

TRENT RADIO BoD AGENDA
15 March 2021 – 6:00PM
to be held via teleconference

1. Chair's opening remarks and agenda approval
2. Approval of previous minutes
3. Operations reports
4. Financial statements
5. 2021 Summer Plan
6. Fundraiser update
7. Grant updates

Motion to approve all grant applications for the year coming up until the next AGM scheduled for 2021:

“UPON A MOTION duly made, seconded and carried, all grant & funding applications to our regular funding bodies (CRFC, Theatre Trent, RVF, City of Peterborough, Canada Summer Jobs, Artsweek) and to any other new opportunities, deemed relevant and beneficial to Trent Radio are hereby approved.”

8. COVID-19 safety plan
9. HR Committee
 - Health Benefits policy
 - Harassment & Violent Prevention policy – working draft
10. Any other business
11. Date of next meeting
12. Adjournment

TRENT RADIO BoD MINUTES
22 February 2021 – 6:00PM, held via teleconference

In attendance: Michael Gray, Tim Snoddon, Brazil Gaffney Knox, Katie Pedlar, Allissa Paxton, Rob Hailman, Jill Staveley, Bill Templeman*

Absent: Jehan Mahboob

Meetings starts at 6:12pm, Alissa Paxton chairs

1. Chair's opening remarks and agenda approval

Bill Temple is absent at the beginning of the meeting so Allissa volunteers to chair.

Katie Pedlar makes a motion to approve the agenda, Tim Snoddon seconds it, and approved.

2. Approval of previous minutes

An amendment is made to correct Michael Gray's last name and that Jill was erroneously recorded as making a motion.

Bill Templeman makes a motion to approve the minutes, motion is seconded by Brazil, and approved.

Bill Templeman arrived at approximately 6:20 and took over as chair.

3. Operations reports

Ron Hailman & Jill Staveley presented the Operations reports. Trent Radio is digitizing the physical archives. The university is changing the payroll system which affects how Trent Radio pays its employees.

Motion to approve application to the Community Radio Fund of Canada's Radiometres program (2021/2022) for a grant project including Artist Residencies and the production of Producer Oriented Broadcast Content, moved by Allissa Paxton, seconded by Brazil Gaffeny-Knox and carried.

Bill Templeman makes a motion to accept operations report, seconded by Michael Gray, and approved.

4. Financial statements

Rob Hailman presents the Financial statements.

Allissa Paxton makes a motion to approve and Katie Pedlar seconded the motion, and approved.

5. March 2020 Fundraiser

The fundraiser is posted and programmers are encouraged to make their own page so to expand the reach of the fundraiser. The fundraiser goal is to reach \$5000 and the title is CFFF FM Community Fundraiser for Fortifying Frequency.

6. Any other business

Jill Staveley, Rob Hailman, Michael Gray and Alissa Paxton were recognized as signing authorities for the fiscal year. Upon a motion made by Alissa Paxton, seconded by Brazil Gaffney-Knox, and carried, the designation of Signing Authorities was approved.

Discussion regarding the eventual resignation of Brazil Gaffney-Knox and the role of the nominating committee in filling that position.

7. Date of next meeting

The next meeting will be held Monday, March 12th at 6pm via Zoom.

8. Adjournment

Meeting adjourned at 7:05pm

| | 28 Feb 21 | 31 Aug 20 | \$ Change | | 28 Feb 21 | 31 Aug 20 | \$ Change |
|------------------------------------|-------------------|-------------------|------------------|---|-------------------|-------------------|------------------|
| ASSETS | | | | LIABILITIES & EQUITY | | | |
| Current Assets | | | | Liabilities | | | |
| Chequing/Savings | | | | Current Liabilities | | | |
| 1100 · Chequing - Bank of Montreal | 130,378.26 | 110,117.89 | 20,260.37 | Accounts Payable | | | |
| 1110 · Tangerine Savings | 3.62 | 3.62 | 0.00 | 2200 · Accounts Payable | -5,783.02 | -5,913.43 | 130.41 |
| 1115 · Paypal | 731.95 | 634.05 | 97.90 | Total Accounts Payable | -5,783.02 | -5,913.43 | 130.41 |
| Total Chequing/Savings | 131,113.83 | 110,755.56 | 20,358.27 | Other Current Liabilities | | | |
| Accounts Receivable | | | | 2220 · Deferred Revenue | 960.05 | 960.05 | 0.00 |
| 1200 · Accounts Receivable | 3,986.62 | 4,589.62 | -603.00 | 2240 · Accrued Liabilities | 3,750.00 | 3,750.00 | 0.00 |
| Total Accounts Receivable | 3,986.62 | 4,589.62 | -603.00 | 2500 · Payroll Liabilities - Rec Gen | | | |
| Other Current Assets | | | | 2530 · CPP Payable | 1,272.24 | 1,281.42 | -9.18 |
| 1300 · Prepaid Expenses | 1,616.00 | 910.96 | 705.04 | 2550 · EI Payable | 606.51 | 514.66 | 91.85 |
| Total Other Current Assets | 1,616.00 | 910.96 | 705.04 | 2570 · Income Tax Payable | 1,509.51 | 1,729.35 | -219.84 |
| Total Current Assets | 136,716.45 | 116,256.14 | 20,460.31 | Total 2500 · Payroll Liabilities - Rec Gen | 3,388.26 | 3,525.43 | -137.17 |
| Fixed Assets | | | | 2510 · WSIB Payable | 75.67 | 50.87 | 24.80 |
| 1520 · Land | 10,000.00 | 10,000.00 | 0.00 | 25500 · GST/HST Payable | -1,598.29 | -4,003.19 | 2,404.90 |
| 1560 · Buildings and Improvements | 213,566.01 | 213,566.01 | 0.00 | Total Other Current Liabilities | 6,575.69 | 4,283.16 | 2,292.53 |
| 1570 · Accum Depr - Building | -151,463.13 | -151,463.13 | 0.00 | Total Current Liabilities | 792.67 | -1,630.27 | 2,422.94 |
| 1580 · Office Equipment | 20,774.21 | 20,774.21 | 0.00 | Long Term Liabilities | | | |
| 1590 · Accum Depr - Furn and Equip | -20,774.21 | -20,774.21 | 0.00 | 2720 · Long Term Loan - J.K. Muir | 0.00 | 27,654.56 | -27,654.56 |
| 1600 · Technical Equipment | 333,487.10 | 333,487.10 | 0.00 | Total Long Term Liabilities | 0.00 | 27,654.56 | -27,654.56 |
| 1610 · Accum Dep'n - Technical | -305,384.10 | -305,384.10 | 0.00 | Total Liabilities | 792.67 | 26,024.29 | -25,231.62 |
| 1620 · Technical Renovations | 9,913.00 | 9,913.00 | 0.00 | Equity | | | |
| Total Fixed Assets | 110,118.88 | 110,118.88 | 0.00 | 30000 · Opening Balance Equity | 110,038.60 | 110,038.60 | 0.00 |
| TOTAL ASSETS | 246,835.33 | 226,375.02 | 20,460.31 | 32000 · Unrestricted Net Assets | 90,312.13 | 14,197.24 | 76,114.89 |
| | | | | Net Income | 45,691.93 | 76,114.89 | -30,422.96 |
| | | | | Total Equity | 246,042.66 | 200,350.73 | 45,691.93 |
| | | | | TOTAL LIABILITIES & EQUITY | 246,835.33 | 226,375.02 | 20,460.31 |

| | Sep 20 - Jan 21 | Sep 19 - Jan 20 | \$ Change | | Sep 20 - Jan 21 | Sep 19 - Jan 20 | \$ Change |
|--|-------------------|-------------------|------------------|---|-------------------|-------------------|-------------------|
| Income | | | | Expense | | | |
| 4000 · GOVERNMENT FUNDING | | | | 5000 · SALARIES & BENEFITS | | | |
| 4090 · Federal Grants | | | | 5010 · Programming Wage | 47,091.20 | 20,787.00 | 26,304.20 |
| 4010 · Canada Summer Jobs | 11,959.00 | 0.00 | 11,959.00 | 5070 · Administrative Wage | 35,600.50 | 20,787.00 | 14,813.50 |
| Total 4090 · Federal Grants | 11,959.00 | 0.00 | 11,959.00 | 5075 · Trent Annual Payroll | 19,963.70 | 24,985.86 | -5,022.16 |
| 4160 · Provincial Grants | 0.00 | 653.13 | -653.13 | 5080 · Employee Benefits | 3,605.39 | 2,300.99 | 1,304.40 |
| Total 4000 · GOVERNMENT FUNDING | 11,959.00 | 653.13 | 11,305.87 | 5082 · CPP Expense | 4,219.81 | 2,626.29 | 1,593.52 |
| 4200 · DONATIONS & FUNDRAISING | | | | 5084 · EI Expense | 2,270.71 | 1,497.39 | 773.32 |
| 4220 · Corporations | 0.00 | 500.00 | 8,971.00 | 5086 · WSIB Expense | 244.88 | 169.26 | 75.62 |
| 4230 · Foundations | | | | Total 5000 · SALARIES & BENEFITS | 112,996.19 | 73,153.79 | 39,842.40 |
| 4231 · Community Radio Fund of Canada | 49,651.00 | 12,168.00 | 37,483.00 | 6000 · ADMINISTRATION | | | |
| Total 4230 · Foundations | 49,651.00 | 12,168.00 | 37,483.00 | 6010 · Contract Staff - Admin | 1,008.22 | 2,193.14 | -1,184.92 |
| 4240 · Individual Donations | 24,459.26 | 27,369.70 | -2,910.44 | 6030 · Audit | 4,170.60 | 3,948.17 | 222.43 |
| 4310 · Trent Student Memberships | 91,067.97 | 61,255.26 | 29,812.71 | 6040 · Bank Charges | 158.00 | 201.53 | -43.53 |
| 4330 · Commercial & Non-profit Mships | 300.00 | 400.00 | -100.00 | 6045 · Bldg Repair & Maint - TR | 2,107.53 | 11,538.75 | -9,431.22 |
| 4340 · Individual Memberships | 800.00 | 975.00 | -175.00 | 6060 · Insurance & Security | 4,157.61 | 4,133.93 | 23.68 |
| 4410 · Special Events Donations | 0.00 | 138.85 | -138.85 | 6065 · Interest Expense | 382.42 | 1,297.60 | -915.18 |
| Total 4200 · DONATIONS & FUNDRAISING | 166,278.23 | 102,806.81 | 63,471.42 | 6072 · Management Services Expense | 1,997.60 | 6,224.44 | -4,226.84 |
| 4500 · EARNED REVENUE | | | | 6080 · Memberships & Subscriptions | 1,472.34 | 1,211.11 | 261.23 |
| 4630 · Net On Air Sponsorship - Local | | | | 6085 · Office Equipment & Software | 375.72 | 961.33 | -585.61 |
| 4610 · On Air Sponsorship - Local | 1,500.00 | 2,050.00 | -550.00 | 6090 · Office Supplies | 307.01 | 124.05 | 182.96 |
| 4620 · On Air Sponsorship Expense | 0.00 | -83.15 | 83.15 | 6095 · Postage & Courier | 0.00 | 5.24 | -5.24 |
| Total 4630 · Net On Air Sponsorship - Local | 1,500.00 | 1,966.85 | -466.85 | 6100 · Printing & Design - Admin | 0.00 | 49.78 | -49.78 |
| 4650 · On Air Time Sales - Local | 0.00 | 800.00 | -800.00 | 6110 · Telephone | 469.33 | 471.62 | -2.29 |
| 4660 · On Air Time Sales - National | 2,980.29 | 1,272.25 | 1,708.04 | 6115 · Travel & Conference | 50.00 | 0.00 | 50.00 |
| 4710 · Interest Income | 0.00 | 7.50 | -7.50 | 6120 · Utilities | 1,856.64 | 2,634.24 | -777.60 |
| 4725 · Net Merchandise Sales | | | | 6125 · Volunteer Expenses | 77.94 | 433.59 | -355.65 |
| 4720 · Merchandise Sales | 445.00 | 240.00 | 205.00 | 6130 · Misc. Admin. Expense | 138.02 | 120.29 | 17.73 |
| 4722 · Merchandise Sales Expense | -287.40 | -457.86 | 170.46 | Total 6000 · ADMINISTRATION | 18,728.98 | 35,548.81 | -16,819.83 |
| Total 4725 · Net Merchandise Sales | 157.60 | -217.86 | 375.46 | 6500 · PROGRAMMING | | | |
| 4750 · Rental Income | 5,741.26 | 5,658.25 | 83.01 | 6505 · Contract Staff - Programming | 0.00 | 500.00 | -500.00 |
| 4770 · Production Services | 0.00 | 31.89 | -31.89 | 6510 · Trent Univ Student Payroll | 0.00 | 7,450.01 | -7,450.01 |
| Total 4500 · EARNED REVENUE | 10,379.15 | 9,518.88 | 860.27 | 6515 · Artist Fees | 4,650.00 | 800.00 | 3,850.00 |
| Total Income | 188,616.38 | 112,978.82 | 75,637.56 | 6525 · Hospitality & Reception | 0.00 | 53.75 | -53.75 |
| | | | | 6530 · Licences & Tariffs | 1,984.83 | 2,156.19 | -171.36 |
| | | | | 6535 · Programming Expenses | 0.00 | 1,838.68 | 154.40 |
| | | | | Total 6500 · PROGRAMMING | 6,634.83 | 12,798.63 | -6,163.80 |
| | | | | 7000 · TECHNICAL | | | |
| | | | | 7010 · Contract Staff - Technical | 0.00 | 187.09 | -187.09 |
| | | | | 7020 · Equipment Acquisition - Tech | 1,459.32 | 703.03 | 756.29 |
| | | | | 7040 · Equipment Repair & Maint - Tech | 415.70 | 261.30 | 154.40 |
| | | | | 7050 · Line Rental | 2,689.43 | 1,986.98 | 702.45 |
| | | | | Total 7000 · TECHNICAL | 4,564.45 | 3,138.40 | 1,426.05 |
| | | | | 7500 · MARKETING & PROMOTION | | | |
| | | | | 7530 · Design & Printing | 0.00 | 10.65 | -10.65 |
| | | | | Total 7500 · MARKETING & PROMOTION | 0.00 | 10.65 | -10.65 |
| | | | | Total Expense | 142,924.45 | 124,650.28 | 18,274.17 |
| | | | | Net Income | 45,691.93 | -11,671.46 | 57,363.39 |

Budget Comparison at 20210228 // prepared 20210312 rhailman@trentradio.ca

| Income | YE21 Budget | YE21 YTD | % change |
|---|---------------------|---------------------|---------------|
| 4000 · GOVERNMENT FUNDING | | | |
| 4090 · Federal Grants | | | |
| 4010 · Canada Summer Jobs | \$13,289.00 | \$11,959.00 | 89.99% |
| Total 4090 · Federal Grants | \$13,289.00 | \$11,959.00 | 89.99% |
| 4160 · Provincial Grants | | | |
| 4155 · Other Provincial | \$8,500.00 | \$0.00 | 0.00% |
| Total 4160 · Provincial Grants | \$8,500.00 | \$0.00 | 0.00% |
| 4190 · Municipal Grants | | | |
| 4170 · City of Peterborough | \$1,000.00 | \$0.00 | 0.00% |
| Total 4190 · Municipal Grants | \$1,000.00 | \$0.00 | 0.00% |
| Total 4000 · GOVERNMENT FUNDING | \$22,789.00 | \$11,959.00 | 52.48% |
| 4200 · DONATIONS & FUNDRAISING | | | |
| 4220 · Corporations | \$1,000.00 | \$0.00 | 0.00% |
| 4230 · Foundations | | | |
| 4231 · Community Radio Fund of Canada | \$45,400.00 | \$49,651.00 | 109.36% |
| Total 4230 · Foundations | \$45,400.00 | \$49,651.00 | 109.36% |
| 4240 · Individual Donations | \$35,000.00 | \$24,459.26 | 69.88% |
| 4310 · Trent Student Memberships | \$160,000.00 | \$91,067.97 | 56.92% |
| 4330 · Commercial & Non-profit Mships | \$500.00 | \$300.00 | 60.00% |
| 4340 · Individual Memberships | \$1,250.00 | \$800.00 | 64.00% |
| 4410 · Special Events Donations | \$350.00 | \$0.00 | 0.00% |
| Total 4200 · DONATIONS & FUNDRAISING | \$243,500.00 | \$166,278.23 | 68.29% |
| 4500 · EARNED REVENUE | | | |
| 4630 · Net On Air Sponsorship - Local | | | |
| 4610 · On Air Sponsorship - Local | \$2,500.00 | \$1,500.00 | 60.00% |
| 4620 · On Air Sponsorship Expense | -\$100.00 | \$0.00 | 0.00% |
| Total 4630 · Net On Air Sponsorship - Local | \$2,400.00 | \$1,500.00 | 62.50% |
| 4660 · On Air Time Sales - National | \$0.00 | \$2,980.29 | #DIV/0! |
| 4725 · Net Merchandise Sales | | | |
| 4720 · Merchandise Sales | \$200.00 | \$445.00 | 222.50% |
| 4722 · Merchandise Sales Expense | -\$100.00 | -\$287.40 | 287.40% |
| Total 4725 · Net Merchandise Sales | \$100.00 | \$157.60 | 157.60% |
| 4750 · Rental Income | \$11,565.00 | \$5,741.26 | 49.64% |
| 4760 · Mgmt Services - Trent Annual | \$25,000.00 | \$0.00 | 0.00% |
| Total 4500 · EARNED REVENUE | \$39,065.00 | \$10,379.15 | 26.57% |
| Total Income | \$305,354.00 | \$188,616.38 | 61.77% |

Expense**5000 · SALARIES & BENEFITS**

| | | | |
|---|---------------------|---------------------|-------------------------------|
| 5010 · Programming Wage | \$87,318.40 | \$47,091.20 | 53.93% |
| 5070 · Administrative Wage | \$62,524.80 | \$35,600.50 | 56.94% |
| 5075 · Trent Annual Payroll | \$0.00 | \$19,963.70 | <i>to be fully reimbursed</i> |
| 5080 · Employee Benefits | \$2,000.00 | \$3,605.39 | 180.27% |
| 5082 · CPP Expense | \$7,866.77 | \$4,219.81 | 53.64% |
| 5084 · EI Expense | \$3,311.53 | \$2,270.71 | 68.57% |
| 5086 · WSIB Expense | \$419.56 | \$244.88 | 58.37% |
| Total 5000 · SALARIES & BENEFITS | \$163,441.06 | \$112,996.19 | 69.14% |

6000 · ADMINISTRATION

| | | | |
|--|--------------------|--------------------|-------------------------------|
| 6010 · Contract Staff - Admin | \$1,600.00 | \$1,008.22 | 63.01% |
| 6030 · Audit | \$4,100.00 | \$4,170.60 | 101.72% |
| 6040 · Bank Charges | \$300.00 | \$158.00 | 52.67% |
| 6045 · Bldg Repair & Maint - TR | \$35,000.00 | \$2,107.53 | 6.02% |
| 6050 · Bldg Repair & Maint - Upper Apt | \$1,000.00 | \$0.00 | 0.00% |
| 6055 · Depreciation | \$18,500.00 | \$0.00 | 0.00% |
| 6060 · Insurance & Security | \$4,500.00 | \$4,157.61 | 92.39% |
| 6065 · Interest Expense | \$2,134.66 | \$382.42 | 17.91% |
| 6070 · Legal & Other Professional | \$1,000.00 | \$0.00 | 0.00% |
| 6072 · Management Services Expense | \$0.00 | \$1,397.60 | <i>to be fully reimbursed</i> |
| 6080 · Memberships & Subscriptions | \$1,500.00 | \$1,472.34 | 98.16% |
| 6085 · Office Equipment & Software | \$2,000.00 | \$375.72 | 18.79% |
| 6090 · Office Supplies | \$250.00 | \$307.01 | 122.80% |
| 6095 · Postage & Courier | \$100.00 | \$0.00 | 0.00% |
| 6100 · Printing & Design - Admin | \$100.00 | \$0.00 | 0.00% |
| 6110 · Telephone | \$1,000.00 | \$469.33 | 46.93% |
| 6115 · Travel & Conference | \$500.00 | \$50.00 | 10.00% |
| 6120 · Utilities | \$5,000.00 | \$1,856.64 | 37.13% |
| 6125 · Volunteer Expenses | \$750.00 | \$77.94 | 10.39% |
| 6130 · Misc. Admin. Expense | \$300.00 | \$138.02 | 46.01% |
| Total 6000 · ADMINISTRATION | \$79,634.66 | \$18,128.98 | 22.77% |

6500 · PROGRAMMING

| | | | |
|-------------------------------------|-------------|------------|--------|
| 6505 · Contract Staff - Programming | \$500.00 | \$0.00 | 0.00% |
| 6510 · Trent Univ Student Payroll | \$12,000.00 | \$0.00 | 0.00% |
| 6515 · Artist Fees | \$15,000.00 | \$4,650.00 | 31.00% |
| 6525 · Hospitality & Reception | \$250.00 | \$0.00 | 0.00% |

| | | | |
|---|---------------------|---------------------|----------------|
| 6530 · Licences & Tariffs | \$2,150.00 | \$1,984.83 | 92.32% |
| 6540 · Workshop Fees & Expenses | \$2,500.00 | \$0.00 | 0.00% |
| 6545 · Misc. Programming Expense | \$300.00 | \$0.00 | 0.00% |
| Total 6500 · PROGRAMMING | \$32,700.00 | \$6,634.83 | 20.29% |
| 7000 · TECHNICAL | | | |
| 7010 · Contract Staff - Technical | \$2,000.00 | \$0.00 | 0.00% |
| 7020 · Equipment Acquisition - Tech | \$5,000.00 | \$1,459.32 | 29.19% |
| 7040 · Equipment Repair & Maint - Tech | \$5,000.00 | \$415.70 | 8.31% |
| 7050 · Line Rental | \$4,700.00 | \$2,689.43 | 57.22% |
| Total 7000 · TECHNICAL | \$16,700.00 | \$4,564.45 | 27.33% |
| 7500 · MARKETING & PROMOTION | | | |
| 7520 · Advertising | \$500.00 | \$0.00 | 0.00% |
| 7530 · Design & Printing | \$250.00 | \$0.00 | 0.00% |
| Total 7500 · MARKETING & PROMOTION | \$750.00 | \$0.00 | 0.00% |
| Total Expense | \$293,225.72 | \$142,324.45 | 48.54% |
| Net Income | \$12,128.28 | \$46,291.93 | 381.69% |
| | | | |
| Non-cash expenses | \$18,500.00 | \$0.00 | 0.00% |
| Payments on promissory note principal | -\$4,650.98 | -\$27,654.56 | 594.60% |
| Net Cash Flow | \$25,977.30 | \$18,637.37 | 71.74% |

2021 Summer Plan

DATES:

| | |
|------------------------------------|------------------------------------|
| Summer Programme Proposal Deadline | Friday, April 16 |
| Summer Operators Meeting | Tuesday, April 20 |
| End of Spring Season | Saturday, April 24 |
| Shutdown | Sunday, April 25 - Saturday, May 1 |
| Summer Season Starts | Sunday, May 2 |
| Summer Season Ends | Saturday, August 21 |

SCHEDULE: The rough plan is for the summer season to proceed in a similar fashion to the spring season, with programmers producing their programmes from home and submitting them electronically, to be scheduled into 2 or 3 blocks of pre-recorded programming each day. Unlike previous summer seasons, the intention is to proceed with daytime as well as evening programming, subject to the interest and availability of our community of programmers.

STAFFING: We have applied for 3 Canada Summer Jobs positions: two Summer Producers and one Archives Clerk. Should these positions be approved, the Summer Producers will manage programme submissions and daily playlists, and produce weekly programmes.

The Archives Clerk will focus primarily on the digital music archives, primarily focusing on reviewing and cataloguing local music for use in Libretime and improved accessibility for programmers.

The Director of Programming and Director of Operations will focus on “behind-the-scenes” activity. A primary goal for the summer is improving the organization and record-keeping of our programming archives, to ensure all archived programming has music sheets, content category information, and other metadata. This will allow us to effectively schedule programming from the archives through Libretime, and improve the accuracy and accountability of our program logs.

Should our Canada Summer Jobs application be denied, these responsibilities will be split between the Director of Operations and Director of Programming - with reduced capacity and ambitions for the season.

LIVE PROGRAMMING: There will be no live programming broadcast from Trent Radio House at the beginning of the summer season. Depending on public health developments, it may be possible to reopen the studios on a very limited basis, with a few live programmes broadcast each week, subject to strict adherence to capacity limits and screening & sanitation procedures. Priority will be given to experienced programmers who would be able to self-support in studio, but face barriers preventing them from producing programming remotely.

ROLE OF OPERATORS: Without live programming, and with a full complement of staff, operators will not make the traditional transition to being executive producers this summer season. Instead, we'll endeavour to find ways to better engage operators in a remote reality.

One thing that has been sorely missing in the last year is the informal mentorship that happens at Trent Radio house - programmers and operators speaking before and after their shows, to share tips and ideas and foster excitement about the power and potential of radio.

Exactly how this could unfold remains to be determined, but may involve an increased role for the Programme Selection Committee, or finding ways for operators to reach out to programmers more regularly.

COVID-19 safety plan

Company details

Business name: Trent Radio

Revision date: 2021-03-12

Date completed: 2021-03-12

Developed by: Rob Hailman & Jill Staveley

Division/group: n/a

Others consulted: Trent Radio Board of Directors

Date distributed:

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government's [COVID-19 website](#) for up-to-date information.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Consider: What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions:

- Create, distribute electronically, and post a physical copy of COVID-19 general policy, as well as detailed screening, reporting, cleaning (opening/closing) and on-site working expectations.
- Host a weekly virtual staff meeting to update and communicate with staff.
- Ensure our procedures are up to date by a weekly review of Ministry of Health & Peterborough Public Health guidance.

2. How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions:

- All staff members and planned visitors will be required to screen before going on-site at Trent Radio House.
- Staff members will be required to complete the provincial COVID screening questionnaire (online), and email the result to info@trentradio.ca, including planned times to be spent onsite.
- Staff members who, as a result of COVID screening, are not able to work on site will be provided with paid sick leave.

- Signage will be posted at each entrance to Trent Radio House, outlining our screening procedures and instructing all visitors (such as outside professionals, contractors or guests) to screen themselves before entering.

3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Consider: What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions:

- We have a new policy that requires all persons to wear a mask when indoors at Trent Radio, unless they are eating and/or drinking.
- We have a new policy that limits the number of people at Trent Radio to 2, unless approved by the Director of Operations or Director of Programming.
- All staff, volunteers and visitors are required to maintain two meters distance from others not part of their household while indoors on-site, except where this is not possible to complete required tasks.
- Trent Radio will make air purifiers available for use when working on site.
- PPE is available at Trent Radio House for use by staff and volunteers.
- All staff working on site at Trent Radio are required to disinfect all high-touch surfaces in their work areas, and any common areas used, at both the beginning and end of their work shifts.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if someone gets sick at work, including key contact numbers.

Actions:

- In the event that an employee or volunteer reports symptoms consistent with COVID-19, or is identified as a close contact of someone with symptoms, they will be asked to complete Ontario's COVID-19 self-assessment and follow the recommended steps, including being tested and self-isolating.
- In the event that an employee or volunteer shows symptoms consistent with COVID-19 at Trent Radio, they must return home and self-isolate immediately. If this is not possible, they must isolate themselves in Studio C until they are able to return home.
- In both of these cases, the Director of Operations or Director of Programming will contact Peterborough Public Health to report a possible workplace exposure.
- Trent Radio will maintain a list of the names and phone numbers of all staff, volunteers and contractors authorised to work on site, as well as a record of the dates and approximate times each individual is on location.
- Trent Radio will provide this information to Peterborough Public Health when required for contact tracing or compliance with public health orders.
- Trent Radio will comply with all requirements and guidance from Peterborough Public Health relating to a possible workplace exposure, and require all staff and volunteers to do so.
- If an employee is required to self-isolate, Trent Radio will modify tasks and responsibilities to facilitate the employee working from home.
- In the event of a potential workplace exposure to COVID-19, all affected employees and volunteers will be notified of the date, time, and location of the potential exposure.

- Should an employee test positive for COVID-19 due to a workplace exposure, this will be reported in writing to the health & safety representative, the Ministry of Labour and WSIB in writing within three days.
- Contact information for Peterborough Public Health, and the location and contact information for COVID-19 testing centers, will be posted in the Trent Radio kitchen.
- This procedure will be posted in the Trent Radio kitchen.

5. How will you manage any new risks caused by changes to the way you operate your business?

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Example: We will establish regular check-ins with workers about how they're coping with the change to shift work.

Actions:

- As part of regular meetings with staff, Trent Radio will include check-ins about concerns and risks related to work practices. This includes concerns relating to both remote and on-site work.
- Trent Radio will commit to providing resources to address barriers to successful remote work.

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

- This safety plan will be reviewed monthly by representatives of Trent Radio's board and management, and the health and safety representative.
- All staff will be provided opportunities to provide suggestions and feedback about COVID-19 safety at Trent Radio, through both formal and informal processes.

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: Trent Radio

Division/group: n/a

Date completed: March 12, 2021

Revision date: March 12, 2021

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Create, distribute electronically, and post a physical copy of COVID-19 general policy, as well as detailed screening, reporting, cleaning (opening/closing) and on-site working expectations.
- Host a weekly virtual staff meeting to update and communicate with staff.
- Ensure our procedures are up to date by a weekly review of Ministry of Health & Peterborough Public Health guidance.

How we're screening for COVID-19

- All staff members and planned visitors will be required to screen before going on-site at Trent Radio House.
- Staff members will be required to complete the provincial COVID screening questionnaire (online), and email the result to info@trentradio.ca, including planned times to be spent onsite.
- Staff members who, as a result of COVID screening, are not able to work on site will be provided with paid sick leave.
- Signage will be posted at each entrance to Trent Radio House, outlining our screening procedures and instructing all visitors (such as outside professionals, contractors or guests) to screen themselves before entering.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- We have a new policy that requires all persons to wear a mask when indoors at Trent Radio, unless they are eating and/or drinking.
- We have a new policy that limits the number of people at Trent Radio to 2, unless approved by the Director of Operations or Director of Programming.
- All staff, volunteers and visitors are required to maintain two meters distance from others not part of their household while indoors on-site, except where this is not possible to complete required tasks.

Cleaning

- All staff working on site at Trent Radio are required to disinfect all high-touch surfaces in their work areas, and any common areas used, at both the beginning and end of their work shifts.

Other

- Trent Radio will make air purifiers available for use when working on site.
- PPE is available at Trent Radio House for use by staff and volunteers.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- In the event that an employee or volunteer reports symptoms consistent with COVID-19, or is identified as a close contact of someone with symptoms, they will be asked to complete Ontario's COVID-19 self-assessment and follow the recommended steps, including being tested and self-isolating.
- In the event that an employee or volunteer shows symptoms consistent with COVID-19 at Trent Radio, they must return home and self-isolate immediately. If this is not possible, they must isolate themselves in Studio C until they are able to return home.
- Potential workplace exposures will be reported to Peterborough Public Health.
- If an employee is required to self-isolate, Trent Radio will modify tasks and responsibilities to facilitate the employee working from home.
- In the event of a potential workplace exposure to COVID-19, all affected employees and volunteers will be notified of the date, time, and location of the potential exposure.

- Should an employee test positive for COVID-19 due to a workplace exposure, this will be reported in writing to the health & safety representative, the Ministry of Labour and WSIB in writing within three days.
- The full procedure will be posted in the Trent Radio kitchen

How we're managing any new risks caused by the changes made to the way we operate our business

- As part of regular meetings with staff, Trent Radio will include check-ins about concerns and risks related to work practices. This includes concerns relating to both remote and on-site work.
- Trent Radio will commit to providing resources to address barriers to successful remote work.

How we're making sure our plan is working

- This safety plan will be reviewed monthly by representatives of Trent Radio's board and management, and the health and safety representative.
- All staff will be provided opportunities to provide suggestions and feedback about COVID-19 safety at Trent Radio, through both formal and informal processes.

Trent Radio Policy Document: Human Resources

Health, Dental & Wellness Benefits

Purpose and Scope:

Trent Radio supports fair, equitable, and transparent employment practices for all of its employees. Providing clear terms and benefits to employment assists to attract and retain quality employees who facilitate the best possible environment for community to grow through the use of Trent Radio. As such, this policy shall govern health and wellness benefits for permanent employees.

This policy shall only apply to regular Trent Radio employees, and shall not be applied to student employees funded through the Trent Work Study Program, the Canada Summer Jobs Program, or other employment programs funded by government or external organizations. Exceptions to this application may be made on a case by case basis, as deemed necessary, by the Board of Directors.

Terms & Definitions:

For the purpose of this policy document, terms used will be defined as follows:

Full-Time: An employee who works 35 hours or more per week.

Part-Time: An employee who works less than 35 hours per week.

Permanent Employee: An employee who is hired on an on-going basis with no specific or predetermined end date to their employment.

Vacation/Benefits Year: The period from September 1, to August 31 of the following calendar year.

Years of Service: The length of the employee's continuous employment with Trent Radio, calculated from the employee's hire date, and prorated accordingly, based on the employee's FTE status, in the case of part-time employees.

FTE status: Full-Time Equivalent status is calculated by total hours worked per week by the employee divided by the regular hours of a full-time job for the position.

Health, Dental and Wellness Benefits

1.0 Extended Health and Dental Benefits

1.1 Full-time employees, with an employment contract greater than six months in length, shall be eligible to enrol in Extended Health Care and Dental Benefits (EHCD), and to enrol their spouse and/or dependents subject to the approval of the insuring company. Trent Radio will pay 100% of the premiums associated with enrolment in EHCD benefits.

1.2 Benefits shall be delivered through a provider approved by the Board of Directors, and employees shall be subject to the terms and conditions of the plan, including but not limited to eligibility criteria and enrolment periods. At the time of the adoption of this policy, EHCD benefits are provided through the group benefits plan administered by the Trent Central Student Association.

1.3 Employees may choose to waive EHCD coverage under the group benefits plan in the event that they have comparable alternative coverage through another plan. In the event that the employee's alternate coverage is lost, the employee may enrol in EHCD benefits beginning at the next enrolment period as specified by the plan.

1.4 An employee's EHCD benefits shall terminate on the last day of the month in which their employment with Trent Radio ends or according to the EHCD policy.

Update History:

Approved by the Board of Director on **March 15, 2021**

