and they will also perform the financial audit for 2019.

##### **Motion | ELC 2020-011 | Lane**

**That the Board accept the Balance Sheet and Profit and Loss Comparison from January 31, 2019 to January 31, 2020 and the Balance Sheet and Profit and Loss report, dated January 31, 2020, as presented and attached hereto.**

**Carried.**

##### b. Administrative Matters (Office Manager/Office Furniture)

Stephanie advised that she would like to send 10-11 PCCELC staff members to the Association of Early Childhood Educators of Alberta (AECEA) 2020 Essential Pieces Conference in Calgary on Saturday, April 25<sup>th</sup>. Early bird registration is \$160/person, and the registration costs will be covered through the Professional Development Grant. The board discussed transportation, accommodation, and meal costs, and Brian M. recommended that funding be approved for 3 vehicles, 4 hotel rooms, and evening meals (La Vonne advised that breakfast and lunch are provided at the conference). La Vonne advised that a line item for training expenditures will be included in the Operating Budget moving forward. La Vonne will also plan to set up a recruitment table at both the Lethbridge and Calgary conferences held on March 21<sup>st</sup> and April 25<sup>th</sup> respectively.

##### **Motion | ELC 2020-012 | McGillivray**

**That the Board authorize PCCELC staff to attend the AECEA 2020 Essential Pieces Conference in Calgary on April 25<sup>th</sup>, 2020, and that funding be approved to cover the expenditures for 3 vehicles, 4 hotel rooms, and evening meals.**

**Carried.**

Stephanie advised that staff have raised concerns regarding their level of compensation. The board discussed the current wage structure for PCCELC staff and the potential offering of benefits. It was advised that a definitive wage proposal will need to be developed in order to move forward with these concerns.

**Motion | ELC 2020-013 | Hammond**

**That the Board direct Administration to develop a formal wage proposal for PCCELC staff and present the proposal at the next board meeting.**

**Carried.**

The board discussed staffing levels at the Centre and the number of staff that will be required once the two new centres open. La Vonne advised that a significant number of resumes have been received.

David advised that a job description needs to be developed for the Office Manager position. Stephanie and La Vonne will compile a list of supplies that are required for the Centre and present this information to the board.

**c. Client Numbers**

The February 2020 Enrollment report was distributed in the agenda package. The following information was 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)	2 Full-Time 3 Part-Time Total: 4
19 – 36 Months (Toddlers)	12	8 Full-Time 8 Part-Time = 4 Full-Time Total: 12
3 – 6 Years Old (Preschool)	16	7 Full-Time 16 Part-Time = 9 Full-Time Total: 16
Out-of-School Care	20	7 Full-Time 13 Part-Time = 10 Full-Time Total: 17
Total Children Enrolled: 53 Total Spaces Used: 49 of 56		
<ul style="list-style-type: none"><li>• We have 3 full-time OSC spots available and 6 part-time (Tuesday, Thursday availability only to share with our Monday/Wednesday Kindergarten children).</li><li>• We have 30 children on our waiting list with varying degrees of childcare needs (as soon as possible, at a later date, and part-time or full-time).</li><li>• Two new families to start full-time in the infant and toddler rooms starting March 1.</li><li>• We need one more full-time (qualified staff). When we train and hire someone, we can add 4 more full-time (or a mix of full and part-time) to our infant room.</li></ul>		

**d. Insurance**

David advised that the PCCELC's insurance policy has been renewed with AMSC. The policy carries crime, commercial general liability, D&O liability, and non-owned automobile coverage for the time being. Additional coverage will be added once the new centres are complete.

**5. Business Arising**

**a. Construction Summary – January**

The Construction Summary Report, dated January 1<sup>st</sup> to January 31<sup>st</sup>, 2020, was distributed in the agenda package. The board reviewed the report, and Don provided an overview of the progress that was witnessed at the last site meeting.

David advised that the Director of Public Works is concerned about the landscaping budget for the facilities, as the \$6,000 capital cost estimate seems insufficient to cover the cost of landscaping. Ola is currently working with Liza to apply for grants towards the play space construction. An exact footprint of the two outdoor play spaces was requested by Ola. David will contact Talbera to request this information.

**b. Change Order Procedure Review**

The board discussed the procedure for approving change order requests at the facilities and whether full board approval is required for each request. David advised that the process may need to be expedited, as some requests are of an urgent nature. The board agreed that individual Building Committee members could be contacted by phone if the request requires immediate attention.

The board discussed change order issues and communication deficiencies with Talbera. It was agreed that a meeting needs to be established with Talbera to discuss compensation for change order requests that arise as a direct result of engineering faults. David will invite Albert to the next Building Committee meeting.

**c. Utility Applications (Dylan)**

Dylan reviewed the Town utilities application process with the board. It was advised that the utility accounts for the two centres would be established in the Town's name; however, the accounts could be amended to reflect the name of the Centre once the lease agreement has been established for the facilities.

Dylan also advised that, as per discussion with the Director of Public Works, a request will be submitted to Talbera to install a 1" water meter at each facility instead of the 2" meter that was called for on the plans. This will result in savings on the bi-monthly utility invoices for the centres. The board expressed concern towards the meter change, advising that a 2" water meter may be required for fire suppression.

**d. Public Relations – Community Information Night**

David advised that a Community Information Night will be hosted by the Town of Pincher Creek on March 26<sup>th</sup> at 6:30 p.m. Administration is developing a presentation and displays for the event.

A Community Engagement event is also being hosted by the MD of Pincher Creek on March 12<sup>th</sup> at 6:00 p.m. This event was created to obtain feedback from MD residents concerning the new centres. Brian H. advised that the MD is looking for a concise presentation from Administration at the event.

**6. New and Unfinished Business**

**a. Grants (Shell/CFLSA/Social Innovation, etc.) and Sponsorship**

A draft copy of the Sponsorship Options document was distributed in the agenda package.

La Vonne provided an overview of her recent meeting with Liza and advised that they are moving forward with grant applications.

The board reviewed the Sponsorship Options document and discussed the various packages. David advised the board to contact him with any suggestions pertaining to the document.

**Motion | ELC 2020-014 | McGillivray**

**That the Board direct Administration to refine and finalize the Sponsorship Options document.**

**Carried.**

**b. Recruitment and Training Strategy**

Administration is drafting a letter to the Minister of Children's Services to request permission for La Vonne to offer the Level 1 training and to request that the Alberta Government cover half of the training costs. A copy of this letter will also be sent to MLA Roger Reid.

La Vonne stressed the need to publicly offer the in-person training, as none of the applicants currently possess their Level 1. Concerns were raised regarding the cost of the in-person training, as it was noted that the training is also available for free online. La Vonne and Stephanie advised, however, that the online training is only available to persons employed in an early childcare setting.

Stephanie proceeded to advise that the PCCELC will require 12 additional employees for both sites. La Vonne advised that the board will coordinate hiring at the St. Michael's location, and Canyon School will manage hiring at their site.

**c. Letter to Minister RE: Training**

Discussed during the previous item.

**d. LRSD Transition Agreement**

David advised that he will be meeting with Lisa Furukawa to discuss LRSD's plan for the new centre. An agreement will need to be developed with the school division, as they will maintain their license until the \$25.00/day childcare grant expires.

**e. Operating Budget 2020 (Split Starting June 1)**

David advised that the Operating Budget will be adjusted once the PCCELC splits into the two separate centres. Wendy advised that the 2020 Operating Budget needs to be approved by the board. The board agreed to discuss this item during the next board meeting.

**Motion | ELC 2020-015 | Poytress**

**That the Board direct Administration to present the 2020 PCCELC Operating Budget for approval at the next board meeting.**

**Carried.**

**f. Community Information Night – March 26**

Discussed during Item 5.d.

**g. Policy – Board Recruitment**

The Board Recruitment Policy Guidelines document was distributed in the agenda package.

The board agreed to review the document and present recommendations at the next board meeting.

**h. Vision and Mission**

The Mission and Vision packet, which contained several drafts, documents, and communications pertaining to this item, was distributed in the agenda package.

David advised that the board has not finalized a formal mission and vision statement. The board reviewed and briefly discussed the drafts included in the packet. Scott also presented his draft statements to the board. Brian M. stressed the importance of developing a mission and vision statement and advised that it needs to be short and concise.

David advised that the mission and vision statements are required for grant applications. The board agreed to use the statements drafted by Page Murphy until new ones are formalized.

The board agreed to form a sub-committee that would be tasked with developing the new mission and vision statements. The composition of the committee was discussed, and it was agreed that it should consist of board members, PCCELC staff, and parents from the community. Stephanie, Ola, and Kathryn agreed to serve on the committee, and Stephanie will coordinate the recruitment of parents from the community. Brian M. also volunteered to assist, if necessary.

**Motion | ELC 2020-016 | Lane**

**That the Board agree to form an ad-hoc committee to develop the PCCELC mission and vision statements and that it be comprised of the following members: Stephanie Smith, Ola Crook, Kathryn Sinnott, and one parent from the community.**

**Carried.**

David recorded each board member's place of employment as required for various grant applications.

**i. Annual General Meeting**

David advised that, because the PCCELC is incorporated, an annual general meeting must be held. Wendy advised that the meeting will need to be publicly advertised. Don suggested that Administration research what needs to be covered at the meeting.

Brian H. requested that a copy of the Corporate Bylaws be distributed to the board. David will email this document to the board members.

**j. MD Open House – March 12**

This item was briefly discussed during Item 5.d.

David advised that Administration is preparing the materials for the presentation. The MD requested that La Vonne and David attend the event to answer questions. This request was approved by the board. Brian H. and La Vonne advised that an online survey has been posted by the MD to obtain feedback from the community regarding the project.

**7. Round Table**

No items were presented for discussion.



**8. Closed Session**

A closed session was not held at this meeting.


**9. Date for Next Meeting**


**Thursday, March 19<sup>th</sup>, 2020 at 7:00 p.m. in the Town Council Chambers.**

**10. Adjournment**

There being no further business, Judy Lane declared the meeting adjourned at 9:25 p.m.

Read and approved this 19<sup>th</sup> MARCH of ~~February~~ 2020

**X**   
\_\_\_\_\_  
Director

**X**   
\_\_\_\_\_  
Director

# Pincher Creek Community Early Learning Centre

BALANCE SHEET  
As of January 31, 2020



	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1060 ATB Bank Account	8,076.82
<b>Total Cash and Cash Equivalent</b>	<b>\$8,076.82</b>
Accounts Receivable (A/R)	
1202 Government Funding Receivable	13,341.25
1205 Child Care Fees Receivable	1,747.50
<b>Total Accounts Receivable (A/R)</b>	<b>\$15,088.75</b>
<b>Total Current Assets</b>	<b>\$23,165.57</b>
Non-current Assets	
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>\$49,125.57</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	\$4,420.79
Credit Card	\$ -47.39
2300 Deposits	10,950.00
2350 Prepaid Fees	1,770.00
2400 Payroll Liabilities	6,366.12
<b>Total Current Liabilities</b>	<b>\$23,459.52</b>
<b>Total Liabilities</b>	<b>\$23,459.52</b>
Equity	
3005 Share capital	100.00
Retained Earnings	16,866.68
Profit for the year	8,699.37
<b>Total Equity</b>	<b>\$25,666.05</b>
<b>Total Liabilities and Equity</b>	<b>\$49,125.57</b>

# Pincher Creek Community Early Learning Centre

## PROFIT AND LOSS

January 2020

**DRAFT**

	TOTAL
<b>INCOME</b>	
4200 Sales	17,439.00
4320 Subsidies	10,276.00
4327 Benefit Contribution Grant	381.41
4329 Infant Care Incentive	300.00
4330 Staff Funding	2,383.84
4470 Interest Income	0.37
4800 Town of PC - Reimbursed Expense	6,825.00
<b>Total Income</b>	<b>\$37,605.62</b>
<b>GROSS PROFIT</b>	<b>\$37,605.62</b>
<b>EXPENSES</b>	
5200 Supplies	1,074.37
5440 WCB Expense	240.00
5690 Interest & Bank Charges	-149.52
5700 Office Supplies	434.00
5750 Training	415.79
5760 Rent	350.00
Payroll Expenses	
Taxes	1,702.42
Wages	24,839.19
<b>Total Payroll Expenses</b>	<b>26,541.61</b>
<b>Total Expenses</b>	<b>\$28,906.25</b>
<b>PROFIT</b>	<b>\$8,699.37</b>

# Pincher Creek Community Early Learning Centre

## BALANCE SHEET COMPARISON

As of January 31, 2020

DRAFT

	TOTAL	
	AS OF JAN 31, 2020	AS OF JAN 31, 2019 (PY)
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Cash Equivalent	\$8,076.82	\$ -481.82
Accounts Receivable (A/R)	\$15,088.75	\$18,566.52
1400 Prepaid expenses	0.00	454.00
<b>Total Current Assets</b>	<b>\$23,165.57</b>	<b>\$18,538.70</b>
<b>Non-current Assets</b>		
<b>Property, plant and equipment</b>		
1820 Office Furniture	25,564.00	25,564.00
1830 Computer equipment	2,887.00	2,887.00
<b>Total Property, plant and equipment</b>	<b>\$28,451.00</b>	<b>\$28,451.00</b>
1825 Office furniture - Accumulated amortization	-2,130.00	-2,130.00
1835 Computer equipment- accumulated amortization	-361.00	-361.00
<b>Total Non Current Assets</b>	<b>\$25,960.00</b>	<b>\$25,960.00</b>
<b>Total Assets</b>	<b>\$49,125.57</b>	<b>\$44,498.70</b>
<b>Liabilities and Equity</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable (A/P)	\$4,420.79	\$153.90
Credit Card	\$ -47.39	\$0.00
2300 Deposits	10,950.00	9,150.00
2350 Prepaid Fees	1,770.00	
2400 Payroll Liabilities	6,366.12	5,891.16
<b>Total Current Liabilities</b>	<b>\$23,459.52</b>	<b>\$15,195.06</b>
<b>Total Liabilities</b>	<b>\$23,459.52</b>	<b>\$15,195.06</b>
<b>Equity</b>		
3005 Share capital	100.00	100.00
Retained Earnings	16,866.68	29,409.86
Profit for the year	8,699.37	-206.22
<b>Total Equity</b>	<b>\$25,666.05</b>	<b>\$29,303.64</b>
<b>Total Liabilities and Equity</b>	<b>\$49,125.57</b>	<b>\$44,498.70</b>

# Pincher Creek Community Early Learning Centre

## PROFIT AND LOSS YTD COMPARISON

January 2020

DRAFT

	TOTAL		
	JAN 2020	JAN 2019 (PY)	JAN 2020 (YTD)
<b>INCOME</b>			
4200 Sales	17,439.00	12,408.56	17,439.00
4320 Subsidies	10,276.00	11,644.60	10,276.00
4327 Benefit Contribution Grant	381.41	402.90	381.41
4329 Infant Care Incentive	300.00	750.00	300.00
4330 Staff Funding	2,383.84		2,383.84
4470 Interest Income	0.37	0.14	0.37
4800 Town of PC - Reimbursed Expense	6,825.00		6,825.00
<b>Total Income</b>	<b>\$37,605.62</b>	<b>\$25,206.20</b>	<b>\$37,605.62</b>
<b>GROSS PROFIT</b>	<b>\$37,605.62</b>	<b>\$25,206.20</b>	<b>\$37,605.62</b>
<b>EXPENSES</b>			
5200 Supplies	1,074.37	318.79	1,074.37
5440 WCB Expense	240.00		240.00
5690 Interest & Bank Charges	-149.52	3.00	-149.52
5700 Office Supplies	434.00		434.00
5750 Training	415.79		415.79
5760 Rent	350.00	750.00	350.00
Payroll Expenses	26,541.61	24,340.63	26,541.61
<b>Total Expenses</b>	<b>\$28,906.25</b>	<b>\$25,412.42</b>	<b>\$28,906.25</b>
<b>PROFIT</b>	<b>\$8,699.37</b>	<b>\$ -206.22</b>	<b>\$8,699.37</b>