



Application to Renew a Broadcasting Licence for a Community Radio Programming Undertaking

GENERAL INSTRUCTIONS

Licensees should consult the Commission's *Community Radio Policy* in Public Notices CRTC [2000-13](#) dated 28 January 2000 and CRTC [2000-13-1](#) dated 2 February 2000.

1. Filing

File electronically via [Access Key](#) by attaching the application to the [Cover page](#). Access Key allows secure transmissions to the Commission and also authenticates your identity. Therefore, a signature is not required when using Access Key. Applicants who file their application in this manner are not required to submit a hard copy of the application and its related documents.

Applicants who cannot send their application electronically with the Access Key service or who need further information relative to the CRTC processes can contact a Commission specialist at 1-866-781-1911.

2. Instructions

The following questionnaire is in HTML format and may be [downloaded](#) to the word processing software of your choice. This enables you to complete the downloaded questionnaire by inserting your response in bold letters immediately following the question. You may add lines to the tables if necessary but do not alter or delete any text from the questionnaire.

The application must be divided into sections as set out in the questionnaire, and include the numbered questions followed by the corresponding response. Responses must be provided, at a minimum, in a size 10 font.

Naming convention for the electronic documents

The following documents should be submitted as separate electronic documents using the naming convention specified below. The document number (Doc#) indicates the ascending order in which the documents should appear on the public file.

- The Covering Letter (if any) - APP - Doc1 - Cover Letter dated _____
- The Application Form - APP - Doc2 - Form 110 "Application to Renew a Broadcasting Licence for a Community Radio Programming Undertaking"
- Appendix 1A - APP - Doc3 - Appendix 1A - Supplementary Brief
- Appendix 2A - APP - Doc4 - Appendix 2A - Amendments to constituting documents
- Each confidential document - NOT WEB - APP - Doc - CONFIDENTIAL - "brief description of the document"
- Each abridged version of each confidential document - APP - Doc - ABRIDGED VERSION - "same description of document for which confidentiality is requested"

application and all replies made thereto.

Date:

At:

Signature (not required if submitting electronically):

ADDRESS OF AGENT:

TITLE:

TELEPHONE:

FAX:

E-MAIL:

1.3 DECLARATION OF THE LICENSEE OR ITS APPOINTED AGENT

I, Michael W. Bishop SOLEMNLY DECLARE THAT:

- a) I am the representative (representative/appointed agent) of the licensee named in this Application Brief and as such have knowledge of all matters declared therein.
- b) The statements made in this application, or any document filed pursuant to any request for further information by the Commission, are (will be) to the best of my knowledge and belief true in all respects.
- c) The opinions and estimates given in this application, or any document filed pursuant to any request for further information by the Commission, are (will be) based on facts as known to me.
- d) I have examined the provisions of the *Broadcasting Act* and the broadcasting regulations relevant to this application.

AND I HAVE SIGNED

Signature (not required if submitting electronically):

Date: **21 November 2011**

WITNESSED BY

Signature (not required if submitting electronically):

Name (Printed): **Susan Anne Shot**

Date: **21 November 2011**

At: **Youbou BC**

1.4 Location(s) where the application may be examined

Set out the applicant's website address or, if the application is not posted on their website, the email address where an electronic copy of the application may be requested:

Website: **www.cicv.ca**

Example: www.mycompany.com

Email: **N/A**

Example: no-reply@no-reply.com

1.5 Procedural request

The *Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure* allow an interested person to request that the Commission exercise a power under the Rules of Procedure or change the Rules of Procedure for a specific proceeding (sections 5 and 7). This is generally called a procedural request. You may consult the *Implementation of new Rules of Practice and Procedure*, Broadcasting and Telecom Regulatory Policy CRTC [2010-958](#), 23 December 2010, and the *Guidelines on the CRTC Rules of Practice and Procedure*, Broadcasting and Telecom Information Bulletin CRTC [2010-959](#), 23 December 2010, for more information.

Is the applicant requesting that the Commission make an exception to its Rules of Procedure in the treatment of this application?

Yes () No (X)

If **yes**, please indicate which section of the Rules of Procedure you wish to vary, and provide a detailed rationale as to why this request should be granted :

2. OWNERSHIP

- 2.1 If no changes or amendments were done to the constituting documents (for example, Letters Patent, By-Laws, etc.) of the licensee since the last renewal, please sign the following attestation:

I hereby declare that no changes were done since the last renewal. **By-Law changes appended at APPENDIX 2A**

Signature of Licensee or its appointed agent (not required if submitting electronically):

- 2.2 Complete the following table relating to the directors and officers, including the Chief Executive Officer, of the licensee. Please note that all sections must be completed.

DIRECTORS AND OFFICERS				
Name	Complete Home Address	Citizenship	Position Held	Directors: Date and Term of Appointment
Michael Bishop	8239 Price Rd. Youbou BC V0R 3E1	Canadian	Board Chair	14 Jan 2011 31 Jan 2014 3 yr
Ron McKenzie	Box 337 Mesachie Lake BC V0R 2N0	Canadian	Vice Chair	14 Jan 2011 31 Jan 2014 3 yr
Andrew Paterson	Box 781 Lake Cowichan BC V0R 2G0	Canadian	Treasurer	14 Jan 2011 31 Jan 2014 3 yr
Frank Magrin	38 - 211 Madill Rd.	Canadian	Secretary	14 Jan 2011

	Lake Cowichan BC V0R 2G1			31 Jan 2014 3 yr
Rick Endres	Box 71 Lake Cowichan BC V0R 2G0	Canadian	Director	14 Jan 2011 31 Jan 2014 3 yr
Alan Morrison	9863 Youbou Rd Youbou BC V0R 3E1	Canadian	Director	14 Jan 2011 31 Jan 2013 2 yr
Carolyn Morrison	9863 Youbou Rd Youbou BC V0R 3E1	Canadian	Director	14 Jan 2011 31 Jan 2013 2 yr
Randy Liboiron	Box 438 Lake Cowichan BC V0R 2G0	Canadian	Director	14 Jan 2011 31 Jan 2013 2 yr
Grace Bond	Box 792 Lake Cowichan BC V0R 2G0	Canadian	Director	14 Jan 2011 31 Jan 2013 2 yr

SUPPORTING DOCUMENT TO BE APPENDED: APPENDIX 2A Constitution and By-Laws adopted by AGM on the 14th of April 2010

APPENDIX 2A All changes or amendments to the constituting documents (for example, Letters Patent, By-Laws, etc.) of the licensee.

3. PROGRAMMING

The following section relates to the programming obligations set out in the Commission's *Community Radio Policy* in Public Notice CRTC [2000-13](#) dated January 28, 2000. The commitments and conditions of licence proposed in this application are to replace the licensee's programming obligations set out in the current Promise of Performance.

Reference should be made to Broadcasting Regulatory Policy CRTC [2010-819](#) entitled *Revised Content Categories and Subcategories for Radio* issued on November 5, 2010 for details on content categories and subcategories.

Licensees are reminded that, except where the Commission has provided otherwise in a condition of licence, they must also comply with the regulatory requirements set out in the *Radio Regulations, 1986* (the regulations), as amended from time to time.

For the purpose of answering the following section: in accordance with the regulations, a "broadcast week" refers to the total number of hours devoted to broadcasting during the 126-hour period extending from 6:00 a.m. to midnight, for seven consecutive days beginning on Sunday.

3.1 LANGUAGE(S) OF PROGRAMMING

- a) The principal language of programming is: **English**
- b) Other languages of programming: **None at this time**

	Per broadcast week
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	Hours	Minutes	% of total programming
Other official language (MAXIMUM)	0	0	0
Languages of Aboriginal Canadians (MINIMUM)	0	0	0
Third-language programming ⁽¹⁾ (MINIMUM)	0	0	0

⁽¹⁾ Licensees who provide ethnic programming must respond to questions 3.12 and 3.13 (Ethnic Programming).

3.2 HOURS OF BROADCAST

The licensee will broadcast 126 hours per broadcast week and **UNDERTAKES** not to increase or decrease this number by more than 20% without seeking Commission approval.

The Cowichan Valley Community Radio Society requests Commission approval to operate our community developmental station, CICV, on a 24x7 basis for a total of 168 hours per calendar week.

3.3 MUSIC CATEGORY BREAKDOWN

Please indicate the music mix broadcast by the station by specifying the MINIMUM percentage of music in one or more of the subcategories set out below. The total percentage may not exceed, but need not add up to, 100%.

MUSIC SUB-CATEGORY BREAKDOWN - SPECIALTY FORMATS		
MUSIC SUB-CATEGORY	DESCRIPTION	MINIMUM % OF TOTAL MUSIC
21	Pop, Rock and Dance	66
22	Country and Country-Oriented	5
23	Acoustic	1
24	Easy Listening	13
31	Concert	0
32	Folk and Folk-Oriented	5
33	World Beat and International	1
34	Jazz and Blues	5
35	Non-classic Religious	4

3.4 STATION PRODUCTION

The licensee expects to broadcast a MINIMUM of 32:00 (hours:minutes) of station-produced programming during each broadcast week.

3.5 SOURCES OF PROGRAMMING

a) The licensee proposes to operate as part of a network:

YES ()

NO (X)

If YES, specify the name(s) of the network(s) and the MAXIMUM number of hours (based on 24-hour days) and type of programming to be broadcast per week:

Name	Hours:Minutes (MAXIMUM)	Type ⁽¹⁾

⁽¹⁾ Type of programming delivered by network (for example, sports, talk, entertainment, etc.)

b) The licensee proposes to broadcast programming originating from another station:

YES ()

NO (X)

If YES, specify originating station:

c) The licensee expects to broadcast a MAXIMUM of _____:_____ (hours:minutes) of acquired programming in a broadcast week.

d) **TYPE B** community stations that expect to broadcast network or acquired programming must outline how these programs will complement, but not replace, their local programs:

3.6 LOCAL TALENT DEVELOPMENT

Please provide plans for the licence term with respect to the development of local talent, in particular projects to promote and feature music by new Canadian artists, local artists and artists whose music is seldom heard on other stations.

Our plan for local talent development includes but is not limited to encouragement of local musicians. Our community boasts an active historical society and drama group.

The stations intent is to produce a series of brief “museum moments” which will be interspersed in the daily programming schedule to foster awareness of the Cowichan Lake area history.

We have been in discussion with the Kaatza Players who are very interested in the production of a radio play, or plays, to be aired on CICV.

We are finalizing arrangements with the Town of Lake Cowichan to sponsor and record open air concerts during the summer of 2012. If this initiative is successful, it will set the framework for an annual project. The stations production department will edit the raw shows and the performer’s music will be featured on air.

The station continues to receive demo CD’s from local artists which we incorporate into the appropriate genres of our playlist.

3.7 VOLUNTEER PARTICIPATION

Please describe your proposed measures to:

- a) facilitate community access to programming;
CICV volunteers are always inviting folks they meet to become part of the station. Our "Community Calendar" segment heard at the bottom of the hour broadcasts information on upcoming events and invites submissions from the public.
- b) promote the availability of training throughout the community; and
Our weather broadcast, heard on the top of each even hour, has a trailer inviting members of the public to volunteer with the station and mentions that we provide all training needed.
- c) provide for the ongoing training and supervision of those within the community wishing to participate in programming.
All volunteers receive orientation training and then specialized upgrades depending if their assignments are on air, production, administration or on location tasks.

3.8 CONDITIONS OF LICENCE

The licensee will adhere to all conditions of licence stipulated in Public Notice CRTC [2000-157](#):

YES ()

NO ()

If NO, provide reasons.

ETHNIC PROGRAMMING

- . Licensees who provide ethnic programming must complete the following questions.
- . For more information on ethnic programming, licensees should consult Public Notice CRTC [1999-117](#) entitled *Ethnic Broadcasting Policy*, and consequent amendments to the *Radio Regulations, 1986*, set out in Public Notice [2000-92](#).

3.9 Market with a local ethnic radio station

The licensee operates in a market served by an ethnic radio station:

YES ()

NO ()

If YES, respond to question 3.10.

3.10 Ethnic Programming by linguistic category

Complete the following table relating to the broadcasting of ethnic and third-language programming.

Please note that a "broadcast week" refers to the total number of hours devoted to broadcasting during the 126-hour period extending from 6:00 a.m. to midnight, for seven consecutive days beginning on Sunday. Percentages should be based on the total number of hours of programming broadcast by the station in a broadcast week (that is, the total number of hours of programming by the station in a broadcast week may be less than or equal to 126 hours).

Please note that ethnic programming means programming provided in any language, that is specifically directed to any culturally or racially distinct group other than one that is Aboriginal Canadian or from France or the British Isles. Ethnic programming may be in English, French, a third-language or a combination of languages. Third-language programming means programming in languages other than French, English or those of Aboriginal Canadians.

In determining the languages of ethnic programming, DO NOT consider music, advertising, station contests and community and emergency messages during a particular ethnic program. However, in calculating the actual duration of each program, those elements must be counted.

Language in which ethnic programming is provided	Ethnic group to which it is directed	Total duration of this programming per broadcast week (hours:minutes)	% of the total programming provided during each broadcast week that is devoted to this type of programming
% of the total programming provided during the broadcast week that is devoted to ETHNIC PROGRAMMING			
% of the total programming provided during the broadcast week that is devoted to THIRD-LANGUAGE PROGRAMMING			

4. Request for documents to be designated as confidential

Sections 30 to 34 of the *Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure* set out a process by which parties to Commission proceedings may file information on the record of a public proceeding in confidence.

A party filing information can “designate” it as confidential at the time it is filed with the Commission (section 31) if it falls into one of the following categories:

1. Information that is a trade secret
2. Financial, commercial, scientific or technical information that is confidential and that is treated consistently in a confidential manner by the person who submitted it; or
3. Information the disclosure of which could reasonably be expected :
 1. To result in material financial loss or gain to any person;
 2. To prejudice the competitive position of any person; or
 3. To affect contractual or other negotiations of any person.

At the time that the party files the information it designates as confidential, it must provide an abridged version of the document along with an explanation of how the information falls into a category of information listed in section 31. The party must provide a detailed rationale to explain why the disclosure of the information is not in the public interest (section 32(1)).

The confidential version of the document must be filed separately and must be marked “CONFIDENTIAL” on each page. If the document is filed electronically, each file containing confidential information must include “CONFIDENTIAL” in the file name.

The abridged version of the document and the reasons for the designation of information as confidential will be placed on the public record of the proceeding.

Please consult the *Implementation of new Rules of Practice and Procedure*, Broadcasting and Telecom Regulatory Policy CRTC [2010-958](#), 23 December 2010, and the *Procedures for filing confidential information and requesting its disclosure in Commission proceedings*, Broadcasting and Telecom Information Bulletin CRTC [2010-961](#), 23 December 2010, for complete process for filing confidential information.

4.1 Request for documents to be designated as confidential

Are you requesting for some information to be designated as confidential?

Yes () No (X)

If **yes**, you must provide a detailed rationale to explain why the disclosure of the information is not in the public interest :

BOOK OF SUPPORTING DOCUMENTS

APPENDIX NUMBER AND NAME		APPENDED (Yes or No)	E-FILED (Yes or No)
SECTION 1: GENERAL INFORMATION			
1A	Supplementary Brief	No	No
SECTION 2: OWNERSHIP			
2A	Amendments to constituting documents	Yes	Yes

This document is available in alternative format upon request.
CRTC 110 (2011-10-17) - Community Radio - Renewal
version française disponible

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