

STEWARD'S REPORT

Presented to the Board of Directors on 6 October 2010

Submitted by: Dwayne Collins

Introduction

I am pleased to present to the Board a new format for the Steward's Report that will hopefully work to streamline our meetings and present information in a more useful manner. Through the next few meetings, this report format will be continued to be adjusted until such time as we come across a format that we are happy with. Throughout this process I would ask that Board members give thought to the types of information being presented and inform the Steward of any recommendations to improve regular reporting, whether that be to include specific types of information or increase/decrease the amount of detail being provided.

Major Highlights – September 2010

Much of September was spent by staff on maintaining opening hours and regular operations in spite of a lack of student staff normally employed during this period. As such, very little outside of regular operations was accomplished.

Cross Connection Control Survey

Decision Required: None; Budget Implications: ~\$1,900

As reported previously, the Peterborough Utilities Commission has implemented a Cross Connection Control Program (CCCP) to safeguard the City's drinking water system from possible backflow from privately owned properties. As a result of the survey we were delivered a list of several items that needed to be installed/replaced. This work was undertaken during the first week of September and inspection required items has occurred with one exception being a backflow device installed on the Carriage House boiler that will have to occur later this month once the system is active.

Accessibility Upgrades/OTF Funding

Decision Required: None; Budget Implications: ~\$20,200

The incline platform lift supplied by Garaventa was installed on the 21st and 22nd of September without incident. Before the device can be put into service, we require an as yet to be scheduled inspection by the TSSA. Throughout October the Steward will be working to submit our final report to the Ontario Trillium Foundation as this item was the final step of the project. There has been no significant change in the situation in retrieving our deposit from previous vendor Eastern Elevator but we have not yet been given cause to be concerned.

OWSP Grant & Hiring

Decision Required: None; Budget Implications: ~\$1,800

Our OWSP funding for 2010-11 was announced on 19 September 2010 (several weeks later than usual). We will be receiving \$5,200 which will allow us to hire four students as House Wardens for 2010-11. Sara Liden who worked for us for the last two years, will be returning and we have posted to hire three additional students. Interviews are occurring on the 7th & 8th of October and hiring decisions will be made by the beginning of the week of the 11th.

Convenor Contract

Decision Required: Yes; Budget Implications: ~\$19,000+

Attached to this report is a proposed contract between the PRCSA and Alissa Paxton in her role as Convenor. I negotiated this contract over the last month with Alissa and substantial portions of it

are based upon my own contract. Alissa and I are both happy with the contract as presented and I would ask for the Board's approval. Highlights of the contract include a provision for severance benefits (under provincial law, the PRCSA is not required to pay severance to employees), an allowance for health or discretionary benefits, and a guaranteed annual pay increase of 1% plus inflation.

Follow Up Items

Eavestrough Cleaning

As requested at the last Board meeting, a complete cleaning of all eavestroughs has been scheduled to occur toward the end of October in order to ensure that all of the fall leaves are also removed.

For Information

- Sadleir House participated in the annual **Clubs & Groups day** during ISW at Trent;
- **disOrientation Week** was hosted at Sadleir House on 24 September 2010;
- The Sadleir House Library received an **\$800 grant from Theatre Trent** to purchase works related to theatre production techniques;
- We received our **first levy instalment** in the amount of \$93,914.10 – further information will be provided in the November budget report;
- Due to several glitches and complications, the Steward has reviewed and re-documented the **Sadleir House network** and will be replacing a router in an effort to better improve internet and network stability for tenants;
- The **Lecture Hall roof** was replaced in early September at a final cost of ~\$3,800 including taxes;
- The **Convenor attended a training seminar** by the Alcohol and Gaming Commission of Ontario (AGCO) in early September;
- The **Library catalogue was briefly offline** over a weekend this past month due to updates undertaken by our commercial webhost requiring an weekend afternoon being dedicated to updating code as we were not informed of the updates ahead of time – a complaint was lodged with Bluehost (our webhost) requesting that they inform clients ahead of time when major changes are to occur;
- Throughout a very busy month, Sadleir House staff have been attempting to **finish painting** the landing between the second floor and the third floor – progress has been slow but we are confident that we will eventually get the work complete;
- Further discussions with Enbridge have revealed that we are not actually eligible for an **incentive for the boiler replacement** of January 2010.