Fort Macleod Early Learning & Childcare Society
Annual General Meeting Agenda

Date: Tuesday, September 29, 2026 @ 7:00 PM
Location: In person (venue to be confirmed) and online via Google Meet

Attendance: In-person members, please sign the attendance register on arrival (First Name, Last Name, Date, Physical Address, Signature). Online members, please provide the same information in the meeting chat shortly after joining.

1. Call to Order

1.a. Welcome and land acknowledgement.

1.b. Confirmation of quorum.

1.c. Introductions.

2. Approval of Agenda

Motion: to approve the agenda as presented, or as amended.

3. Approval of Previous Meeting Minutes

3.a. Review of the September 3, 2026 Board Meeting Minutes.

Motion: to approve the minutes as presented, or as amended.

4. President's Report

Year in review: Kinder Roots Non-Profit Program, Community and Grant Relationships, and progress toward charitable status.

5. Executive Director's Report

Program and enrolment update, staffing, and licensing standing.

6. Treasurer's Report and Financial Statements

6.a. Presentation of the Society's financial statement for the fiscal year, as required under Section 25 of the Alberta Societies Act.

Motion: to accept the financial statements as presented.

7. Charitable Status, Bylaws Amendment: Special Resolution (75% Majority Required)

7.a. Background: the Bylaws currently have no stated purposes clause, and the dissolution clause does not name qualified donees; both must be corrected before the Society can apply to the CRA for charitable status.

7.b. Notice of this special resolution was given to members on September 8, 2026, under Article XIV.2 of the Bylaws.

Motion: that the Society's Bylaws be amended by adding a purposes clause and replacing Article XV, 15.1, as set out in the notice of this meeting. This resolution requires 75% of the votes cast to pass; the vote will be taken by roll call to include online attendees.

8. Election of Directors

8.a. Review of current Board composition and expiring terms or vacancies.

8.b. Call for nominations from the floor (Director at Large – Non-Voting Seats Available).

Motion: to elect or acclaim the slate of directors as presented.

9. Annual Return Filing, Reminder

Informational only. The Society's Annual Return is due to Corporate Registry each year, per Section 26 of the Alberta Societies Act.

10. Other Business

- "It Takes a Village" grant application update.
- Other items members wish to raise.

11. Adjournment

Motion: to adjourn the meeting.

Agenda Prepared by: Secretary
Date prepared: September 22, 2026

Fort Macleod Early Learning & Childcare Society
Annual General Meeting, Attendance Register

Date: Tuesday, September 29, 2026 **Location:** In person or Virtual

For in-person attendance. Please print your First Name, Last Name, today's Date, and Physical Address, and provide your Signature below. Online attendees, please provide the same information in the meeting chat shortly after joining.

First Name	Last Name	Date	Physical Address	Signature

Fort Macleod
EARLY LEARNING & CHILDCARE SOCIETY

First Name	Last Name	Date	Physical Address	Signature

Attendance Register Prepared by: Secretary
Date prepared: September 22, 2026

Fort Macleod Early Learning & Childcare Society
Treasurer's Report: Financial Statement for the Fiscal Year

Fiscal Year: September 1, 2025 to August 31, 2026 (per Bylaws, Article IX, 9.1)
Presented: Annual General Meeting, September 29, 2026

This statement reflects revenue, grants and donations, and expense activity for January 1 through August 31, 2026, as tracked in the Society's board financial tracking spreadsheet. Kinder Roots had no recorded banking or program activity prior to January 2026; the Society's incorporation (November 27, 2025) and its first months predate the start of regular Kinder Roots programming. **Figures for September 2026 onward fall in the new fiscal year and are not included here.**

Between January and August 2026, the Society brought in about $61,300, mostly from childcare fees and government childcare funding, along with donations and grants from the community. That was about $17,600 less than we had budgeted, mainly because childcare enrollment, and the revenue that comes with it, took longer to ramp up than originally planned.

Over the same period, the Society spent about $63,400, mostly on staff wages and payroll taxes, with the rest going toward rent, utilities, supplies, and getting the program up and running. That was about $16,400 less than budgeted, largely because some planned spending on wages and start-up materials didn't happen yet.

Put together, the Society spent about $2,100 more than it brought in during this period. That's a modest shortfall, not a financial emergency, and it's a fairly typical pattern for a childcare nonprofit in its first year, while enrollment, staffing, and grant funding are all still climbing toward their ongoing, steady-state levels.

Revenue

Line Item	Budget	Actual	Variance %
Childcare revenue (fees + affordability grant)	$68,372.00	$48,474.56	-29.1%
Total Revenue	**$68,372.00**	**$48,474.56**	**-29.1%**

Grants and Donations

Line Item	Budget	Actual	Variance %
Fort Macleod Lions	$2,000.00	$0.00	-100.0%
Fort Macleod Rotary	$8,000.00	$0.00	-100.0%
Fort Macleod Masons	$500.00	$500.00	0.0%
Community Donations (no tax receipts)	$0.00	$12,330.00	n/a
Total Grants and Donations	**$10,500.00**	**$12,830.00**	**+22.2%**

Total Revenue, Grants, and Donations: Budget $78,872.00 Actual $61,304.56

Expenses

Line Item	Budget	Actual	Variance %
Staffing - ED Salary	$17,268.00	$19,424.45	+12.5%
Staffing - Level 1 Wages	$17,547.00	$21,111.47	+20.3%
Staffing - Level 2/3 Wages	$4,800.00	$3,943.05	-17.9%
Staffing - Wage Top-Ups	$10,320.00	$0.00	-100.0%
Staffing Subtotal	**$49,935.00**	**$44,478.97**	**-10.9%**
Statutory - CPP/EI/WCB	$8,550.00	$2,075.86	-75.7%
Statutory Subtotal	**$8,550.00**	**$2,075.86**	**-75.7%**
Facilities - Outdoor Space Renovation	$675.00	$1,782.81	+164.1%
Facilities - Rent	$4,725.00	$4,725.00	0.0%

Line Item	Budget	Actual	Variance %
Facilities - Utilities	$800.00	$1,237.58	+54.7%
Facilities - Insurance	$2,160.00	$0.00	-100.0%
Facilities Subtotal	**$8,360.00**	**$7,745.39**	**-7.4%**
Operations - Software/IT	$500.00	$0.00	-100.0%
Operations - Food Program	$1,450.00	$0.00	-100.0%
Operations - Supplies	$1,026.97	$2,292.78	+123.3%
Operations - Program Materials Start Up	$10,000.00	$6,478.29	-35.2%
Operations Subtotal	**$12,976.97**	**$8,771.07**	**-32.4%**
Financing - Interest Expense	$0.00	$306.74	n/a
Total Expenses	**$79,821.97**	**$63,378.03**	**-20.6%**

Net Income

Line Item	Budget	Actual	Variance %
Net Income (Revenue + Grants and Donations – Expenses)	**($949.97)**	**($2,073.47)**	**-118.3%**

Operating Line of Credit

The Society holds a $50,000 operating line of credit with Community Futures, established June 2026. As of August 31, 2026, $306.75 had been drawn against the line, with $306.74 in interest expense recorded above under Total Expenses. Line draws themselves are financing activity, not revenue, and are not included in Net Income.

Appointment of Auditor

Bylaws Article IX, 9.5 requires the Society's financial records be audited annually by a qualified CPA auditor, appointed by the Board or by the Members at the Annual General Meeting. No auditor has yet been engaged for the fiscal year ended August 31, 2026. To bring the Society into compliance with 9.5, it is recommended the Members appoint an auditor at this meeting and authorize the Board and Treasurer to engage a qualified CPA firm, with the completed audited report to be presented at a future meeting once the engagement is finished.

Motion Proposed by Treasurer: *that the Members appoint an auditor for the Society's financial records for the fiscal year ended August 31, 2026, as required under Bylaws Article IX, 9.5, and authorize the Board and Treasurer to select and engage a qualified CPA firm accordingly, with the audited report to be presented at a future meeting.*

Treasurer's Report Prepared by: Laura Yunick, Treasurer
Date prepared: September 22, 2026

OCTOBER 1, 2025

FORT MACLEOD EARLY LEARNING & CHILDCARE SOCIETY

NON-PROFIT SOCIETY BYLAWS

Fort Macleod
EARLY LEARNING & CHILDCARE SOCIETY

Fort Macleod Early Learning & Childcare Society
Incorporated under the Societies Act of Alberta

BYLAWS

Effective October 8th, 2025.

These bylaws have been developed in accordance with the governance principles of the *Alberta Board Development Program* and the *Societies Act of Alberta*, incorporating best practices for non-profit early learning organizations.

Article I – Name and Definitions

1.1 The name of the Society shall be Fort Macleod Early Learning & Childcare Society (hereafter referred to as "the Society").
1.2 The "Societies Act" means the Societies Act of Alberta.
1.3 "Board" means the Board of Directors duly elected to govern the Society.
1.4 "Member" means any individual who has been accepted into membership under Article III.
1.5 "Director" means any elected member of the Board.
1.6 "Officer" refers to the President, Vice President, Secretary, Treasurer, and Member-at-Large.
1.7 "Special Resolution" means a resolution passed by at least seventy-five percent (75%) of votes cast at a general or special meeting for which proper notice has been given.

Article II – Membership

2.1 Membership is open to any individual in the community who supports the purposes of the Society.
2.2 Each member is entitled to one (1) vote at Annual General Meetings and Special Meetings of the Society. Members do not vote at regular meetings of the Board of Directors.
2.3 Membership is non-transferable.
2.4 A member may resign by written notice to the Board.
2.5 The Board may terminate a membership for cause by majority vote after providing the member notice and an opportunity to respond.
2.6 Members in good standing may:
  a. Attend Annual General and Special Meetings of the Society;
  b. Vote on motions presented at those meetings; and
  c. Stand for election to the Board of Directors.

Article III – Meetings of the Society

3.1 The Society shall hold an Annual General Meeting (AGM) in September each year.
3.2 Notice of the AGM shall be given at least 21 days in advance.
  3.2.1 Method of Notification: Notice of any Annual General Meeting or Special Meeting shall be provided to all members by email and by public posting at the Society's registered physical address. Electronic notice shall be considered sufficient.
3.3 Special Meetings may be called by the President or by a majority of the Board with 7 days' notice.
3.4 Quorum for a general meeting shall be 50% + 1 of members in good standing.

3.4.1 Quorum for a Special Meeting shall be fifty percent (50%) plus one (1) of the members in good standing.
3.5 Meetings shall follow a majority vote procedure — motions are decided by majority of members present.
3.6 In the event of a tie, the President's vote prevails.
3.7 No proxy voting is permitted.

Article IV – Board of Directors

4.1 The Board shall consist of five (5) Directors, each serving a two-year term.
4.2 Directors shall be elected by members at the Annual General Meeting.
4.3 Vacancies on the Board may be filled by appointment of the remaining Directors until the next AGM.
4.4 A Director may be removed from office by a majority vote of the Board for cause, non-participation, or breach of these bylaws.
4.5 No Director shall receive remuneration for their service as a Director.
4.6 Quorum for Board meetings shall be three (3) Directors.
4.7 The Board shall meet monthly, or as required to conduct the business of the Society.
4.8 Decisions shall be made by majority vote of those present. In the event of a tie, the President's vote prevails.
4.9 All meetings shall be recorded in official minutes, which must be approved and signed at the next meeting.
4.10 The Board shall ensure that all actions are consistent with the Society's objects, bylaws, and applicable legislation.

Article V – Duties of Officers

5.1 The Officers of the Society shall consist of a President, Vice President, Secretary, Treasurer, and Member-at-Large.
5.2 Duties

President:
- Provides leadership to the Board;
- Chairs all meetings of the Society and Board;
- Ensures compliance with the Societies Act; and
- Acts as the official representative of the Society.

Vice President:
- Assists the President and assumes duties in their absence; and
- Performs additional duties as assigned by the Board.

Secretary:
- Records minutes of all meetings;
- Maintains membership and meeting records; and
- Issues official notices of meetings.

Treasurer:
- Oversees all financial records and reporting;
- Ensures accurate accounting practices; and

• Prepares annual financial statements for the AGM.

Member-at-Large:

• Represents the general membership;
• Serves on committees as appointed by the Board; and
• Assists with Society activities as needed.

Article VI – Personnel Committee

6.1 The Board shall appoint a Personnel Committee of two (2) Directors annually.
6.2 The Personnel Committee shall:

a. Review staff performance and recommend compensation;
b. Oversee recruitment and policy compliance; and
c. Make recommendations to the Board — but not final decisions.

6.3 Committee members must be free from any conflict of interest regarding staff employment or contractual matters.

Article VII – Powers of Directors and Officers

7.1 The Board of Directors shall have full power to manage the affairs of the Society in accordance with these bylaws and the Societies Act, including but not limited to:

a. Managing the operations, programs, and activities of the Society;
b. Approving budgets and overseeing financial management;
c. Entering into contracts, agreements, and funding arrangements on behalf of the Society;
d. Establishing committees and delegating authority as necessary;
e. Hiring, supervising, and terminating staff;
f. Ensuring compliance with applicable laws, regulations, and policies.

7.2 Officers of the Society shall have the authority necessary to perform the duties of their respective offices, consistent with the direction of the Board.

Article VIII – Conflict of Interest

8.1 Directors must declare any personal, financial, or relational interest in a matter before the Board.
8.2 A Director who declares a conflict shall abstain from discussion and voting on that matter.
8.3 The Society may enter into a contract or lease with a related party only if:

a. The relationship and interest are fully disclosed;
b. The transaction is fair and reasonable;
c. The affected Director abstains from all deliberation and votes; and
d. The decision is recorded in the official minutes.

8.4 The Board must handle all conflicts transparently and in accordance with the Societies Act.

Article IX – Finance and Fiscal Year

9.1 The fiscal year of the Society shall end on August 31 of each year.

9.2 All funds shall be used solely to advance the objects of the Society.
9.3 All financial instruments, including cheques, require signatures of two (2) of the five (5) Directors.
9.4 The Treasurer shall prepare annual financial statements for presentation at the AGM.
9.5 The Society's financial records shall be audited annually by a qualified CPA auditor appointed by the Board or by the Members at the Annual General Meeting. The auditor shall provide a written report on the Society's financial statements, which shall be presented at the AGM.
9.6 The Society shall maintain all books and records at its registered office or another secure location designated by the Board.

Article X – Committees

10.1 The Board may establish committees as needed to carry out the work of the Society.
10.2 Each committee shall operate under terms of reference approved by the Board.
10.3 Committees shall report to the Board, and their recommendations require Board approval before implementation.

Article XI – Inspection of Records

11.1 Members in good standing may request access to Society records in writing to the Board.
11.2 The Board shall make records available within a reasonable time for review at a mutually agreed location.
11.3 Records shall not be removed from the Society's premises or copied without Board authorization.

Article XII – Borrowing Powers

12.1 The Society may borrow funds or issue debentures only by special resolution approved at a General Meeting.
12.2 The Board may authorize temporary banking or credit arrangements necessary for day-to-day operations.

Article XIII – Indemnity

13.1 Every Director or Officer acting honestly and in good faith in the execution of duties shall be indemnified by the Society against all costs or claims arising from their official acts.
13.2 No Director shall be liable for acts of another Director, provided they acted within the law and these bylaws.

Article XIV – Amendments

14.1 These bylaws may be amended by special resolution (requiring a 75% majority) at an AGM or Special Meeting.
14.2 Proposed amendments must be circulated to all members at least 21 days in advance.

Fort Macleod
EARLY LEARNING & CHILDCARE SOCIETY

Article XV – Dissolution

15.1 Upon dissolution of the Society, and after payment of all debts and liabilities, the remaining assets shall be distributed to another Alberta-based non-profit organization with similar purposes, as determined by the Board.
15.2 No portion of the Society's income or property shall be paid to, or otherwise made available for, the personal benefit of any member or Director.

Article XVI – Signatures of Incorporators

These bylaws were originally reviewed, approved, and adopted on October 8th, 2025.
They have been revised solely to incorporate required amendments identified by the Alberta Corporate Registry during the incorporation review process. No substantive changes were made beyond those required for compliance. As such, these bylaws are now recirculated for signature by the incorporators.

Full Name (Legal)	Date of Signature	Formal Signature
Mackenzie Hengerer	11/24/2025	
Lee-Anne Holfeld	11/24/2025	
Keeley Odney	11/24/2025	Keeley Odney
Laura Yunick	11/24/2025	
Jesse Syrowitz	11/25/2025	Jesse Syrowitz

Witness

I, the undersigned, witnessed the signatures of all incorporators listed above.

Full Name (Legal)	Date of Signature	Formal Signature	Full Address
Cassie Ducharme	11/24/2025	cDucharme	2315 2nd Avenue Fort Macleod, AB T0L0Z0.