



**Board Meeting July 21, 2020**  
**Council Chambers and/or Virtual**  
**Agenda 2.1**

- 1. Call to Order: 7:00 PM**
- 2. Approval of agenda**
- 3. Approval of Minutes of June 23, 2020**
- 4. Operations Update (both?)**
  - a. Status of operations
  - b. Financial Update – June 2020
  - c. Staffing and Training
  - d. Office manager
  - e. Maintenance – Building Warranty period / (who, when, how?)
  - f. Maintenance – grounds (who, when, how?)
- 5. Business Arising**
  - a. Communication technology**
    - i. Telus installation of services/ cell booster
    - ii. Building Inspection reports (complete)
    - iii. Outstanding invoices / change orders
  - b. Landscaping / fencing & gates / parking stops at Canyon
  - c. Outdoor playspace/timeline/designs/sheds/budget
  - d. Public relations (Marketing and Signage)
- 6. New and unfinished business**
  - a. Grants (Town-MD agreement, CFEP etc)
  - b. LRSD Transition Agreement
  - c. PCCELC Ltd Lease Agreement
  - d. Board member advertising
  - e. Policy – Board Recruitment (on hold)
  - f. Annual General Meeting – Sept 17 6:00 PM
  - g. Footbridge
- 7. Round Table**
- 8. Date for next meeting – \_\_\_\_\_ , 2020**
- 9. Adjournment**



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**Board Meeting**  
**July 21, 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, Kathryn Sinnott, Judy Lane, and Lacey Poytress

PCCELC and Town Staff Present

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

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**1. Call to Order**

Don called the meeting to order at 7:09 PM.

**2. Approval of Agenda**

**Motion | McGillivray**

That the Board approve the July 21, 2020 agenda as amended, with the amendment being the addition of Item 6.g. Footbridge at Sage Centre.

Carried

**3. Approval of Minutes of June 23, 2020**

**Motion | Lane**

That the Board approve the minutes of the June 9, 2020 PCCELC Board Meeting as presented.

Carried

**4. Operations Update**

**a. Status of Operations**

Stephanie advised that 23 children are currently enrolled at the Sage Centre. 8 families who were enrolled prior to the COVID-19 shutdown have returned, and 3 patrons enrolled back at the Canyon Creek Centre once it opened. Stephanie explained that their attendance numbers will gradually increase by September, and she is anticipating

they will have around 30 children at that time. The Out-of-School Program will also likely be at full capacity. In order to accommodate these numbers, Stephanie advised that the Centre will need to hire 2 full-time employees and 3 part-time employees.

In terms of the COVID-19 restrictions, La Vonne explained that the cohort groups were able to increase from 10 to 30 in each room at the new Centre. Stephanie advised that the Centre is keeping track of where staff have been in the facility through contact records, and they sign off at the end of the day to indicate that everyone was symptom free. The Centre will also be investigating the application process for the COVID small business loan with the assistance of Avail.

Stephanie inquired into the possibility of staff attending a virtual childcare conference. The Board approved this expenditure and advised that the funds should come from the training budget. Stephanie also reported that staff are registered for a free curriculum framework program in the fall.

Stephanie proceeded to advise that locks are needed for the exterior gate at each facility, and that the office locks will also need to be re-keyed as they currently all match. Don recommended that management contact Public Works to order the locks through their supplier.

La Vonne asked if the Board would like to receive regular updates from the Canyon Creek Centre. The Board agreed to receive this information, and La Vonne will secure a report for the next board meeting. La Vonne also explained that management is working with Canyon Creek to coordinate a universal fee structure.

**Motion | Korbett**

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

**Carried**

**b. Financial Update – June 2020**

The PCCELC Financial Statement for June 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 the various line items and inquired into the negative balance displayed for “1205 Child Care Fees Receivable.” Stephanie explained that the negative balance is a result of fee and deposit refunds due to COVID. Brian also inquired into the “Retained Earnings” line item, and David advised that he will clarify this item with Wendy and Avail.

Based on the increased attendance in July, Scott asked if the Centre is now generating enough revenue to cover the operating costs. Stephanie advised that the costs still outweigh the revenue, and this will likely not change until September.

**Motion | McGillivray**

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

**Carried**

**c. Staffing and Training**

Discussed during Item 4.a.

**d. Office Manager**

Stephanie recommended that the Board discuss the Office Manager position in September, as the Centre is currently not generating enough revenue and the activity levels are manageable. La Vonne suggested that the job description for this position could be drafted prior to the September board meeting.

**Motion | Sinnott**

**That the Board defer Item 4.d. to the September board meeting, and that the job description for the Office Manager position be developed prior to that meeting.**

**Carried**

The Board discussed the Secretary-Treasurer position and its associated duties, as Laurie advised that David will need to be relieved of these responsibilities in the near future. It was recommended that a board member take on this assignment, and Brian suggested that the position may need to be paid due to the additional duties. David explained that the Secretary-Treasurer is a salaried position in the budget, and Ola advised that she would be willing to assume the position if David will provide her with an overview of the duties and responsibilities. Don advised that the position will need to be further discussed by Council.

**e. Maintenance – Building Warranty Period**

David reviewed a letter that Alexa sent to Talbera regarding maintenance responsibilities, warranty issues, and liabilities. La Vonne advised that the Town would have to prove any identified deficiencies, and that management is currently discussing issues with the air conditioning system and the dishwasher at the Canyon Creek facility. Silver Ridge will also be returning to fix some leaks in the roof at the Canyon facility. La Vonne advised that management has been instructed to contact her with any issues they encounter, and she will then contact Silver Ridge and Talbera directly.

**f. Maintenance – Grounds**

David explained that, as per the lease agreement, LRSD will coordinate the grass cutting at the Canyon facility. La Vonne advised that the Recreation Department will no longer be undertaking the watering at the facility.



David inquired into the watering of the sod at the Sage Centre, and Stephanie advised that management could undertake this task. It was advised that the Town will continue to mow the grass at this facility. La Vonne also reported that the top of the fence is uneven at the Canyon facility due to the contours of the grounds. This issue will be discussed with the installer.

## **5. Business Arising**

### **a. Communication Technology**

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

David advised that the cell booster has been installed and is functioning well at the Canyon facility.

La Vonne reported that she has not heard back from Shaw or Telus regarding the service installations for both centres. La Vonne also indicated that the Canyon Creek facility will utilize LRSD's internet and phone services until the end of March. Stephanie advised that the Sage Centre is experiencing internet connectivity and speed issues, as they are currently using a Bell SmartHub device. Brian suggested that management contact the telecommunications firms in Lethbridge for assistance. David will obtain the contact information for the firms who provide cell boosters.

#### **ii. Building Inspection Reports (Complete)**

David advised that all the building inspection reports have been completed and submitted.

#### **iii. Outstanding Invoices / Change Orders**

La Vonne received an email regarding the change order for the faucets. It was advised that the cost may be adjusted for this change order, as it only listed the changes to the faucet itself and excluded the other components. La Vonne also advised that the counters next to the stove will need to be switched from arborite to stainless steel, as the heat will melt this material.

*Kathryn left the meeting at 8:13 PM.*

### **b. Landscaping, Fencing, and Parking Stops at Canyon**

David advised that the outside edge of the parking lot at the Canyon facility is not enclosed with parking stops, and, as a result, the asphalt will collapse in those areas from the weight of the vehicles. La Vonne expressed similar concerns with the parking lot at the Sage Centre. It was advised that Public Works will look into ordering the parking stops.

**Motion | Korbett**

**That the Board authorize the installation of parking stops along the perimeter of the Canyon Creek parking lot, and that parking stops also be installed on the south side of the Sage Centre parking lot.**

**Carried**

La Vonne reported that the fencing is being installed at the Sage Centre and that it is already in place at the Canyon facility.

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

La Vonne advised that Co-op successfully moved the shed over to the Canyon Creek facility, but it will need to be repainted. The Co-op performed this service free of charge. Stephanie indicated that she would also like to have the Sage Centre’s shed moved over from St. Mike’s.

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

Stephanie and La Vonne will be discussing marketing options for the centres. The ad-hoc committee will also be called together for suggestions.

**6. New and Unfinished Business**

**a. Grants (Town and MD Agreement, CFEP, etc.)**

David advised that the PCCELC has received \$75,000 from the CFEP small funding stream. These funds will go towards materials and supplies for the centres. David also reported that he has not received any updates on the Shell grant.

La Vonne reported that Vitae Environmental will be performing the landscaping at each facility. This project will likely not occur until next year.

**b. LRSD Transition Agreement**

David advised that the Town and LRSD are currently stalled on the agreement, as Wendy expressed concern with not charging fair market-value rent. David will receive clarification from Wendy once she returns from holidays.

**c. PCCELC Ltd. Lease Agreement**

David advised that the Town is currently leasing the Sage facility to the PCCELC. Hence, a formalized lease agreement will need to be generated and sent to a lawyer for approval. David indicated that the Town is charging closer to fair market-value rent in this case, so it should not be an issue with this agreement.

**Motion | McGillivray**

**That the Board direct Administration to proceed with drafting a lease agreement between the Town and the PCELC Ltd.**

**Carried**

**d. Board Member Advertising**

David reported that advertising is in place for the vacant board position. However, no applications have been received as of yet.

**e. Policy – Board Recruitment**

Stephanie advised that the ad-hoc committee will be called together to develop the Board Recruitment Policy.

**f. Annual General Meeting – September 17<sup>th</sup> at 6:00 PM**

David advised that Administration contacted the law office to obtain a formal list of items to discuss at the meeting. The Annual General Meeting will be held at 6:00 PM, and the board meeting will follow thereafter. David also advised that the 2019 financial statements will need to be approved at the AGM, and the Board will need to decide if an auditor needs to be present at the meeting.

**g. Footbridge at Sage Centre**

David advised that a dedicated footbridge will be getting installed near the east side of the Sage Centre. This project was instigated by a charitable donation that was received by a non-resident. A cheque in the amount of \$5,000 has already been received, and the footbridge will need to be cleared by HSSD prior to installation. David will present some concepts to the Board once the project is discussed with the designer.

**7. Round Table**

No items were presented for discussion.

**8. Date for Next Meeting**

**Thursday, August 20<sup>th</sup>, 2020 at 7:00 PM in the Town Council Chambers.**

The Board agreed to tentatively schedule the next meeting for the aforementioned date. However, this meeting may be cancelled in lieu of the summer holidays.

**9. Adjournment**

There being no further business, Judy Lane declared the meeting adjourned at 8:44 PM.

Read and approved this 17<sup>th</sup> day of September 2020

X



Director

X



Director



# Pincher Creek Community Early Learning Centre

## BALANCE SHEET COMPARISON

As of June 30, 2020

DRAFT

|   | TOTAL              |                         |
|---|--------------------|-------------------------|
|   | AS OF JUN 30, 2020 | AS OF JUN 30, 2019 (PY) |
| <b>Assets</b>                                     |                    |                         |
| <b>Current Assets</b>                             |                    |                         |
| Cash and Cash Equivalent                          | \$4,426.24         | \$ -12,181.37           |
| Accounts Receivable (A/R)                         |                    |                         |
| 1202 Government Funding Receivable                | 7,398.01           | 12,597.04               |
| 1205 Child Care Fees Receivable                   | -1,761.61          | 5,341.00                |
| <b>Total Accounts Receivable (A/R)</b>            | <b>\$5,636.40</b>  | <b>\$17,938.04</b>      |
| 1400 Prepaid expenses                             | 516.00             | 454.00                  |
| <b>Total Current Assets</b>                       | <b>\$10,578.64</b> | <b>\$6,210.67</b>       |
| <b>Non-current Assets</b>                         |                    |                         |
| 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>\$31,092.64</b> | <b>\$32,170.67</b>      |
| <b>Liabilities and Equity</b>                     |                    |                         |
| <b>Liabilities</b>                                |                    |                         |
| <b>Current Liabilities</b>                        |                    |                         |
| Accounts Payable (A/P)                            | \$7,350.00         | \$5,000.00              |
| Credit Card                                       | \$925.67           | \$0.00                  |
| 2300 Deposits                                     | 10,800.00          | 8,750.00                |
| 2400 Payroll Liabilities                          | 6,059.31           | 6,174.09                |
| <b>Total Current Liabilities</b>                  | <b>\$25,134.98</b> | <b>\$19,924.09</b>      |
| <b>Total Liabilities</b>                          | <b>\$25,134.98</b> | <b>\$19,924.09</b>      |
| <b>Equity</b>                                     |                    |                         |
| 3005 Share capital                                | 100.00             | 100.00                  |
| Retained Earnings                                 | 12,086.68          | 29,409.86               |
| Profit for the year                               | -6,229.02          | -17,263.28              |
| <b>Total Equity</b>                               | <b>\$5,957.66</b>  | <b>\$12,246.58</b>      |
| <b>Total Liabilities and Equity</b>               | <b>\$31,092.64</b> | <b>\$32,170.67</b>      |

# Pincher Creek Community Early Learning Centre

## PROFIT AND LOSS YTD COMPARISON

January - June, 2020

DRAFT

|                                      | TOTAL               |                      |                       |
|--------------------------------------|---------------------|----------------------|-----------------------|
|                                      | JAN - JUN, 2020     | JAN - JUN, 2019 (PY) | JAN - JUN, 2020 (YTD) |
| <b>INCOME</b>                        |                     |                      |                       |
| 4200 Sales                           | 51,880.21           | 96,751.02            | 51,880.21             |
| 4320 Subsidies                       | 45,131.01           | 66,741.40            | 45,131.01             |
| 4327 Benefit Contribution Grant      | 1,009.93            | 2,311.43             | 1,009.93              |
| 4329 Infant Care Incentive           | 750.00              | 5,700.00             | 750.00                |
| 4330 Staff Funding                   | 20,592.74           |                      | 20,592.74             |
| 4470 Interest Income                 | 1.08                | 0.14                 | 1.08                  |
| 4800 Town of PC - Reimbursed Expense | 36,825.00           | 9,660.00             | 36,825.00             |
| <b>Total Income</b>                  | <b>\$156,189.97</b> | <b>\$181,163.99</b>  | <b>\$156,189.97</b>   |
| <b>GROSS PROFIT</b>                  | <b>\$156,189.97</b> | <b>\$181,163.99</b>  | <b>\$156,189.97</b>   |
| <b>EXPENSES</b>                      |                     |                      |                       |
| 5200 Supplies                        | 3,872.46            | 2,619.14             | 3,872.46              |
| 5210 Activities/field trips          | 756.61              | 77.00                | 756.61                |
| 5440 WCB Expense                     | 240.00              | 999.64               | 240.00                |
| 5685 Insurance                       |                     | 1,221.41             |                       |
| 5690 Interest & Bank Charges         | 128.36              | 69.80                | 128.36                |
| 5700 Office Supplies                 | 2,362.89            | 1,119.83             | 2,362.89              |
| 5720 Advertising                     | 29.23               |                      | 29.23                 |
| 5730 Professional Fees               | 8,544.48            |                      | 8,544.48              |
| 5750 Training                        | 545.20              |                      | 545.20                |
| 5760 Rent                            | 2,100.00            | 4,500.00             | 2,100.00              |
| 5810 Toys                            | 98.54               |                      | 98.54                 |
| 5860 Licenses and Memberships        | 189.00              | 182.75               | 189.00                |
| 5999 SKFDH Contract                  |                     | 30,000.00            |                       |
| Payroll Expenses                     | 143,552.22          | 157,637.70           | 143,552.22            |
| <b>Total Expenses</b>                | <b>\$162,418.99</b> | <b>\$198,427.27</b>  | <b>\$162,418.99</b>   |
| <b>PROFIT</b>                        | <b>\$ -6,229.02</b> | <b>\$ -17,263.28</b> | <b>\$ -6,229.02</b>   |