

STEWARD'S REPORT

Presented to the Board of Directors on 5 February 2011

Submitted by: Dwayne Collins

Introduction

It's mid-year and Sadleir House is going strong! With most of the winter behind us, we are looking forward to the spring. As the budget report will show, the spring will bring with it restraint in terms of major spending activities and as such we are looking to move into a season of planning for the years to come; including the strategic plan, fundraising, and budget planning.

Major Highlights – November 2010 – January 2011

The last three months since the last board meeting have been relatively quiet, with most of our energy going toward maintenance items and updating our virtual presence.

Sadleir House Website Updates

Decision Required: None; Budget Implications: None

The Sadleir House website has been updated to include new content (such as historical information, more information about our programmes and services, and highlights of the facility) and a new layout. The new layout includes updating our site formatting for most modern browser settings and a new menu that will bring to the forefront information that was previously buried in the “layers” of the old site. The only item remaining is to design a suitable “front-door” that reflect the new design. Any board members with feedback on either the design or the content should be in touch.

Property Tax Inquiry

Decision Required: None; Budget Implications: None

Attached to this report is a letter sent by the Steward to the City of Peterborough to inquire about the current tax rebate programme and whether or not there were any plans for its expansion to include charities taxed at the residential rate. Also included is the response from Brian Horton, Director of Corporate Services, explaining why there is no plan for expansion of the programme. I will be following up to request that, as indicated in Mr. Horton's letter, a report be given to council outlining the possible impact of the programme's expansion.

TCCBE Library Agreement

Decision Required: None; Budget Implications: None

We have negotiated and entered into a letter of agreement with the Trent Centre for Community Based Education (TCCBE) to provide cataloguing and library support via the ALTi project. Under the agreement, the TCCBE resource and project libraries will be hosted as part of ALTi and we will arrange for the original cataloguing of TCCBE projects. There are no budget implications for Sadleir House as we will only be acting as a broker: hiring trained librarians to catalogue and then invoicing TCCBE for those activities, resulting in a net budget impact of zero dollars. With the participation of the TCCBE in the ALTi programme, we hope to see increased awareness of the project.

Grounds Master Plan

Decision Required: None; Budget Implications: None

We have received (in digital form) the final drawings for the Grounds Master Plan, much of the plan remains the same as previous versions seen by the Board, with the exception of the removal of the water feature in the courtyard and the addition of a barrier free pathway to the South Lawn. In addition, Scott Donovan has provided rough budget targets for each section as follows: Fence: \$25,000; South Lawn improvements: \$16,900; Courtyard: \$26,000; Pathway area from Courtyard to

Street: \$20,000, Plantings (for Courtyard and South Lawn): \$15,000. It should be noted that in addition to the above rough costs, we should be prepared to pay for the cost of construction drawings, permits, and site plan applications. A multi-year budget is currently being prepared to incorporate some target dates for this project and others; in the meantime, the board may want to give some thought to the design of a substantial fundraising campaign centred around the Grounds Master Plan as well as accessibility updates.

Follow Up Items

Accessibility Upgrades/OTF Funding

Since our last meeting, we have received confirmation from OTF that our file is complete and now closed. We have been in communication with Eastern Elevator and, as of now, no significant change has occurred in regard to the return of our deposit.

For Information

- Our **annual boiler cleaning and inspection** occurred in early November, as a result of the inspection a spark assembly on the Main House boiler had to be replaced and two valves in offices in the Link were replaced;
- We are still **in search of a tenant for Room 302**
- The **Sadleir House Library** is happy to welcome Annette McLellan and Alexander Affleck as volunteers allowing the Library to maintain regular hours on Wednesdays and Thursdays;
- Repairs and replacement of the sink and tap in the **Main Floor Bathroom** have been completed;
- Replacement of the **wooden plywood transoms** above the doors to rooms 202 and 203 has also occurred, this alongside the **painting of the second floor landing** has completed renovations to this area;
- We have undertaken large amounts of **winterisation maintenance** over the last two months, including weather-stripping and sweeps installed on all exterior doors and repairs to the latching/closing of the second floors Link windows;
- A **cracked drain pipe** in the kitchen was discovered and repaired; the crack occurred due to the use of a counter top putting pressure on the pipe – the counter top is no longer in use;
- The **third floor fire door opener** was fixed so that the door will once again remain open;
- A routine outlet replacement on the third floor discovered a series of **outlets that were grounded improperly** - they have now been repaired;
- Planning is underway for our submission to **the Peterborough Community Grants** due at the end of February;
- We are happy to welcome Caitlin Jones as our **newest OWSP employee** as of December;
- Our **Financial Review for the Year Ending 31 August 2010** was conducted in January and our Financial Statements are ready for the AGM;
- We are working to repay or convert the final **promissory notes** collected during the purchase campaign, at this point it is quite likely that most of the final amount (~\$6,600) will be repaid;

- Release of the **newsletter** has been delayed due to being busy and wishing to include information about the Annual General Meeting, once a date for the AGM is set, the newsletter will be released promptly.

Ongoing Items/Issues

Items in this section of the report are items/issues that are ongoing that have not undergone significant change since previous reports and are reported here to keep the Board apprised of their existence.

- JUST (Journal of Undergraduate Studies at Trent) and Sadleir House relations;
- Levy Group Council;
- Graffiti;
- Sadleir House Review

Subject: City of Ptbo Tax Rebates to Charities

From: Dwayne Collins <dcollins@prcsa.ca>

Date: Fri, 03 Dec 2010 11:47:20 -0500

To: cheersink@city.peterborough.ca

CC: mayor@peterborough.ca, arbeamer@peterborough.ca, bhall@peterborough.ca

Dear Ms. Heersink,

I am writing today to inquire about the City's Tax Rebate programme for registered charities owning or leasing land taxed at commercial or industrial rates. I last wrote to you on this subject in January 2006 shortly after Council increased the rebate to 100% of taxes to a maximum of \$50,000 per year. At the time, I was curious if there were any plans to expand the programme to include charities taxed at a residential rate; your response indicated that there were no plans at that time to do so. Nearly five years later I am curious if anything has changed?

Given that all charities occupying properties with a CVA of approximately \$1.3 million or less currently have all of their property taxes refunded, has there been any discussion of including residential properties in this programme or beginning to phase in a similar programme for these properties? With recent changes in the economy I am certain that there are many charities that would benefit from this type of support (although, in fairness, I also understand that these changes also place financial restraints on the City and therefore make expansion of this type of program more difficult). In addition, I know that many organisations like my own are looking toward their budgets in hope of freeing up funds to be able to implement accessibility upgrades to their properties to bring themselves into voluntary compliance with the recently released AODA built environment standards. Finally, when we combine this with the result of the the 2008 phased in assessment that no doubt saw an increase in many CVA values for properties, relief from property taxes by the City would go a long way to enabling our charitable organisations to better serve the community.

I realise that you may have very little responsibility for any possible proposal to expand this programme, but I am hoping that you may be able to help connect me to those members of staff who might? In addition, would it be possible for you to provide me with any information on how many charities are currently enrolled in the programme and, if possible, how many charitable organisations exist in the City who own property currently taxed at residential rates?

Yours Sincerely,

Dwayne Collins, MIST.
Steward of Sadleir House & Vice-President
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Peterborough, Ontario
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705.742.3686
<http://www.sadleirhouse.ca/>
dcollins@prcsa.ca

Subject: Is the City Planning to Expand Rebates to Registered Charities to Charities taxed at Residential Tax Rate
From: "Brian Horton" <BHorton@peterborough.ca>
Date: Thu, 16 Dec 2010 16:24:54 -0500
To: <dcollins@prcsa.ca>
CC: "Andrew Beamer" <ARBeamer@peterborough.ca>, "Bob Hall" <BHall@peterborough.ca>, "Daryl Bennett" <DBennett@peterborough.ca>, "Henry Clarke" <HClarke@peterborough.ca>

Dear Mr. Collins:

There are no plans to expand the Tax Rebate to Registered Charities Program to include charities taxed at a residential rate, as you questioned in your attached December, 3, 2010 email.

City Budgets in recent years, and the 2011 Draft Budget Working Papers just presented to Budget Committee December 13, have been based on the premise there will be no enhancements to service levels. Extending the Rebates Program to include those taxed at the residential rate would be considered such an enhancement.

I have included a copy of our report FAFS05-040 presented to the November 7, 2005 Committee of the Whole, which prompted the last change to the rebate program, and which you reference in your email. The report provides some pertinent background information that you already know, but may be useful to the members of council that have also been copied on this email.

At the time the report was written, we were projecting the annual municipal cost of the program would be about \$158,000 in 2006. Costs have escalated since 2006, and for the 2009 tax year the cost of the municipal portion is about \$227,000.

Any member of Council could, however, during the upcoming 2011 Budget Committee, ask staff to prepare a report that explores the pros and cons of expanding the program to include charities taxed at the residential rate, and to look at ways the enhancement could be funded. It could simply be a straight add to tax levy requirements or we could expand perhaps look at capping the rebate at something less than the full 100%.

Brian Horton
Senior Director, Corporate Services
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742-7777 Ext 1863

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