



**Board Meeting June 23, 2020**  
**Council Chambers**  
**Agenda 2.0**

- 1. Call to Order: 7:00 PM**
- 2. Approval of agenda**
- 3. Approval of Minutes of June 9, 2020**
- 4. Operations Update**
  - a. Status of operations
  - b. Moving – Sage and Canyon Creek
  - c. Financial Update – May 2020
  - d. Staffing and training
  - e. Office manager – deferred to July
- 5. Business Arising**
  - a. Construction – Progress Report/punchlist completion
    - i. Telus installation of services/ cell booster
    - ii. Building Inspection reports
    - iii. Outstanding invoices / change orders
  - b. Landscaping and fencing
  - c. Outdoor playspace/timeline/designs and budget
  - d. Public relations (Marketing and Signage)
  - e. Opening/ribbon-cutting/trees
- 6. New and unfinished business**
  - a. Grants (Town-MD agreement, CFEP etc)
  - b. Boiler
  - c. LRSD Transition Agreement
  - d. Resignation from Board
  - e. Policy – Board Recruitment (on hold)
  - f. Annual General Meeting (TBD)
- 7. Round Table**
- 8. Date for next meeting – \_\_\_\_\_ , 2020**
- 9. Adjournment**



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**Board Meeting**  
**June 23, 2020 | 7:00 PM | Virtual & In-Person**  
**Minutes – Signature Copy**

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**In Attendance**

Board Members Present

Don Anderberg, Brian McGillivray, Scott Korbett, Christy Gustavison, Ola Crook, Judy Lane, and Lacey Poytress

Absent with Regrets

Kathryn Sinnott

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**

Don called the meeting to order at 7:05 PM.

**2. Approval of Agenda**

**Motion | McGillivray**

**That the Board approve the June 23, 2020 agenda as presented.**

**Carried**

**3. Approval of Minutes of June 9, 2020**

**Motion | Korbett**

**That the Board approve the minutes of the June 9, 2020 PCCELC Board Meeting as amended, with the amendment being the attachment of Ola Crook to the motion contained under Item 6.e.**

**Carried**

#### **4. Operations Update**

##### **a. Status of Operations**

Stephanie reported that no additional COVID-19 operational updates have been received from the Province since the last board meeting. Stephanie reviewed some of the key changes that were discussed during the previous board meeting, including the increase in cohort groups from 10 to 30.

Stephanie advised that the new centres will open on July 6<sup>th</sup>. The toddler classroom has already been cleared out and moved to the new centre. Management is hopeful that the COVID-19 restrictions will be reduced by September, and the Centre is not looking to operate at full capacity until that time.

Christy asked when the Out of School Care program will resume. Stephanie advised that the program will also begin on July 6<sup>th</sup>.

##### **Motion | Gustavison**

**That the Board accept the Operations Update as information.**

**Carried**

##### **b. Moving**

Stephanie advised that most of the materials have been moved to the new centre. Licensing will be inspecting both facilities on Thursday, July 2<sup>nd</sup>, and Friday, July 3<sup>rd</sup> will be the Centre's final operating day at St. Michael's School.

La Vonne advised that Canyon Creek will be moved into their facility by next week. Management will assist them with licensing and moving as necessary. However, LRSD maintenance staff are handling most of the materials.

Stephanie reported that the Centre has scheduled closures for a week in July and August.

Don expressed his appreciation to the Board for all their efforts towards the project. La Vonne also expressed her appreciation to the recreation staff for moving and assembling materials and to Ola for her assistance in assembling the kitchen.

##### **c. Financial Update – May 2020**

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

The Board discussed several line items and requested clarification on “4330 Staff Funding” and “Property, plant and equipment.” Stephanie will clarify these line items with Avail.

**Motion | McGillivray**

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

**d. Staffing and Training**

Stephanie advised that the job advertisements have been posted, and resumes are continually flowing in. La Vonne reported that the Centre will likely have an ongoing hiring process over the next 3-4 months. In the meantime, however, a sufficient number of staff are in place for the new centre.

The Board discussed the “post shut-down” rehiring procedure and policy.

La Vonne reported that the online training is up and running. 30 individuals are currently enrolled in the course, and 8 have completed the training.

La Vonne explained the cook position for the Centre and advised that the posting will not be advertised for at least a month due to the COVID-19 restrictions.

**e. Office Manager**

Deferred to the July board meeting.

**5. Business Arising**

**a. Construction – Progress Report / Punchlist Completion**

David inquired into the status of the Punchlist items. The Board advised that these items have either already been fixed or will be addressed by Silver Ridge Construction.

La Vonne advised that she may have all the exterior doors re-keyed in order for them to work with the same key, and the cabinets may be adjusted so they can remain unlocked when closed. La Vonne will also be looking into blinds and window coverings for the facilities.

**i. Telus Installation of Services / Cell Booster**

During the installation appointment, La Vonne discovered that Telus was installing a 5 MB/s residential internet system in the facilities. This system will not support the VOIP phones or the security system, and it is, unfortunately, the highest speed they can provide. Wendy and La Vonne are now looking into

services from Shaw and Axia. A mobile SmartHub device, which operates off a cellular network, may also be considered.

Scott advised that the SmartHub device will not work at the Canyon Creek facility due to poor cell reception. David advised that a cell booster has been ordered for the facility, and that the final component, whose delivery was delayed due to a supply chain issue, should arrive this week.

**ii. Building Inspection Reports**

David reported that the final electrical inspection certificate came in today. La Vonne advised that some of the building inspection reports, including the one for the fire suppression system, are not yet completed. Talbera will be submitting all the required information to Park Enterprises within the next 24-48 hours.

**iii. Outstanding Invoices / Change Orders**

David advised that several change orders have recently been approved. They include the supply and installation of door hardware, updated electrical requirements, the supply and installation of magnetic holders for the Dutch doors, and the supply and installation of additional signage, coat hooks, and door stops. The Board has not signed off on the change order for the front fascia material, as this is perceived as a design flaw. This change order will be sent back to Talbera for resolution.

David reported on a number of additional change orders that have been received. These include: replace the D-21 gate with lockset, replace the gate in the out of school care room with a full door, and replace or repair the kitchen sink faucets. La Vonne advised that the gate location in the exterior fence will also need to be changed in order to accommodate the fire escape route.

La Vonne advised that the cement pouring for the exterior fence poles has been delayed due to the wet weather. On that basis, Licensing will postpone their inspection of the outdoor playspace until the end of July.

**b. Landscaping and Fencing**

Don and La Vonne reported that the sod has been installed. Stephanie will be submitting an outdoor playspace exemption to Licensing since the fence is not in place.

**c. Outdoor Playspace – Timeline, Designs and Budget**

La Vonne advised that the Shell Legacy Grant Application has been submitted. She has also connected with Beverlie Dietze to further discuss the notion of incorporating the

outdoor playspace project into a model/practicum for her students. La Vonne will be reaching out to Vitae Environmental as well to discuss potential projects.

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

Don advised that the exterior signage for the centres has not yet been installed. La Vonne explained that signage will be placed for parking and traffic flow. Ola inquired into the status of the way-finding signage for the centres. La Vonne advised that she will address this project in a couple weeks.

**e. Opening / Ribbon-cutting**

David asked if the opening ceremonies, including the ribbon-cutting, have been formally scheduled. La Vonne reported that Marie has developed an agenda, but the invites have not been distributed as of yet. La Vonne advised that the Board will be invited to an appreciation luncheon for all their efforts towards the project.

La Vonne advised that she has ordered some flower boxes for the front of the centres. Blue Mouse Greenhouse will be installing them at the facilities. It was also advised that Ola has developed a list of trees that could be planted at the centres.

**6. New and Unfinished Business**

**a. Grants**

David advised that the Community Facilities Enhancement Grant is expected to be announced in July. This grant is for the sum of \$125,000.

The Town and MD have signed the agreement for the million-dollar grant, and Don explained that the MD will provide \$500,000 now and \$100,000 per year over the next 5 years. Don and Brian announced the funding to the community last Friday, June 19<sup>th</sup>.

**b. Boiler**

Discussed during Item 5.a.iii.

**c. LRSD Transition Agreement**

Don reviewed the process leading up to the finalized transition agreement. Council has approved the draft document, and it will be forwarded to LRSD for approval. La Vonne explained that the keys will be handed over to LRSD once the agreement is in place. David advised that a similar agreement will need to be drafted between the Town and PCCCLC for the Sage centre.

**d. Resignation from Board**

David advised that Brian Hammond submitted a letter to tender his resignation from the Board. Don explained that the MD Council is not looking to participate in the Centre's operations, and that Brian's resignation was recommended by their legal counsel. Don also suggested that a letter of appreciation be sent to Brian for his involvement. David advised that the minutes could continue to be sent to the MD for distribution.

The Board discussed the notion of filling Brian's position or keeping the Board at its current number of members. The Board agreed to advertise the vacant position.

**Motion | McGillivray**

**That the Board direct Administration to draft and advertise a public Volunteer Opportunity to fill the vacant position left by Brian Hammond's departure.**

**Carried**

**Motion | Crook**

**That the Board direct Administration to draft and send a letter of appreciation to Brian Hammond for his involvement with the PCCELC Board of Directors.**

**Carried**

**e. Policy – Board Recruitment**

Don suggested that the Mission and Vision Committee could be tasked with developing the board recruitment policy. The Board agreed with this suggestion, and La Vonne asked if a generic policy outline could be provided by Administration. David will provide this document to the Committee.

**Motion | Lane**

**That the Board direct the ad-hoc Mission and Vision Committee to draft the Board Recruitment Policy for the PCCELC Board of Directors.**

**Carried**

**f. Annual General Meeting**

David suggested that the Annual General Meeting could be held in September. The Board agreed to hold the meeting at that time.

**Motion | McGillivray**

**That the Board agree to hold the Annual General Meeting for the Pincher Creek Community Early Learning Centre in September 2020.**

**Carried**

**7. Round Table**

Don asked Judy about the school board's sentiments towards the completed project. Judy advised that she has been providing the construction updates to the board, and they are very impressed with the project. Don requested that Judy express the Board's appreciation to HSSD for their support. Judy advised that Chris Smeaton would be honored to attend the grand opening of the centres. Don advised that the Board will extend a formal invitation to Chris.

**8. Date for Next Meeting**

**Tuesday, July 21<sup>st</sup>, 2020 at 7:00 PM in the Town Council Chambers.**

The Board agreed to return to the regular once-a-month meeting schedule.

**9. Adjournment**

There being no further business, Judy Lane declared the meeting adjourned at 8:30 PM.

Read and approved this 21<sup>st</sup> <sup>July</sup> ~~of June~~ 2020

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

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



## Pincher Creek Community Early Learning Centre

### BALANCE SHEET COMPARISON

As of May 31, 2020

DRAFT

	TOTAL	
	AS OF MAY 31, 2020	AS OF MAY 31, 2019 (PY)
<b>Assets</b>		
Current Assets		
Cash and Cash Equivalent		
1060 ATB Bank Account	6,174.67	-10,494.63
<b>Total Cash and Cash Equivalent</b>	<b>\$6,174.67</b>	<b>\$ -10,494.63</b>
Accounts Receivable (A/R)		
1202 Government Funding Receivable	12,846.54	13,289.67
1205 Child Care Fees Receivable	-1,193.61	3,735.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$11,652.93</b>	<b>\$17,024.67</b>
1400 Prepaid expenses	516.00	454.00
<b>Total Current Assets</b>	<b>\$18,343.60</b>	<b>\$6,984.04</b>
Non-current Assets		
Property, plant and equipment		
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	-6,818.00	-2,130.00
1835 Computer equipment- accumulated amortization	-1,119.00	-361.00
<b>Total Non Current Assets</b>	<b>\$20,514.00</b>	<b>\$25,960.00</b>
<b>Total Assets</b>	<b>\$38,857.60</b>	<b>\$32,944.04</b>
<b>Liabilities and Equity</b>		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)	\$7,350.00	\$5,000.00
Credit Card	\$1,034.02	\$0.00
2300 Deposits	11,100.00	9,050.00
2400 Payroll Liabilities	6,120.57	8,316.05
<b>Total Current Liabilities</b>	<b>\$25,604.59</b>	<b>\$22,366.05</b>
<b>Total Liabilities</b>	<b>\$25,604.59</b>	<b>\$22,366.05</b>
Equity		
3005 Share capital	100.00	100.00
Retained Earnings	12,086.68	29,409.86
Profit for the year	1,066.33	-18,931.87
<b>Total Equity</b>	<b>\$13,253.01</b>	<b>\$10,577.99</b>
<b>Total Liabilities and Equity</b>	<b>\$38,857.60</b>	<b>\$32,944.04</b>

# Pincher Creek Community Early Learning Centre

## PROFIT AND LOSS YTD COMPARISON

January - May, 2020

DRAFT

	TOTAL	
	JAN - MAY, 2020	JAN - MAY, 2019 (PY)
<b>INCOME</b>		
4200 Sales	45,981.21	78,948.02
4320 Subsidies	34,037.00	55,585.30
4327 Benefit Contribution Grant	1,009.93	1,920.49
4329 Infant Care Incentive	750.00	4,650.00
4330 Staff Funding	20,592.74	
4470 Interest Income	0.86	0.14
4800 Town of PC - Reimbursed Expense	36,825.00	4,660.00
<b>Total Income</b>	<b>\$139,196.74</b>	<b>\$145,763.95</b>
<b>GROSS PROFIT</b>	<b>\$139,196.74</b>	<b>\$145,763.95</b>
<b>EXPENSES</b>		
5200 Supplies	2,591.46	1,511.44
5210 Activities/field trips	370.47	77.00
5440 WCB Expense	240.00	999.64
5685 Insurance		1,221.41
5690 Interest & Bank Charges	127.76	58.00
5700 Office Supplies	2,035.26	1,119.83
5730 Professional Fees	8,544.48	
5750 Training	511.81	
5760 Rent	1,750.00	3,750.00
5810 Toys	98.54	
5860 Licenses and Memberships	189.00	182.75
5999 SKFDH Contract		25,000.00
Payroll Expenses	<b>121,671.63</b>	<b>130,775.75</b>
<b>Total Expenses</b>	<b>\$138,130.41</b>	<b>\$164,695.82</b>
<b>PROFIT</b>	<b>\$1,066.33</b>	<b>\$-18,931.87</b>