



Application to Obtain a Broadcasting License to Operate a Campus or Community Radio Undertaking (including low-power) - Form 114

Overview

Before completing this application form, please ensure that you have first applied to the department of Industry (also known as Innovation, Science and Economic Development Canada [ISED]) to receive a broadcasting certificate (which includes the assignment of a frequency and approval of a call sign). To do this, contact ISED at 1-800-328-6189 or visit http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf01842.html

For more details on campus and community radio definitions, mandates and requirements, applicants should consult *Campus and Community Radio Policy, Broadcasting Regulatory Policy CRTC 2010-499* (BRP 2010-499), 22 July 2010 (more specifically paragraphs 12 to 17), and *Standard conditions of licence for campus and community radio stations, Broadcasting Regulatory Policy CRTC 2012-304*, 22 May 2012 (BRP 2012-304).

On 27 April 2023, the *Online Streaming Act* came into force and introduced a number of amendments to the *Broadcasting Act*. The *Online Streaming Act* includes transitional provisions set out in sections 48 through 52, which specify how regulatory obligations and requirements under the former *Broadcasting Act* will be treated under the current *Broadcasting Act*. You may refer to the [Information Bulletin](#) for more information. All licensees must adhere to the current *Broadcasting Act*.

The term “conditions of service” has replaced the term “conditions of license” throughout this form to reflect the changes resulting from the *Online Streaming Act*.

Filing

You may file electronically via [My CRTC Account](#) by attaching the application to the [Broadcasting and Online News Act Cover Page](#). **My CRTC Account** allows you to securely submit documents to the Commission with a user ID and password. Therefore, a signature is not required when using **My CRTC Account**.

Applicants who cannot send their application with **My CRTC Account** can contact the Commission at 1-877-249-CRTC (2782).

Applicants who need further information relative to CRTC processes can contact the Commission at 1-866-781-1911.

Instructions

You may complete the downloaded form 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 form.

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

Book of supporting documents and naming conventions for 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 documents should also be submitted in an accessible format (*Filing submissions for Commission proceedings in accessible formats*, Broadcasting and Telecom Information Bulletin CRTC [2015-242](#), 8 June 2015).

Document	Name of Electronic file	Appended (☒ if yes)
Cover Letter	Doc1 - Cover Letter	<input checked="" type="checkbox"/>
*The Application Form	Doc2 – Form 114 "Application to Obtain a Broadcasting Licence to Operate Community or Campus Radio Undertaking (including low-power)"	<input checked="" type="checkbox"/>
Section 2: Ownership		
*Appendix 2C	Doc3 - Appendix 2C - Governing Documents (or drafts)	<input checked="" type="checkbox"/>
Section 5: Technical Information		
*Appendix 5A	Doc4 - Appendix 5A - Proof that technical documents were filed with ISED	<input checked="" type="checkbox"/>
*Appendix 5B (if applicable)	Doc5 - Appendix 4B - Map - Conversion from AM to FM	<input type="checkbox"/>
*Appendix 5C (if applicable)	Doc6 - Appendix 4C - Map: Low power AM	<input type="checkbox"/>
*Appendix 5D (if applicable)	Doc7 - Appendix 4D - Map: Low power FM	<input type="checkbox"/>
*Appendix 5E	Doc8 - Appendix 5E - Contour Maps	<input checked="" type="checkbox"/>
*Appendix 5F	Doc9 - Appendix 5F - Documentation - Availability of proposed transmitter site(s)	<input checked="" type="checkbox"/>
Section 6: Programming		
*Appendix 6A	Doc10 - Appendix 6A – Sample block schedule	<input checked="" type="checkbox"/>
*Appendix 6B	Doc11 – Appendix 6B – Sample music list	<input checked="" type="checkbox"/>
Confidential Documents		
*Each confidential document (if applicable)	Not Web - Doc - confidential - "Brief description of the document"	<input type="checkbox"/>

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*Each abridged version of each confidential document (if applicable)	Doc - Abridged version - "Same description of document for which confidentiality is requested"	<input type="checkbox"/>
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All information requested throughout the application form with an asterisk (*) is required.

1. General Information

*Type of Station:

AM FM Check here if low-power**

** A Low-power AM is an undertaking with a transmitter power of less than 100 watts in the 525 - 1705 kHz band. A low-power FM is an undertaking with a maximum effective radiated power (ERP) of 50 watts and transmitting antenna height of 60 metres in the 88 - 108 MHz band.

*Campus Community

*Location of undertaking: **Comox Valley, BC (City of Courtenay, Town of Comox, Village of Cumberland)**

*Name of the associated post-secondary educational institution (for campus stations only):

1.1 Identification of applicant

*Not-for-profit corporation Other

*If other, specify: **N/A**

*Name: **Comox Valley Community Broadcasting Society ("the Society")**

*Address: **P.O. Box 1263**

*City: **Comox**

*Province or Territory: **BC**

*Postal code : **V9M 7Z8**

*Telephone : **250-331-1204**

Fax **N/A**

*Email Derrick.Harvey@digfm.ca

Contact person representing the applicant

(If there is no appointed designated representative under question 1.3)

*Name: **Derrick Harvey**

*Title: **Board Member**

*Telephone **250-331-1204**

*Email Derrick.Harvey@digfm.ca

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1.2 Sent by

*Name: **Derrick Harvey**

*Telephone **250-331-1204** Ext:

*Email Derrick.Harvey@digfm.ca

1.3 Appointment of designated representative

*Is there a designated representative?

Yes No

I, * _____, the applicant, hereby designate _____ as my designated representative for and on my behalf and in my name to sign, file and complete (if necessary) an application with the Canadian Radio-television and Telecommunications Commission (the Commission) and to sign and file a reply with respect thereto and I do hereby ratify, confirm and adopt as my own act, such application and all replies made thereto.

*Date:

*At (city, province or territory):

Signature: (a signature is not required when submitting electronically)

*Address of designated representative:

*Title:

*Telephone (999-999-9999):

Fax (999-999-9999):

*Email (yourname@yourdomain.com):

1.4 Declaration of the applicant or its designated representative

I, undersigned* Derrick Harvey, solemnly declare that:

- a) I am the designated representative of the applicant named in this application brief and as such have knowledge of all matters declared therein.
- b) The statements made in this application or in any document filed pursuant to any request for further information by the Commission are (will be) to the best of my knowledge and believed to be true in all respects.
- c) The opinions and estimates given in this application or in 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 and policies relevant to this application.

And I have signed

Signature: (a signature is not required when submitting electronically)

*Date: **April 15 2026**

Witnessed by Jamie Bowman, Board Chair

Signature: (a signature is not required when submitting electronically)

*Name: **Derrick Harvey**

*Date: **April 15 2026**

*At (city, province or territory): **Comox, B.C.**

1.5 Procedural request

The *Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure* (the Rules of 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 *Implementation of new Rules of Practice and Procedure*, Broadcasting and Telecom Regulatory Policy CRTC [2010-958](#), 23 December 2010, and *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

*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:

1.6 Application

The Commission will return the application if it is incomplete. The onus will be on the applicant to submit a complete application that provides all the relevant information, to identify all regulatory issues raised in the application and to provide supporting documentation.

*Submit a website address or email address where an electronic copy of the application may be requested:

Website: **www.digfm.ca**

Example:

Email: **Derrick.Harvey@digfm.ca**

Example:

NOTE: In *Change to the processing time for applications and complaints relating to radio undertakings*, Broadcasting Information Bulletin CRTC [2023-278](#), 22 August 2023 (IB 2023-278) the Commission announced the deferral of the examination of any new radio application for a period of approximately two

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years subject to the applicant demonstrated exceptional circumstances, with supporting evidence, justifying the need to process the application.

*Please describe the exceptional circumstances that lead you to file your application with the Commission despite this deferral and provide evidence to support your position.

Please note that if you do not answer this question, or if the nature of your request is not deemed exceptional, the review of your request may be deferred for a period of approximately two years consistent with IB 2023-278. Should the Commission determine that you have demonstrated exceptional circumstances please be advised that processing times may nevertheless be longer than usual and as a result the [Commission's service objectives](#) may not be met:

2. Ownership

2.1 Directors and Chief Executive Officer (or similar)

- a. Provide a list of directors*. Where the corporation has no directors, a list of people performing functions that are similar to those performed by directors, such as members of the management committee of a partnership.

*means a person who is a member of the board of directors of a corporation or, where the corporation has no directors, a person performing functions that are similar to those performed by directors.

- b. Also provide information on the Chief Executive Officer (CEO). If such a position does not exist, identify the person who performs functions that are similar to those of a CEO and identify the title of that position. If the CEO is also a director, repeat the information in both sections.

Table A – Directors and CEO (or similar)

Name	City & Province of Ordinary Residence	Canadian** (y/n)	For campus station only - Group Represented (see Section 2.4 below)
Directors			
James Bowman	Comox, BC	Yes	
Jamie Byant	Courtenay, BC	Yes	
Derrick Harvey	Comox, BC	Yes	
Bryan Latta	Fanny Bay BC	Yes	
Kelsi Braunstein	Courtenay, BC	Yes	
Larissa Rutquist	Courtenay, BC	Yes	
Anne Farrar	Black Creek, BC	Yes	
Wendy Nixon Stothert	Courtenay, BC	Yes	
Chief Executive Officer (CEO) Not Applicable			

**If an individual, CANADIAN means a Canadian citizen who is ordinarily resident in Canada, and a permanent resident who is ordinarily resident in Canada and has been ordinarily resident in Canada for not more than one year after the date on which that person first became eligible to apply for Canadian citizenship, as defined in the [Direction to the CRTC \(Ineligibility of Non-Canadians\)](#).

For other types of people, please refer to the [Direction to the CRTC \(Ineligibility of Non-Canadians\)](#) for a definition.

2.2 Charity organization

Any religious organization or foundation using the Canadian broadcasting system to solicit funds must be a charity, and must be registered as such with Canada Revenue Agency (CRA) in accordance with the *Income Tax Act (Religious Broadcasting Policy)*, Public Notice CRTC [1993-78](#), 3 June 1993).

We agree to adhere to the guideline that stipulates that any organization that solicits funds should be a registered charity organization.

Yes No

If no, please explain:

2.3 For Campus and Community Radio Stations

Campus and community radio stations are owned, operated, managed, and controlled by a not-for-profit organization that provides for membership, management, operation and programming primarily by members of the community served.

*In light of the above, please explain:

- i. how membership of the community radio station is extended to members of the community served: **Membership invitations are available through our website, newsletters, posters, newspaper articles, social media and at local fundraising events. Membership is open to all members of the community, without restriction. New members are subject to the Society bylaws (see Appendix 2c Part 2 "Membership")**
- ii. how the directors of the board are selected: **Prospective board members are identified by an ad hoc nominating committee, comprised of existing board members and volunteers from within the Society. This committee selects people with particular skills to fill board vacancies as the Society moves forward toward operating fully both online and on-air. Per Part 4, section 4.2 of the Society bylaws, members consider nominations and vote at the next Annual General Meeting. The next revision of the Society by laws will include a section detailing processes and responsibilities for the permanent nomination committee**
- iii. For Campus Radio Stations only

In BRP [2010-499](#), the Commission stated that the mandate for campus radio distinguishes itself from the mandate for community radio in several ways, including the board of directors. The Commission expects that the board of directors for campus stations includes campus representatives, including a balanced representation from:

- the student body.
- representation from the administration of the post-secondary institution.
- station volunteers; and
- the community at large.

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*In light of the above, please provide a detailed description of the means used to ensure that the structure and composition of the board of directors comply with the policy, or alternatively, the reasons for which the policy should not apply to your station:

Supporting document to be appended:

***Appendix 2C**
Bylaws of Comox Valley Community Broadcasting Society
Certificate of Incorporation – Comox Valley Community Broadcasting Society

A copy of all governing document(s) or analogous documents (Letters Patent, Certificate and Articles of Incorporation, By-Laws, Amendments, etc.) of the applicant. If the applicant is not yet incorporated, **you must provide draft documents** (draft Articles of Incorporation and draft By-Laws).

3. Financial Operations

3.1 Financial projections

*In accordance with Generally Accepted Accounting Principles (G.A.A.P.), complete the following summary of the estimated annual revenue and expenses for each 12-month period ending 31 August of the proposed license term:

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	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Total
Revenue (after agency commissions) (\$000)								
Network Payments	0	0	0	0	0	0	0	0
National Advertising	1	1	1.1	1.2	1.2	1.3	1.3	8.1
Local Advertising	9.4	9.8	10.3	10.8	11.4	11.9	12.5	76.2
Fund-raising Activities	9.5	10.4	11.5	12.5	14	15.2	16.7	89.8
Government funding	0	0	0	0	0	0	0	0
Non-government funding (such as grants and fund-raising campaigns, etc.)	36.5	38.4	40.3	42.3	44.5	46.7	49	298
Other (Specify):	0	2.5	2.6	2.8	2.9	3	3.2	17
TOTAL REVENUE	64.8	68.7	70.4	72.3	74.3	76.5	78.8	506
Operating Expenses (\$000)								
Programming	25	28	30	33	36	40	44	236
Technical	10	11	11	11.6	12.2	12.8	13.4	82
Sales, Advertising and Promotion	3	3.1	3.3	3.4	3.6	3.8	4	24.2
Administration and General	26.9	28.3	29.7	31.2	32.7	34.4	36.1	219.3
TOTAL OPERATING EXPENSES	90	94.5	99.2	104.2	109.4	114.8	120.6	733
Non-Operating Expenses (\$000)								

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Depreciation	2.4	2.4	2.4	2.4	2.4	2.4	2.4	17
Interest	0	0	0	0	0	0	0	0
Other Adjustments - Expenses (income)	0	0	0	0	0	0	0	0
TOTAL NON-OPERATING EXPENSES	2.4	2.4	2.4	2.4	2.4	2.4	2.4	16.8
TOTAL EXPENSES	92.4	96.9	101.6	106.6	111.8	117.3	123	750
Estimated pre-tax income (loss)	-28	-28.1	-31.1	-34.3	-37.5	-41	-44.2	-244
Provision for Income Taxes	0	0	0	0	0	0	0	0
NET INCOME (LOSS) AFTER TAXES (for broadcasting operations only)	1	.7	1.4	1.3	1.4	.8	.5	5.2

3.2 Pre-operating costs

*Provide a projected statement of pre-operating costs for the period prior to the commencement of operation and a pro forma statement of changes in financial position relating to the proposed station for each of the first seven years of operation.

REVENUE

Sales & Fundraising Revenue

Donations (Monthly Deposits)	8,675.00
CVRD Grant	5,000.00
Fundraiser Event (Sept. 2025)	4,125.00
NCRA Advertising Revenue	1,939.39
Merchandise Sales	1,435.00
Net Sales	21,174.39

Other Revenue

Interest Revenue	7.64
Total Other Revenue	7.64

TOTAL REVENUE 21,182.03

EXPENSE

General & Administrative Expenses

Advertising & Promotions	1,094.47
Business Licence	150.00
Computer & Control Room Equip.	2,200.00
Additional Studio Equip.	22,100.00
CRTC Application Fees	500.00
Engineering Costs	7,612.50
Insurance	1,600.00
Interest & Bank Charges	4.85
Internet Provider	1,800.00
Office Supplies	300.00
Office Supplies - Studio	500.00
Misc. Dues & Fees (NCRA/SOCAN)	908.28
Radio Online Software	2,361.87
Radio Boss & Logger Programs	750.00
Rent - Studio Space	12,000.00
Website Costs	152.84
Total General & Admin. Expenses	54,034.81

TOTAL EXPENSE 54,034.81

3.3 Assumptions

*Provide a detailed list of all the basic underlying assumptions upon which the financial projections in questions 3.1 and 3.2 above have been prepared, including expected inflation rates and whether the projections have been prepared using current or constant dollars.

- Average length of show is 30 minutes
- Average ad package includes 15 second spots in one show x 12 months
- Ad sales projection – assume sales increase by 5% per year

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- 5% annual increase in sponsorships; 10% annual increase in fundraising over 7 years
- For expenses, we assume a 5% increase to account for inflation
- For depreciation, we assumed a 10-year life expectancy for capitalized equipment, to 10% depreciation per year

3.4 Campus Radio Stations only

*Have your advertising revenues been calculated in accordance with the advertising limits set out in paragraph 125 of BRP [2010-499](#)? **Not applicable**

Yes No

If **no**, explain:

4. Marketing

4.1 Population reach

*Provide quantitative estimates of the population within the service contours, as well as an estimate of the population within the area to which the station's principal marketing activities will be directed:

	3 mV/m Contour (FM) 15 mV/m Contour (AM)	0.5 mV/m Contour (FM) 5 mV/m Contour (AM)
Population	45,000 – 48,000	52,000 – 56,000
Households	20,000 – 22,000	24,000 – 25,000
Sources of data	Canada Census 2021 (sourced January 2026)	

5. Technical information

Applicants are advised to consult with their broadcast engineering consultants when completing this section to ensure that the information provided is consistent with the engineering brief (or the application for a broadcasting certificate) submitted to ISED.

5.1 Filing with Innovation, Science and Economic Development Canada

*Note that all required technical documents must be filed with ISED prior to submitting your application.

- Indicate the date of filing: **2026-02-05**
- You are required to provide a copy of the transmittal communication or courier pick-up receipt of the technical documents filed with ISED as **Appendix 5A**.
- I hereby authorize the Commission to include as part of this application any document or correspondence filed with ISED with respect to this application.

Yes No

If **no**, explain:

5.2 Notifying affected low-power stations – Not Applicable

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*In accordance with paragraphs 138-139 of BRP [2010-499](#), please answer the following:

- a. Provide a list of the low power radio stations that may be affected by this application.
CHFR Hornby Island
- b. *Have you contacted the community and campus radio stations on this list to inform them that their station may be affected by this application?

Yes No

If **no**, provide a detailed rationale explaining why not:

5.3 Technical parameters

*Provide the following information:

	Proposed Operation	Note
Frequency	105.3 MHz	kHz for AM MHz for FM
Channel and class	287 A	
Transmitter power (for AM)	Watts	
Maximum effective radiated power (ERP) - at beam-tilt angle (for FM)	650Watts	If no beam-tilt is used, provide ERP in horizontal plane
Average effective radiated power (ERP) - at beam-tilt angle (for FM)	650Watts	If no beam-tilt is used, provide ERP in horizontal plane
Antenna radiation pattern	Non-directional	Directional/Non-directional Antenna
Effective height above average terrain (EHAAT)	59.9 metres	FM only
Antenna and transmitter site coordinates	49° 42' 52.5" N.	North Latitude
	124° 58' 3.4" W.	West Longitude
Studio location(s)	TBA	City and, where possible, street address
Subsidiary communications (SCMO)/Subsidiary data	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, specify: to be announced
Programming feed method(s)	AoIP, fiber optic	Satellite, microwave, fiber optic cable, other (specify)
For rebroadcasting other station(s), identify station(s) rebroadcast		Call Letters
		Frequency
		Location

5.4 National Public Alerting System

*The applicant will implement the National Public Alerting System (NPAS) by the station's launch date in the manner set out in subsections 16(2) and 16(3) of the [Radio Regulations, 1986](#) (the Regulations), and in *Amendments to various regulations, the standard conditions of licence for video-on-demand undertakings and certain exemption orders – Provisions requiring the mandatory distribution of emergency alert messages*, Broadcasting Regulatory Policy [CRTC 2014-444](#) and Broadcasting Orders CRTC [2014-445](#), [2014-446](#), [2014-447](#) and [2014-448](#), 29 August 2014, as amended from time to time.

Yes No

If **no**, explain:

*The applicant will file a letter with the Commission to attest to the implementation date of its NPAS within 14 days after installation of the alerting equipment. This letter must contain evidence that the system is properly configured to receive and distribute alerts from the National Alert Aggregation and Dissemination System (e.g., an attestation by a CEO, president or person exercising a similar supervisory role in the applicant's operations, as to the installation of a functioning alerting equipment).

Yes No

If **no**, explain:

Supporting documents to be appended:

You are required to submit your maps in an electronic format (for example, .jpg or .bmp file format). In addition, the Commission encourages you to submit your proposed coverage area contours in a geographical information system (GIS) compatible file format (for example, .mid/.mif or .tab). Moreover, provide the map datum and projection used.

*[Appendix 5A](#) - attached

A copy of the email or courier pick-up receipt of the technical documents filed with ISED.

*[Appendix 5B](#) (if applicable) – Not Applicable

In the case of a proposal for a conversion from AM to FM, provide a copy of a map (in colour if available) comparing the 5 mV/m AM contour with the 0.5 mV/m FM contour and the 15 mV/m AM contour with the 3 mV/m FM contour.

*[Appendix 5C](#) (if applicable) – Not Applicable

In the case of a low-power AM radio station, provide a copy of a map (in colour if available) displaying the proposed 0.5 mV/m, 5 mV/m and 15 mV/m coverage contours.

*[Appendix 5D](#) (if applicable) – Not Applicable

In the case of a low-power FM radio station, provide a copy of a map (in colour if available) displaying the proposed 0.5 mV/m and 3 mV/m coverage contours.

*[Appendix 5E](#) - attached

In the case of a regular power station, a legible copy (in colour if available) of all maps outlining the proposed coverage contours as per ISED's *Broadcasting Procedures and Rules*.

*[Appendix 5F](#) - attached

Documentation supporting the availability of the proposed transmitter site(s).

6. Programming Information on community and campus stations

The following section relates to the programming obligations set out in BRP [2010-499](#).

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For details on content categories and subcategories, applicants should refer to *Revised Content Categories and Subcategories for Radio*, Broadcasting Regulatory Policy CRTC [2022-333](#), 7 December 2022 (BRP 2022-333).

Applicants are reminded that, except where the Commission has provided otherwise in a condition of service, they must comply with the requirements set out in BRP [2010-499](#), with the standard conditions of service set out in BRP [2012-304](#), and with the regulatory requirements outlined in the Regulations, as amended from time to time.

6.1 Conditions of service

Campus and Community Radio Stations

*The applicant will adhere to the conditions of service set out in *BRP* [2012-304](#).

Yes No

If **no**, please indicate any proposed amendments, along with the reasons why they are being sought:

Campus Radio Stations only

*Please indicate the times of the year during which you will not be broadcasting:

6.2 Total programming hours

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.

*The applicant will broadcast a total of **126** hours per broadcast week (maximum 126 hours, i.e. a complete broadcast week).

If you indicated less than 126 hours, please explain:

6.3 Local programming

The definition of local programming is set out in paragraphs 207 to 208 of *Commercial Radio Policy 2006*, Broadcasting Public Notice CRTC [2006-158](#), 15 December 2006 (BPN 2006-158), as amended from time to time. The key elements that must be reflected in the definition of local programming are set out in that notice.

The Commission reminds that a station must incorporate spoken word material of direct and particular relevance to the communities served in its local programming, and that this programming must include local news, weather, sports coverage, and the promotion of local events and activities. In addition, the Commission encourages the station to ensure that a reasonable amount of daily local news and information is made available to those communities.

- a. *Provide a commitment to a level of **local programming: 90** hours **0** mins. in each broadcast week.
- b. *Referring to paragraphs 206 and 207 of BPN [2006-158](#), describe how the service would meet the particular needs and interests of the communities you propose to serve.

Include details concerning:

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- i. Spoken word content, including news, weather, sports, promotion of local events, public affairs, documentaries, radio plays and dramas, programs of public debate including talk shows and open lines. **The Comox Valley area is made up of 4 different municipal segments. The Village of Cumberland, the Town of Comox, the City of Courtenay and the surrounding Regional District of Comox. Each of these segments is responsible for its own administration, public works, fire protection, recreation, events and more. Some services are pooled, such as police through an agreement with the RCMP. Because of this mélange of sources, we have devised a projected programme schedule that will include daily updates from each of the municipalities and their various departments. These reports will be part of our proposed morning magazine programme as well as each municipality will be provided with its own time slot in the schedule for programme creation relative to news, promotion of relative events, public debates, and other areas of interest to residents.**

The Comox Valley is a very diverse area both geographically and socially. Each community contributes to the social fabric of the entire region and programming specific to the arts, public debates, sports, weather, municipal services, plays, social events and other public service needs, will be accomplished by a combination of recorded and live event programmes. An example of a live event programme is the proposed “bear pit” programme that gives a regional subject of interest to be discussed live by the three mayors of the municipalities and the chair of the regional district. This programme is also being planned as a co-production between our station and another local broadcaster. It is the intent of the station to provide at least 19 hours a week of locally produced spoken work content.

- ii. Musical selections and music-oriented programs, including pre-recorded and live material. **An integral part of our overall plan is for a studio complex that not only provides the necessary control rooms and small studios for talk shows and interviews, but it also includes a larger studio space for local musicians and other audio artists to do rehearsals, recording sessions and live programming for the station. Ongoing, our music policy is to promote artists and music as much as possible originating within our coverage area and working with those individuals and groups to promote their music. A standing committee is already in place to work with musical groups and individuals to showcase their talents and to promote Canadian content wherever we can. We are also developing a “rapid deployment” technical kit that will allow for coverage of open-air musical events anywhere in our coverage area with limited forward notification. These events could include parades, concerts, busking events and other instant local musical events.**
- c. *Please specify how many hours: minutes per broadcast week will be devoted to newscasts:
2 hours: 0 minutes
 - d. *Please provide a breakdown of the number of hours: minutes per broadcast week dedicated to local, national and international news:

Type of newscast	Hours: minutes / broadcast week
i) Local and regional news	2 hours: 0 minutes
ii) National news	0 hours: 0 minutes
iii) International news	0 hours: 0 minutes

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Note: The sum of the hours indicated in i), ii) and iii) must be equal the total number of hours:minutes dedicated to newscasts indicated in 6.3c.

6.4 Non-local programming

Non-local programming is musical or spoken word programming that originates outside the station. Non-local programming includes programming that has been produced or created by another station for use through a mutually agreed upon private business arrangement and is rebroadcast simultaneously or at a later time. It also includes network or syndicated programming (also known as wrap-around programming) that is five minutes or longer. An example of non-local programming could be station A paying station B a fee for use of a program created by that station B, instead of station A curating its own content.

- a. *The applicant expects to broadcast a total of **36 hours: 0 minutes** of non-local programming during each broadcast week.
- b. *Of the expected non-local programming stated in "a" above, does the applicant propose to broadcast programming originating from another station?

Yes No

If **yes**, please specify the name and location of each originating station providing this programming (call letters and location). **CJMP Powell River, CHLY Nanaimo, CHMZ Tofino, CHFR Hornby Island. We will collaborate with stations listed to develop content (news, sports, community events/festivals) and run a 30 minute "News from our Neighbours" programme.**

- c. *Is the applicant proposing to operate as part of a network?

Yes No

If **yes**, specify the name(s) of the network(s), the number of hours per broadcast day (6 a.m. to midnight) and the type of programming to be broadcast per week.

Name	Hours:minutes	Type

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

- d. *If you answered yes to question 6.4(b) and/or 6.4(c), please indicate how these networks or acquired programs will complement local programs without replacing them:

6.5 Language(s) of programming

- a. *The principal language of programming will be **English**
- b. *Other languages of programming (if applicable):

Languages	Minimum per Broadcast Week	
	Hours: minutes	%
English	122 hours: 0 minutes	96.8
French	1 hour: 15 minutes	1
Indigenous Canadian Languages (Ayajuthem, Pentl'ach, Kwak'wala)	1 hour: 15 minutes	1
Third languages** (Mandarin, Punjabi, Vietnamese, Tagalog, German, Korean, Spanish, Cantonese)	1 hour: 30 minutes	1.2

**Designates programs in languages other than English, French or of languages of Indigenous Canadians.

- c. *If the station, in addition to the principal language of programming, intends to broadcast programming in one or both official language(s) (French or English) or in one or more Indigenous Canadian language(s), confirm that the applicant is also requesting to have a condition of service authorizing it to do so in the amount specified above.

Yes No

If no, what amount of programming, in each of those languages, is the applicant requesting to be authorized by condition of service to broadcast in:

Languages	Minimum per Broadcast Week	
	Hours: minutes	%
English		
French		

6.6 Breakdown of music categories

*Please indicate the minimum percentage of each subcategory to be broadcast. The total percentage can be less than 100%, but not more than 100%.

The applicant is reminded that, in each broadcast week, no less than 20% of the station's musical selections must be devoted to content subcategories other than content subcategory 21 (Pop, rock and dance), as defined in BRB [2022-333](#).

Music Sub-category Breakdown		
Music Sub-category	Description	Minimum % of Total Music
21	Pop, Rock and Dance	35
22	Country and Country-Oriented	2
23	Acoustic	4

Last amended: 18 March 2024

24	Easy Listening	4
31	Concert	3
32	Folk and Folk-Oriented	10
33	World Beat and International	4
34	Jazz and Blues	15
35	Non-classic Religious	1
36	Experimental Music	2

For more information on music subcategories, please refer to BRB [2022-333](#).

6.7 Local Talent Development

*Please provide plans for the license term with respect to the development of local talent in the fields of music and spoken word, such as projects to promote and feature music and spoken word creations by new Canadian artists, local artists and artists whose music is seldom heard on other stations.

The Society is dedicated to supporting the development of local talent in music and spoken word genres.

These principles are upheld by actively co-producing local music events such as *Woodstove Chronicles*, *Pachena Beats* and others, each devoted exclusively to showcasing local emerging musicians. Our *Fungus Fest* programme is an example of our commitment to spoken word, in which we collaborated with the creators of the programme, to feature local experts in mushrooms and other fungi. As DIG FM progresses, we will continue to make available producers, directors, editors and other skilled volunteers, to assist with a wide variety of programme possibilities

Through these efforts, which include dedicated program slots, special features, and community partnerships, we provide a platform for new Canadian artists, local performers, and creators whose work is seldom heard on other stations. By championing these voices, the Society seeks out those artists, creators, writers, experts to contribute to a vibrant creative community that helps enrich the diversity of Canada's cultural landscape.

6.8 Volunteer Participation

*Please describe your current and proposed measures to facilitate access and participation by volunteers (as well as students in the case of campus stations) from the community to programming, production, broadcasting and station management activities.

Our organization is committed to fostering a welcoming and inclusive environment that encourages community volunteers to actively participate in every aspect of our operations, including scheduling, production, on air presenting and station management. As our station grows both in capacity and skills, we will explore new and innovative ways that members of the community, as volunteers, can contribute to the purpose of community broadcasting.

Standards will be maintained and continued support provided through DIGFM-created workshops to ensure that volunteers are ready to go on air.

The DIGFM station manager and team leads support producers to ensure volunteers are aware of, and meet regulatory requirements, such as:

- any licensing regulations/requirements
- supervising completion of logs
- programming content including CanCon, MAPL and music genre commitments
- compliance with the Canadian Press Style Guide
- appropriate minimum percentages of music categories, and
- appropriate handling of sensitive spoken word topics, obscenity/profanity, etc.

Via our on-line DIGFM.CA we currently facilitate access and participation by:

- maintaining an open-door policy for volunteer applications
- providing orientation/training sessions to familiarize newcomers with our processes
- providing regular updates on our website and social media about opportunities to participate, including role titles, descriptions of duties, and expectations.

Additionally, we build capacity by offering hands-on training and mentorship programs to equip volunteers with the skills to contribute meaningfully to our programming and other production teams.

Looking ahead, we will further enhance volunteer engagement by:

- expanding our outreach efforts to underrepresented groups within the community
- establishing a volunteer advisory board to give participants a voice in decision-making
- developing tailored workshops that address the diverse interests and skill levels of our volunteers.

We also plan to implement flexible scheduling and remote participation options to accommodate varying availability and volunteers who might have special needs. These measures are designed to break down barriers and empower community members to take active roles in programming, production, broadcasting, and station management, ensuring our station remains a vibrant and collaborative space for all.

The creation of a comprehensive recognition programme to celebrate volunteer achievements will add to the encouragement for new and existing volunteers to participate.

*Please describe your current and proposed measures to promote the availability of training throughout the community.

Additional and ongoing information on opportunities for training will be updated regularly on our website, newsletters, newspaper articles, social media and at local fundraising events. Will also be communicated through the Volunteer Coordinator.

*Please describe your current and proposed methods for training and supervising those within the community who wish to participate in programming, as well as ensure that programming obligations are met throughout the license term.

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We have already implemented a comprehensive training program, thoughtfully designed to be flexible and accessible for high-school and college students of all ages. The program covers every facet of broadcasting and offers participants valuable opportunities for hands-on training within the station facilities, encompassing research, writing, editing, producing, and directing a variety of programs. (Elder College/North Island College, Sept 2026). Attached to this application is a copy of our curriculum (Appendix 8A)

In addition, volunteers have access to our DIG FM's "Showmaker's Guide to Producing a Program" which guides the production process.

Our team leaders conduct monthly, topic-specific workshops to promote, explain and involve volunteers in all facets of production, administration, record keeping, tracking Can Con, writing, researching, etc.

To further support management progression and succession planning, we actively establish shadow roles across all station areas of responsibility, allowing volunteers to learn directly from experienced staff and prepare for future leadership opportunities.

6.9 Ethnic Programming or undertakings

Ethnic programming means programming provided in any language, that is specifically directed to any culturally or racially distinct group other than one that is Indigenous 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 Indigenous Canadians.

For more information on ethnic programming, applicants should consult *Ethnic Broadcasting Policy*, Public Notice CRTC [1999-117](#), 16 July 1999, and consequent amendments to the Regulations, set out in *Regulatory amendments to implement the Ethnic Broadcasting Policy and new television content categories*, Public Notice CRTC [2000-92](#), 30 June 2000.

- a. *Market with a local ethnic radio station

Will the applicant operate in a market served by an ethnic radio station?

Yes No

- b. *Ethnic programming by linguistic category

Complete the following table relating to the broadcasting of ethnic and third-language programming. **Not Applicable**

When identifying the languages of ethnic programming provided, **do not** consider music, advertising, station contests and community and emergency messages during a particular ethnic program. However, in calculating the total duration of each program per broadcast week, those elements must be counted.

Language in which ethnic programming is provided *Count ONLY spoken word content	Ethnic group to which it is directed	Total duration of this programming per broadcast week (hours: minutes) **Count all elements of programming	% 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			

*When identifying the languages of ethnic programming, DO NOT consider music, advertising, station contests and community and emergency messages during a particular ethnic program.

** When calculating the total duration of each program per broadcast week, all elements must be counted, including music, advertising, station contests and community and emergency messages.

Currently, the local potential market for third language programming is quite small. It is the intent of DIGFM to create a multi-cultural advisory committee to coordinate and deliver specialized content.

6.10 Conversion from the AM band to the FM band only – Not Applicable

I hereby request authority to simulcast the programming of my new FM station on my existing AM station for a transition period of three (3) months following implementation.

Yes No

Should the proposed FM station be approved, and a new license be issued, and a simulcast period of three (3) months following the implementation be granted, I hereby request that the Commission revoke, pursuant to paragraph 9(1)e) and subsection 24(1) of the *Broadcasting Act*, the license issued to my AM station at the end of the approved simulcast period.

Check here if applicable

Should the proposed FM station be approved, and a new license be issued, and no simulcast period be required, I hereby request that the Commission revoke, pursuant to paragraph 9(1)e) and subsection 24(1) of the *Broadcasting Act*, the license issued to my AM station following implementation on the new FM station.

Check here if applicable

Supporting Document to be Appended:

***Appendix 6A – attached “Sample of a Block Schedule Format”**

*A copy of the proposed station's weekly programming schedule, as a sample of the type of programming to be broadcast. This schedule must identify the title of the program, a brief description, the number of the relevant content category (BRB 2022-333) and the origin of the program (a sample of a block schedule is as follows).

The attached sample block of proposed programming extends seven years into the future. As the station grows and opportunities to promote local events increases, DIG FM will support volunteers to research, create and produce programmes that are suggested in the sample block. Some programmes will take many months of preparation and research to ultimately create a show that meets the aims and ideals of the Society and the needs of the communities served.

Applicant: **Comox Valley Community Broadcasting Society**

Location: **Comox Valley, Courtenay, Comox, Cumberland, British Columbia**

Total hours of station-produced programming: **126**

Note: a legend may be used to facilitate the entries made in the various blocks.

***Appendix 8C**

Sample music List – **attached**

7. Request for documents to be designated as confidential

Sections 30 to 34 of the Rules of 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:

- a. Information that is a trade secret.
- b. 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
- c. Information the disclosure of which could reasonably be expected:
 - i. to result in material financial loss or gain to any person;
 - ii. to prejudice the competitive position of any person; or
 - iii. 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 proceedings.

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

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

Yes No

Last amended: 18 March 2024

If **yes**, you must provide a detailed rationale to explain why the disclosure of the information is not in the public interest and provide an abridged version of each confidential document:

CRTC Form 114 - Application to obtain a Broadcasting License to operate a Campus or Community Radio Undertaking (including low-power)

End of Document