

## TRENT RADIO BoD AGENDA

### 24 February 2016 at 7:00 pm

01. Chair's Opening Remarks and Agenda Approval.
02. Presentation of Previous Minutes - 03 February 2016
03. Business Arising not covered in other reports (none)
04. Committee Reports
  - a) none
05. Operations Report - see attached where applicable.
  - a) Financial Statements to 31 Jan 16 - subject to Financial Review. \*
  - b) "Live & Local Echo": Discussion & determination per proposed Archive Restoration Plan - J Staveley. \*
  - c) General Manager's Report
    - i) Trent Radio Summer Plan 2016 & Canada Summer Job Posting \*
    - ii) 2016 Summer Planning Meeting is set for Sunday, 17 April 2016. The CSJ16 Hiring committee will be the PM, PD, & GM
    - iii) Payroll T4s filings, along with CRFC "Youth on Air", Canada Summer Job & City of Peterborough grant applications \*,
    - iv) The Win2k logger has been replaced by an XP & Win7 machines running in tandem and to provided redundancy.
06. Any Other Business
  - a) ??
07. Next
  - BoD Orientation following this Meeting
  - BoD meeting 7pm, Wednesday, 23 March 2016.
08. Adjournment

MINUTES OF THE BOARD OF DIRECTORS MEETING held at Trent Radio House,  
715 George St. N., Peterborough, Ontario on 03 February 2016 at 7:00 pm.

P R E S E N T: Geoff Barnes, Shannon Culkeen, Alyssa Jeffrey, Steve McNabb (via Skype), Matthew Poppleton, Scott Somerville and Josh White.

R E G R E T S: None

Also Present: John Muir, General Manager.

01 Notice of this meeting having been made to all the Directors, and a quorum being present, the meeting was declared duly constituted and called to order at about 7:05 pm, with Scott Somerville acting as Chair, and Alyssa Jeffrey & John Muir recording the Minutes of the Meeting. An agenda was agreed upon and discussion followed.

02 Previous Minutes: The minutes of the previous board meeting were presented.  
**UPON A MOTION** duly made, seconded and carried unanimously, the minutes of the two previous Board Meetings, held on 09 December 2015 were approved as presented.

03 There was no business arising not covered in the Operation Report.

04 There were no committee reports.

05 The Operations Report was presented by the General Manager (see attached and meeting agenda). Discussion followed. At this point Matthew Poppleton arrived.  
**UPON A MOTION** duly made, seconded and carried unanimously, the Operations report was accepted as presented.

06 Any other business – none

07 - 08 The date of the next Meeting having been already decided as Wed 24 Feb 16 @ 7pm and there being no other business, the Meeting was adjourned at about 7:25pm.

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Scott Somerville, Chair

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Alyssa Jeffrey, Secretary

**Trent Radio Comparative Balance Sheet (subject to adjustment and review)**

ASSETS	@ 31Jan16	@ 31Jan15	LIABILITIES	@ 31Jan16	@ 31Jan15
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
Raffle & Bingo Acct	0.00	0.00	Accounts Payable	(2,002.75)	5,792.76
Boost & Freq Acct	0.00	0.00	Contract Obligation	0.00	0.00
General Funds Montreal	13,623.98	32,378.03	Deferred Income	830.00	830.00
ING Savings	30,320.30	52.09	Accrued Liabilities	0.00	0.00
Cash In Bank	43,944.28	32,430.12	Trillium StudioC	0.00	0.00
Petty Cash: Programming	0.00	0.00	CPP Payable	(0.00)	0.00
Petty Cash: Admin	0.00	(1,130.03)	UIC Payable	(0.00)	0.00
Petty Cash: Summer Admin.	0.00	0.00	Income Tax Withholdings	0.00	0.00
Term Deposits	0.00	0.00	Receiver General Net	(0.00)	0.00
Accounts Receivable	1,914.26	93.02	Health Benefit Payable	0.00	0.00
Doubtful Accounts	0.00	0.00	Other Withholdings Net	0	0
Receivables Net	1,914.26	93.02	<b>TOTAL CURRENT LIABILITIES</b>	<u>(1,172.75)</u>	<u>6,622.76</u>
Student Levy Receivable	37,251.91	36,007.71			
Prepaid Expenses	827.21	429.89	<b>LONG TERM LIABILITY</b>		
<b>TOTAL CURRENT ASSETS</b>	<u>83,937.66</u>	<u>67,830.71</u>	CO Long Term Loan	44648.96	47571.04
			Deferred Contribution	0.00	0.00
<b>FIXED ASSETS</b>			<b>TOT. LONG TERM LIABILITY</b>	<u>44,648.96</u>	<u>47,571.04</u>
Land	10,000.00	10,000.00	<b>TOTAL LIABILITIES</b>	<u>43,476.21</u>	<u>54,193.80</u>
Buildings	137,008.36	126,736.77			
Office Equipment	20,774.21	20,758.37	<b>NON-SHARE EQUITY</b>		
Technical Equipment	258,563.13	238,901.81	Retained Surplus/(Deficit)	-1133.81	-20972.31
Technical Renovations	9,913.00	9,913.00	Previous Year-end Adjustments	0.00	0.00
Fixed Assets at Cost	436,258.70	406,309.95	Net Retained Surp/(Def)	-1133.81	-20972.31
Accumulated Depreciation	(394,044.24)	(359,618.20)	Current Surplus/(Deficit)	83,809.72	81,300.97
<b>TOTAL FIXED ASSETS</b>	<u>42,214.46</u>	<u>46,691.75</u>	<b>TOTAL NON-SHARE EQUITY</b>	<u>82,675.91</u>	<u>60,328.66</u>
<b>TOTAL ASSETS</b>	<u><u>126,152.12</u></u>	<u><u>114,522.46</u></u>	<b>LIABILITIES AND EQUITY</b>	<u>126,152.12</u>	<u>114,522.46</u>

**Trent Radio Comparative Income Statement (subject to adjustment and review)**

REVENUE	01Sep-31Jan16	01Sep-31Jan15	EXPENSE	01Sep-31Jan16	01Sep-31Jan15
<b>GOVERNMENT GRANTS</b>			<b>PERSONNEL</b>		
Federal Grants	0.00	0.00	Programming Wage	36,137.42	27,059.78
Provincial Grants	0.00	0.00	Technical Wage	0.00	0.00
Municipal Grants	0.00	0.00	Publicity Wage	0.00	0.00
<b>TOTAL GOVERNMENT GRANTS</b>	<u>0.00</u>	<u>0.00</u>	Administrative Wage	20,501.83	19,799.37
			TA Payroll	19,689.16	22,887.37
<b>FUND RAISING</b>			Benefits	3,055.33	2,305.09
Corporations	75.00	0.00	CPP Expense	3,456.98	2,584.17
Foundations	43,000.00	25,500.00	EI Expense	2,299.74	1,830.69
Private	2,297.63	2,688.60	Total Wages & Benefits	85,140.46	76,466.47
Leadership	0.00	0.00	Programming Fees	750.00	5,792.76
Donations "In Kind"	0.00	0.00	Technical Fees	0.00	0.00
Net Donations	45,372.63	28,188.60	Publicity Fees	0.00	7,500.00
Trent Student Memberships	112,000.00	110,616.23	Administrative Fees	1,010.00	870.00
Commercial & Non-profit	0.00	0.00	Total Fees	1,760.00	14,162.76
Individual Memberships	720.00	680.00	<b>TOTAL PERSONNEL</b>	<u>86,900.46</u>	<u>90,629.23</u>
Discretionary M'ship Exp	0.00	0.00			
Net Memberships	112,720.00	111,296.23	<b>SUPPLY &amp; EXPENSE</b>		
Special Events	0.00	486.66	Publicity & Promotions	0.00	185.00
Special Events Expense	0.00	0.00	Equipment Rental	0.00	0.00
Net Special Events	0.00	486.66	Line Rental	1,768.00	1,573.30
Fundraising	528.00	60.00	Rental Other	17.25	23.00
Fundraising Expense	(966.60)	0.00	Net Rentals	1,785.25	1,596.30
Net Fundraising	(438.60)	60.00	Postage & Delivery	8.50	0.00
<b>TOTAL FUND RAISING</b>	<u>157,654.03</u>	<u>140,031.49</u>	Office Supplies	32.85	113.39
			Telephone	309.25	600.19
<b>EARNED REVENUE</b>			Utilities	1,853.01	1,898.21
ON AIR Sponsorship	1,000.00	1,000.00	Programming & Licence	2,583.45	1,266.29
ON AIR Sponsorship Expense	0.00	0.00	Building R & M	1,984.08	430.97
Net ON AIR Sponsorship	1,000.00	1,000.00	Building R & M Upper Apt	387.05	40.00
Net "RADIO PAPER"	0.00	0.00	Technical R & M	9,051.70	3,135.42
Net Other Sponsorship	37.22	93.02	Net Repair & Maintenance	11,422.83	3,606.39
Tape Sales	0.00	0.00	Professional Fees	500.00	0.00
Tape Sales Expense	0.00	0.00	Insurance	3,468.26	3,562.74
Net Tape Sales	0.00	0.00	Travel	0.00	149.04
Rental Income	4,480.00	4,410.00	Volunteer Expense	494.86	655.09
Misc Sales & Service Gross	39,212.19	0.00	Bank Charges	381.07	109.50
Misc Sales & Service Expense	(4,773.63)	0.00	Mbanx Loan Interest	1,576.92	1,679.80
Net Misc Sales & Services	(53.08)	43,293.97	Net Interest	1,576.92	1,679.80
Net Misc Sales & Service	34,385.48	43,293.97	Depreciation	0.00	0.00
<b>TOTAL EARNED REVENUE</b>	<u>39,902.70</u>	<u>48,796.99</u>	GST Paid	826.34	9.75
			HST Paid	1,575.72	1,466.79
<b>MISCELLANEOUS REVENUE</b>			Bad Debts	0.00	0.00
Interest Income	268.01	0.20	Miscellaneous	371.25	0.00
Micellaneous Revenue	75.00	0.00	<b>TOTAL SUPPLY &amp; EXPENSE</b>	<u>27,189.56</u>	<u>16,898.48</u>
<b>TOTAL MISC REVENUE</b>	<u>343.01</u>	<u>0.20</u>	<b>TOTAL EXPENSE</b>	<u>114,090.02</u>	<u>107,527.71</u>
<b>TOTAL REVENUE</b>	<u>197,899.74</u>	<u>188,828.68</u>	<b>NET INCOME</b>	<u>83,809.72</u>	<u>81,300.97</u>

## ARCHIVE RESTORATION PROJECT: RECOMMENDATIONS

Prepared by: Jill Staveley

February 2016

<b>WHAT?</b>	<p>The Purpose of this report is to (1) outline the findings from the Archive Inventory completed at Trent Radio in the Fall of 2015, (2) propose a new Trent Radio Collections Policy that will accurately reflect the goals, mission and mandate of Trent Radio as a Not-For-Profit Organisation who provides resources and support for more than just the production of Community Oriented Radio, and (3) create a schedule of actions and anticipated outcomes for restructuring the audio archives currently housed at 715 George St. North.</p>
<b>WHY?</b>	<p>Trent Radio has been unsuccessfully attempting to accession, archive, maintain and provide access to an audio collection that no longer reflects the general needs and uses of our membership.</p> <p>Since 2001 Trent Radio's collections policy has been to accept <u>any and all</u> submissions, (from anywhere, and in any format) to our audio archive. This has included both new releases as well as second-hand donations from community members. These collections have ranged from a box of old dusty tapes, to an extensive collection of Jazz recordings on vinyl.</p> <p>Trent Radio does not have the staff, skill nor physical and technological resources to effectively maintain, structure and provide access to such an extensive and broad archive collection. By accepting everything, Trent Radio is setting itself up for failure – in a bad way – and is wasting valuable time that could be used to provide other services to our programmers that could include such opportunities as the delivery of workshops, or the facilitation of creative production projects.</p> <p>In the past, Trent Radio needed to provide a resource of audio archives for programming. With the growth of the internet, music production and distribution to private consumers, this is no longer necessary.</p>
<b>FINDINGS.</b>	<p>Based upon a survey sent out to Trent Radio Programmers and users, most people are not aware of, and/or do not access Trent Radio's digital audio archives for programming because it is not easy for them to use, and/or they have not had sufficient training to understand how to use it. Survey responses indicated that Trent Radio Programmers and users generally support a move toward exclusively "Local" content being accepted for processing into our Music Archives. <i>**Survey results are available on request.</i></p> <p>The collections do not get used regularly for three main reasons.</p> <ol style="list-style-type: none"><li>(1) Trent Radio does not have an easy-to-use search engine for our archives.</li><li>(2) Trent Radio does not have an accessible listening area for Programmers to explore and search the audio archive.</li><li>(3) Studio Training is often unable to include all aspects of Trent Radio Programmer resources including searching and playing digital archive files.</li></ol>

	<p>Most (if not all) of the archives at Trent Radio are not current/up-to-date in terms of processing and accessioning; are not easily accessible/searchable by programmers for live-to-air programming purposes; are not preserved in a digital format. <i>**Attached to this report you will find a detailed account of all audio artefacts and distinct archive collections housed at Trent Radio.</i></p> <p>Physical Archive is not being maintained and updated effectively:</p> <ol style="list-style-type: none"> <li>(1) Trent Radio's number one priority is Programming. When issues arise – as they regularly do – all energy and focus must be directed toward fixing issues directly related to Programming. Archiving has always taken a back seat</li> <li>(2) The staff members responsible for Archiving have generally been students, on contract for approximately 8 hours per week from October to early April each year. This leaves us with a massive backlog of CDs to ingest every Fall, and the inability to really get to know the new music and connect programmers with new content.</li> </ol>
<p><b>GENERAL RECOMMENDATION.</b></p>	<p>Trent Radio should purge physical artefacts that have not yet been archived, unless they hold significant local value. (All analogue archives that haven't been processed in basement specifically)</p> <p>SOCAN &amp; CJON Collections will be transferred to the Media Commons Media Archives at UoT (Brock Silversides – Director)</p> <p>Trent Radio should purge the entire SW Archive (both physical and digital), after culling any Locally Relevant material to add to the LCMP.</p> <p>The Vinyl should be fixed up, and left where it is.</p> <p>The WB Archive should be deleted.</p> <p>The BWagner Archive should be culled for local/relevant content, and the remainder deleted.</p> <p>The Cassette tapes should be purged except for Locally Relevant Content.</p> <p>The CD collection (black bins in basement) should be sorted through by a team of people with different audio interests, and any items that are deemed significant by this group will be preserved and stored in the basement, and all other items will be purged.</p> <p>There should be a single audio user interface (player) that can be used to search and play all available audio files at Trent Radio from one common place.</p> <p>There should be a fluid collection of new local music that is easily accessible to programmers for use on Smooth Operator (etc). New Local Albums will be available</p>

	<p>for 12 months from accession date, and will be updated monthly.</p> <p>There should be a simple and easy to find location for music from touring bands and upcoming shows. This will be updated on a regular basis by a volunteer or coop student.</p>
NEW COLLECTIONS POLICY.	<p>Trent Radio will only accept and process audio that is identified as being Local, and/or Locally relevant. Content that is “Local” will be included in the Local Content Management Project. Content that is relevant to programming and connected Locally will be added to Trent Radio’s Music Archives only.</p> <p>This definition of Local can include recordings that have been produced locally, include local musicians/songs/content, are from bands that are playing locally, are from sources that identify with Peterborough/Region or feel connected to activities taking place in our region. Trent Radio will appoint (a) Local Content Diviner(s) for this purpose.</p>
ACTIVITY TIMELINE.	<p><b>February – May 2016:</b></p> <ul style="list-style-type: none"> <li>- Sort and prepare physical artefacts to be purged for the following collections: SW, CA, RR, MISC Basement. (document all artefacts to be purged) (JOINT)</li> <li>- Sort through, and fix up all vinyl in StudioC (create spreadsheet for missing numbers, repair cases, re-organise shelving arrangement in existing shelving.) (JS)</li> <li>- Gather all SW supporting documents for disposal. Find and delete all digital records (Db etc) for SW Archive. (JS)</li> <li>- Delete SW, WB archives completely. (JKM)</li> <li>- Delete unwanted content from BWagner archive. (MJ/JS)</li> <li>- Implement structures needed to do a trial run of FUBAR in StudioA. (MJ)</li> <li>- Delete/Preserve/Move unusable programmer audio files from StudioA webshare. (JKM)</li> </ul> <p><b>June 2016:</b></p> <ul style="list-style-type: none"> <li>- Dump Run (JK, JS, MJ) <b>** Discarded archive material will be thrown out, and not released into the community.</b></li> </ul> <p><b>Sept 2016 - April 2017</b></p> <ul style="list-style-type: none"> <li>- Monthly CD Purge Sessions (4 people, 1 bin, 1 pizza – sort through to save any relevant content, throw out the rest)</li> <li>- Create List of wanted audio archives (significant Local/Canadian Independent recordings) that we should consider sourcing for our archives.</li> <li>- Increase Archive Access training opportunities (workshops/sessions in September)</li> </ul> <p><b>June 2017</b></p> <ul style="list-style-type: none"> <li>- Entire restoration complete. Basement empty of unwanted archive material. All digital files using streamlined naming structure and accessible by a standard user interface. Functioning Incoming Music System in place.</li> </ul>
ANTICIPATED FINAL RESULT.	<p>By June 2017 Trent Radio’s archives will be fully purged, and all digital audio archives will be accessible through a common user interface.</p>

## CRFC, LLE: Audio Archive Inventory @ Trent Radio, Fall 2015 & RECOMMENDATIONS

Prepared by Jill Staveley

**IT IS UNDERSTOOD THAT:** All Locally Classified Analogue Audio Artefacts have been or will be separated and are in the process of being digitised and included in our Local Content Management Project.

### Trent Radio Archive NAMING SCHEME:

AA = Album      CA = Cassette      CD = Compact Disk

RR = Reel-to-reel      TD = ???      VA = Various Artists (vinyl)

CL = Classical Collection from TrentU      JZ = Jazz Collection from Don Taylor

### LEGEND:

- **CATEGORY/DESCRIPTION – LOCATION – ARCHIVE REFERENCE NOTATION – STATE/CONDITION, RECOMMENDATION – OTHER NOTES – HIGHEST ARCHIVE # ON WEBSITE OR ESTIMATED QUANTITY – RECOMMENDATION**

### FINDINGS:

- **Popular/General Vinyl** – StudioC – AA – Disorganised, in need of Repair – New Items Not Accessioned &/or Archived Sufficiently – AA08214 – **{REPAIR, RESTORE AND MAINTAIN CURRENT COLLECTION IN STUDIOC}**
- **Jazz Vinyl** – StudioC – JZ – Disorganised, in need of Repair – No New Items To be Accessioned **{REPAIR, RESTORE AND MAINTAIN CURRENT COLLECTION}**
- **Classical Vinyl** – StudioC – CL – Disorganised, in need of Repair – No New Items To be Accessioned **{REPAIR, RESTORE AND MAINTAIN CURRENT COLLECTION IN STUDIOC}**
- **7 Inch Vinyl** – StudioC – 7I – Disorganised, in need of Repair – New Items Not Accessioned &/or Archived Sufficiently – 7I00630 **{REPAIR, RESTORE AND MAINTAIN CURRENT COLLECTION IN STUDIOC}**
- **Cassette Tapes** – StudioC – CA – Totally Disorganised and not stored safely, need care and help – New Items Not Accessions &/or Archived Sufficiently - CA01520 **{REMOVE CASSETTES FROM STUDIOC, PACK IN BASEMENT W/ ACCURATE LIST OF ITEMS ACCOUNTED – PURGE AS PART OF MONTHLY PURGE MEETINGS}**
- **Various Vinyl** – StudioC – VA – Disorganised, in need of Repair – No New Items To be Accessioned **{REPAIR, RESTORE AND MAINTAIN CURRENT COLLECTION IN STUDIOC}**
- **RR Radio Moscow** – East & North Wall, basement – Unmarked – Disorganised, not archived, disintegrating. **{CHECK FOR LOCAL, PURGE}**
- **RR Trent Radio Collection** – East & North Wall, basement – marked & stored, need to clean off and open up for information on notes, 40 artefacts according to archive list @ trentradio.ca – **{Hand over to Local Content Project Manager – SAVE RELEVANT, PURGE REMAINDER}**
- **MISC DONATIONS** (exclusively physical) – RANDOM ALL TYPES OF MEDIA, MOSTLY VINYL – NOT ACCOUNTED FOR.- in basement – unknown condition **{Search for LOCAL, PURGE REMAINDER – EITHER DUMP, OR DIRECT DONATION}**
- **HENRY HOLTMANN COLLECTION** (exclusively physical) – 4 Tool Boxes on Floor of Basement – CDs of German Music, not accessioned or recorded – Good condition – basement **{LOOK FOR DIRECT DONATION OPTION}**



- **CJON Collection & SOCAN Collection** exclusively physical, in basement, – {DIRECT DONATION TO B. Silverside – REMOVAL HAS ALREADY BEEN ARRANGED}
- **CJON Collection** - is accounted for here:  
<http://www2.trentu.ca/library/archives/Trent%20Radio%20Historical%20audio%20recordings.htm>

Trent Radio has a collection of audio recordings. These recordings of the spoken word and music were played on radio stations including CJON in Newfoundland. The broadcasts include dramas, commercial advertisements, election broadcasts, and “Report from Parliament Hill” (generally between 1959 to 1962). The content is often aimed at audiences in Newfoundland.

*\*\*Trent Radio went through CJON collection to identify anything indigenous to Newfoundland – and produce and return a copy.*

- **SOCAN Collection** – Socan no longer wanted physical stewardship of the collection/material (for copyright purposes), so there was some protocol with Trent U (unseen by Trent Radio) that Trent U would keep the collection and use it for research – under supervision of Andy Wernick. To try to mass a collection (CJON) in hopes to inspire recognition of Pop Culture as important – maybe to get grants in the future.

Trent Radio houses approximately 20% of the original collection. Many of the recordings had degraded past use. TISPOC (Trent Institute for the Study of Popular Culture – some associated names are Peter Clayton, Andy Wernick, Patrick Moore, Lisa Howard, Kate Story, Lise ?, and Brenda?) was housing these artefacts.

Brenda called – to say that Trent was going to abandon Abbot House and that there were storage racks available at Traill. Trent Radio people joined forces to move the artefacts to Traill College (an old garage on the south side of London Street). At some point or another Trent was planning on selling the the building where the collection had been moved – Andrew Wernick approached Trent Radio again to move and preserve the artefacts once more. This is when it moved to Trent Radio approximately -

John saved the detailed account of the CJON collection on a hard drive that had been sitting in Abbott house for a few years before a housing related flood happened (burst pipe or something).

<http://www.trentradio.ca/governance/bodmins/020123bod/020123gm.txt>

TISPOC; The Trent Institute for the Study of Popular Culture, was obliged to remove the last of its materials from the Abbott House garage, in anticipation of Trent U selling the property. As a result another thirty lineal feet of material, made of very compromised audio tape, is now sitting on shelves in the Trent Radio House basement. We hope to hear soon as the whether TISPOC will receive federal heritage monies to digitise these and other materials.

**Trent Radio BoD Meeting**

**27 August 2001**

**MINUTES OF THE BOARD OF DIRECTORS MEETING held at 640 Reid Street, Peterborough, Ontario on 27 August 2001, at 6:00 p.m.**

**P R E S E N T:** Emily Addison, Glen Caradus (via phone), Al Kirkcaldy, and Miriam Stucky.

**R E G R E T S:** Neal Simard, Darryl Leroux and Reuben Maan.

**Also Present:** John K. Muir, General Manager

It was noted that the TISPOC project continues to move ahead. In effect, Trent University is

delegating some of the work and responsibility to Trent Radio. As a result, some assets are being moved into the Trent Radio House basement on 28 August 2001.

- **S or SW/Spoken Word Collection** (both physical and digital copies) – Silver DJ case on floor of basement with CDs & Cassette Tape Collection in Operators Room – All items digitised as mp3s with archive number naming system. Associated SW database with information digitised from binders upstairs. Unfinished searchable database. – CA 1094, CD 5539. – digital audio is not great. There is no accessible and easy way to access the files. They are primarily not produced in-house. RECOMMENDATION: archive should be searched for locally produced content. Unless a tape is determined to be unique, and not available in any other way, AND of significant relationship to Peterborough and/or Trent Radio, the physical and digital copies will be purged. All materials saved will be accessioned and preserved into the LCMP and/or Programmer Resource Archive. Support material is available in jstaveley psrv, in a Microsoft Office Database, and in hard copy in binders in PM Filing Cabinet in Office. **{FILES & ARTEFACTS deemed not-relevant to Trent Radio/LOCAL will be PURGED}**
- **CDs** – Stored in black bins in basement, and digitised on M: - CD – organised but put on hold until we revamp collections policy – CD19989 (more are mid-process ingesting, but not officially updated yet). New music is in PM filing cabinet, in original casing. RECOMMENDATION: Monthly purging sessions will take place with pizza and a diverse group of Trent Radio representatives (suggested, Matt Jarvis, John Muir, Dave Grenon, Jill Staveley). **{We will open one bin per month, and determine which artefacts are important to Trent Radio, and which artefacts can be purged. Discarded archive material will be thrown out, and not released into the community.}**

#### **Exclusively Digital Collections**

**Brion Wagner Audio Art Collection** – NSO / digital – bwagner – not sure of organisational structure – not sure if it is resources or local art?

**VF – {SECURE STANDARDISED NAMING SYSTEM FOR USE WITH ALL DIGITAL FILES (FUBAR). NEED SUPPORT FROM DWAYNE COLLINS, MATT JARVIS, STEVE MCNABB – ONCE WE HAVE DELETED UNWANTED FILES/ARCHIVES.}**

500 CD00000 (antiquated naming form, cd exists but we dont have it.) \\Ns0\m\CD00\

817 RF00000 (taken from radio free peterborough collection, low kbps, to be replaced in future with better quality) \\Ns0\m\CD00\

12,016 RFP files (encoded as MP3 for Radio Free Peterborough) \\Ns0\rfp\RFP

4,679 VF00000 (Digital copy only, not searching for hard copy) \\Ns0\m\VF00\

973 .jpg Files 480x480px 72ppi (cover art for local collection) \\Ns0\rfp\Art\

#### **RF – RADIOFREEPETERBOROUGH – NOT FOR US TO DEAL WITH**

**BWagner** – on NSO – digital only – 167 folders + 10 additional audio file including 5 hours of logger files from 20080510 – **{MATT JARVIS TO CULL ANY AUDIO PRODUCED BY BWAGNER TO ADD TO LCMP, AND PURGE REMAINDER}**

**WB** – digital archive of World Music curated and organised by William Bain. 477GB – 113,950 files – organised into 5368 folders by region/band. WB is not currently accessible to programmers. It is located on \\Ns1\nasvolume\Vol1 **{PURGE}**

**PSRV – {RESTRUCTURE COMMON FILES FOR PROGRAMMERS. FOR JAMES TO DETERMINE WHAT PROGRAMMERS NEED/USE}**

# Trent Radio Summer Plan 2016



Executive Producer's Hand Book



# 2016 Summer Season: WHAT YOU NEED TO KNOW!

- There are no full-time staff people for the summer.
- With volunteers fulfilling some programming and other tasks, we can continue for the Summer Season with limited hours and reduced operations.

## HERE'S THE PLAN:

• **SUMMER SEASON:** After completing a training week (02-08 May 2016) Trent Radio will be on the air from **Mon, 09 May to Fri, 19 Aug 2016** (15wks); 5pm to Midnight, up to seven evenings per week.

• **SUMMER SCHEDULE:** The actual days will be determined at the Summer Programming Planning Meeting to be held on **Sunday, 17 April 2016 at Noon**, at the Trent Radio House kitchen.

• **CREATING, SUPPORTING AND MONITORING THE SUMMER SCHEDULE:** During the summer **Operators become Executive Producers**, and are given the enhanced responsibility of recruiting Programmers and determining the content of their evening. They are also expected to provide training, direction and support to their programmers and shall be in attendance at TRadio House for the entire period of their evening (i.e., 5pm-Midnight).

***\*\*If you would like to be an Executive Producer, you MUST attend the SPPM on Sunday, 17 April 2016 at Noon.***

• **WHO WILL OVERSEE OPERATIONS?:** A **Summer Operations & Information Manager** (SOIM) shall be responsible for organizing and supporting the EXECUTIVE PRODUCERS and OTHER VOLUNTEERS and keeping OFFICE HOURS. It is anticipated that **Office Hours shall be 1pm to 4pm**, with the SOIM in attendance from Noon to 7:30 when possible and this is subject to change. (NOTE: A grant application has been made to fund this position)

• **WORKING AS A TEAM:** As the **SUMMER PROGRAMME COMMITTEE**, the SOIM in concert with **\*all\*** the EXECUTIVE PRODUCERS shall be responsible for fulfilling all programming functions and some other tasks for the 5pm - Midnight period.

• **PROGRAMMING OUTSIDE OF SUMMER SCHEDULE TIMES:** Programmers who want to go on after midnight, mornings or afternoons (ie. outside hours overseen by EXECUTIVE PRODUCERS) must see the General Manager - John Muir.

• **PRODUCTION FACILITIES:** Studio A will be a "daytime" production facility, while StudioB and StudioC will be closed. From From 02 May to 10 Jun (5wks), the PD will work on preparing broadcasts from the two previous seasons for future transmission, exclusively using StudioB.

# PROGRAMMING/SCHEDULE TEMPLATE:

## FORMAT, CONTENT & SUPPORT

The format for each evening is suggested as follows to comply with Trent Radio's license.

1700 - 1800 music show (s)  
1800 - 1830 "smooth operator" announcements &c  
1830 - 1900 music show(s)  
1900 - 2100 music show(s)  
2100 - 2200 spoken word or foreground programming  
2200 - 0000 show(s)

- 35% of all music selections played must be Canadian Content
- It is suggested that at least one of the music programmes be FOREGROUND format (see attached for a description)
- CONTENT is to be varied and comprehensive.
- EXECUTIVE PRODUCERS shall provide training, direction and support to their programmers and shall be in attendance at TRadio House for the entire period of their evening (i.e., 5pm-Midnight).

## IMPORTANT DATES

- **17 APRIL 2016:** Summer Season PLANNING Meeting Sunday, and first deadline for SUMMER programme proposals
- **02-08 MAY 2016** Summer Training Week
- **02 MAY 2016** SEIC START
- **09 May - 19 Aug** Summer Season - (15 wks)
- **09 May 2016:** SOIM START
- **19 AUG - 06 SEP 2016:** SHUTDOWN (No Programming. No Studio Access. Clean! Clean! Clean!)
- **19 AUG 2016:** Earlybird FALL Programme Proposal Submission Deadline for Returning Programmers
- **29 AUG 2016:** PD/PM returns (Monday)
- **06 - 18 SEP 2016:** FALL PRE SEASON
- **16 SEP 2016 @ NOON:** Deadline for Fall 2016 Programme Proposals
- **19 SEP 2016:** REGULAR FALL SEASON START

# TRENT RADIO'S AIMS AS A BROADCASTER:

- To Maximise diversity of programming.
- To Inspire creative contributions to radio programming.
- To Increase awareness of the power and potential of radio.
- To Encourage and inspire a positive use of radio.
- To Encourage empowerment and the politics of liberation and discourage protectionism and the politics of resentment.
- To Formalise its operations so as to promote fairness, clarity and efficiency in its decisions.
- To Encourage access to the facilities by both the Peterborough area and Trent communities.
- To Encourage the production of programming which reflects both of these communities.
- To Encourage co-operation, interaction, communication and understanding within and between these communities and fully reflect this radio community to the world beyond.

## FOREGROUND FORMAT DEFINITION FOR MUSIC PROGRAMMES AT TRENT RADIO

*(as approved by the BoD April 98)*

- The matter broadcast is broadcast without interruption
- The intrinsic intellectual content of the matter broadcast is entirely related to one theme or subject
- The duration of the presentation is at least 15 minutes,

Generally, this is an opportunity to make an especial feature within your programme, and talk about the music you've been playing. This could include discussion and comparison of musical styles, biographical notes on musicians, info about a particular musical instrument, and anything else that either isn't printed on an album's sleeve (unless there's an essay there) or isn't common knowledge. Whatever you say is up to you - opinions, readings, discussion of philosophy, etc... Prohibited Interruptions; these would include sponsorship messages, time and temperature checks and other surveillance information.

Other material which would be considered Foreground music would include; A live (or live-recorded) Canadian concert (either the producer or artist must be Canadian) produced specifically for broadcast and at least 15 minutes in length. Radio Art produced specifically for broadcast.

# WHAT IS A SUMMER EXECUTIVE PRODUCER?

*(only part of what you were afraid to ask, and written by a veteran EP)*

As **EXECUTIVE PRODUCERS (EP)**, we are volunteers responsible for Trent Radio and its programming. We take on the role of Operator and select the programmes for their evening. EPs together with the Summer Operations & Information Manager (SOIM) form the Summer Programming Committee which is charged with the responsibility of fulfilling Trent Radio's obligations and commitments to Programmers, the CRTC, the community, sponsors, &c  
Please see SOIM job description to see how this fits together.

EPs are experienced Programmers who are chosen for their proven ability and trustworthiness and commitment to community radio. While "on duty" at TRadio House, we act as Programme Director and General Manager and are vested with that responsibility and authority. Even if the Programme Director or General Manager happen to be in the building during our shift, our position remains unchanged - we're still "in charge". As EPs, we must arbitrate in the best interests of, and according to the policies of Trent Radio.

Why do we want to do this?? It's an interesting way to widen our range of acquaintances as well as our experiences. It's a way of putting something back into the community from which we draw. It's a means of furthering, aiding and abetting creative and socially responsible actions. And it's a good way to become familiar with the workings of an organisation, specifically Trent Radio.

**And then there's this thing... this passion for radio ...**

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*This document was stolen from "What is an Operator" and massaged somewhat to include Executive Producer's programming role. Thanks to Barb Woolner, Kristina Rawlings, JK Muir and Lisa Howard. Produced 16Dec94 Amended 11Jul97, 18Apr98, 15Mar99, 12Feb00, 28Mar01, 15Mar02 02Mar03, 12Apr04, 22Mar05, 16Mar06, 29Mar07, 24Mar08, 08Mar09, 04Mar10, 23Feb12 Modifications: added: Potential Radio Camps amended: email addresses amended: StudioA as a production daytime facility amended: Logger Tape Section to become Computer Logger Section amended: suggested schedule to put "smooth operator" at 5pm amended: Summer Programme Coordinator becomes Summer Operations Manager amended: Summer Operations Manager becomes Summer Operations & Information Manager deleted: CKCU Logger Section amended: "Things to do when Finished" section in accord /w JStaveley's "Closing.doc" 110121 amended: made several minors repairs 120412 amended: reformatted w/minor changes*



# THE BASIC RESPONSIBILITIES OF THE EXECUTIVE PRODUCER INCLUDE:

## (1) PROGRAMME SELECTION

Pursuant to Trent Radio's licence granted by the CRTC, programming functions shall be rendered in accord with the Organisation's aims as a broadcaster (see attached), in support of, and in partnership with programmers, independent of external or commercial influence, and in consideration of Trent Radio's tradition of promoting varied and comprehensive programming and tolerance, permitting any lawful expression.

Also, at least 35 % of all music played must be Canadian, (all music programmers should include Canadian Content ... it's out there) At least twenty-five percent of programming before 10pm must be Spoken Word or Foreground.

Does all this seem a bit legalistic ... this ROUGH PLAN should help guide decisions as to balance and timing.

Some questions to ask during programme selection:

*Is this interesting? And can they pull it off? Is the programme direction clear, or does it look like they just want to play hits or requests? What will I need to ask them to find out? What will I need to do to help them?*

After the process of calling, negotiating and confirming the programmers for your evening, prepare a listing of programme titles with a brief description along with the name, phone number, address and membership status for each programmer.

## (2) PROGRAMMER SUPPORT: CONTENT and TECHNICAL

This would involve establishing a working relationship with our programmers, and helping them to develop their programme ideas. A programmer will also need some technical training.

We also need to ensure that we have their name, address, phone number, membership status etc. We should keep one ear cocked towards the radio during our shift (which should be playing at all times) to monitor what is being broadcast. Are levels too low/high?

Did you know . . . that it is an Industry Canada regulation that the person responsible for operating the transmitter must be aurally monitoring the transmission AT ALL TIMES - this means using headphones in the studio? Have you told all of your programmers this information?

Do Programmers sound like they're having problems? Do you hear anything at all? Listen to their programmes for the non-tech stuff. Feedback (of the non-technical kind) makes a huge difference for Programmers. Knowing one is not operating in a vacuum is comforting and builds a sense of community. Constructive criticism, when done with respect, can be valuable. Most Programmers want comments on how they're doing and need someone to bounce ideas off. We provide moral, critical, and technical support. This is what Trent Radio is all about - this is the partnership between the Programmer and us.

### **(3) OPERATING – Monitor Programming, & Logger**

There are two vital aspects tied for first place in importance; one is monitoring what goes on air, the other is ensuring something is there to be monitored (content).

Monitoring: The first is accomplished through the use of a Computer Logger. This must be working properly and recording all aired programming. Its importance cannot be stressed enough. Without it, the CRTC (Canadian Radio and Telecommunications Commission) may revoke or refuse to renew our broadcasting license. This would be a very bad and awkward thing. Best case scenario means a trip to the CRTC for apologies. The Computer Logger is set to record an audio file every hour on the hour, and store these files for 30 days.

Executive Producers must "monitor" the logger audio and web page periodically, and ensure that it is working. Should the logger fail, all programming must stop and the Programmer should sign-off, unless recording can be done by alternate means. Logger audio can be monitored from the back rack in StudioA, and the web page is at:

**<http://www.trentu.ca/trentradio/logger/lgrrep/rep.txt>**

#### ***HOW TO CHECK THE LOGGER SYSTEM***

I. Monitor the logger on the rack in StudioA. Ensure that the correct button is selected (Yellow?), and that you can hear a delayed version of the current broadcast. If you do not hear anything, assume there is a problem, and use the Emergency Logger Kit until you have finished investigating the situation.

II. Visit <http://www.trentu.ca/trentradio/logger/lgrrep/rep.txt> (or click on the 'L' in Welcome on our webpage). Every hour, a new file is created. If you do not see a new file set up for the current date and time, the logger may be experiencing technical difficulties, and you should contact the SOIM immediately, and use the Emergency Logger kit in case it is required.

**Content:** We must ensure continuity in programming (to get to the second aspect), which means we make sure something is on-air during scheduled programming time. The first rule of radio is "Show Up". Programmers have been known to neglect showing up for their time. We must be prepared to perform impromptu shows (if we desire) or plop a pre-recorded tape or audio file in to play. Try and determine why there was a "no-show" and make a note in the OPERATORS BOOK. We should discuss the best way to resolve a continuing problem with our evening's partner and the Summer Operations Manager. Some Programmes are customarily pre-recorded, so make sure you know where the show is so you can air them when they are scheduled.

#### **(4) AUTHORITY:**

Programmers and other occupants of the house are obliged to take direction from the Executive Producer. Drug or alcohol use (except for coffee or cigarettes) is not allowed on the premises, and Executive Producers are obliged to enforce this rule. (I.h.'s note: broadcasting while intoxicated usually makes for boring programming.)

If Programmers are acting irresponsibly in the studio, or anywhere else in the building, they should be warned, and if necessary, asked to leave. Remember, we must make decisions in the best interests of Trent Radio. Violence and/or assholes shall not be tolerated.

Most conflicts or concerns should be resolved after a Programmer is finished their programme. Most, that is. If a Programmer is spewing out nasty, hateful words they should be stopped. Go in and talk with them as soon as the microphones are off. Try calm, collected conversation. Disagreement or opinion-voicing is one thing, propagating intolerance and hate is quite another. Remember basic Trent Radio tenets.

And THINK before you intervene. This will have to be reported; what was your rationale, how best to act, etc.? Also, NEVER give out Programmers' phone numbers to strangers. If the caller is insistent, ask for their number and call the Programmer yourself to give them the caller's number.

Remember that you're not alone. Talk with your fellow Producers and do not hesitate to call the Summer Operations & Information Manager or General Manager.

(john muir's note: with these responsibilities and the authority to carry them out, Executive Producers should remember that making radio is a creative act and Programmers may exhibit a florid artistic temperament - or even temper.)

(kristina's note: nobody is allowed to jump on your head without good reason.)

## **(5) SECURITY:**

Non-members are not allowed in the house after office hours. However, tours can be given, at your discretion. Use your head. Any guests the Programmer brings in are, of course, welcome, \*IF\* they are part of the programme. We should dissuade Programmers from entertaining an in-studio fan club.

Trent Radio has an alarm system. Learn how to set and disarm it. If for any reason you are in a situation where someone is threatening you while in the building, you may set the alarm and activate it by moving across the beam in the hall way. If the alarm doesn't scare the person, the General Manager showing up might.

Trent Radio's alarm system is only good for a few things. This is one of them. Also, do not hesitate to call 9-1-1 from anywhere in the building if you need help, and use the spy hole in the kitchen door to check out who you might be letting in before opening the door. Once during the evening do a quick walkaround of the building. Are both flood lights working in the back area parking lot, are both porch lights on, is the exterior front door light working? Please note problems in the Operator's book.

As the building, equipment, security and such is the General Manager's bailiwick, please report any damage, theft and security concerns to him. Try as best you can to fix things, write it up in the log and email John – [jkmuir@trentradio.ca](mailto:jkmuir@trentradio.ca)

## **(6) HARDWARE**

Make a note of what is needed, what is missing, what has finally decided to give up the ghost. Ensure that this information is written in the Operators Book, and passed on to the SOIM so they can stock up. There should be some spare light bulbs in the kitchen cupboards, toilet paper under the bathroom sink - part of the tech end of the job.

## **(7) TELEPHONE –**

**LINE 1: office (705)741.4011. This is for talking to someone at the house for any reason at all - You CANNOT put someone on-air from LINE 1!!!**

**LINE 2: on-air (705)748.4761. This is the line to call for on-air/broadcasting.**

Get to know your Programmers and judge as to whether intercepting phone calls during their show would help keep things on a more even keel. It can be very disruptive for the Programmer if all their friends try calling while they are on-air. Refer all phone calls regarding music tracking to Jean Reno's email ([jreno@trentradio.ca](mailto:jreno@trentradio.ca)), and take THOROUGH MESSAGES in the messages book. Callers' feedback should be passed on to the Programmer, and may warrant a discussion. Was the caller "out of their mind"? Was there something in it at all? In taking a complaint, listen to determine precisely what the complaint is about and how to contact the complainant later. Make a note of all this in the Operator's Book.

## **(8) UPSTAIRS APARTMENT**

Many people don't realise that we have someone living above the studio and archive area. Keep the monitor levels down, especially after 9pm ... drums and bass go right through the floor as though there wasn't one.

### **PHONE MESSAGES & IMPORTANT PHONE NUMBERS**

**\*\*During the Summer Season, regular staff and volunteers do not make it in to check the message book on a regular basis.**

Please take the time to send messages along to appropriate email addresses.

**MOST IMPORTANTLY – ALL MESSAGES FOR John K Muir should be transcribed and sent by email to [jkmuir@trentradio.ca](mailto:jkmuir@trentradio.ca) in a timely manner!**

**NEVER GIVE OUT ANOTHER PERSON'S PERSONAL PHONE NUMBER !!!  
TAKE A MESSAGE AND PASS IT ALONG YOURSELF.**

**YOU CAN FIND ALL IMPORTANT PHONE NUMBERS AND CONTACT INFORMATION IN THE FRONT OF THE OPERATOR'S BOOK.**

**Trent Radio House,  
715 George St. N,  
Peterborough, ON.  
K9H 3T2**

[www.trentradio.ca](http://www.trentradio.ca)

office: 705.741.4011

studio:705.748.4761

**event promotion:** [psa@trentradio.ca](mailto:psa@trentradio.ca)

**music director\*\*:** [jreno@trentradio.ca](mailto:jreno@trentradio.ca)

**general inquiries:** [info@trentradio.ca](mailto:info@trentradio.ca)

***\*\*music tracking inquiries should be directed to the  
“A Musicians Guide To Trent Radio” link on our website.  
You should read it to understand what we do, and  
what we don't do (eg/ we don't chart!).***

# OPERATING CHECK LIST

## Things to do when beginning: 5pm

- Clean up BEFORE starting.
- Check the OPERATOR'S BOOK - has the transmitter blown up?
- Check on the logger audio and webpage.
- Is the Transmitter button pushed in and showing the green eye?
- Is the red "Off Air" monitor button pushed down? Are we, in fact, on air?

*It is heartbreaking to programme, only to find out you really were talking only to yourself (the usual paranoia of radio folks)*

- Are both turntable styli in good repair (write problems in the Operator's book)
- Find list of programmes for the night. Is the first Programmer here yet? Who won't be? Any pre-recorded shows to be set up? Any sponsorships to be run?
- Check the Programme Log for instructions from our Summer Operations & Information Manager or General Manager. \*\*This may show last minute changes or direct how we will spend our time tonight.
- Turn the kitchen radio on, if it isn't already. Start listening.
- At 10pm Check the Logger audio and webpage.

## Things to do when finished: Midnight

- Operator's Book (recording any events ~ or the lack thereof; names of no-shows; CDs/Albums not put away; equipment problems; general comments, etc ... even if 'nothing' happened, write it down)
- Transmitter dis-engaged from the StudioA console & RFP running smoothly from StudioV.
- StudioA cleaned up (CDs/Vinyl away, garbage/recycling taken to kitchen, volume turned down...don't forget we have neighbours upstairs!)
- StudioA, StudioB, StudioC Shut Down & Locked (radios off/volume turned down; doors shut and locked)
- Leave lights on in the Hall, Studio B, and the Kitchen (leave overhead lights on, turn off all other lights including the lamp by the phone in the kitchen, and the light over the window to the porch - so that it can be seen if the building is occupied if the alarm goes off.)
- Kitchen: wash dishes, deal with any food that has been left out (garbage/fridge); Make sure Toaster is UNPLUGGED, and that the Kettle & Coffee Maker are Turned Off (DO NOT UNPLUG THE COFFEE MAKER)
- Make sure the Front Door (George St.) is Shut and Locked (as it is prone to not being shut properly, slam it to be sure)
- Turn On The Alarm
- Make sure Kitchen/Porch Door is SHUT & LOCKED (it needs an extra slam in the winter)
- You don't have to go home...but you can't stay here!

# POTENTIAL EMPLOYMENT OPPORTUNITY at TRENT RADIO

**APPLICATION DEADLINE: MONDAY 18 APRIL 16 @ 5PM**

## **SUMMER OPERATIONS & INFORMATION MANAGER: Job Description 2016**

Reporting to the General Manager, the Summer Operations & Information Manager (SOIM) shall be charged with the gathering and dissemination of information a) regarding area summer festivals, community events and agricultural elements associated with the Peterborough Exhibition; and b) of particular interest to recent immigrants, children and seniors in Peterborough and the area, along with interviews and reportage. Also included will be a twice daily broadcast listing of events and attractions,

In addition s/he will be charged with the day-to-day operation of Trent Radio and in concert with the Summer Programming Committee, s/he shall be responsible for developing a balanced programming schedule in accordance with Trent Radio's license and mandate. The primary duties include management of Trent Radio's broadcast and studio facilities for the use of more than one hundred community volunteers.

They shall convene and chair regular meetings of, and shall analyse and report on the balance of programming to, the Summer Programming Committee (all the Producers). They shall provide individual support and advice to the Summer Executive Producers.

They shall have the responsibility and authority to initiate and implement special programming, to enforce CRTC and other programming regulations, and shall have a hand in making preparations for some activities to take place in the Fall of 2016.

The Summer Operations & Information Manager shall also be charged with the general upkeep of Trent Radio House and shall ensure that the facilities are kept in good working order and that it be an area conducive to the production of effective community radio. This would include coordinating security and technical arrangements.

### **Specific Administrative Duties:**

- Develop a working knowledge of the regulatory framework for broadcasting in Canada as it relates to Trent Radio.
- Prepare and Maintain Programme Logs & Music Sheets (Computer System)
- Ensure Logger is working and being used correctly
- Ensure sponsorships are logged and aired.
- Prepare and Maintain Programmer listing with contact data.
- Convene volunteer socials.
- Convene and chair regular meetings of the Summer Programming Committee, and prepare minutes of these meeting for distribution to the Committee and the General Manager. Note: The Summer Programming Committee is the Summer Operations & Information Manager and all the Summer Executive Producers)
- Attend planning meetings with the returning fall & winter Programme Director
- Respond to Summer and Fall season programme applicants.
- Act as Fill-in Operator as necessary.
- Render Community Liaison through information sessions and informal facility tours.
- Prepare and Distribute Summer Radio Guide.
- Produce Trent Radio fall pre-season and summer promos.
- Maintain community group announcements book.
- Pick-up and sort the post.
- Ensure trash & recycling is taken out & compost maintained
- Ensure that the facilities used by Programmers are clean and tidy.
- Respond to email queries for the Music Director.
- Prepare monthly reports on their activities for the General Manager.
- Ingest CDs and other material into the digital server.

**Terms:** Employment Period: Start: Monday, 02May16 Finish Friday, 26Aug16. (17 weeks)

Trent Radio's Minimum Commitment: 20 hours/week for 17 weeks

Contingent upon CSJ16 funding 35 hours/week for each week of CSJ16 subsidy.

Pay Rate: \$12.50 hour, plus 4% vacation pay, plus statutory benefits.

Deadline for application: Monday, 18 April 2016 @ 5pm.

**Hard Copy Applications Only** - Resumes with a Cover Letter including references may be mailed to:

Trent Radio, 715 George Street, North, Peterborough, ON K9H 2T3

or brought to Trent Radio House, 715 George Street North, and dropped in the letterbox.

Applications should be marked "Attn: CSJ 2016 Hiring Committee".

Familiarity of Trent Radio's mission and operations will be considered an asset.

Please read "Trent Radio Summer Plan 2016 " <http://www.trentradio.ca/16sumpln.pdf>

**Selected candidates will be contacted on Tuesday, 19 Apr 16 to arrange interviews for later in the week.**

Eligible Candidates for federally funded Canada Summer Job positions must be;

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) was registered as a full-time student during the preceding academic year;
- c) intends to return to school on a full-time basis during the next academic year;
- d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (Foreign students are not eligible) and;
- f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

## Application Details

### Applicant details

Legal Name of the Station	Call Letters	Name	Title
Trent Radio	CFFF	John K Muir	VP&GM

#### Address

715 George St. North

City	Province	Postal
Peterborough	ON	K9H 3T2

#### Postal Address (if different)

Postal City Province Postal Code

#### Website

[www.trentradio.ca](http://www.trentradio.ca)

Name	Title
Jill Staveley	PM & Assistant GM

Phone	Extension	Email
705 741 4011	0	<a href="mailto:jstaveley@trentradio.ca">jstaveley@trentradio.ca</a>

#### Preferred Language of Communication

English

### Project Description

#### 1. Title of the project:

Summer Events Intern Correspondant (SEIC)



## **2. Description of your project:**

The SEIC will be responsible for both administrative and on-air duties. This will include seeking out, researching, and producing regular programming that will promote and provide information on a wide range of local events, active community members/groups and organisations within Trent Radio's broadcast range; assisting with the day-to-day operations of a Community Broadcast Facility; producing an 8-part series featuring the work of The New Canadians Centre as they support relocation, integration and well-being of refugee families in the Peterborough region.

## **3. Describe the on-air and/or recorded programming that will be produced by the intern:**

The SEIC will host a 30-minute show called Smooth Operator broadcast Monday through Friday, presenting features, live and pre-recorded interview material, event promotion and review with a focus on regionally significant Community Groups and Organisations of the Peterborough Area. Each show will feature new content, and will highlight the people and the organisations who make Peterborough a vibrant place to live or visit. Through the production of Smooth Operator, the SEIC will produce 5 pre-recorded Community Organisation Profiles for inclusion in Trent Radio's Local Content Archives. The SEIC will also produce an 8-part series featuring the work of The New Canadians Centre as they support relocation, integration and well-being of refugee families in the Peterborough region to be broadcast on Trent Radio and included in our Local Content Archives.

## **4. Describe the intern's training plan (mentoring, education, etc.):**

Under the supervision of our General Manager (GM), and Production Manager/Assistant General Manager (PM/AGM), the SEIC will be provided with 3 weeks of one-on-one training on all aspects of audio production (portable recording devices, digital audio editing, interview techniques and preparation, time management skills, research and development of programme topics, and public relations skills as a representative of the organisation). The SEIC will be asked to compile a 1-hour segment of their broadcast material at the end of each week for critical feedback from the PM & GM, focusing on such aspects as interview skills and audio clip compilation techniques. The SEIC will gain experience completing tasks in an independent work environment, guided by a pre-arranged schedule and outline of weekly responsibilities and goals, along with weekly meetings with management staff to ensure the provision of additional training and mentorship as required. The SEIC will also be expected to work in cooperation with our Summer Operations Manager (SOM) to ensure that adequate communication and mutual coordination are fulfilled in order to complete all daily responsibilities around the facility.

## **5. Describe how this project is relevant and important to the intern and to your station:**

The opportunity to offer the SEIC position in 2016 is relevant and important to Trent Radio in two distinct ways. First, during Trent Radio's Summer Broadcast Season, our programming schedule and staff presence are greatly reduced, reflecting the decrease in student presence and participation in our broadcast operations (May 01 - August 31). The addition of the SEIC position to our summer operations crew would allow Trent Radio to actively promote Local Events and Organisations during the Summer Season to the same standards that we strive to achieve during the academic year. The SEIC would also ensure promotion of Trent Radio as a valuable media resource within our community by meeting and working with Local Groups and Organisations. Second, Trent Radio aims to foster and encourage the production of exceptional radio, and provide educational resources and experiences for our community as a whole. The ability to offer an intern position of this standard and breadth would not only help Trent Radio achieve part of our mandate goals, but would prove to be an exceptional learning experience for a Local Youth, and allow them to expand their skill set, encourage participation in Community Radio within Canada, and provide them with the opportunity to build their resume and portfolio for possible future media employment opportunities.

**6. Name and describe the activities you will undertake and indicate the start and end dates of your project as well as each activity:**

**Anticipated project duration**

Start	End
2016-05-01	2016-08-26

**Activities**

Activity	Date
On-Site Training & Orientation	Mon May 2 - Fri May 20
Daily preparation for and broadcast of both live & pre-recorded 30 minute Smooth Operator Programming Segments: Mon - Fri weekly.	Mon May 9 - Fri Aug 19
Compilation and submission of 1 hour per week of broadcast material from Smooth Operator	Mon May 9 - Fri Aug 19
Weekly meetings with Supervisor	Mon May 2 - Fri Aug 26
Outreach to New Canadians Centre; Initial planning and preparation of production and broadcast plan for 8-part series (New Canadians in Peterborough)	Mon May 9 - Fri May 27
Production and broadcast of 8-part series on New Canadians in Peterborough	Mon May 30 - Fri Aug 12
Preparation for, Promotion of and On-Site Recordings of NCC Canada Day	Mon June 6 - Fri July 1
Community Outreach and Production for 5 pre-recorded Community Organisation Profiles	Mon June 6 - Fri July 29
Produce and archive recorded material from NCC Canada Day for broadcast	Mon July 4 - Fri July 8
Assist with planning and production for Trent Radio's annual Music On The Lawn Radio Project Day	July Date TBD
Production, broadcast and submission of 8 x 30-minute audio segments as outlined in Production & Broadcast Plan (New Canadians In Peterborough)	Fri Aug 12 (final deadline)
Production and Submission of written report outlining the job experience and accomplishments	Fri Aug 19 (due)
Facilitate post-production and archival of all recorded audio segments for inclusion in Trent Radio's Local Content Management Project & Programmer Resource	Mon Aug 22 - Fri Aug 26

## Detailed Budget

### 7. Provide the total budget of your project:

Expenses	CRFC	Your station	Other sources
Intern Salary – SEIC (including MERCs)	\$ 8265.00	\$ 0.00	\$ 0.00
Superver & Mentor: 70 hours @ \$17.92/hr + MERCs 17.92 wage + 0.72 vac + 0.59 cpp + 0.4 9ei = \$19.72 employer cost / hour	\$ 1380.00	\$ 0.00	\$ 0.00
Project coordination & technical expenses related to the project	\$ 355.00	\$ 0.00	\$ 0.00
Allowance for hospitality, on-air publicity & staff & volunteer Participation	\$ 0.00	\$ 1500.00	\$ 0.00
Sub-Total	\$ 10,000.00	\$ 1,500.00	\$ 0.00

**Total cost of the project : \$11,500.00**

### 8. If the total project budget is not the same as the amount you are requesting from the CRFC, provide information on your other source(s) of funding:

Operating Revenues: \$ 1,500 In-Kind Contribution: \$

### 9. Is there anything else you would like to add in your application?:

The opportunity to offer the Summer Events Intern Correspondent position at Trent Radio would greatly enhance our ability to deliver exceptional Producer-Oriented Programming, and continue to establish and enhance our relationship with community members in our broadcast range during our Summer Season. The SEIC position would also offer a valuable opportunity for a youth interested in pursuing a career in broadcast media or journalism to gain insight and experience in their field of choice. Trent Radio would be using the CRFC funding to provide an exceptional learning and working experience for a Local Youth, based upon the mission goals of both the CRFC and Trent Radio. Ultimately the opportunity for Trent Radio to offer the SEIC position would be of benefit to the CRFC, Trent Radio, and most importantly, to the SEIC themselves.

## 2016 CANADA SUMMER JOBS APPLICATION SUMMARY

### CANADA SUMMER JOBS

#### ARTICLES OF AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Employment and Social Development (hereinafter referred to as "Canada")

AND

The Employer identified as the "Legal Name of Employer" on the attached "Canada Summer Jobs - Application/Agreement" (hereinafter referred to as the "Employer")

Hereinafter collectively referred to as "the Parties"

WHEREAS Canada has established the Canada Summer Jobs, a component of the Youth Employment Strategy, under which financial assistance may be provided to Employers to encourage these Employers to hire students to help them in acquiring employment and/or career related skills;

WHEREAS the Employer proposes to hire participant(s) for the Job(s) listed in the "Canada Summer Jobs Application";

AND WHEREAS Canada wishes to make a contribution towards the costs of the Job(s) under Canada Summer Jobs;

Now, therefore, Canada and the Employer agree as follows:

#### 1.0 AGREEMENT

1.1 The following documents and any amendments relating thereto form the Agreement between Canada and the Employer:

- a. the document hereto entitled "Canada Summer Jobs - Application/Agreement";
- b. the document hereto entitled "Calculation of Approved Canada Summer Jobs Contribution Amount" document.

#### 2.0 INTERPRETATION

2.1 In this Agreement,

"Funding Period" means the period during which the Job is taking place as indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Job" means a job referred to in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Project" means the hiring and Job activities as described in the Application/Agreement;

"Mandatory Employment Related Costs" means payments that the Employer is required by law to make in respect of participants including, but not restricted to, those required for employment insurance, Quebec Parental Insurance Plan, Canada Pension Plan, Quebec Pension Plan, vacation pay, workers' compensation, health insurance in Quebec and Ontario (if applicable), Newfoundland and Labrador Health and Post-Secondary Education Tax in Newfoundland and Labrador, and the Manitoba Health and Education Levy in Manitoba;

"Overhead Costs" means such costs, other than wages and Mandatory Employment Related Costs, incurred by the Employer, which are in compliance with the conditions governing eligible costs set out in this Agreement;

"Participant" means an individual who is hired by the Employer for a Job during the period set out in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document and who:

- a. is between 15 and 30 years of age (inclusive) at the start of employment;
- b. was registered as a full-time student during the preceding academic year;
- c. intends to return to school on a full-time basis during the next academic year;
- d. is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program, university;
- e. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*\* and;
- f. is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

\*Foreign students are not eligible.

Words imparting the singular include the plural and vice versa.

#### 3.0 EFFECTIVE DATE AND DURATION

3.1 This Agreement shall come into effect on the signature date specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount" and, subject to section 3.2, shall expire when Canada issues the final payment unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

3.2 All obligations of the Employer shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

#### 4.0 CANADA'S CONTRIBUTION

4.1 Subject to the terms and conditions of this Agreement, Canada will make a contribution to the Employer towards the costs incurred by the Employer as a result of the provision of the Job(s) to the participant(s) of an amount not exceeding the amount indicated in Box 29 of the "Calculation of Approved Canada Summer Jobs Contribution Amount" document.

4.2 Costs are eligible costs only if they are, in the opinion of Canada, reasonable and directly related to the provisions of the Job(s). Only those costs incurred during the Funding Period are eligible costs. No costs incurred prior to or following the Funding Period are eligible costs.

4.3 When hiring a participant with a disability, the Employer agrees that Canada's contribution towards special equipment facilities and support necessary for the participation shall not exceed the actual costs.

4.4 The amount of Canada's contribution in respect of Mandatory Employment Related Costs incurred in respect of each participant shall not exceed the amount that would be payable if the participant's wages were paid at the provincial or territorial adult minimum wage rate.

4.5 In the event that the hourly wage rate paid by the Employer is less than the hourly wage rate shown in Box 29 of the "Calculation of Approved Canada Summer Jobs Contribution Amount" document, Canada may, in its discretion, reduce the amount of its contribution in respect of those eligible costs.

## 5.0 APPROPRIATION

5.1. Any payment under this Agreement is subject to the appropriation of funds by Parliament for the Fiscal Year in which the payment is to be made.

## 6.0 TERMS OF PAYMENT

6.1 (1) Subject to paragraph (2), Canada's contribution shall be payable upon receipt and verification of a claim made by the Employer in a form prescribed by Canada, such claim to be submitted by the Employer within 30 days following the termination of the Job(s) covered by the Agreement.

(2) Where the Employer is a not-for-profit employer, payment of Canada's contribution may be made as follows:

*Where the total value of the contribution is up to \$100,000*

- a. an initial advance payment not exceeding 75% of the estimated total contribution payable under the Agreement; and
- b. upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

*Where the total value of the contribution is from \$100,001 up to \$500,000*

- a. an initial advance payment not exceeding 50% of the estimated total contribution payable under the Agreement; and
- b. upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

*Where the total value of the contribution is more than \$500,000*

- a. following receipt of a cash flow forecast, monthly advances covering the Employer's estimated monthly financial requirements payable under the Agreement; and
- b. upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

## 7.0 REDUCTION OR TERMINATION OF FUNDING

7.1 Canada may, upon not less than ninety (90) days' notice, reduce its funding under this Agreement or terminate the Agreement if:

- a. The level of funding for the Program named in this Agreement for Fiscal Year in which payment is to be made under the Agreement is reduced as a result of a governmental or departmental spending decision, or
- b. Parliament reduces the appropriation of funds for contributions under the Program named in this Agreement.

7.2 Where, Canada gives notice of its intention to reduce its funding pursuant to section 7.1, and the Employer is of the opinion that it will be unable to complete the Project in the manner desired by the Employer, the Employer may terminate the Agreement upon not less than fifteen (15) days written notice to Canada.

## 8.0 OTHER SOURCES OF FUNDING

**Sections 8.1 to 8.3 only apply where the contribution is in excess of \$100,000.**

*[Option 1 - where the funding from Canada is the only source of financial assistance - Cross out if not applicable]*

8.1 The Employer declares that the contribution provided under this Agreement is the only financial assistance for the Job(s) it has received or expects to receive from any level of government (federal, provincial or municipal) or from any other source.

*[Option 2 - where there are other sources of financial assistance - Cross out if not applicable]*

8.1 The Employer declares that it has received or is entitled to receive the following financial assistance for the Job(s) from other sources:

1. \$ \_\_\_\_\_ from \_\_\_\_\_
2. \$ \_\_\_\_\_ from \_\_\_\_\_
3. \$ \_\_\_\_\_ from \_\_\_\_\_
4. \$ \_\_\_\_\_ from \_\_\_\_\_

8.2 The Employer will inform Canada promptly in writing of any additional financial assistance to be received for the Job(s) other than that referred to in section 8.1.

8.3 Where the Employer receives any additional financial assistance for the Job(s) other than the financial assistance referred to in section 8.1, Canada may, in its discretion, reduce its contribution by such amount as it considers appropriate, up to the amount of the additional assistance received, or if Canada's contribution has already been paid, require repayment of such amount. Upon receipt of notice to repay under this section, the Employer agrees to repay the amount as a debt due to Canada.

## 9.0 MANAGEMENT OF PROJECT

9.1 The Employer shall:

- a. provide the participant(s) with the necessary supervision, learning and work experience;
- b. ensure that the Job(s) are carried out in a safe environment;

- c. provide the participant(s) with all the information concerning health and safety standards and regulations regarding their work environment and, if necessary, inform them about the safety equipment required to accomplish their tasks;
- d. remit Mandatory Employment Related Costs on behalf of the participant(s); and
- e. inform Canada promptly in writing forthwith of any injury suffered by the participant(s) while carrying out the Job(s).

9.2 The management, supervision and control of the Job(s) are the sole and absolute responsibility of the Employer.

9.3 The Employer shall not, without the prior written consent of Canada, alter the nature of the Job(s) that are described in the Application/Agreement.

## 10.0 COLLECTION AND PROTECTION OF PARTICIPANT INFORMATION

10.1 The Employer shall complete the Employer and Employee Declaration for each participant's and forward to Canada within seven (7) days following each participant's first day of work.

10.2 Prior to collecting or compiling the information in the Employer and Employee Declaration, the Employer shall

- a. inform the Participant that funding for the Project is provided by Canada. Canada needs the information referred in the Employer and Employee Declaration to:
  - a. validate the eligibility of each participant;
  - b. measure the results and assess the success of the Project;
- b. obtain the written consent of each Participant for the collection, uses and disclosure of the information in the Employer and Employee Declaration.

10.3 All Participant information referred to in section 10.1 collected or compiled by the Employer shall be treated as confidential and the Employer shall take all security measures reasonably necessary for the protection of any unauthorized release or disclosure, including those set out in any instructions issued by Canada.

10.4 During the course of this Agreement and for a period of six years thereafter, the Employer shall not release or disclose information referred to in section 10.1 about a Participant to any other person or body for any purpose unless the Participant consents to the release or disclosure or unless the person or body is authorized by law to require the Employer to provide information to the person or body.

10.5 Representatives of Canada shall be entitled to verify the Employer's premises at all reasonable times to ensure compliance with the information security requirements of section 10.3.

10.6 Upon expiry of a period of six years after the Project Period, the Employer shall destroy the information referred to in section 10.1 in accordance with instructions issued by Canada.

## 11.0 ACCESS TO INFORMATION AND PROACTIVE DISCLOSURE

11.1 The Employer acknowledges that Canada is subject to the *Access to Information Act* [R.S.C., 1985, c. A-1], and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

11.2 The Employer acknowledges that the name of the Employer, the amount of Canada's funding and the general nature of the Training may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.

## 12.0 EMPLOYER DECLARATIONS

12.1 The Employer declares, represents and warrants that:

- a. no participant will displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on maternity or paternity leave;
- b. except where the participant is a person with disabilities or has legitimate barriers to availability, participant(s) will work a minimum of 30 hours per week for a period of six to sixteen weeks. The hours of work will not exceed 40 hours per week;
- c. no other contribution will be received or claimed for the same portion of a Job and for the same period unless such contribution is provided pursuant to an agreement between the Government of Canada and a Provincial/Territorial government, or with the approval of Canada;
- d. the Organization "Employer" and any person lobbying on its behalf is in compliance with the Lobbying Act, R.S.C., 1985, c. 44 (4th Supp.) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding;
- e. that it has provided Canada with a true and accurate list of all amounts owing to the federal government which are past due and in default or arrears as of the time of the Employer's application for funding. The Employer recognizes that any such amounts owing to the federal government may be deducted from, or set-off against, amounts payable to it under this Agreement.
- f. the Job(s) will not provide personal services to Employer;
- g. the Job(s) would not be created without the financial assistance provided under this Agreement; and
- h. an employer/employee relationship will be established with the participants.

## 13.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

13.1 The management and supervision of the Project are the sole and absolute responsibility of the Employer. The Employer is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract for services or a contract of service or employment. Canada's responsibility is limited to providing financial assistance to the Employer towards the Eligible Expenditures. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Employer shall not represent itself as an agent, employee or partner of Canada.

13.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the maximum contribution specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount". Canada shall not be liable for any loan, capital lease or other long-term obligation which the Employer may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Employer toward another party in relation to the Project.

## 14.0 INDEMNIFICATION

14.1 The Employer shall, both during and following the funding Period, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Employer or its employees or agents in connection

with anything purported to be or required to be provided by or done by the Employer pursuant to this Agreement or done otherwise in connection with the implementation of the Project. It is understood that Canada cannot claim compensation under this section in case of accident, loss or damage caused by him or his employees.

## 15.0 CONFLICT OF INTEREST

15.1 No current or former public servant or public office holder to whom the *Conflict of Interest Act* [S.C. 2006, c. 9, s. 2], the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service* applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.

15.2 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

## 16.0 NEPOTISM

16.1 No cost incurred by the Employer in relation to a participant who is a member of the Immediate Family of the Employer or, if the Employer, who is a member of the Immediate Family of an officer or a director of the Employer, is eligible for reimbursement under the Agreement unless Canada is satisfied, and agrees in writing before the commencement of the Job, that the hiring of the participant was not the result of favouritism by reason of membership in the Immediate Family of the Employer, officer or director, as the case may be.

16.2 For purposes of section 16.1, "Immediate Family" means father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common-law partner, child (including child of common-law partner), step-child, ward, father-in-law, mother-in-law, or any relative permanently residing with the Employer, officer or director, as the case may be.

16.3 For the purpose of section 16.2, "Common-law partner" means a person who is cohabiting with the Employer, officer or director, as the case may be, in a conjugal relationship, having so cohabited with the Employer, officer or director, for a period of at least one year.

## 17.0 FINANCIAL RECORDS AND AUDIT REQUIREMENTS

17.1 The Employer shall keep proper books of account and records, in accordance with generally accepted business and accounting practices, of the financial management of this Agreement. The books of account and records shall include all invoices, receipts and vouchers relating to the expenditures incurred and revenues made in relation to this Agreement, including funding for the Job(s) received from other sources.

17.2 During the course of this Agreement and for a period of six years thereafter, the Employer shall make the books of accounts and records available at all reasonable times for inspection and audit by representatives of Canada to ensure compliance with the terms and conditions of this Agreement and verify costs claimed by the Employer under this Agreement. The Employer shall permit representatives of Canada to take copies and extracts from such books and records and shall furnish them with such additional information as they may require with reference to them.

## 18.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

18.1 If, during the Funding Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act* [R.S.C., 1985, c. A-17], requests that the Employer provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, the Employer shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada.

## 19.0 EVALUATION

19.1 The Employer agrees to cooperate with Canada in the conduct of any evaluation of the Project and/or the Program named in this Agreement that Canada may carry out during the Funding Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by Canada to do so for the purpose of conducting an evaluation, the Employer agrees to:

- a. participate in any survey, interview, case study or other data collection exercise initiated by Canada; and
- b. subject to section 19.2 provide Canada with contact information of the Project partner organizations, if any, who participated in the Project, and of the members of the board of directors of the Employer.

19.2 The Employer shall provide Canada with the contact information of a person (name, address, phone number and e-mail address) referred to in section 19.1 only if the person has given their written consent to the release of the information to Canada. The Employer agrees to make all reasonable efforts to secure such consent during the Funding Period. When providing a person's contact information to Canada, the Employer shall provide Canada with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with Canada.

## 20.0 DISPOSITION OF ASSETS

20.1 The Employer shall preserve any assets acquired with the contribution and use them for the purposes of carrying out the Job(s) outlined in the Application/Agreement, unless Canada authorizes their disposition.

20.2 At the end of the Funding Period, or upon termination of this Agreement, if earlier, and if directed to do so by Canada, any assets referred to in section 20.1 costing \$1,000 (before taxes) or more that have been preserved by the Employer shall be:

- a. sold at fair market value and that the funds realized from such sale be applied to the eligible costs under this Agreement to offset Canada's contribution;
- b. turned over to another person or organization designated or approved by Canada; or
- c. disposed of in such other manner as may be determined by Canada.

## 21.0 TERMINATION OF AGREEMENT

### *Termination for Default*

21.1 (1) The following constitute Events of Default:

- a. the Employer becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Employer;
- b. the Employer ceases to operate;

- c. the Employer is in breach of the performance of, or compliance with, any provision of this Agreement;
- d. the Employer, in support of its application for Canada's contribution or in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada; or
- e. the Employer has changed the tasks and responsibilities of the participant(s), as described on the Application/Agreement, without Canada's prior approval.

(2) If

- a. an Event of Default specified in paragraph (1)(a) or (b) occurs; or
- b. an Event of Default specified in paragraph (1)(c), (d) or (e) occurs and has not been remedied within fifteen (15) days of receipt by the Employer of written notice of default, or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period, Canada may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, Canada shall have no obligation to make any further contribution to the Employer.

(3) In the event Canada gives the Employer written notice of default pursuant to paragraph (2)(b), Canada may suspend any further payment under this Agreement until the end of the period given to the Employer to remedy the Event of Default.

(4) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

#### **Termination for Convenience**

21.2 Canada may also terminate this Agreement at any time without cause upon not less than fifteen (15) days written notice of intention to terminate

#### **Obligations Relating to Termination and Minimizing Cancellation Costs**

21.3 In the event of a termination notice being given by Canada

- a. the Employer shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto; and
- b. all eligible costs incurred by the Employer up to the date of termination will be paid by Canada, including the Employer's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this paragraph shall only be made to the extent that it is established to the satisfaction of Canada that the costs mentioned herein were actually incurred by the Employer and the same are reasonable and properly attributable to the termination of the Agreement.

21.4 The Employer shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Employer to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Employer shall cooperate with Canada and do everything reasonably within its power at all times to minimize and reduce the amount of Canada's obligations under section 21 in the event of a termination of this Agreement.

### **22.0 INTEREST EARNED ON ADVANCES OF THE CONTRIBUTION**

22.1 Any interest earned on advances of Canada's contribution shall be accounted for by the Employer. Such interest shall be deemed to be part payment of the contribution and shall be used or applied to offset Canada's contribution in respect of the eligible costs under this Agreement.

### **23.0 REPAYMENT REQUIREMENTS**

23.1 Upon expiry or termination of this Agreement, if earlier, the Employer shall immediately repay to Canada any amount by which the contribution paid to the Employer, together with any interest earned thereon, exceeds the amount to which the Employer is entitled under the Agreement. Without limiting the generality of the foregoing, amounts to which the Employer is not entitled include

- a. the amount of any unspent advance payments of the contribution in the hands of the Employer;
- b. amounts paid in error or in excess of the amount of costs actually incurred; and
- c. amounts paid in respect of costs which are determined by Canada to be ineligible.

Such amounts are debts due to Canada

23.2 Interest shall be charged on overdue debts in accordance with the *Interest and Administrative Charges Regulations* made pursuant to Canada's *Financial Administration Act*.

### **24.0 REPORTS AND MONITORING OF PROJECT**

24.1 The Employer shall provide Canada with such reports concerning the progress of the participants and particulars of the participants as may be requested by Canada. The progress reports shall be in such form and contain such information as may be specified by Canada.

24.2 The Employer shall, upon request, permit representatives of Canada to have access to the site or sites where the Job(s) are carried out to monitor such Job(s).

### **25.0 ACCESS TO INFORMATION**

25.1 Subject to the *Access to Information Act* [R.S.C. 1985, c. A-1], all information pertaining to this Agreement is public information and may be disclosed to third parties upon request under the Act.

### **26.0 INSURANCE**

26.1 The Employer shall ensure that it has Workers' Compensation coverage or similar insurance, in accordance with provincial/territorial regulations, in place for the participants for the duration of their Job(s) pursuant to this Agreement.

### **27.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S FUNDING**

27.1 The Recipient shall allow Canada sixty (60) days from the date of signature of the Agreement to announce the Project. The parties will collaborate for the first public announcement of the project, including all communication, event or ceremony used to promote the project. The time, place and agenda for such communication activities must be



appropriate for Canada.

27.2 To enable Canada's participation in any subsequent communications activities about the project; the recipient will inform Canada no later than twenty (20) calendar days preceding such communication activities.

27.3 The Recipient shall ensure that in all communication activities, publications, advertising (including on social media or websites) include the recognition of Canada's - financial assistance to the project - in a form satisfactory to Canada.

## 28.0 COMPLIANCE WITH LAWS

28.1 The Employer shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

## 29.0 AMENDMENT

29.1 This Agreement may be amended by mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by both parties.

## 30.0 NON-ASSIGNMENT OF AGREEMENT

30.1 The Employer shall not assign this Agreement or any part thereof without the prior written consent of Canada.

## 31.0 WARRANTY OF AUTHORITY

31.1 The Employer warrants that its representative(s) identified in this Application/Agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require.

Do you declare that you have read and understood the [Applicant Guide](#) and the Canada Summer Jobs Articles of Agreement and do you declare that the job would not be created without the financial assistance provided under a potential agreement? (Mandatory)

**Yes**

Province or territory in which the proposed activities will take place. (Mandatory)

**Ontario**

## Privacy Notice Statement

The information you provide is collected under the authority of the [Department of Employment and Social Development Act](#). Completion is voluntary, however, refusal to provide information will result in your application not being considered for funding. The information will be used to determine your eligibility for Canada Summer Jobs, its administration and for subsequent evaluation and accountability purposes. The information you provide may also be used for policy analysis and/or research purposes. In order to conduct these activities, various sources of information under the custody and control of the Department may be linked.

The information you provide may also be shared with your respective Member of Parliament to ensure local priorities are considered and the list of projects is validated. Information will be disclosed in accordance with the *Privacy Act* and *Department of Employment and Social Development Act*.

Personal information is administered in accordance with the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, your personal information. It will be retained in Personal Information Bank ESDC PPU 293. Instructions in obtaining this information are outlined in the government publication available online, entitled Info Source.

Please note you can withdraw your application after submitting it.

If, after reading this Statement, you prefer to submit your application using the paper application, the Application/Agreement form is available via the [Service Canada](#) website.

Once you have started the online application, you will be able to cancel it at any time. If you cancel it, none of the information you have entered will be retained. By selecting "Yes, I agree", you are confirming that you have read and understood this Privacy Notice Statement and are now ready to provide information in accordance with it.

Do you, on behalf of the organization, agree with this Privacy Notice Statement? (Mandatory)

**Yes, I agree**

Canada Revenue Agency Business Number (Mandatory)

First Nine Digits: **119268910**  
Type of Account: **RR**  
Specific Account: **0001**

Legal Name of Employer (Mandatory)

**TRENT RADIO**

Operating (Common) Name of Employer (Mandatory)

**TRENT RADIO**

Telephone Number of Employer (Mandatory)

Area Code:**705** Exchange:**741** Number: **4011** Extension:

Employer Type (Mandatory)

**Not-for-Profit**

Not-For-Profit Sector (Mandatory)

**Community, charitable or voluntary organization**

Name of Employer Contact Person (Mandatory)

**John K Muir**

Telephone Number of Employer Contact Person (Mandatory)

Area Code: **705** Exchange: **930** Number: **4000** Extension:

Email Address of Employer Contact Person (Mandatory)

**jkmuir@trentradio.ca**

What year was the organization established? (Optional)

**1978**

Organization's Mandate (Mandatory)

**provision of not-for-profit community archive, production and radio facilities for the benefit of the community as a whole**

Number of Full-Time Employees Working in Canada (Mandatory)

**2**

Preferred Language of Communication - Spoken (Mandatory)

**English**

Preferred Language of Communication - Written (Mandatory)

**English**

Mailing Address of Employer (Mandatory)

Address 1: **715 George Street North**

Address 2:

City: **Peterborough**

Province: **Ontario**

Postal Code: **K9H 3T2**

Will the address of the location of the proposed activities be different from the mailing address? (Mandatory)

**No**

The activities of your organization focus on the provision of services in the community: (Mandatory)

**to persons with disabilities**

**to newcomers to Canada (including Syrian refugees)**

**to Aboriginal peoples**

**to members of a visible minority**

**to persons who are homeless or street-involved**

**to other groups with social or employment barriers including literacy and numeracy**

**to children or youth**

**to seniors**

**related to environmental protection**

**related to public health or safety**

**related to cultural development or historical preservation (including Canada's 150th anniversary of Confederation)**

Are the proposed activities directed at members of an Official Language Minority Community? (Mandatory)

**No**

Number of Jobs Requested (Mandatory)

**1**

Job Title (Mandatory)

**Summer Operations & Information Manager**

Hourly Wage Rate (Mandatory)

**11.25**

Number of Weeks Requested (Mandatory)

**16**

Number of Hours per Week Requested (Mandatory)

**35.00**

Number of Students Requested (Mandatory)

**2**

Anticipated Start Date (Mandatory)

**2016 - 05 - 09**

Hourly Wage Requested from ESDC (Mandatory)

**11.25**

Tasks and Responsibilities (Mandatory)

**The Summer Operations & Information Managers (SOIM) will be responsible for the general day-to-day operations, the facilitation of special projects, and promotion of community events during Trent Radio's Summer Broadcast Season. The SOIM will complete all tasks and responsibilities by delegating tasks and managing a roster of over 30 Volunteer Programmers. These tasks include providing training and support for all Volunteer Programmers by assisting with technical operations, organising production schedules, and modifying physical and technological barriers for persons with disabilities and exceptionalities as required for the production of Community Radio. The SOIM will also ensure Local Event coverage and promotion of such notable Community Celebrations as: the New Canadians Centre - Multicultural Canada Day Celebrations (01 July); initiate and produce 3 Radio Project Days featuring topics and personalities of importance to our community; promote and feature the New Canadians Centre as a vital community resource through the production of a radio series; curate and deliver 4 "Drop In Radio Workshops" (free of cost) for families/children ages 3 – 13 for the production of youth and family oriented content; curate and deliver a Live Local Music Radio Broadcast from the front Lawn of Trent Radio House (TBA); promote other regional events and activity that highlight Peterborough as a vibrant and attractive place to live, stay and work to visitors and newcomers.**

Supervision and Mentoring Plans (Mandatory)

**The SOIM will be provided with daily one-on-one training sessions by Trent Radio's Management staff for the first 2 weeks of employment. After the initial training period, the SOIM will be supervised by the General Manager, and required to submit weekly progress reports indicating successes and requesting assistance and additional training as required. Management staff will schedule weekly meetings with the SOIM throughout the contract to ensure that the SOIM has access to all required tools and resources to complete daily tasks, and to provide feedback on the employee's performance. Management staff will also take turns attending and overseeing special projects and events throughout the summer to provide additional support as required.**

Health and Safety Practices in the Workplace (Mandatory)

**Trent Radio conducts a Health & Safety Orientation and training program with all new employees as per the Occupational Health & Safety Act.**

Desired Level of Education of the Student (Mandatory)

**Post-Secondary**

Will this job be a career-related work experience? (Mandatory)

**Yes**

Field of Studies (Mandatory)

**The SOIM position would provide a student with exceptional career related skill experience for a Liberal Arts/Arts & Sciences Degree, and/or Media Studies. Specific career related experience includes Volunteer Management (over 30 Volunteer Programmers), Record Keeping (weekly Programme Logs required by CRTC), Time Management (precise Radio Programming Schedule), Communication Skills (contacting and interviewing Event participants and organizers), Public Speaking (producing broadcast content), and Managing Safety and Security Protocols (ensuring safety of volunteers, guests and security of expensive broadcast equipment)**

Will your organization make special efforts to hire a priority student? (Mandatory)

**No**

Do you wish for Service Canada to reimburse the Mandatory Employment Related Costs? (Mandatory)

**Yes**

Amount of Mandatory Employment Related Costs Requested (Mandatory)

**1,435.84**

The tasks and responsibilities of this job support the provision of services in the community: (Mandatory)

**to persons with disabilities  
to newcomers to Canada (including Syrian refugees)  
to Aboriginal peoples  
to members of a visible minority  
to persons who are homeless or street-involved  
to other groups with social or employment barriers including literacy and numeracy  
to children or youth  
to seniors  
related to environmental protection  
related to public health or safety  
related to cultural development or historical preservation (including Canada's 150th anniversary of Confederation)**

Does this job support a local priority? (Mandatory)

**Yes**

Local Priority (Mandatory)

**Summer festivals & events, Community celebrations, Agricultural fairs Areas that; 1) do not have many summer jobs, 2) experience high seasonal summer populations Volunteer, Not-for-profit, Arts & culture, History, Tourism, Skilled trades, Small private sector organisations**

The calculations for this application are based on the values you provided for each job.

A contribution of \$14035.84 has been requested from ESDC for this application.

Does your organization owe any amounts to the Government of Canada? (Mandatory)

**No**

Will you require an advance payment to pay the student should your application be approved? (Mandatory)

**Yes**

By submitting your application, you declare that you have read and understood the [Applicant Guide](#) and the [Canada Summer Jobs Articles of Agreement](#) and declare that the job would not be created without the financial assistance provided under a potential agreement. (Mandatory)

**Yes**

Name of the Organization's Representative (Mandatory)

**John K Muir**

Position Title of the Organization's Representative (Mandatory)

**VP & GM**



City of Peterborough  
Community Services Department  
Community Grants Program  
500 George St. North  
Peterborough, ON K9H 3R9  
(705) 742-7777, ext 1822  
email: communitygrants@peterborough.ca

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## 2016 COMMUNITY INVESTMENT GRANT (\$1,000-\$15,000) APPLICATION FORM

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Organization: TRENT RADIO

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Contact Person: John Muir

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Phone: 705 930-4000 Fax: no fax

email: jkmuir@trentradio.ca

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Amount Requested for 2016: \$5000

Amount Received in 2015: \$2500

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The information provided in this application will be reviewed by a restricted number of City of Peterborough personnel. All information will remain confidential.

### CONDITIONS OF GRANT

The applicant agrees to allow the City Treasurer, or his delegate, to examine any records of the applicant to ascertain the funds granted by the City to the applicant have been properly expended for the purposes herein described.

No grant will be made retroactively to fund deficits or shortfalls. Commitments made by an applicant prior to, or in anticipation of official written notification that a grant has been approved are done at the applicant's risk. In the event that an application is rejected, the City will not be responsible for expenditures already incurred.

I/WE certify that the information in the application is true and correct, INCLUDING FIGURES SUBMITTED ON THE FINANCIAL INFORMATION FORM.

Authorized

Matthew Poppleton

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President/Chair

John Muir

Date 03 February 2016

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Vice-president & General Manager

Date 03 February 2016

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In accordance with the Municipal Freedom and Protection of Privacy Act, all information gathered will be used for the purpose of selection of applicants for community grants. The applicant hereby consents to disclosure to information contained in this submission, pursuant to The Municipal Freedom of Information and Protection of Privacy Act, R.S.O 1990 C.M 56. If an applicant proponent believes that all or part of the submission should be protected from release, the relevant sections should be clearly marked as confidential. This shall not automatically protect a submission from release, but shall assist the City in making a determination on release if a Freedom of Information request is made. The identity of successful applicants as well as the community grant level of funding awarded may be available to the public on the City website.

## 1. Organization Information

Name of Group/Organization: TRENT RADIO

Address of Organization: 715 George Street North Peterborough K9H 3T2

Website of Organization: www.trentradio.ca

Number of Years Organization has been in Operation: 48

Charitable Status Number: 11926 8910 RR 0001

Not-for-Profit Incorporation Number: ON # 373275

Number of Full Time Staff: 3

Number of Part-Time Staff: 6

Contact Person: John Muir

Contact Person's Telephone #: 705 930-4000

Contact Person's Fax: no fax

Contact Person's email: jkmuir@trentradio.ca

2. Funding Years Requested: 3-year funding

## 3. City Funding Priorities

- Enhance and protect human health and well-being
- Preserve and protect the City's built and cultural heritage and the natural environment
- Enhance the City as a creative community by developing, promoting and providing access to arts, culture and heritage
- Enhance the City as a sports and recreational leader by promoting and providing access to physical, recreational and leisure activities
- Contribute to a sustainable local economy by forming creative partnerships within sectors, across sectors, and with the local business community

4. Funding Streams: Culture

## 5. Participant Priorities

- People with low incomes, at risk, isolated or marginalized
- Youth
- Seniors
- Persons with Disabilities
- Families with Children
- Neighbourhood Associations

6. Funding to Operating (City contribution to annual operating budget)  
be Used

## 7. Organization Mandate

Please state your organization's mandate (purpose)

In answer this question and to City of Peterborough Report CSD15-007 Community Investment Grants 2015 concerning eligibility of Trent student organizations receiving significant revenues from 'Trent's Student Levy' (page 4), TRENT RADIO IS ENTIRELY INDEPENDENT FROM TRENT UNIVERSITY, receiving money from Trent students, not from Trent University.

Despite the perceptions the Grant Committee, Trent Radio's mandate is not primarily of benefit to Trent students. Please let's get this sorted out.

While Trent Radio (an independent charitable corporation) is sponsored by full-time university students, it is shared and organised with and for the benefit of the community as a whole as a non-profit cultural and educational production centre, providing a broadcast service to Peterborough and the Kawarthas as CFFF-FM.

Its aims and objectives include broad community participation for the production of creative local radio that reflects and animates the community of people who live, work and play in the Peterborough region. Trent Radio provides a service that promotes Peterborough as a vibrant and active city to itself and to the world beyond.

Trent Radio also provides creative, administrative, educational, and community minded support and resources to wide range of community groups and community members.

## 8. Annual Program

Please describe your annual program of activities or services in the current fiscal year.

Trent Radio's Annual Programme includes

The provision of radio production equipment and facilities, along with associated training, direction and support required for radio programming activities and programmer development, (including artistic, research and administrative activities) for approximately 150 volunteers involved in original and independent production and broadcast endeavours annually;

The operation, maintenance and development of 715 George Street which houses an archive, three radio studios, associated meeting areas, offices, storage facilities, and a revenue-producing residential rental apartment;

The operation and maintenance of a licensed 700 watt ERP radio transmission facility at Television Road, with the addition of an internet accessible stream sources.

The provision of salaried and contracted programming personnel with the specific charge to provide direction, support, and inspiration to volunteer programmers and encourage community contribution both within our annual operating budget and through special projects funded by the Community Radio Fund of Canada.

The contribution to our community as a promotional, educational and creative resource and outlet for events, activities and services, as well as for audio, media and broadcast related artistic and academic activities and initiatives.

Emergency Alerts. Trent Radio installed an Emergency Alert System in compliance with the CRTC's National Public Alerting System regulations. Emergency alert messages are issued by public officials (such as emergency management officials, or EMOs) for immediate distribution

to the public to warn of dangers to life and property. These messages contain information relating to the nature of a threat, the area affected and actions that the public should take.

## 9. Use of Previous Grant Money

If approved last year, how was the 2015 Community Grant funding used?

Contribution to the wages required for our Local Content Project Manager to effectively complete the digitisation of analogue audio and support materials by using state of the art technology and industry standard methodologies, publish these artifacts on-line in the Local Content (music and spoken word) Management Project, and continue to source Local Music Artifacts from the Peterborough region.

10. Previous Year Funding Amount: \$2500

11. Number of Clients Previous Year Project Served: 200000

## 12. Purpose of Funding

Describe how the requested funds will be used in 2016 (your fiscal year).

To help Trent Radio deliver its organisational mission and annual programme for the benefit of the community as a whole.

## 13. Need

Explain how your organization's proposed activity or service will fill an identified need in this Community.

We provide an outlet and hub for community expression. A measure of a healthy community is the degree to which its members are able to inform, reach out to, collaborate with and be of service to each other.

Providing training, tools and space, Trent Radio animates Peterborough to identify, define and articulate our area's commonalities and diversity, enriching the lives and experiences of our community interest.

Through our help, our Programmers develop and offer ongoing and special programming dealing with health, heritage, culture and matters of social significance. In addition, we offer regular radio introductory training sessions to the general public

## 14. Support

What other Community support (funding, partnerships, in-kind) do you have for this activity/service?

Members of the Peterborough community and TrentU students contribute about \$115,000 annually in the form of memberships. Aside from active participation or volunteering, the community as a whole continues to generously support Trent Radio through donations of cash and gifts in kind. Locally owned and operated businesses express their support through paid sponsorships. Past and present sponsors include:

Renegade Apparel, The Pig's Ear Tavern, Sam's Place, New Canadians Centre, Sadleir House, Black Honey, St. Veronus, The Wine Shoppe, Stickling's Caf\_\_, Subway, Bryston Ltd, The Venue, and more.

## 15. Participants



How many people do you expect to serve through this project or service this year (audience/clients)?

AUDIENCE: Based on CBC research, it is estimated that Trent Radio will reach about 24,000 listeners per week. Our Radio Free Peterborough webcasting reaches about 20,000 listeners annually.

PARTICIPANTS: Programming is produced by about 300 regular and occasional volunteers from our Community annually.

More than 30 city-based community & cultural groups make regular contributions; and have included ArtsWeek Peterborough, Artspace, Food Not Bombs, New Canadians Centre, Peterborough New Dance/Public Energy, Youth Emergency Shelter, Trent Centre for Social Justice, Ontario Public Interest Research Group, Rock Camp 4 Girls Peterborough, The Dark Room Project/The Gallery In The Attic, Peterborough Museum & Archives, Trent Alumni Association, Crestwood Secondary School, Adam Scott, TASS, Trent Queer Collective, Seasoned Spoon, Sadleir House, B!KE, Community Living Peterborough, Fleming College, Market Hall, Kawartha Jazz Society, Peterborough Theatre Guild, Media Arts Peterborough and Peterborough GreenUp.

We help city non-profits recruit and achieve their fundraising goals. We regularly broadcast Public Service Announcements on behalf of hundreds of community groups, which cannot be listed here due to document size limit. Trent Radio welcomes and provides coverage of local community events including fundraisers, art shows, gallery opening, touring and local musicians, public elections, ArtsWeek Peterborough, weather updates and storm warnings.

Each semester Trent Radio provides training for high school co-op students, and offers opportunities for students to fulfill their mandatory community service hours.

16. Number of Clients Project Serves: 200000

17. Fees/Prices

Is there a charge for your proposed project or services? Please indicate price range and/or structure.

Clients (listeners) can hear our FM broadcasts and Internet streams for free.

Annual Membership Fees: \$20 Regular, \$15 Student, \$75 Organisation

Twice Weekly Sponsorship Message: \$250 for 16wks, \$550 for 52wks

Recording & Production for CBC & Business: First Hour \$100, \$60/hour thereafter

Recording & Production for Non-Profits: Negotiable

Live Sound Production: Market Rate \$400 - \$600 / day

Public Service Announcements: Free

18. Evaluation

How will you measure the success of your proposed project or service?

The success of our mission can be measured by our ability to ensure that everyone who is capable of doing a radio show is given the time and support to do so. Annually we are required to report to regulatory bodies such as the CRTC and SOCAN to ensure that we are meeting all of our broadcasting, organisational and financial requirements. We regularly perform self-evaluations to ensure that we are in compliance, and that we are effectively serving our

community and meeting our mission and mandate goals.

## 19. Volunteers

Describe the role of volunteers involved in your organization.

Trent Radio \*is\* a volunteer organisation with only 3 regular staff and volunteers serving in management, programming, and all other operational aspects.

Trent Radio facilities broadcast more than 8,500 hours of on-air programming per year, of which 95% is entirely produced by about 300 regular and occasional volunteers. In addition to programming, many volunteer hours are donated for behind the scenes work, such as training and teaching, technical operations, administration, community out-reach, field recordings, and fundraising, with a total annual volunteer contribution of 32,000hrs (approx). Programmers contribute about 2-3 hours per show (usually broadcast on a weekly basis)

Operators work one or two 5-6 hour shifts per week. They provide an executive presence, assist new programmers, answer questions from the general public, and ensure the facilities are safe and secure.

Board Members dedicate about 6-10 hours per month to Board and committee work, in addition to working along with other volunteers on non-governance matters.

## 20. Number of Volunteers: 300

## 21. Summary or Your Request

Please describe how you would like your request worded in the public report requesting funding approval from Council (twenty five words or less).

operation and maintenance of a Community Broadcast Facility that serves as an educational, creative and production resource, and a vital component of Peterborough's cultural infrastructure.

## 22. Recognition

If successful, how will you formally recognize the City's contribution?

The City of Peterborough is recognised as a funder in our thrice yearly printed programme guide, with a link to 'www.peterborough.ca' on our internet homepage, and 'on-air' at the beginning or end of our thrice daily community announcements show.

Board Members listing here blank to preserve privacy

**2016 Investment Grant Application - Financial Information Form**

**ORGANIZATION NAME: TRENT RADIO**

Previous Fiscal Year - From: 09/2014 To: 08/2015		2015 BUDGET	2015 Actual	Projected for 2016
Request Year - From: 09/2015 To: 08/2016				
<b>01</b>	<b>REVENUE</b>			
02	Grant funding requested from the City of Peterborough (up to 33% of total budget)	\$ 15,000.00	\$ 2,500.00	\$ 5,000.00
03	Federal Funding Source: Canada Summer Jobs	\$ 5,000.00	\$ 2,640.00	\$ 5,000.00
04	Provincial Funding Source: ON WorkStudy Programme (OWSP)	\$ 5,000.00	\$ 4,544.00	\$ 6,000.00
05	Other Organizational Funding Source: Community Radio Fund of Canada (CRFC)	\$ 41,500.00	\$ 41,500.00	\$ 50,000.00
06	Trillium funding	\$ 0.00	\$ 0.00	\$ 0.00
07	Donations	\$ 5,500.00	\$ 5,759.00	\$ 6,500.00
08	Fund Raising (Total Revenues)	\$ 115,000.00	\$ 116,838.00	\$ 116,000.00
09	Earned Revenue (fees charged, rental income, net GST rebate etc.)	\$ 38,000.00	\$ 39,655.00	\$ 40,000.00
10	Other Source:	\$ 0.00	\$ 0.00	\$ 0.00
11	<b>TOTAL REVENUE</b>	\$ 225,000.00	\$ 213,436.00	\$ 228,500.00
<b>12</b>	<b>EXPENDITURES</b>			
13	Staff costs: Salaries/Benefits	\$ 135,000.00	\$ 121,434.00	\$ 125,000.00
14	Administration costs: phone/FAX/internet, office expenses, equipment, postage.	\$ 4,500.00	\$ 4,256.00	\$ 4,500.00
15	Facility & Equipment costs: rent/mortgage, repairs & maintenance, taxes, insurances, utilities, computers, repairs, sheds, wheelbarrows, tools, etc	\$ 25,000.00	\$ 22,469.00	\$ 32,500.00
16	Program costs: materials & supplies, printing, postage, promotion, subsidies, honorariums, artists' fees.	\$ 25,000.00	\$ 27,203.00	\$ 35,000.00
17	Expenses: bank charges, interest, legal fees, audit fees, membership costs, GST expense, bad debts.	\$ 7,500.00	\$ 8,619.00	\$ 9,000.00
18	Fund-raising expenses	\$ 500.00	\$ 0.00	\$ 500.00
19	Travel & Professional development	\$ 700.00	\$ 1,105.00	\$ 2,000.00
20	Other Source: Depreciation (not an outlay of cash)	\$ 9,000.00	\$ 8,511.00	\$ 9,000.00
21	<b>TOTAL EXPENDITURES</b>	\$ 207,200.00	\$ 193,597.00	\$ 217,500.00

**2016 Investment Grant Application - Financial Information Form**

**ORGANIZATION NAME: TRENT RADIO**

Previous Year(2015) Surplus or Deficit at beginning of the year -\$ 20,972.00	2015 BUDGET	2015 Actual	Projected for 2016
<b>22 Budget Summary</b>			
23 Surplus (or deficit) at the beginning of your fiscal year (if any)		-\$ 20,972.00	-\$ 1,133.00
24 Projected/actual surplus (or deficit) for your fiscal year		\$ 19,839.00	\$ 11,000.00
25 Projected accumulated surplus (or deficit) at the end of your fiscal year		-\$ 1,133.00	\$ 9,867.00

**Government Funding Percentage: 4.81%**

**Surplus/Deficit Explanation**

Please use the following space to explain any of the following that apply: Reason for surplus, plan for deficit reduction, in-kind donations.

The small deficit reduced by YE16, to be used replace aging (30 - 40 year old) equipment.