



Board Meeting June 9, 2020 Virtual Meeting Agenda 1.0

- 1. Call to Order: 6:00 PM**
Meeting Protocol for call-ins
- 2. Approval of agenda**
- 3. Approval of Minutes of May 26, 2020**
- 4. Operations Update**
 - a. Status of operations (Current enrolment etc)
 - b. Moving Day !!
 - c. Financial Update – May 2020
 - d. Re-launch guidelines for childcare
 - e. Recruitment/Training/Advertising
 - f. Office manager – deferred to July
- 5. Business Arising**
 - a. Construction – Progress Report
 - i. TCCC Certificate St. Michael's
 - ii. TCCC Certificate Canyon
 - iii. Telus installation of services/ cell booster quote
 - iv. Building Inspection reports
 - v. Outstanding invoices
 - b. Landscaping and outdoor playspace/designs and budget
 - c. Public relations (Marketing and Signage)
- 6. New and unfinished business**
 - a. Grants
 - b. Boiler
 - c. LRSD transition agreement
 - d. Policy – Board Recruitment (on hold)
 - e. Vision and Mission – Report/recommendations
 - f. Annual General Meeting (TBD)
- 7. Round Table:**
- 8. Date for next meeting – _____ , 2020**
- 9. Adjournment**



Board Meeting
June 9, 2020 | 5:00 PM | Virtual Meeting
Minutes – Signature Copy

In Attendance

Board Members Present

Don Anderberg, Brian McGillivray, Scott Korbett, Brian Hammond, Christy Gustavison, Ola Crook, Kathryn Sinnott, and Judy Lane

Absent with Regrets

Lacey Poytress

PCCELC and Town Staff Present

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

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

Don called the meeting to order at 5:01 PM.

2. Approval of Agenda

Motion | McGillivray

That the Board approve the June 9, 2020 agenda as amended, with the amendment being the addition of Item 5.a.vi. Insurance and Item 6.g. Street Signage (Both Locations).

Carried

3. Approval of Minutes of May 26, 2020

Motion | Gustavison

That the Board approve the minutes of the May 26, 2020 PCCELC Board Meeting as presented.

Carried

4. Operations Update

a. Status of Operations (Current Enrollment, etc.)

Stephanie advised that the Centre is still operating within the cohort groups specified by the COVID-19 legislation. New information may be released during the Phase II announcement on Friday.

Stephanie conveyed that some children have moved up to the next age group which allowed for the creation of two new part-time spots.

Motion | Korbett

That the Board receive the operational status update as information.

Carried

b. Moving Day

La Vonne advised that a specific moving day has not been set. PCCELC Management, with the assistance of the Town Recreation Department, have been gradually moving the materials to the new facilities. The remaining materials will be moved during the June 26 weekend to ensure that the centres are set up for licensing on July 7. The Centre's final operating day at St. Mike's will be July 6.

Scott inquired into the move-in date for the Canyon location. Stephanie advised that, as per La Vonne's recommendation, Canyon Creek will also be moving in on July 6 so both centres can be licensed on July 7.

La Vonne advised that the Board will get the first walkthroughs at the new centres followed by the Town and MD Councils. La Vonne will work with Marie to establish and post the public walkthrough dates.

c. Financial Update – May 2020

Stephanie advised that Avail will have the financial reports in place by the next board meeting.

Motion | McGillivray

That the Board defer the May 2020 Financial Update to the next board meeting.

Carried

d. Re-launch Guidelines for Childcare

Stephanie advised that the cohort sizes may change as part of the Phase II announcement on Friday. Don indicated that the board members may not be receiving all the COVID-19 updates. David will send out a link to Friday's press conference to the Board.

e. Recruitment/Training/Advertising

Stephanie received a letter from Rebecca Schulz, Minister of Children's Services, which expressed the ministry's appreciation to the Board and Town staff for their efforts towards the childcare project. A copy of this letter will be distributed to the Board.

Stephanie also advised that numerous community members are enrolling in the online orientation course.

f. Office Manager

Deferred to the July board meeting.

5. Business Arising

a. Construction – Progress Report

The Canyon and St. Mike's Punch Lists were distributed to the Board prior to the meeting. David advised that the May Construction Summary Report will be distributed to the Board once it is received by Talbera.

La Vonne accepted the keys to each facility as of this morning, and Laurie has also signed off on the buildings. Silver Ridge is planning to be out of the Canyon location by Thursday.

Don asked if any major issues were observed during the inspections. Scott reported that a high quality of workmanship was observed at each of the sites, and that the punch lists only listed minor cosmetic challenges. Scott also advised that these challenges have already been addressed and fixed by Silver Ridge.

David expressed that the Canyon Punch List does not contain the same level of detail as the St. Mike's one. La Vonne advised that an updated Punch List may be received after Talbera and Silver Ridge perform their walkthrough tomorrow at 9:00 AM.

La Vonne advised that Silver Ridge will be looking into a solution for the Double Dutch Doors even though they were not included in the project.

i. TCCC Certificate – St. Michael's

David advised that the TCCC Completion Certificate has been received for the St. Michael's facility.

ii. TCCC Certificate – Canyon

David advised that the TCCC Completion Certificate has been received for the Canyon facility. It was confirmed that Laurie signed off on the certificate for each site.

iii. Telus Installation of Services / Cell Booster Quote

The Board discussed the installation of a cell booster at the Canyon facility. David and La Vonne advised that, due to increased demand during the COVID-19 incident, Telus does not have the equipment in stock at this time. David proceeded to present the following quotes that he obtained from local and Lethbridge-based companies:

- Riteline Electric: \$4,400
- South-Alta Communications: \$5,850
- Communications Group Lethbridge: \$3,657

Scott advised that he currently uses a cell booster at his office, and it has proven to be effective. Scott recommended that the Board move forward with the install, and Brian M. suggested that a local company should be used for the project.

Motion | McGillivray

That the Board approve the installation of a cell phone signal booster by Riteline Electric Ltd. at the Canyon PCCELC facility.

Carried

Don asked if Telus has installed services at each of the facilities. La Vonne advised that she is currently working with Telus to establish an installation date.

iv. Building Inspection Reports

David advised that he has received the final inspection reports for each facility. Don advised that the Occupancy Permit will need to be approved and issued by the Town. Laurie reported that all of the inspection reports have been submitted to Development.

v. Outstanding Invoices

Laurie and Wendy reported that Silver Ridge has been paid in full, and that the Town is holding off on paying the current invoices from Talbera to find out if they will cover the cost of the boiler installation. Wendy advised that the April invoice from Avail was also paid.

The Board discussed the two change orders that were brought up during the previous board meeting. 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. David has contacted Talbera to determine why the Code changed and why the Board was not notified. David advised that the canopy change was quoted at \$1,000 for both sites.

vi. Insurance

David advised that a letter was received from Silver Ridge regarding the status of the insurance for both facilities. David inquired into whether the Town has the facilities insured at this time. Wendy advised that she contacted the Capital Assets Coordinator yesterday to ensure that insurance is in place.

b. Landscaping and Outdoor Playspace – Designs and Budget

La Vonne is currently working with Liza to apply for the Shell Legacy Grant. If awarded, these funds will support the development of the outdoor playspaces and landscaping. La Vonne explained that Council originally directed the Board to apply for funding that would go towards the capital costs of the facilities. However, there was insufficient time to prepare an application before the grant deadline in January, and grants will not pay for projects that have already been completed.

Brian M. inquired into how much the Centre is looking to obtain from the grant. La Vonne advised that they are requesting \$250,000 for each site for \$500,000 total. The cost of installing an underground sprinkler system will also be included in the application. David advised that he has provided Liza with each board member's occupation, as this information was also required on the application.

Motion | McGillivray

That the Board direct Administration to move forward with the Shell Legacy Grant application for the amount of \$500,000, and that the funds, if awarded, be used towards the development of the outdoor playspaces and landscaping.

Carried

Judy left the meeting at 5:54 PM

Don suggested that the two school boards should be invited to the facility walkthroughs. La Vonne reported that they are on the invite list and suggested that Chris Smeaton, former superintendent for HSSD, also be invited to participate. Christy suggested that the Board send a letter of appreciation to HSSD for accommodating the Centre at St. Mike's and allowing them to offer care for essential service workers during the COVID-19 outbreak. Brian M. recommended that a letter of appreciation be sent to LRSD as well.

Motion | Crook

That the Board direct Administration to send a letter of appreciation to Holy Spirit School Division for accommodating the Pincher Creek Community Early Learning Centre at St. Michael's School and allowing the Centre to provide care to essential service workers during the COVID-19 pandemic, and that a letter of appreciation also be sent to Livingstone Range School Division for their support during the project and for offering care to essential service workers during the pandemic.

Carried

c. Public Relations (Marketing and Signage)

Discussed during Item 5.b.

6. New and Unfinished Business

a. Grants

Don expressed appreciation for the grant that was received from the MD and advised that legal documentation will be submitted to their office for review.

b. Boiler

Discussed during Item 5.a.v.

c. LRSD Transition Agreement

The Transition and Facility Agreement between the Town and LRSD was distributed to the Board prior to the meeting.

David explained that a basic spreadsheet was provided to LRSD that defined the key components and tasks involved in the transition. LRSD then filled in the cells with their recommendations and returned the spreadsheet to Administration. David recommended that the spreadsheet be submitted to a legal firm so it can be drafted into a formal agreement. The Board agreed with David's recommendation and advised that the formalized agreement will need to be available for the June 22 Council Meeting. The transition agreement will be in effect until March 2021.

d. Policy – Board Recruitment

Currently on hold.

e. Vision and Mission – Report / Recommendations

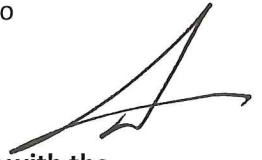
The minutes from the June 4 Vision, Mission and Values Committee Meeting were distributed to the Board prior to the meeting.

The Board discussed the draft Vision, Mission, and Values statements along with the chosen names for the facilities and the individual rooms. The Board agreed that the names and statements align with the goal of the Centre. Don suggested that an explanatory statement may need to be developed to define the use of “sage” to community members.

Motion | **Name??** *OLA CROOK*

That the Board approve the Vision, Mission, and Values statements, together with the facility and room names, as presented.

Carried



f. Annual General Meeting

To be determined.

g. Street Signage (Both Locations)

A few rough sketches of the signage placement at each facility were distributed to the Board prior to the meeting.

David reported that the Community Peace Officers and the Operations Department visited each site to determine what signage will be necessary on Town streets and within the boundaries of the facilities. The Operations Department estimated that the signage will cost \$2,400 for both sites. Laurie advised that Public Works has most of the signs in stock, and that the signs on the streets may be covered by the Town.

Scott inquired into the meaning of the “No Stop” signs at the Canyon site. David will clarify these signs with Operations. La Vonne advised that she will speak to Marie about ensuring conformity with the other new signs around town.

Motion | Korbett

That the Board direct Administration to proceed with the signage project at each facility with a budgeted amount of up to \$2,400, and that Administration be authorized to amend the proposed signage locations as required.

Carried

7. Round Table

Stephanie asked if the PCCELC website could be modified so that management can perform updates as required. Stephanie explained that the website can only be amended by Mountain Drift, and that it has not been updated in two years. Don recommended that management gather some quotes for the website update and present them at a future board meeting.

The Board discussed the creation of a joint press release to announce the MD's contribution towards the centres. Don advised that an announcement can be posted once the documentation is approved and signed off by the MD.

The Board discussed the notion of holding a grand opening event for the centres. La Vonne advised that she will work with Marie to organize a ribbon cutting ceremony with the Town and MD.

8. Date for Next Meeting

Tuesday, June 23, 2020 at 7:00 PM in the Town Council Chambers.

9. Adjournment

There being no further business, Ola Crook declared the meeting adjourned at 6:38 PM.

Read and approved this 23rd of June 2020

X

Director



X

Director

