



**Board Meeting May 26, 2020**  
**Town Council Chambers and Conference Call**  
**Agenda 1.0**

- 1. Call to Order: 5:00 PM**  
Meeting Protocol for call-ins
- 2. Approval of agenda**
- 3. Approval of Minutes of May 14, 2020**
- 4. Operations Update**
  - a. Status of operations (Alberta Re-Launch impact, federal staff wage compensation, employee contract,)
  - b. Child Care for Essential Workers – current enrollment
  - c. Financial Update – April 2020 – Audit Invoice
  - d. New Covid re-launch guidelines for childcare
  - e. Recruitment/Training/Advertising
  - f. Office manager – job description/advertising
- 5. Business Arising**
  - a. Construction – Progress Report for April
    - i. Change order review
    - ii. Boiler Installation
    - iii. Telus installation of services/ cell booster quote
    - iv. Kitchen appliances (re-wiring of panel for dishwasher)
    - v. Inspection schedule -preliminary and final
  - b. Landscaping and outdoor playspace/designs and budget
  - c. Public relations (Marketing and Signage)
- 6. New and unfinished business**
  - a. Grants
  - b. LRSD transition agreement
  - c. Operating Budget 2020 (on hold)
  - d. Policy – Board Recruitment (on hold)
  - e. Vision and Mission (committee)
  - f. Annual General Meeting (TBD)
- 7. Round Table: Federal Government Child Care**
- 8. Date for next meeting – \_\_\_\_\_ , 2020**
- 9. Adjournment**



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**Board Meeting**  
**May 26, 2020 | 5:00 PM | Virtual Meeting**  
**Minutes – Signature Copy**

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**In Attendance**

Board Members Present

Don Anderberg, Brian McGillivray, Scott Korbett, Brian Hammond, Christy Gustavison, Ola Crook, Lacey Poytress, and Kathryn Sinnott

Absent with Regret

Judy Lane

PCCELC and Town Staff Present

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

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**1. Call to Order | Meeting Protocol for Call-ins**

Don called the meeting to order at 5:03 PM.

**2. Approval of Agenda**

**Motion | McGillivray**

**That the Board approve the May 26, 2020 agenda as presented.**

**Carried**

**3. Approval of Minutes of May 14, 2020**

**Motion | Korbett**

**That the Board approve the minutes of the May 14, 2020 PCCELC Board Meeting as presented.**

**Carried**

#### 4. Operations Update

##### a. Status of Operations (Alberta Re-Launch impact, federal staff wage compensation, employee contract)

The Board discussed the challenges associated with opening the new centres under the current COVID-19 restrictions. Stephanie advised that the Centre is no longer restricted to the children of essential service workers. However, each classroom is still constrained to a maximum of 10 children and staff. A second classroom was opened two weeks ago to accommodate 6 children. 2 more clients will be starting at the Centre on Monday, and this will bring the Centre to the maximum capacity allowed under the current restrictions.

Stephanie advised that a number of clients are contacting the Centre to ensure that their space(s) will not be lost under the current restrictions. Lacey inquired into how the Centre will determine who is next in line for a space. Stephanie advised that priority will go to clients who were already registered with the Centre prior to the COVID-19 incident, and that they will be contacted in order as per their registration dates.

Stephanie reported that 2 staff members have chosen not to return to work due to the COVID-19 circumstances. These staff members will be temporarily laid off in order for them to collect Employment Insurance benefits. La Vonne advised that their positions will be held for a certain period of time, and that the Centre will monitor the evolving labour standards.

*Christy joined the meeting at 5:10 PM*

##### b. Child Care for Essential Workers – Current Enrollment

Discussed during item 4.a.

##### c. Financial Update – April 2020 – Audit Invoice

The PCCELC Financial Statement for April 2020, which contained the Balance Sheet Comparison and Profit and Loss YTD Comparison, was distributed electronically to the Board prior to the meeting.

David reported that the 2019 audit invoice has been received from Avail. Wendy advised that the invoice will be paid under the Town and then allocated to the PCCELC. The Board discussed the cost of the 2019 audit, and Wendy advised that it was a budgeted expense.

##### **Motion | McGillivray**

**That the Board accept the PCCELC Financial Statement for April 2020, including the Balance Sheet Comparison and Profit and Loss YTD Comparison, as presented.**

**Carried**

**d. New COVID Re-launch Guidelines for Childcare**

Discussed during item 4.a.

**e. Recruitment/Training/Advertising**

La Vonne reported that, as per communication with Children's Services, a system has been developed to contact those who enrolled in the online training. An email will be sent out to each of the registrants this week.

Stephanie advised that she has performed 4 interviews over the last 24 hours, and that 2 new staff members have been hired thus far. Several individuals who took the online training have expressed interest in obtaining a position at the Centre.

La Vonne asked if there is a budgeted allocation for staff recruitment. It was advised that recruitment expenditures are not listed in the budget. La Vonne requested that \$1,500 be allocated towards recruitment and marketing.

**Motion | McGillivray**

**That the Board authorize the allocation of \$1,500 towards the development of a marketing program for staff recruitment.**

**Carried**

**f. Office Manager – Job Description/Advertising**

The Board discussed this item at length. Don advised that this item was deferred in the last board meeting, and that PCCELC management is not looking to move forward with this position at this time. La Vonne and Stephanie reported that PCCELC management does not have the time to recruit and train a new office manager at this time, and that the position could be re-considered in July when the centres are fully operational. Brian M. recommended that the Board and PCCELC management focus on transitioning to the new centres at this time.

David expressed concerns towards Stephanie's workload and suggested that the position could be filled now before the workload increases. Lacey suggested that this would also provide more time to secure a suitable candidate. Stephanie advised that she is comfortable with maintaining her current level of duties.

**Motion | Korbett**

**That the Board defer the office manager discussion to the July 2020 PCCELC Board Meeting.**

**Carried**

*Kathryn left the meeting at 5:41 PM*

## **5. Business Arising**

### **a. Construction – Progress Report for April**

The Construction Summary Report for April 2020 was distributed to the Board electronically prior to the meeting. David reported that construction is on schedule.

Don provided an overview of the May 25, 2020 Site Meeting. The Board was advised that the Building Committee will be performing a preliminary inspection of the St. Michael's facility on Thursday, May 28 and the Canyon facility on Thursday, June 4. The final walkthroughs, performed by Silver Ridge Construction, Talbera, and two representatives from the Town, will be performed the next day at each facility. The final inspection will list any deficiencies and, once they are addressed by the contractor, the project will be handed off to Talbera to secure the Occupancy Permits. Landscaping will also start on Thursday.

Scott advised that he can bring a checklist for use at the preliminary inspections on Thursday.

#### **i. Change Order Review**

David advised that a couple of change orders have been brought back for review by the Building Committee. One is for supplying and installing front door hardware (because of a Code change), and the other concerns the supply and installation of additional fascia material for the front canopy at each site.

La Vonne reported that an additional change order will be coming for review, as she has requested full doors on the bathrooms and change areas instead of a gate. La Vonne also requested that a couple of shelves be installed over the sink in the pantry.

#### **ii. Boiler Installation**

Don advised that the boilers were installed at each of sites as per Talbera's direction. This installation was not authorized by the Board, and the Building Committee will discuss this item with those present during the inspection on Thursday.

#### **iii. Telus Installation of Services / Cell Booster Quote**

La Vonne advised that Telus will be installing internet, security, and VoIP phone services in the two centres. These services will cost \$108.00/month all together. The VoIP phones will be a cost up front, and Telus will also look into the possibility of installing a cell phone booster during the install appointment. David provided the Board with several cell booster quotes from local and

Lethbridge-based companies. The Board agreed to defer the cell booster discussion to the next board meeting in order to receive information from Telus.

Lacey expressed concerns with the VoIP phone system and advised that it may not display the physical address of the centres when dialing 911. This item will be discussed during the installation appointment.

**iv. Kitchen Appliances (Re-wiring of Panel for Dishwasher)**

David advised that the electrical panel for the dishwasher needed to be re-wired, as it was wired for a residential unit instead of a commercial one. La Vonne reported that the wiring has been changed successfully, and that the dishwasher is now installed to code.

**v. Inspection Schedule – Preliminary and Final**

Discussed during item 5.a.

**b. Landscaping and Outdoor Playspace – Designs and Budget**

La Vonne reported that landscaping and fencing will begin on Thursday, and that it can be completed within 5-6 days at each site if the weather cooperates. It was noted that the centres cannot be licensed until these steps are complete. However, La Vonne is working with Children's Services to see if an exception can be made. Don advised that the landscaping company is responsible for installing the sod, and it is then the Centre's responsibility to maintain it. Talbera will also ask the landscaping contractor if they can remove the concrete bases that the fence rested on at the St. Michael's location.

La Vonne advised that she has connected with Beverlie Dietze, who is a landscaping professional with regards to childcare facilities. Beverlie is interested in designing the outdoor play spaces at both sites, and she would incorporate it into a research project for her students. The centres would receive funding as part of the project, and it could provide international coverage. The Board agreed to permit La Vonne to move forward with this arrangement.

The Board discussed the financing of the outdoor play spaces. La Vonne reported that no grants have been received as of yet, and there isn't a line item in the budget for the outdoor play spaces.

Scott inquired into whether the outdoor play spaces can be used in light of the COVID-19 circumstances. La Vonne advised that the climbing structures will be closed, and that everything used outside will need to be sanitized.

**c. Public Relations (Marketing and Signage)**

La Vonne is currently discussing a marketing strategy with Marie. The Board discussed whether each facility should be named “Pincher Creek Community Early Learning Centre,” or if they should have unique names.

Stephanie advised that, in line with the Reggio theme, each room at the centres has been assigned a unique name based on the age group involved.

**6. New and Unfinished Business**

**a. Grants**

La Vonne is discussing grant opportunities with Liza. They are currently working towards applying for the Shell Legacy Grant, and Liza recommended that the PCCELC apply for the outdoor play spaces grant as most grants will not pay for retroactive items. As per David’s suggestion, La Vonne and Liza will also look into applying for the Pieridae Energy Community Fund.

**b. LRSD Transition Agreement**

David contacted Lisa Furakawa to check on the status of the agreement. Lisa reported that Canyon School is compiling a draft agreement. David will also be sending them a modified version of the Facility Rental Agreement with HSSD for their reference. The agreement will be submitted to the Board for consideration once it’s completed.

**c. Operating Budget (2020)**

The draft PCCELC Operating Budget for 2020-2022 was displayed on-screen during the meeting. David and Wendy expressed that the budget is a flexible document, and that these figures are only an estimate. It was also noted that the budgeted figures are per facility, and that the “Loan Repayment (via MSI)” item will need to be adjusted to factor in the grant received from the MD.

**Motion | Crook**

**That the Board approve the PCCELC Operating Budget for the year 2020 as presented.  
Carried**

**d. Policy – Board Recruitment**

Currently on hold.

**e. Vision and Mission (Committee)**

Stephanie advised that the Committee is working on a time to discuss the Mission and Vision Statements.

**f. Annual General Meeting**

To be determined.

**7. Round Table: Federal Government Child Care**

Brian H. inquired into the Town's feelings towards the MD grant offer. The Board formally thanked Brian and the MD Council for their contribution. David advised that the announcement was published in the online version of the Pincher Creek Echo on May 15.

The Board discussed funding and repayment options for the new facilities. Prior to the meeting, Christy sent out some news articles to the Board regarding potential child care subsidies from the government. Christy suggested the Board could draft a letter of support for the concept, and it could list the types of items needed by the Centre if the program is established. Don requested that Christy draft a letter and submit it to the Board for approval.

The Board discussed potential opening dates for the new centres.

**8. Date for Next Meeting**

**Tuesday, June 9, 2020 at 5:00 PM.**

**9. Adjournment**

There being no further business, Christy Gustavison declared the meeting adjourned at 6:40 PM.

Read and approved this

9<sup>th</sup>

of ~~May~~ <sup>JUNE</sup> 2020



X

Director

X

Director