



Board Meeting
September 17, 2020 | 6:40 PM | Council Chambers
Minutes – Signature Copy

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

1. Call to Order (Following the AGM)

Don called the meeting to order at 6:40 PM.

2. Approval of Agenda

Motion | Crook

That the Board approve the September 17, 2020 agenda as amended, with the amendment being the addition of item 6.h. Public Meetings as well as the revision of item 4.b. to read "August 31, 2020" instead of "July 31, 2020" and the revision of item 6.d. to read "Board Member Applications" instead of "Board Member Advertising".

Carried

3. Approval of Minutes of July 21, 2020

Motion | Korbett

That the Board approve the minutes of the July 21, 2020 PCCELC Board Meeting as presented.

Carried

4. Operations Update

a. Status of Operations

Stephanie reported that 37 children are currently enrolled at the Sage Centre. 65% are full-time, 24% are part-time, and 11% are drop-in patrons. Three more part-time

patrons will be enrolling in October. Stephanie advised that several families moved over to the Canyon Creek Centre once they opened due to the \$25/day childcare. Stephanie also reported that the Centre now has enough clients to cover the payroll costs. Hence, they will not be seeking further assistance from the Town in this respect.

Scott asked if the Centre is still operating under COVID restrictions. Stephanie advised that the Centre can only have up to 83 children, and they must remain in cohorts of 30. Staffing also continues to be an issue, and management is hoping that more applications will be received once the CERB benefit and Canyon's \$25/day grant ends.

Stephanie advised that the Ministry has announced a funding stream for all childcare facilities in the province. The Centre recently received \$9,000, and management is waiting for further information to be released about the program. Management is also waiting to hear back on the small business grant application.

Motion | Sinnott

That the Board accept the operations and staffing update as information.

Carried

b. Financial Update – to August 31, 2020

The PCCELC Financial Statement for August 2020, which contained the Balance Sheet Comparison, the Profit and Loss YTD Comparison, and a report from Avail, was distributed in the agenda package and attached hereto.

The Board discussed several line items contained in the reports. Scott inquired about the CFEP Grant funding of \$75,000. Stephanie indicated that this funding was applied towards materials and supplies for the Centre. David advised that Avail will need a breakdown of how the grant funding was invested. The Town's investment of \$204,000 will also need to be included on future statements.

Motion | Gustavison

That the Board accept the PCCELC Financial Statement for August 2020, including the Balance Sheet Comparison, the Profit and Loss YTD Comparison, and the report from Avail LLP, as presented.

Carried

c. Staffing and Continued Online Training

Discussed during item 4.a.

d. Office Manager (Options, Timeline)

The Office Manager Job Description, dated September 2020, was distributed in the agenda package.

The Board discussed the tasks and responsibilities listed in the description. Stephanie expressed concern towards the cost of the position given the current enrollment at the Centre. David expressed concern about management's ability to perform office duties and answer the phone if they are in ratio with the children.

The Board proceeded to discuss the notion of creating a part-time position instead. However, based on the current capacity at the Centre, Stephanie suggested that the position is not necessary at this time. Hence, it was recommended that the office manager discussion be re-visited in December or January.

Motion | Korbett

That the Board defer item 4.d. to the January 2021 board meeting.

Carried

e. Maintenance/Warranty Work at the Sage Centre (Lines of Communication)

David advised that the Board, management, and town administration need to be clear on the lines of communication for warranty repairs and general maintenance. Hence, administration has created two new categories in the iWorQ's system for each early learning centre, and these work orders will be sent to management, La Vonne, and the Town's Recreation and Public Works departments.

The Board discussed the flow of communication once a work order has been submitted. Laurie advised that Blake will handle the general maintenance requests, and Alexa will respond to warranty claims. The engineer and general contractor will then be contacted by these individuals. In their absence, La Vonne and/or Adam will follow-up on these requests.

Scott asked if there are any outstanding issues with the facilities. La Vonne advised that some of the items from the original punchlist are still outstanding. These concerns will be further discussed with Talbera.

f. Maintenance/Warranty Work at the Canyon Creek Centre

Discussed during item 4.e.

5. Business Arising

a. Communication Technology

i. Phone Systems (Both Locations)

La Vonne advised that Canyon Creek is utilizing LRSD's network. This system appears to be working well for their needs.

In terms of the Sage Centre, Stephanie advised that they are still experiencing issues with their internet connectivity. Management will be reaching out to

Telus to determine if they can offer speeds greater than 5 mb/s. Don suggested that the CRTC could be contacted for assistance with this matter. Stephanie also conveyed that they would like to have a phone line installed in the office.

Motion | Lane

That the Board direct administration to further investigate the communication technology issues at the Sage Centre and to contact the CRTC for assistance.

Carried

b. Outstanding Invoices/Change Orders

David asked if there are any outstanding change orders. La Vonne advised that the change orders regarding the puck board and the faucets have not been completed. There are also some issues with the fencing and the security code keypad at Canyon Creek. Al and Alexa will be addressing these concerns. La Vonne further conveyed that she will be addressing an issue with a toilet fixture and the lighting at the centres.

c. Landscaping

David inquired into the condition of the sod at the centres. Stephanie conveyed that the sod took hold and is looking well at the Sage Centre. La Vonne advised that she is addressing an 8x8 section was not covered with sod at Canyon Creek.

d. Outdoor Playspace/Timeline/Designs/Sheds/Budget

Stephanie advised that a suitable location has been determined for the shed at the Sage Centre. Co-op has been contacted to move the shed, but they have not called back to relay the cost of this service. Management will be following-up with this matter.

La Vonne advised that, unfortunately, the PCCELC did not receive the Shell grant. She will be reaching out to Liza to determine why their application was denied, and the outdoor playspaces will be put on hold until funding is secured.

e. Public Relations (Marketing, Signage, and Website)

Stephanie conveyed that the Mission and Vision Committee will be taking on these projects. David suggested that the committee should determine how to promote the mission and vision statements. La Vonne advised that signage displaying the PCCELC logo and the name of each centre will need to be installed at both locations. The Mission and Vision Committee will meet together and come up with a list of recommendations to present to the Board.

Stephanie advised that she received an invoice for \$892.50 from Mountain Drift for the re-skinning of the PCCELC website. Mountain Drift also charges \$321.00 annually for hosting the domain. Don asked if there is a line item in the budget for the website

update, and David advised that there are no items related to the website or signage. The Board agreed to move forward with paying the invoice from Mountain Drift.

Motion | Korbett

That the Board direct administration to pay the combined invoice from Mountain Drift in the amount of \$1,213.50 for the redesign and annual domain hosting of the PCCELC website.

Carried

6. New and Unfinished Business

a. Grants (Pending?) (CFEP Reporting Obligations)

Discussed during item 5.d.

b. LRSD Transition Agreement (Canyon Creek)

The Transition Agreement between the Town of Pincher Creek and Livingstone Range School Division was distributed in the agenda package. David reported that the agreement is signed and in place with LRSD.

i. Maintenance Obligations

David advised that the Town has several maintenance obligations as per the agreement. A process for handling maintenance requests was established during item 4.e.

ii. LRSD Staffing Transition after March 31, 2021

The Board discussed the transition of staff from LRSD to the PCCELC once Canyon Creek ceases operations. La Vonne advised that LRSD has established staffing contracts to March 31, 2020, and that staff are asking if the PCCELC will be performing a staffing transition or will be re-hiring. La Vonne further conveyed that Canyon Creek currently has 7 full-time and 2 part-time employees.

The Board agreed to transition Canyon Creek's staff to the new centre. La Vonne advised that she will gather additional information on the staffing situation and present it to the Board for discussion. Brian conveyed that the Board will need to consider the wage levels and assigned responsibilities for each staff member during the transition.

Motion | Sinnott

That the Board direct administration to gather information pertaining to the Canyon Creek staffing transition and present it to the Board for discussion.

Carried

c. PCCELC Ltd. Lease Agreement (Sage)

The draft Facility Rental Agreement between the Town of Pincher Creek and PCCELC Ltd. was distributed in the agenda package. David advised that the rental agreement is based on the same structure as the LRSD agreement.

The Board discussed several clauses and responsibilities listed in the agreement. David advised that the Town is responsible for the grounds maintenance, snow removal, clearing plugged plumbing fixtures, and lightbulb replacement. Scott expressed concern towards the cost of performing some of these functions, and Don advised that Town staff can already perform most of these responsibilities. It was ultimately decided, however, that the agreement should be amended to denote that the tenant is responsible for these functions in order to properly invoice these expenses to the PCCELC and clarify the cost centre. David will also amend the agreement to state that the tenant is responsible for the cost of the utility services.

The Board discussed the snow removal clause of the agreement, and David explained that the Town will clear snow around the Centre and HSSD will clear the walkways/pathways on their property. The Board discussed the notion of installing a sidewalk on the north side of McDougall Street to ensure that the children can safely walk to school. Don also suggested that a pathway could be installed that leads directly to the Centre from the school. Judy will discuss these two options with HSSD.

The Board proceeded to discuss the security system for the facility. La Vonne advised that a keypad entry system and security cameras have been installed in the building. The Board ultimately decided that the agreement should be amended to indicate that the landlord will provide the security system for the facility.

David advised that the amended lease agreement will need to be submitted to a lawyer for review.

Motion | Korbett

That the Board direct administration to update the Facility Rental Agreement between the Town of Pincher Creek and PCCELC Ltd. and submit the amended document to the lawyer for review.

Carried

d. Board Member Applications

Motion | Poytress

That the Board agree to move in-camera at 8:25 PM with the following present: Don Anderberg, Brian McGillivray, Scott Korbett, Christy Gustavison, Ola Crook, Kathryn Sinnott, Judy Lane, Lacey Poytress, Stephanie Smith, Laurie Wilgosh, La Vonne Rideout, David Green, and Dylan Bennett

Carried

Motion | Korbett

That the Board agree to move out of in-camera at 8:36 PM.

Carried

Motion | Gustavison

That the Board agree to appoint Sean Oliver to the PCELC Board of Directors.

Carried

e. Policy – Board Recruitment

Motion | Sinnott

That the Board agree to defer item 6.e. Board Recruitment to the October board meeting.

Carried

f. Footbridge at Sage

David advised that the engineer has replied with a list of items that would be required to ensure the footbridge is safe. The cost of these requirements goes well beyond the donation that was received. Judy advised that she will discuss this project further with HSSD.

g. Vision and Mission (Report from the Committee)

Discussed during item 5.e.

h. Public Meetings

David advised that he has received a few inquiries from the public asking if they can attend board meetings in-person or virtually. David proceeded to ask if the Board would be comfortable with opening the meetings to the public. Don suggested that administration should review the AGM and contact the Town lawyer and Municipal Affairs for clarification on this matter.

Motion | Sinnott

That the Board direct administration to further investigate the notion of hosting public board meetings.

Carried

7. Round Table

No items were presented for discussion.

8. Date for Next Meeting

Thursday, October 15th, 2020 at 7:00 PM in the Town Council Chambers.

9. Adjournment

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

Read and approved this 15th day of October 2020

X

Director



X

Director



Pincher Creek Community Early Learning Centre

PROFIT AND LOSS YTD COMPARISON

January - August, 2020

DRAFT

	TOTAL		
	JAN - AUG, 2020	JAN - AUG, 2019 (PY)	JAN - AUG, 2020 (YTD)
INCOME			
4200 Sales	68,826.21	136,926.12	68,826.21
4320 Subsidies	65,260.52	89,438.28	65,260.52
4327 Benefit Contribution Grant	1,009.93	3,206.21	1,009.93
4329 Infant Care Incentive	2,100.00	7,350.00	2,100.00
4330 Staff Funding	20,592.74		20,592.74
4335 CFEP Grant	75,000.00		75,000.00
4470 Interest Income	1.24	0.29	1.24
4800 Town of PC - Reimbursed Expense	89,382.44	24,160.00	89,382.44
Total Income	\$322,173.08	\$261,080.90	\$322,173.08
GROSS PROFIT	\$322,173.08	\$261,080.90	\$322,173.08
EXPENSES			
5200 Supplies	11,151.66	3,244.33	11,151.66
5210 Activities/field trips	1,368.76	77.00	1,368.76
5410 Wages & Salaries	6,950.04		6,950.04
5440 WCB Expense	348.41	1,479.64	348.41
5685 Insurance	1,441.43	2,288.11	1,441.43
5690 Interest & Bank Charges	9,337.14	247.29	9,337.14
5700 Office Supplies	3,307.15	1,462.28	3,307.15
5705 Utilities	1,319.47		1,319.47
5710 Telephone	969.87		969.87
5720 Advertising	1,862.75		1,862.75
5730 Professional Fees	18,662.48		18,662.48
5750 Training	928.87	625.68	928.87
5760 Rent	2,100.00	6,000.00	2,100.00
5810 Toys	98.54		98.54
5860 Licenses and Memberships	189.00	382.75	189.00
5999 SKFDH Contract		35,000.00	
Payroll Expenses			
Taxes	12,682.71	13,547.15	12,682.71
Wages	177,690.14	203,279.31	177,690.14
Total Payroll Expenses	190,372.85	216,826.46	190,372.85
Total Expenses	\$250,408.42	\$267,633.54	\$250,408.42
PROFIT	\$71,764.66	\$ -6,552.64	\$71,764.66

Pincher Creek Community Early Learning Centre

BALANCE SHEET COMPARISON

As of August 31, 2020

DRAFT

	TOTAL	
	AS OF AUG 31, 2020	AS OF AUG 31, 2019 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
1060 ATB Bank Account	2,821.60	-6,120.04
Total Cash and Cash Equivalent	\$2,821.60	\$ -6,120.04
Accounts Receivable (A/R)		
1202 Government Funding Receivable	10,112.91	13,350.59
1205 Child Care Fees Receivable	-231.52	9,057.50
Total Accounts Receivable (A/R)	\$9,881.39	\$22,408.09
1400 Prepaid expenses	516.00	454.00
Total Current Assets	\$13,218.99	\$16,742.05
Non-current Assets		
Property, plant and equipment		
1820 Office Furniture	100,564.00	25,564.00
1830 Computer equipment	2,887.00	2,887.00
Total Property, plant and equipment	\$103,451.00	\$28,451.00
1825 Office furniture - Accumulated amortization	-6,818.00	-2,130.00
1835 Computer equipment- accumulated amortization	-1,119.00	-361.00
Total Non Current Assets	\$95,514.00	\$25,960.00
Total Assets	\$108,732.99	\$42,702.05
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)	\$7,350.00	\$2,500.00
Credit Card	\$1,120.81	\$0.00
2300 Deposits	11,250.00	10,350.00
2400 Payroll Liabilities	5,060.84	6,894.83
Total Current Liabilities	\$24,781.65	\$19,744.83
Total Liabilities	\$24,781.65	\$19,744.83
Equity		
3005 Share capital	100.00	100.00
Retained Earnings	12,086.68	29,409.86
Profit for the year	71,764.66	-6,552.64
Total Equity	\$83,951.34	\$22,957.22
Total Liabilities and Equity	\$108,732.99	\$42,702.05