

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

1

To: CRTC

FROM: Douglas McLean
UCFV Campus and Community Radio Society
33844 King Road
Abbotsford, BC
V2S 7M8

RE: Application to Obtain a Broadcast License to Operate a Campus Radio Undertaking

Dear Sir or Madame

Please find attached our application to obtain a broadcast license to operate a campus radio undertaking and the additional, required appendixes

Table of Contents

Cover Letter		1
Application		
Section 1	General Information	3
Section 2	Ownership	6
Section 3	Financial Operations	8
Section 4	Marketing Information	10
Section 5	Technical Information	12
Section 6	Programming	14
Appendix 1A	Supplementary Brief	20
Appendix 2A	Constituting Documents	21
Appendix 3A	Financial Operations	34
Appendix 3B	Pre-operating Costs	35
Appendix 5B	Availability of Transmitter Site	36
Appendix 6A	Programming Schedule	37
Appendix 6B	Show Explanations	39
Appendix 6C	Training Manual	50
Appendix 5A	Contour Maps	88

Please advise us when you receive this package.

We look forward to hearing from you soon.



Canadian Radio-television and
Telecommunications Commission

Conseil de la radiodiffusion et des
télécommunications canadiennes

Canada

Application to Obtain a Broadcasting Licence to Operate a Campus Radio Undertaking (including low-power)

Applicants should consult the Commission's *Campus Radio Policy* in Public Notices CRTC 2000-12 dated 28 January 2000 and CRTC 2000-12-1 dated 2 February 2000.

1. FILING

- Electronically by attaching it to the Cover Page, which is available on our web site under "File or Register". One hard copy version must also be sent to the Secretary General, CRTC, Ottawa, Ontario, K1A 0N2. The onus is on the applicant/licensee to ensure that the electronic version is identical to the hard copy version.
- When filing your application electronically, please ensure that the file name of the electronic documents attached to your application form reflects the ascending order in which they should appear on the public file and that each file name include a brief description of the document content. For example, "Doc1-brief description of document"; "Doc2-brief description of document", and so forth. This will ensure that the application and all related documents are presented in the correct order once they are made available for public viewing.
- If the application is not filed electronically, one original and five copies must be filed with the Commission at the following address: Secretary General, CRTC, Ottawa, Ontario, K1A 0N2.

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.
- You must file the Application Brief, which includes the questions and responses, and the Book of Supporting Documents, identified as Appendices in the questionnaire.
- The Application Brief, filed electronically or otherwise, must be divided into sections, and include the numbered questions, as set out in the questionnaire, each followed by the corresponding response.
- Where the Application Brief is filed electronically, all available documentation that forms part of the Book of Supporting Documents, except confidential material, must also be filed in electronic format.

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

3

- . If you wish to enhance or clarify your application, such information should be filed as a **Supplementary Brief** identified as **APPENDIX 1A** in the Book of Supporting Documents.
 - . The Commission will not process the application if required technical documentation has not been filed with Industry Canada.
- 3. PUBLIC EXAMINATION FILE**
- . Copies of the Commission's letters requesting further information and copies of your replies form part of the application and must be available for examination by the public.
- 4. CONFIDENTIALITY REQUESTS**
- . Portions of the application may be treated as confidential, at your request, pursuant to section 20 of the *CRTC Rules of Procedure*.
 - . The onus is on the applicant to request confidentiality for the information or material and to clearly demonstrate that the public interest will best be served by treating the information as confidential. For further information, refer to Circular No. 429 dated 19 August 1998.
 - . The Commission has increased its security with epass authentication. The full security features of epass will be available in Summer 2004. You may choose to submit **CONFIDENTIAL** information using the electronic cover page, on diskette or cd-rom or in hard copy format. All **CONFIDENTIAL** information must clearly be marked as **CONFIDENTIAL**.

For Commission's use

Application number

Canadian Radio-television and Telecommunications Commission

**Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking
(including low-power)**

1. GENERAL INFORMATION

TYPE OF STATION

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

4

Community-based campus: AM () FM (X) Check here if low-power* ()
Instructional: AM () FM () Check here if low-power* ()

* Low-power AM is an undertaking with a transmitter power of less than 100 watts in the 525 - 1705 kHz band. 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.

LOCATION OF UNDERTAKING: Attn: CIVL Radio, 33844 King Road, Abbotsford, B.C.
V2S 7M8

NAME OF THE ASSOCIATED POST-SECONDARY EDUCATIONAL INSTITUTION:
University College of the Fraser Valley

1.1 IDENTIFICATION OF PROPOSED LICENSEE (hereinafter the applicant)

NAME: UCFV Campus and Community Radio Society
ADDRESS: Attn: CIVL Radio, 33844 King Road, Abbotsford, B.C., V2S 7M8
FAX: 604-853-4076
E-MAIL: admin@civl.ca

CONTACT PERSON REPRESENTING THE APPLICANT
(if there is no appointed agent under question 1.2)

NAME: Douglas Malcolm McLean
TITLE: President
TELEPHONE: 604-857-2493

Please indicate the E-Mail address and FAX number that should be specified in a Public Notice.

FAX: 604-853-4076
E-MAIL: admin@civl.ca

1.2 APPOINTMENT OF AGENT

I, Douglas Malcolm McLean, the applicant, hereby appoint Douglas Malcolm McLean as my agent 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 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: April 29th 2005
At: Attn: CIVL Radio, 33844 King Road, Abbotsford, B.C., V2S 7M8
Signature: 

ADDRESS OF AGENT: Attn: CIVL Radio, 33844 King Road, Abbotsford, B.C., V2S 7M8
TITLE: CIVL Radio Coordinator
TELEPHONE: 604-857-2493
FAX: 604-853-4613
E-MAIL: admin@civl.ca

1.3 DECLARATION OF THE APPLICANT OR ITS APPOINTED AGENT

I, Douglas McLean SOLEMNLY DECLARE THAT:

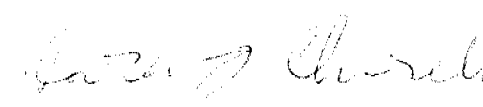
- a) I am the **Representative** (representative/appointed agent) of the applicant named in this Application Brief and as such have knowledge of all matters declared therein.
- b) The statements made in this application, or any document filed pursuant to any request for further information by the Commission, 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: 

Date: April 29th, 2005

WITNESSED BY

Signature: 

Name (Printed): **Sara Jean Church**

Date: April 29th, 2005

At: Attn: CIVL Radio, 33844 King Road, Abbotsford, B.C., V2S 7M8

1.4 EXAMINATION BY THE PUBLIC

Indicate a location, within the area to be served, where the application may be examined by the general public.

ADDRESS: Room B354, 33844 King Road, Abbotsford, B.C., V2S 7M8

2. OWNERSHIP

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

DIRECTORS AND OFFICERS				
Name	Complete Home Address	Citizenship	Position Held	
Karla-Lorinda Ruth Ramsay	27807 Myrtle Road Abbotsford, B.C., V4X 1R3	Canadian	Director	- Community Member - Jan 1, 2006 - 1 Year Term
Timothy Miles Bissky	540 Park Street Box 9 Hope, B.C., V0X 1L0	Canadian	Director	- Student Member - Jan 1, 2006 - 2 Year Term
Peter Robin Whitmey	A149-1909 Salton Road Abbotsford, B.C., V2S 5B6	Canadian	Director	- Community Member - Jan 1, 2006 - 1 Year Term
David Hugh Stephen	5892 Tyson Road Chilliwack, British Columbia V2R 3N9	Canadian	Director	- UCFV Staff - Jan 1, 2006 - 1 Year Term
Sara Jean Church	2613 270B Street Aldergrove, British Columbia V4W 3V5	Canadian	Director	- Student Member - Jan 1, 2006 - 2 Year Term
Douglas Malcolm McLean	34711 Old Clayburn Road Abbotsford, British Columbia V2S 1C2	Canadian	Director President	- Student Member - Jan 1, 2006 - 2 Year Term
Martin Norman Kelly	32963 First Avenue Mission, B.C., V2V 1G1	Canadian	Director	- Community Member - Jan 1, 2006 - 1 Year Term
Jordan Stuart Brigden	34894 Oakhill Drive Abbotsford, B.C., V2S 7R3	Canadian	Director	- Student Member - Jan 1, 2006 - 2 Year Term

2.2 In the revised campus radio policy set out in Public Notice CRTC 2000-12, the Commission stated that it expected the board of directors of campus radio stations to include balanced

representation of each of the following:

- . the student body;
- . the associated college or university (for example, faculty or administration);
- . station volunteers; and
- . the community at large.

In addition, to ensure continuity of direction, campus stations were also encouraged to establish positions on their boards of directors for terms of more than one year.

Provide a detailed description outlining how the structure and composition of the board of directors complies with the policy or, in the alternative, reasons why the policy should not apply to your station.

Composition and Structure of Board of Directors

Regarding the Balance within the Board of Directors;

The student body has representation from 4 directors

The University College of the Fraser Valley has representation from 2 Directors

The community at large has representation from 2 Directors

If Directors fall into more than one group, they will represent all groups they belong to. Example: A station volunteer who is also a student at University College of the Fraser Valley fulfills a requirement of both the student body and that of a volunteer.

All directors except for the initial directors will serve a term of two years. Half of the initial directors will serve a one year term, and the other half of the initial directors will serve a two year term. The purpose of this provision is to offset the turnover of directors and to ensure consistency in the Board of Directors.

While the initial Board of Directors are the signing members of the society, elections will be held at annual general meetings to elect the eight directors of the board. The Board of Directors shall elect from their number a President, Vice President, Treasurer, and Secretary. The office of treasurer and secretary may be combined.

SUPPORTING DOCUMENT TO BE APPENDED:

APPENDIX 2A Copy of all constituting documents (for example, Letters Patent, Certificate and Articles of Incorporation, By-Laws, etc.) of the applicant.

3. FINANCIAL OPERATIONS

- 3.1 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 licence term:

THE FIRST YEAR OF OPERATION WILL BE: 2006

See Appendix 3A

- 3.2 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.

See Appendix 3B

- 3.3 Provide a detailed listing 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.

Revenue

Advertising

CIVL Radio projects that 15% of advertising will come from national advertising
CIVL Radio projects that 85% of advertising will come from local advertising

Fund-raising Activities

Clothing Sales

Various kinds of CIVL Radio merchandise will be available. We will make these items easily available because this will increase our visibility

CD-Sales

Annually, CIVL Radio will produce a compilation CD. The CD will cost \$2 per to produce and will be sold for \$5. The CD will be shipped to other stations across the country, given away as a promotional item, and sold to students and the public

Community Fees

Community members will pay \$10 per year to become a member of the station. This fee will give them the right to apply for a show, the right to vote at general meetings, and they will receive electronic mailouts on the stations schedule,

Student Funding

CIVL Radio receives \$3 per student per semester from UCFV students. Currently enrollment is 6800 students per two regular semesters plus an additional 3000 students in the summer semester.

Expenses

Station Manager

CIVL Radio will hire a manager that will remain with the radio station for a long period of

4. MARKETING INFORMATION

4.1 As a basis for revenue calculations, specify the following:

FOR ALL PERSONS Ages 12+	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7
Total Weekly Hours of Listening	CIVL Radio does not have access to this sort of information as we are non-profit organization with limited funds. Given the nature of CIVL Radio, this sort of marketing information is considered not applicable.						
Share of Market Listening Hours (%)							
Reach (000)							

4.2 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	49383	226326
Households	16881	84682

4.3 Identify the sources from which population data has been obtained. Information provided by DEM Allen and Associates

4.4 Have your projected advertising revenues been developed in compliance with the advertising limits outlined in Public Notice CRTC 2000-12?

YES (X)

NO ()

If NO, explain.

Marketing Plan

As described in CIVL Radio's constituting documents, CIVL Radio must provide a forum for the presentation of opinions, ideas and observations of individuals and groups to the greater community. This includes advertising. Revenues from CIVL Radio marketing will be allocated to the general income of our budget. Any surplus at the end of the year will be carried over to purchase new capital, or if decided by the board of directors contributed to scholarships and bursaries for UCFV students.

Local businesses and other organizations will find advertising on CIVL Radio

effective for reaching a broad target market. CIVL Radio will advertise itself within public schools, on billboards, through our website (<http://civl.ca>), by distributing handbills at community events, cross promotions with local businesses, and of course, by word of mouth. Additionally, CIVL Radio has an assertive presence on all three UCFV Campuses. With this much exposure, businesses and organizations can leverage our public image to promote their own products and services.

Three categories of advertising will be available. One allows for repeat advertisements to be played throughout the day, and the advertisements are purchased in bulk; whereas, the other is a show sponsorship; in addition, CIVL Radio will offer advertisements for UCFV events, whether these events are free or not. Advertisements will be aired twelve hours per day from 8:00am until 8:00pm

Type A

- Repeat advertisements which are not specific to a certain show
- Played throughout the day
- Two minutes per hour budgeted
- Purchasable in bulk
- \$10 / Minute (price will decrease for bulk orders)

Type B

- Show sponsorship obtained by the show programmer (DJ)
- Played throughout three twenty seconds spots within a certain show
- One sponsorship per hour budgeted (one minute)
- Sponsorship revenue is split between the DJ and CIVL Radio
- \$50 / hour (price will decrease for bulk orders)

Type C

- Advertisements for UCFV student events
- One Minute per hour budgeted
- Free

With CIVL Radio's unique target market, we feel that businesses and organizations will value our services. Moreover, CIVL Radio will have the capacity, with Type A advertising, to make over forty thousand dollars per year. This approach will guarantee CIVL Radio's success and also success to the community.

5. TECHNICAL INFORMATION

- 5.1 a) Have all required technical documents been filed with Industry Canada? Please note that the Commission cannot consider your application further until all documents are filed.

YES ()

NO ()

- b) I hereby authorize the Commission to include as part of this application any document or correspondence filed with Industry Canada with respect to this application.

YES ()

NO ()

If NO, explain.

- 5.2 Provide the following technical information:

	PROPOSED OPERATION	NOTE
Frequency	88.5	MHz for FM
Channel and Class	203A(L)	
Transmitter power (for AM)		
MAXIMUM ERP - Effective Radiated Power (at beam-tilt angle) (for FM)	300 Watts	If no beam-tilt is used, provide ERP in horizontal plane
AVERAGE ERP - Effective Radiated Power (at beam-tilt angle) (for FM)	92 Watts	If no beam-tilt is used, provide ERP in horizontal plane
EHAAT - Effective Height Above Average Terrain	336.8 metres	FM only
Antenna and Transmitter Site Coordinates	49° 03' 38" N 122° 12' 55" W	North Latitude West Longitude
Studio Location(s)	Abbotsford	City and, where possible, street address
Subsidiary Communications (SCMO)	YES (<input type="checkbox"/>) NO (<input checked="" type="checkbox"/>)	If YES, specify
Programming Feed Method(s)	STL	Satellite, microwave, fibre optic, other (specify)
If rebroadcasting other station(s), identify station(s) rebroadcast		Call Letters Frequency Location

SUPPORTING DOCUMENTS TO BE APPENDED:

APPENDIX 5A In the case of a regular power station, provide a clearly legible copy of the

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

13

maps required in the Engineering Brief submitted to Industry Canada, and which show the proposed coverage contours.

In case of proposal for a conversion from AM to FM, provide a comparison of the 5 mV/m AM contour with the 0.5 mV/m FM contour and of the 15 mV/m AM contour with the 3 mV/m FM contour.

In the case of a low-power AM, provide a copy of a map showing the proposed 0.5 mV/m, 5 mV/m and 15 mV/m coverage contours.

In the case of a low-power FM, provide a copy of a map showing the proposed 0.5 mV/m and 3 mV/m coverage contours.

The Commission encourages you to submit your proposed coverage area contours in a geographical information system (GIS) compatible file format (for example, .mid/.mif, .tab, .dxf, .dwg, .e00, .shp, .dgn). Also provide the map datum and projection used. This file can be submitted electronically or on a diskette.

APPENDIX 5B Documentation supporting the availability of the proposed transmitter site(s).

6. PROGRAMMING

The following section relates to the programming obligations set out in the Commission's *Campus Radio Policy* in Public Notice CRTC 2000-12 dated January 28, 2000.

Reference should be made to Public Notice CRTC 2000-14 entitled *Revised Content Categories and Subcategories for Radio* issued on January 28, 2000 for details on content categories and subcategories.

Applicants 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, applicants are reminded that, 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.

6.1 CONDITIONS OF LICENCE

The applicant will adhere to all conditions of licence stipulated in Public Notice CRTC 2000-156:

YES (X)

NO ()

If NO, outline proposal and provide justification for the proposed exception.

6.2 LANGUAGE(S) OF PROGRAMMING

a) The principal language of programming will be:

English

b) Other languages of programming:

Punjabi

Mandarin

Spanish

Halq'eméylem

Languages	Per broadcast week		
	Hours	Minutes	% of total programming
Other official language (MAXIMUM)			
Languages of Aboriginal Canadians (MINIMUM)	0 Hours	10 Minutes	0.07 %
Third-language	0 Hours	30 Minutes	.4%

programming ⁽¹⁾ (MINIMUM)			
---	--	--	--

⁽¹⁾ Applicants who propose to provide ethnic programming must respond to questions 6.9 and 6.10 (Ethnic Programming).

6.3 HOURS OF BROADCAST

- a) The applicant **UNDERTAKES** to broadcast an average of **126** hours per broadcast week.
- b) Indicate any period of the year during which you will not be broadcasting:

6.4 MUSIC CATEGORY BREAKDOWN

Please indicate the music mix to be 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	57.0%
22	Country and Country-Oriented	1.9%
23	Acoustic	5.14%
24	Easy Listening	1.6%
31	Concert	1.0%
32	Folk and Folk-Oriented	4.5%
33	World Beat and International	15.8%
34	Jazz and Blues	12.9%
35	Non-classic Religious	0%

6.5 SOURCES OF PROGRAMMING

- a) The applicant proposes to operate as part of a network:

YES ()

NO (X)

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

Name	Hours:Minutes	Type ⁽¹⁾

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

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

YES (X)

NO ()

If YES, specify originating station:
BBC World News at times.

6.6 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.

In order to promote and feature music by local artists, CIVL Radio has taken on three different programs. UCFV Students already recognise the importance of local bands in Abbotsford, Chilliwack, Mission and the surrounding area. In recognition of this, the Student Union Society of UCFV has organised several local artists to play small shows at the student restaurant. CIVL Radio plans to incorporate the exposure artists receive by playing shows by doing all of the following:

1) Recording Studio

The CIVL Radio building will have two studios. The larger of the two studios will be setup with microphones and recording equipment. Although we will not professionally produce tracks for local musicians, as this would tie up the studio for too long, CIVL Radio will record tracks to be played on the air and used by the artists.

2) CIVL Radio CD

In order to give more exposure to artists, CIVL Radio plans to compile a CD, from time to time, which may be sold or given away as a promotional item. This CD will be offered to students and community members; as well, the CD will be distributed to other community and campus-based radio stations across Canada.

3) Local artist oriented shows

As our program schedule shows, CIVL Radio will devote ten hours to music that is only from the local area. Programmers who host these shows may, themselves, be local artists. A lot of interest has been shown from the local scene from current artists who want to host shows when CIVL Radio starts to broadcast.

4) Local Artist Event

Our directors have already spoken with the Abbotsford Mayor and Abbotsford Downtown Business Association about installing an outdoor stage in a downtown park. CIVL Radio plans to support this project, financially or

otherwise, to ensure that local artists have a venue for entertainment. In exchange for support, CIVL Radio will host shows at the outdoor stage.

5) Other local festivals

Blues, folk, and world music festivals are often seen in Abbotsford, Chilliwack, and Mission; and, even though we have not broadcasted in these, CIVL Radio has plans for working with these festivals.

6.7 TRAINING OF VOLUNTEERS

- a) The approximate percentage of total programming that will be produced by students to fulfil requirements of courses they are taking will be 0 % per broadcast week.

UCFV has no broadcast media courses

- b) Please provide a general plan concerning the participation of students and other volunteers from the community in the station's production and broadcasting activities, specifically with respect to recruitment and training in broadcasting, as well as control mechanisms that will be put in place to supervise volunteers and ensure that the programming obligations are respected during the licence term.

6.8 INDUSTRY CODES

The applicant accepts, as **CONDITIONS OF LICENCE**, to adhere to the following codes during all hours of broadcast:

- a) the Canadian Association of Broadcasters' (CAB) *Broadcast Code for Advertising to Children* (Public Notice CRTC 1993-99 dated 30 June 1993) as amended from time to time and approved by the Commission.

YES (X)

NO ()

If NO, provide reasons.

- b) the CAB's *Sex-Role Portrayal Code for Television and Radio Programming* (Public Notice CRTC 1990-99 dated 26 October 1990), as amended from time to time and approved by the Commission.

YES (X)

NO ()

If NO, provide reasons.

ETHNIC PROGRAMMING

- Applicants proposing ethnic programming must complete questions 6.9 and 6.10.
- For more information on ethnic programming, applicants 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.

6.9 Market with a local ethnic radio station

The applicant will operate in a market served by an ethnic radio station:

YES ()

NO ()

6.10 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
Punjabi	Indo-Canadians	1 Hour	.7 %
Mandarin	Chinese-Canadians	1 Hour	.7 %
English	All	1 Hour	.7 %
% of the total programming provided during the broadcast week that is devoted to ETHNIC PROGRAMMING			2.1 %
% of the total programming provided during the broadcast week that is devoted to THIRD-LANGUAGE PROGRAMMING			1.4 %

In the case of a conversion from the AM band to the FM band only

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

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

19

YES ()

NO (X)

() Check here if applicable

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

Greetings,

The purpose of this document is to apply to obtain a broadcasting license to operate a campus radio undertaking. CIVL Radio has been preparing this document for over two years and fully believes that commitment is shown to the CRTC's regulations.

In order to form a vision of CIVL Radio, CIVL Radio has researched other university stations in British Columbia. CIVL Radio has met with CiTR at University of British Columbia, CJSF at Simon Fraser University, and CFBX at Thompson Rivers University. Additionally, CIVL Radio has been in contact with the National Campus Radio Association to discuss best practices in training, purchasing, contracting and broadcasting.

CIVL Radio hopes that you will find this application well researched and complete.

Please contact us if you require further information

The Dougler

FORM 3

SOCIETY ACT

CONSTITUTION

1. The name of the Society is

UCFV Campus and Community Radio Society
2. The purposes of the Society are:
 - (a) To serve, instruct and inform the students, instructors and staff of UCFV and the communities they serve, through the medium of radio broadcasting and through access to the Society's facilities, by offering diverse, alternative, progressive, informative and community-oriented programming, and by bringing thought to form and action.
 - (b) To encourage co-operation, interaction, communication and understanding within and between the students, instructors and staff of UCFV and the communities they serve.
 - (c) To provide a forum for the presentation of opinions, ideas and observations of individuals and groups to the greater community.
3. The activities and purposes of the Society shall be carried on without purpose of gain for its Members and any income, profits or other accretions to the Society shall be used in promoting the purposes of the Society.
4. Upon the winding up or dissolution of the Society, any assets remaining, after the satisfaction of the Society's debts and liabilities and after payment of salaries or wages to employees of the Society, shall be held by UCFV in trust for 10 years until another campus radio station is formed, and if effect cannot be given to the aforesaid provisions, the said funds shall be transferred to a recognized charitable organization in the community having purposes similar to those of this Society as directed by the Society's directors.
5. Paragraphs 3 and 4 of the Constitution are unalterable in accordance with the Society Act.

BYLAWS

The bylaws of the Society are those set out in Schedule "A".

DATED as of March 10, 2005.

SCHEDULE "A"

SOCIETY ACT

**BYLAWS OF
UCFV CAMPUS AND COMMUNITY RADIO SOCIETY**

Here set forth, in numbered clauses, the by-laws providing for the matters referred to in section 6(1) of the Society Act and any other by-laws.

PART 1 - INTERPRETATION

1. In these bylaws, unless the context otherwise requires,
 - (a) **"Directors" means the directors of the Society for the time being;**
 - (b) **"Board of Directors" means the governing board of directors;**
 - (c) "Members" means the applicants for incorporation and those persons who subsequently have become Members in accordance with these bylaws, and, in either case, have not ceased to be Members;
 - (d) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
 - (e) **"registered address" of a Member means his address as recorded in the register of Members;**
 - (f) "UCFV" means the University College of the Fraser Valley;
 - (g) "Society" means the UCFV Campus and Community Radio Society;
 - (h) "UCFV Student" means a UCFV Student who has paid membership fees to the Society;
 - (i) "Community Member" means a person residing within the Fraser Valley communities who is not a UCFV Student;
 - (j) "UCFV Employee" means a person employed by UCFV part-time or full-time who is not a UCFV Student;
 - (k) "CRTC" is the Canadian Radio-television and Telecommunications Commission;

- (l) "special resolution" means a resolution passed in general meeting by a majority of not less than 75% of the votes of those Members of the Society who, being entitled to do so, vote in person;
- (m) "Policy" means the document which will outline specific policies of the Society passed by a majority of the Members present at a meeting of the Members;
- (n) "Station Manager" means a paid employee of the Society in charge of the day-to-day operations of the radio station.

2. **The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.**

3. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

PART 2 - MEMBERSHIP

4. All UCFV Students who have paid membership fees to the Society are members of the Society.

5. Community Members may apply to the Directors for membership in the Society.

6. All Members must uphold the constitution and comply with these by-laws.

7. The annual membership fee shall be determined as follows:

(a) the annual membership fee for UCFV Students shall be determined by a memorandum of agreement between the Society and UCFV; and

(b) the annual membership fee for Community Members and UCFV Employees shall be determined by the Directors, from time to time, at the annual general meeting of the Society.

8. A person ceases to be a Member of the Society

(a) on his death or in the case of a corporation on dissolution; or

(b) on being expelled; or

(c) when the Member no long qualifies for membership in accordance with these bylaws; or

(d) on having been a Member not in good standing.

9. A Member may be expelled from the Society by a special resolution of the Members passed at any general meeting.
10. All Members are in good standing unless
 - (a) determined to be not in good standing by a special resolution of the Members passed at any general meeting; or
 - (b) the Member has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the Society; or
 - (c) the Member has contravened any policy implemented by the Society and upon which a majority of the Board of Directors has voted that the Member is no longer a Member in good standing.
11. Every Member of the Society shall be entitled to attend any meeting of the Society and to vote at any meeting of the Society and to hold any office.
12. Membership in the Society shall not be transferable.

PART 3 – MEETINGS OF MEMBERS

13. General meetings of the Society shall be held at such time and place, in accordance with the Society Act, as the Directors decide.
14. Every general meeting, other than an annual general meeting or board of directors meeting is an extraordinary general meeting.
15. The Directors may, when they think fit, convene an extraordinary general meeting as often as the business of the Society requires.
16. An extraordinary general meeting may be called by the Members by
 - (a) 10 per cent of the Members in good standing; and
 - (b) signed by those Members; and
 - (c) stating the reasons for the meeting in the petition; and
 - (d) delivering the petition to the Board of Directors at a meeting of the Board.
17. Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business.
18. **The accidental omission to give notice of a meeting to or the non receipt of a notice by, any of the Members entitled to receive notice does not invalidate proceedings at that meeting.**

19. The first annual general meeting of the Society shall be held not more than 15 months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

PART 4 – PROCEEDINGS AT GENERAL MEETINGS

20. Special business is
- (a) **all business at an extraordinary general meeting except the adoption of Roberts rules of order; and**
 - (b) **all business transacted at an annual general meeting, except the following:**
 - (i) the adoption of Roberts rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the Directors;
 - (iv) the report of the auditor, if any;
 - (v) the election of Directors;
 - (vi) the appointment of the auditor, if required; and
 - (vii) the other business that, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.
21. No business, other than the election of a chair and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
22. **If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.**
23. The quorum required for a general meeting of the Society shall be 1 per cent of the membership.
24. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, it shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

26

not present within 30 minutes from the time appointed for the meeting, the Directors may determine the quorum.

25. Subject to bylaw 26, the president of the Society, the vice president or, in the absence of both, one of the other Directors present, shall preside as chair of a general meeting.
26. If at a general meeting

(a) there is no president, vice-president or other director present within 15 minutes after the time appointed for holding the meeting; or

(b) the president and all the other Directors present are unwilling to act as chair,

the Members present shall choose one of their number to be chair.

27. A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
28. **When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.**
29. Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
30. No resolution proposed at a meeting need be seconded and the chair of a meeting may move or propose a resolution.
31. **In the case of a tie vote, the chair does not have a casting vote or second vote to the vote to which he or she may be entitled as a Member, and the proposed resolution not pass.**
32. A Member in good standing present at a meeting of Members is entitled to one vote.
33. Voting is by show of hands.
34. Voting by proxy is not permitted.

PART V – BOARD OF DIRECTORS

35. The Board of Directors will consist of no less than five and not more than eleven Directors.
36. The Board of Directors shall be composed of 4 UCFV Students, 2 Community Members and 2 UCFV Employees.
37. A Director shall be a Member in good standing of the Society during their term of office.
38. The Directors of the Society shall elect one of their number to be president of the Society, and shall elect from their number a vice president, treasurer, secretary and one or more other persons. The office of treasurer and secretary may be combined.
39. The Board of Directors shall be elected by the Members, and to maintain continuity shall hold office for staggered terms. Four of the initial Directors shall serve 1 year terms and four of the initial Directors shall serve 2 year terms. Thereafter, as the term of each Director expires, a successor shall be elected by the Members at the annual general meeting to serve for a term of two years.
40. Any Director is, upon the expiration of the term of his or her office, eligible for re-election.
41. All Directors shall be nominated by the Members.
42. All elected Directors shall be selected by a majority of those present.
43. Voting shall be conducted by a show of hands counted and recorded by the secretary. If a Member does not have the necessary means to show their hand, verbal notice is sufficient.
44. If a Director resigns his office or otherwise ceases to hold office, the remaining Directors shall fill the vacancy by either
 - (a) appointing a Member to take the place of the former director; or
 - (b) conducting a by-election for a Director to be selected by a majority of the Members.
45. A Director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but is eligible for re-election at the meeting.
46. A Director ceases to hold office when he or she ceases to be a Member in good standing of the Society.

47. **No act or proceeding of the Directors is invalid only by reason of there being less than the prescribed number of Directors in office.**
48. The Members may by special resolution remove a Director before the expiration of his term of office, and may elect a successor to complete the term of office.
49. No Director or officer shall be remunerated for being or acting as a Director or officer but a Director or officer may be reimbursed for all expenses necessarily and reasonably incurred by the Director or officer while engaged in the affairs of the Society.
50. The Directors may exercise all the powers and do all such acts and things as the Society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Directors in general meeting, but subject, nevertheless, to the provision of:
- (i) all laws affecting the Society;
 - (ii) these bylaws; and
 - (iii) rules, not being inconsistent with these bylaws, which are made from time to time by the Society in general meeting.
51. The Directors shall have the power to make expenditures for the purpose of furthering the purposes of the Society.
52. The Directors shall take such steps as they deem necessary to enable the Society to receive donations and benefits for the purpose of furthering the purposes of the Society.

PART V – MEETINGS OF THE BOARD OF DIRECTORS

53. The Directors may meet together at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
54. **The Directors may from time to time fix the quorum necessary to conduct business, and unless so fixed the quorum shall be a majority of the Directors then in office.**
55. The president shall be chair of all meetings of the Directors, unless the Directors otherwise decide.
56. **A Director may at any time, and the secretary, on the request of a Director, shall, convene a meeting of the Directors.**

57. The Directors may delegate any, but not all, of their powers to committees consisting of the Director or Directors as they think fit, or may delegate to committees consisting of other persons they see fit.
58. **A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the Directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the Directors to be held next after it has been done.**
59. Subject to directions from the Directors, the committee shall determine its own procedure.
60. For a first meeting of Directors held immediately following the appointment or election of a Director or Directors at an annual or other general meeting of members, or for a meeting of the Directors at which a Director is appointed to fill a vacancy in the Directors, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be constituted, if a quorum of the Directors is present.
61. Questions arising at a meeting of the Directors and committee of Directors shall be decided by a majority of votes.
62. **In the case of a tie vote, the chair does not have a second or casting vote.**
63. A resolution in writing, signed by all the Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of Directors.

PART 6 – DUTIES OF INDIVIDUAL OFFICERS

64. The president shall preside at all meetings of the Society and of the Directors, unless the members or Directors otherwise decide.
65. The president is the chief executive officer of the Society and must supervise the other officers in the execution of their duties.
66. The vice president shall carry out the duties of the president during the president's absence.
67. The secretary shall do the following:
 - (a) conduct the correspondence of the Society;
 - (b) issue notices of meetings of the Society;
 - (c) keep minutes of all meetings of the Society and Directors;

- (d) have custody of all records and documents of the Society except those required to be kept by the treasurer; and
 - (e) keep a record of all the members of the Society and their registered addresses.
68. In the absence of the secretary from a meeting, the Directors shall appoint another person to act as secretary at the meeting.
69. The treasurer shall do the following:
- (a) keep such financial records, including books of account, as are necessary to comply with the Society Act;
 - (b) receive all monies paid to the Society and be responsible for the deposit of same into whatever bank the board may order;
 - (c) render financial statements to the director, Members and others when required; and
 - (d) prepare for submission to the annual meeting a statement of the financial position of the Society.
70. The officers shall perform such duties as the Members decide.
71. Other Directors shall assist the president, vice president, treasurer and secretary in carrying out their duties.

PART 7 – DUTIES OF THE BOARD OF DIRECTORS

72. The Board of Directors shall be familiar, and comply with the provisions of the Society Act, and the current CRTC Campus Radio Policy.
73. The Board of Directors shall be responsible for the hiring of the staff of the radio station which will include Station Manager, Programming Director and a bookkeeper. Staff must be hired according to their qualifications for the positions. The Station Manager and Programming Director will be charged with operating the station in compliance with CRTC guidelines. The Board of Directors will maintain a Programming Committee.
74. The Board of Directors shall be responsible for management of the Society's staff unless delegated to a committee or person.
75. The out-going Board of Directors shall present to the Annual General Meeting of the Society a report detailing the activities undertaken by the Society during the previous year.
76. The Board of Directors shall maintain a written up-to-date manual for the Society and shall also call meetings to discuss, change and/or set policies.
77. The Board of Directors shall receive and administer all monies, properties, and securities of whatever nature that may be placed in the custody of, or that may become the property of the Society.

78. The Station Manager and Programming Director shall prepare an annual budget and the treasurer of the Society shall be responsible for ensuring the budget is realistic, feasible and in accordance with constitution, bylaws and policies of the Society.
79. Members of the Board of Directors must disclose personal conflicts of interest and shall not vote on matters where a personal conflict of interest exists.

PART 8 – SEAL OF THE SOCIETY

80. The Directors may adopt a common seal of the Society.
81. Whenever the common seal is used, it shall be authenticated by the signature of the secretary and the president or, in the case of inability of either to act, by the vice president.

PART 9 - FINANCE

82. The signing officers for the Society shall be the president, treasurer, and Station Manager.
83. The signatures of at least two signing officers shall be required for the execution of any legal documents or the disbursement of any funds on behalf of the Society.
84. For the purpose of carrying out its objects, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society, and in no case shall debentures be issued without sanction of a special resolution of the Society.
85. The fiscal year of the Society shall be January 1 to December 31.

PART 10 – AUDITS

86. The Board of Directors may from time to time appoint an auditor or auditors to hold office for such period as the Board of Directors may determine.
87. No Director and no employee of the Society shall be auditor.
88. An annual audit will be performed at the end of each fiscal year.

PART 11 – SOCIETY RECORDS

89. The minutes of the Directors and general meetings shall be made available on the website of the Society.

90. The books and records of the Society may be inspected by the Members on any working day during normal office hours provided twenty-four hours written notice is given. Under no circumstances will copies of Society documents be released to any Member without the written permission of the Directors.

PART 12 – NOTICES TO MEMBERS

91. A notice may be given to a Member, either personally or by mail to the Member at the Member's registered address.
92. Notice of a general meeting must be given to every Member shown on the register of Members on the day notice is given.
93. No other person is entitled to receive a notice of a general meeting.

PART 13 – AMENDMENT TO CONSTITUTION AND BYLAWS

94. The Constitution and bylaws of the Society may be amended by a special resolution passed in a general meeting.
95. Under no circumstance shall any amendment be made that threatens the financial stability of the Society.

DATED at the City of Abbotsford, in the province of British Columbia, this ___ day of March, 2005.

WITNESSES
(Name, Address & Occupation)

APPLICANTS FOR INCORPORATION

Karla-Lorinda Ruth Ramsay
27807 Myrtle Road
Abbotsford, British Columbia
V4X 1R3

Timothy Miles Bissky
Box 9
Hope, British Columbia
V0X 1L0

Peter Robin Whitmey
A149-1909 Salton Rd.
Abbotsford, British Columbia

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

34

Appendix 3A
Financial Operations

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Revenue (After Agency Commissions)							
Network Payments	-	-	-	-	-	-	-
National Advertising	2,490	2,490	2,905	3,154	3,652	4,150	4,316
Local Advertising	20000	20000	22500	24000	27000	30000	31000
Fund-raising Activities (Community Sponsorships)	1,400	1,600	1,800	2,200	2,200	2,200	2,200
Student funding	49,800	49,800	58,800	55,800	60,300	55,800	55,800
Total Revenue	68,690	68,890	81,005	80,154	88,152	87,150	88,316
Operating Expenses							
Station Manager	20,000	22,250	25,000	25,000	30,000	30,000	30,000
Advertising Manager	7,500	8,000	10,000	10,000	10,000	10,000	10,000
Programming Manager	7,500	8,000	10,000	10,000	10,000	10,000	10,000
Site Lease	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Sub Carrier on Microwave	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Technical Miscellaneous	6,000	6,000	7,000	7,000	15,000	8,000	8,000
Sales, Advertising and Promotion	5,000	5,000	8,000	6,000	6,000	6,000	6,000
Administration and General	6,100	6,100	6,100	6,100	6,100	6,100	6,100
Contingency (7.5%)	5,152	5,167	6,075	6,012	6,611	6,536	6,624
Total Operating Expenses	68,252	66,350	77,100	75,100	88,100	81,100	81,100
Non-Operating Expenses							
Depreciation	5600	5600	5600	5600	5600	5600	5600
Interest							
Other adjustments - Expenses (Income)							
Total Non-operating Expenses	5600	5600	5600	5600	5600	5600	5600
Total Expenses	68,252	66,350	77,100	75,100	88,100	81,100	81,100
Estimated pre-tax income (loss)	438	2,540	3,905	5,054	52	6,050	7,216
Provision for Income Taxes							
Net Income (loss) After Taxes	231	2770	4135	5284	282	6280	7446

3.2 Pre-operating Budget

Income		
1001	Student Fees	46,200
1002	Student Fees (Summer Semester)	6,000
1003	Community Fees	200
1004	Donations	1,000
	Total Income	<u>53,400</u>
Expenses		
2001	50 Watt Transmitter	2,500
2002	Antenna	2,000
2003	Installation	5,000
2004	Modulation Monitor rental	6,000
2005	Computers	2,400
2006	Desks	-
2007	Chairs	-
2008	Media Racks	200
2009	Sound board	800
2010	Microphones	1,200
2011	Sound Room and Renovations	16,000
2012	Networking Equipment	200
2013	Engineering Consultation	7,600
2014	Monitoring Speakers	2,000
2015	Cables and wiring	1,000
2016	Headphones	400
2017	Society Administration Fees	100
2018	Telephones.	600
2019	Advertising	100
2020	Letter Campaign	130
2021	Contingency Fund	5,000
	Total Expenses	<u>53,230</u>
	Net Revenue	<u>170</u>

As indicated in our technical brief, we plan on transmitting from an antenna located on McKee Mountain. The antenna's co-ordinates are 49° 03' 48" North and 122° 12' 55" West. Currently, the antenna site is owned by Trinity Networks; however Trinity Networks is being purchased by Rogers Communications. At this point, we have not negotiated an agreement with Rogers Communications; however, we have chosen to submit this application at this point in time, and CIVL Radio will provide documentation on an agreement between Rogers Communications and CIVL Radio once the transaction between Rogers Communications and Trinity Networks has been finalized by the CRTC.

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

37

Appendix 6A

Block Program Schedule

CIVL Radio Programming Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00am	Classical / Folk / New Age / Ambient				
7:00am	News Intro				
7:10am	Open your Eyes Music				
8:00am	News Intro				
8:10am	New Canada	Musical Essays	New Canada	Musical Essays	New Canada
9:00am	News Intro				
9:10am	The DJ Screwed Up				
10:00am	Cultural Discussion				
11:00am	The Rock Show	Blues Show	Jazz Show	Folkus	The Rock Show
12:00pm	News Intro				
12:10pm	Waves for Surfers				
1:00pm	the life show				
2:00pm	The White	Singer Songwriter	The Opera	Singer Songwriter	Colour Fridays
3:00pm	The delinquents are alright				
4:00pm	Brit Pop	80's rock	Flower Hour	80's rock	Brit Pop
5:00pm	News				
5:10pm	Dramatics				POP Hour
6:00pm	Native News	Mandarin News	Punjabi News	News	News
6:10pm	Native Music	Women Chang Ge	Bhangra	S&B	Alternative Rock
7:00pm	Story Time	Story Time	Story Time	Story Time	
8:00pm					The Breathing Room
9:00pm	Dance	Swing	Dance	Swing	Dance
10:00pm	Spoke or Choke	Dance POP	Video Game Music	Spoke or Choke	Co-Existence
11:00pm	The Request Bank				
12:00am	CIVL Un-Rest	Metal Show	CIVL Un-Rest	Metal Show	CIVL Un-Rest
1:00am	Industrial	Got the Beats	Reggae Spinner	Opera	Avante Garde
2:00am	Rap and Hip Hop	Play List Show		Rap and Hip Hop	Talk Show
3:00am	Avante Garde	Techno	Avante Garde	Skiffle	

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

	Saturday	Sunday	
6:00am	Jazz	Blues	
7:00am		Reggae Spinner	
7:10am			
8:00am			
8:10am			
9:00am			News
9:10am	Health/Nutrition		News
10:00am			
11:00am	Story Time		
12:00pm	News	News	
12:10pm	Biron Vs the Idiots	CIVL Disobedience	
1:00pm	Kids Show		
2:00pm	The Estrogen Hour	Cascade Show	
3:00pm	The Global Village	Life the world...	
4:00pm			
5:00pm	50's Radio	the art show	
5:10pm			
6:00pm	Country		
6:10pm			
7:00pm	Flower Hour	Local History	
8:00pm	The Breathing Room	Sports News	
9:00pm	EMO	Phone In Show	
10:00pm	Post Rock	The Brain Worm	
11:00pm	Crescendo	Story Time	
12:00am	Metal Show		
1:00am	The Psychedelic 1		
2:00am	Saturday Sex and Dating	Sunday Sex and Dating	
3:00am			

Program Explanation Document

The purposes of this document are to:

- Give a programming schedule
- Display all CTRC sub category minutes
- Show sufficient programming ideas

Sub-Category Totals: (minutes/ week)

- 11: News - 306 minutes
- 12: Spoken Word - 3488 minutes
- 21: Rock, Pop, Dance - 3079 minutes
- 22: Country - 102 minutes
- 23: Acoustic - 278 minutes
- 24: Easy Listening - 90 minutes
- 31: Concert - 54 minutes
- 32: Folk - 246 minutes
- 33: World and World Beat - 851 minutes
- 34: Blues and Jazz - 699 minutes
- 35: Non-classic Religious – 0 minutes

Percentages of music content:

- 21: Rock, Pop, Dance – 57%
- 22: Country – 1.9%
- 23: Acoustic – 5.14%
- 24: Easy Listening – 1.6%
- 31: Concert – 1.0%
- 32: Folk and Folk Oriented – 4.5%
- 33: World Beat and International – 15.8%
- 34: Jazz and Blues – 12.9%
- 35: Non classic Religious – 0%

NOTE:

- For advertising time we have allotted 24 minutes/ day. This has not been factored into our sub category totals; however promise to keep all CTRC content requirements. This will be outlined in our marketing plan.

News Intro (English)

- Read off local CBC news / local news / campus news
- 100% 11: 270mins
- 4.5 Hrs/ wk

Classical / Folk / New Age / Ambient

- A series of five instrumental shows for early morning listening.

- 40% 32: 120mins
- 40% 33: 120mins
- 20% 34: 60mins
- 5 hrs/ wk

Open Your Eyes

- Music with soft timbres for getting out of bed listeners
- New and old music
- 40% 21: 120mins
- 20% 23: 60mins
- 20% 24: 60mins
- 20% 33: 60mins
- 5 hrs/ wk

Musical Essay

- Music Knowledge, thorough analysis of albums/ bands.
- This show will attempt to generate intellectual music appreciation
- 30% 12: 36mins
- 35% 21: 42mins
- 35% 33: 42mins
- 2 hrs/ wk

New Canada

- 100% Canadian content.
- New music from all Canadian Genres.
- 10% 12: 18mins
- 40% 21: 72mins
- 10% 23: 18mins
- 40% 33: 72mins
- 3 hrs/ wk

Cultural Discussion

- A series of five shows that will fall under different titles/themes.
- Showcase of media discussion.
- Local talk about news, art, fashion, and culture
- 100% 12: 300mins
- 5 hrs/ wk

Jazz

- A show of jazz. Modern and old styles.
- 10% 12: 30mins
- 90% 34: 270mins
- 3hrs/ wk

The Life Show

- A series of five shows, which focus on exercise, food, nutrition, gardening, home-
renos, photography, and health. Student/ staff involvement a focus.
- 100% 12: 300mins
- 5 hrs/ wk

The Delinquents Are Alright

- Show for high school kids getting off class
- Lots of energetic, spastic, rock music people love to hate to.
- 10% 12: 30mins
- 90% 21: 270mins
- 5 hrs/ wk

Dance

- Good dance music.
- 10% 12: 30mins
- 90% 21: 270mins
- 5 hrs/ wk

CIVL Un-rest

- Punk show: mostly local, underground.
- Older styles of punk rock music.
- 15% 12: 27mins
- 85% 21: 153mins
- 3 hrs/ wk

The Reggae Spinner

- Will play reggae, dance hall reggae, roots, reggae-ska, and soca in almost that
order.
- There will be some Canadian content
- Talk time assured by hairy, Greek DJ.
- 10% 12: 60mins
- 90% 33: 300mins
- 6 hrs/ wk

CIVL Disobedience

- Political News
- Highly Educational
- 100% 12: 120mins
- 2 hrs/ wk

Life the World and Everything

- Newer world music.
- World Beat
- 15% 12: 36mins
- 40% 32: 36mins
- 35% 33: 42mins

- 10% 34: 12mins
- 2 hrs/ wk

The Request Bank

- Caters to the listeners
- Allows people to have it their way
- 15% 12: 35mins
- 60% 21: 420mins
- 15% 23: 35mins
- 10% 24: 30mins
- 5 hrs/ wk

The Breathing Room

- Live
- Give local acts the ability to perform
- Allows us to use our in house studio
- 50% 12: 60mins
- 50% 21: 60mins
- 2 hrs/ wk

B.S.

- 100% Can Content
- A show that will cover the rock genre, with a local focus.
- 15% 12: 9mins
- 85% 21: 51mins
- 1 hr/ wk

Country

- Caters to country our fans
- Lots of Canadian content
- 15% 12: 18mins
- 85% 22: 102mins
- 2 hrs/ wk

The Cascade

- A show run by members of the University news paper
- News and culture
- This show would integrate the University community departments
- 30% 11: 18mins
- 70% 12: 42mins
- 1 hr/ wk

Art Show in Audio

- A show dedicated to the arts
- Would integrate the art department and fashion exclusively
- 100% 12: 120mins

- 1 hr/ wk

Spoke or Choke

- Spoken words show for Slam poetry
- Will feature Canadian poets and English students
- 100% 12: 120mins
- 2 hrs/ wk

The Psychedelic 1 (@1AM)

- A show for psychedelic rock listeners and classics
- 10% 12: 42mins
- 90% 21: 378mins
- 7 hrs/ wk

Avante Garde

- Non Top 40's music.
- Will include Canadian cutting edge instrumental music
- 10% 12: 12mins
- 90% 34: 108mins
- 2 hrs/ wk

Coexistence

- A show that plays bands with only male and female members.
- New and old music.
- All the music must have a sense of equality.
- 10% 12: 6mins
- 90% 21: 54mins
- 1 hr/ wk

Dramatics

- A series of five shows which will include radio drama, plays, local events information and spoken word dramatics.
- 100% 12: 240mins
- 4 hrs/ wk

Book Club Aloud

- Educational. This show should generate some idea sharing as well as develop imagination for listeners.
- 100% 12: 60mins
- 1 hr/ wk

Brit Rock

- This show will not include much Canadian content; however, it will focus on the development of music in a part of the world that has always blow listeners away
- This show will have musical history benefits.

- Will include music back grounds, and history.
- 15% 12: 18mins
- 85% 21: 102mins
- 2 hrs/ wk

The White

- A program of ambient tones which with beats and electronic influences.
- 10% 12: 6mins
- 40% 21: 23mins
- 10% 33: 6mins
- 40% 34: 23mins
- 1 hr/ wk

Colour Fridays

- Up beat program to bring week-end of campus spirit
- Meant to bring routine to our listeners
- 15% 12: 9mins
- 85% 21: 51mins
- 1 hr/ wk

50's Radio

- A radio program done in the styling of the fifties.
- 25% 12: 15mins
- 75% 32: 45mins
- 1 hr/ wk

80's Rock

- 80's music of all types
- 15% 12: 18mins
- 85% 21: 102mins
- 2 hrs/ wk

The Estrogen Hour

- Women's show, dedicated to equality and femininity.
- 20% 12: 12mins
- 30% 21: 18mins
- 30% 23: 18mins
- 20% 33: 12mins
- 1 hr/ wk

Punjabi News

- A news show done in Punjabi. Will include important Sikh or Punjabi News.
- 90% 11: 9mins
- 10% 12: 1mins
- 10 min/wk

Bhangra

- Punjabi cultural music
- 20% 12: 10mins
- 80% 33: 40mins
- 50 min/ wk

EMO

- Post hardcore style emo meets new emo genres
- 15% 12: 9mins
- 85% 21: 51mins
- 1 hr/ wk

Waves for Surfers

- A show that will play neo trendy surf music
- 10% 12: 30mins
- 60% 21: 480mins
- 30% 23: 90mins
- 5 hrs/ wk

Crescendo

- A show of classical and new music that develops into crescendos
- 5% 12: 6mins
- 47.5% 21: 56mins
- 47.5% 33: 56mins
- 2 hrs/ wk

Post Rock

- A showcase of post rock music, Canadian and other.
- 10% 12: 6mins
- 90% 21: 54mins
- 1 hr/ wk

Mandarin News

- The News read in Mandarin. Will include important Chinese and Oriental topics.
- 10% 12: 1mins
- 90% 21: 9mins
- 10 min/ wk

Women Chang Ge (We Sing Songs)

- Features Chinese music
- Follows Mandarin News show
- 20% 12: 10mins
- 80% 33: 40mins
- 50 min/ wk

Flower Hour

- A show of 60's music and hippology
- 15% 12: 18mins
- 50% 21: 60mins
- 17.5% 23: 21mins
- 17.5% 33: 21mins
- 2 hr/ wk

The Global Village

- An informative show focused on international topics. Will include economics, environmental, international relations, and global peace.
- 80% 12: 80mins
- 20% 33: 40mins
- 2 hr/ wk

Got the Beats

- A show of dub, dance music and trance
- 10% 12: 12mins
- 90% 21: 108mins
- 2 hrs/ wk

Philosophy

- A program with each episode focused on one Philosopher or particular Philosophy. This show is meant to be highly educational.
- 100% 12: 60mins
- 1 hr/ wk

Rap and Hip Hop

- A show that will be dedicated to the Rap and Hip Hop genres exclusively.
- 10% 12: 12mins
- 90% 21: 108mins
- 2 hrs/ wk

Swing Show

- A show that will play swing music
- 10% 12: 6mins
- 90% 34: 54mins
- 1 hr/ wk

Dance Pop

- A show for new dance/ rock music.
- 10% 12: 6mins
- 90% 21: 54mins
- 1 hr/ wk

The Opera

- A showing of Opera music

- 10% 12: 6mins
- 90% 31: 54mins
- 1 hr/ wk

Metal Show

- A show of metal music for late night listeners.
- 20% 12: 36mins
- 80% 21: 144mins
- 3 hrs/ wk

Singer Songwriter

- A show which will play music from singer songwriters.
- 15% 12: 18mins
- 30% 21: 36mins
- 30% 23: 36mins
- 25% 32: 30mins
- 2 hrs/ wk

Jazz Show

- A program of Jazz in many styles. New Canadian Jazz will be a major focus.
- 10% 12: 6mins
- 90% 34: 64mins
- 1 hr/ wk

Blues Show

- A program of Blues in many styles. Our intentions are to bring local blues acts onto the radio through this program.
- 10% 12: 6mins
- 90% 34: 54mins
- 1 hr/ wk

Folkus

- A show for folk music.
- 10% 12: 6mins
- 90% 34: 54mins
- 1 hr/ wk

The Rock Show

- This show is meant for rock music. Our target with this program is to appeal to all age's. It will start and end every week of programming.
- 15% 12: 18mins
- 85% 21: 102mins
- 2 hrs/ wk

Bed Time Stories

- This is a show of audio book readings.

- 100% 12: 480mins
- 10 hrs/ wk

Saturday/ Sunday Sex and Dating

- A talk show about sex and dating
- 100% 12: 240
- 4 hrs/ wk

Late Night Talk Show

- A show featuring a spontaneously hilarious speaker and his guests.
- 100% 12: 120mins
- 2 hrs/ wk

The Brain Worm

- A psychology show.
- 100% 12: 60mins
- 1 hr/ wk

Phone In show

- A show which is hosted by a call in subject director. People will be allowed to give their thoughts on different subject each week.
- 100% 12: 60mins
- 1 hr/ wk

Kids Show

- A show for children which will feature radio dramas and live music.
- 75% 12: 45mins
- 25% 32: 15mins
- 1 hr/ wk

Byron Vs the Idiots

- A talk show about arguments and debate
- 100% 12: 60mins
- 1 hr/ wk

Local History

- A local history show. This will give listeners useful community information
- 100% 12: 60mins
- 1 hr/ wk

POP Show

- Our only Pop music show
- 20% 12: 12mins
- 80% 21: 48mins
- 1 hr/ wk

The DJ Screwed Up

- A show which will be used for test broadcasting. This block is for DJ training and equipment tests.
- 100% 12: 300mins
- 5 hr/ wk

The 88.5 CIVL RADIO Handbook

The Background:

“Be the change that you want to see in the world” ~Mahatma Gandhi.

When I started working for the Student Union in the fall of 2003, I chose to chair the Radio Station Development Committee. This was the initial start of 88.5 CIVL Radio. There was no direction provided to me at the time, and in hindsight, this was probably a good thing. I was working at a local computer store by myself on Sunday mornings and took every free second I had to pour over the 89 pages of CRTC regulations. Since I had read all the documentation and analyzed the legal language, I thought to myself “I may as well get on with my going ons”

Rachel Kates, Miles Bissky, Damon Skuce, Ben Cadieux, Michelle Kneale, Maxwell Winchester and I among other directors and volunteers for the Student Union conducted a survey of over 800 students and proved a 80% approval of the radio station. I still have the survey documents now, and after seeing them today, became a little nostalgic about the original group.

I started creating a little buzz around the campus about the radio station with the survey, and we put some posters up that asked for students to vote for the idea in the next Student Union election. Unfortunately, the idea didn't receive the necessary 66% approval for a \$3 fee; but, since the election was spoiled by some hacker, all referenda results were thrown out.

I took a break from working on the radio station project during the spring semester of 2004, and I even reconsidered whether I would focus on studies or continue on with the bureaucracy. During the summer, Rachel got a fulltime job, Damon went tree planting, and I ran into an old friend that was very excited about the project. Jordan Brigden, my old physics buddy, introduced me to Sara Church at the beginning of the fall 2004 Semester. We designed an advertising campaign for the September 24th election, and we won with a 68% majority (thanks Sara and Jay). It was close, but \$40 of suckers taped to business cards and a couple t-shirts got us enough attention to win the vote.

After the September campaign, we started having weekly meetings to organize ourselves. Jordan Turner, Lance Hathaway, Lorinda Ramsey, Martin Kelley, Peter Whitmey, Dave Stephen, and many of the Cascade Newspaper crew started getting involved. By November, Miles, Ben and I had prepared a proposal for the UCFV Board of Governors, and they motioned to collect the \$3 fee. We placed our order with D.E.M. Allen and Associates for the engineering documents.

In January, things were looking great. I was putting over 30 hours per week into 88.5 CIVL Radio (we actually knew it would be 88.5 that month) and I was still getting good

grades. We had \$20,000 to pay for the engineering documents and to prepare for the renovations. We started working harder on the CRTC application and put a lot of the ideas the group had come up with onto paper. Dustin Ellis, Deane Hansebout, Wu, Johnny, Seth & Corwin jumped on the bandwagon and helped with the creation of the marketing plan, local development section and the programming schedule.

More to come after the CRTC gets this application.

The Society:

88.5 CIVL Radio's FM Broadcasting license is owned by the UCFV Campus and Community Radio Society (UCFVCCRS). The Society has its own bylaws and operation, set out in the established bylaws of 2005. This Society began operations with weekly meetings, and developed the station from that basis.

Society Structure and Organization:

The UCFVCCRS is led by an eight (8) member Board of Directors, consisting of four (4) students, two (2) faculty, and two (2) community members. The Board meets separately from the Society and determines Society Policy and oversees operations of the station. The board provides the direction for the station and is accountable for the actions of the station. The board also administers staff.

The Station:

88.5 CIVL Radio is a campus and community radio station, and as such, we generally follow the rules and guidelines, as well as ideals, of other campus stations across the country. Our goal is to provide an alternative choice for the radio listener, something other than the typical Top 40 commercial stations we all know and love (or not). We offer a variety of programming, from local interest to worldviews, from classical to metal. Our audience is made of a body of varied tastes, and therefore our menu shall be as such. We try to avoid the 'hits', as they're already being played on virtually every other station on the air. We try to provide exposure to the little guy, while being informative and entertaining at the same time.

We have put together a constitution; it defines our purposes and goals.

1. The name of the society is UCFV Campus and Community Radio Society
2. The purposes of the society are:
 - a) To serve, instruct and inform the students, instructors and staff of UCFV and the communities they serve, through the medium of radio broadcasting and through access to the society's facilities, by offering diverse, alternative, progressive, informative and community-based programming, and by bringing thought to form and action.

b) To encourage co-operation, interaction, communication and understanding within and between the students, instructors and staff of UCFV and the communities they serve.

c) To provide a forum for the presentation of opinions, ideas and observations of individuals and groups to the greater community.

3. The activities and purposes of the society shall be carried on without purpose of gain for its members and any income, profits or accretions to the society shall be used in promoting the purposes of the society.

4. Upon the winding up or dissolution of the society, any assets remaining, after the satisfactions of the society's debts and liabilities and after payment of salaries or wages to employees of the society, shall become the property of the Student Union of the UCFV, and if effect cannot be given to the aforesaid provisions, the said funds shall be may be transferred to a recognized charitable organization in the community having purposes similar to those of this society as directed by the society's directors.

5. Paragraphs 3 and 4 of the Constitution are unalterable in accordance with the Society Act.

88.5 CIVL Radio also works closely with the National Campus and Community Radio Association (NCRA). This group works with campus radio stations across the country, and is dedicated to advancing the role and effectiveness of campus-community radio within today's media world.

Whereas campus/community radio is committed to providing alternative radio to an audience that is recognized as being diverse in ethnicity, culture, gender, sexual orientation, age, and physical and mental ability.

And whereas NCRA members stations are committed to the principle providing community-based programming to this diverse audience.

And whereas mainstream radio fails to recognize, or in many instance reinforces, social and economic inequities that oppress women and minority groups of our society;

Be it resolved that the NCRA holds as a fundamental principle that community broadcasting serves the needs of the socially, culturally, politically and economically disadvantaged groups in society.

Be it further resolved that member stations of the NCRA encourage programming policies that prohibit material that is sexist, racist, ageist, homophobic, anti-Semitic, or that maligns differently abled or economically disadvantaged peoples.

If You're Interested:

If you are interested in 88.5 CIVL Radio and what we do then you're someone we're certainly interested in. We are always on the lookout for volunteers and are constantly taking applications and memberships for anyone wishing to do so. Optimal volunteers are those willing to contribute to the group, bring energy and ideas, and are prepared to make an honest commitment to doing a show or taking another role with the station on a consistent basis.

We have an application form available both at the station and online at (URL for application form). The application generally just lets us know who you are, what you're seeking to do, and how involved you would like to be within the station. Contact information is also great, as it will allow us to get a hold of you for an interview. Our application process is simple. A completed application form gets submitted to a Board member or the Programming Director. This document is available from our website (civl.ca).

Becoming a Volunteer:

Step One: Membership

- ◆ Membership in the UCFVCCRS is necessary in order for you to volunteer for the station. Only student Members have voting privileges at the annual general meeting of the society and the right to vote on any special resolutions that the board or membership may bring forth. There is a small membership fee of \$10.00 per year involved for non-students. Ask management or any member of the board about becoming a member.

Step Two: Meet with station management to discuss your role within the station.

- ◆ Chances are you have already done this. We need to know what kind of skills you will bring to the station, where your interests lie and what kind of work (on air and off) you are willing to take on as a volunteer.

Step Three: Obtain and read volunteer manuals.

- ◆ You are probably at this stage now. This manual contains the core of the station policies, procedure, and rules. This gives you a basic run down of what is expected of you as a volunteer. In addition, you should receive a manual on broadcasting and music programming to help hone your skills as a broadcaster and give you insight into what campus radio sounds like.

Step Four: Listening Assignment

- ◆ Listening to 88.5 CIVL Radio is the best way to get a feel for what the station is about and to ensure that you want to be a part of the team. We want you to listen to as much 88.5 CIVL Radio programming as you can (we suggest at 3 hours as a bare minimum) before we set you loose in the station. Try to notice the things that set us apart from commercial stations that you've heard.

Step Fiver: Policy and Technical Training

◆ This is your first hands on training session. A Coordinator will take you through 88.5 CIVL Radio policies step by step, outlining the most important parts of our procedures. You will also receive basic training on the on-air equipment. All volunteers are trained to be fill-in or substitute on-air programmers, even if you just want to work behind the scenes. This gives you the option to get on the air later if you change your mind, or to be able to help us out in a pinch should we need a fill in programmer.

Step Six: **Volunteer Work**

◆ Being a volunteer at 88.5 CIVL Radio does not begin or end with your activities on air. All volunteers are expected to help out around the station outside of their time on the air. To orient yourself to our volunteer schedule, management will get you doing some volunteer work around the station (don't worry; we won't make you clean the bathrooms). We suggest at least six hours should be put in before you get on the air. Just drop by the station and ask what needs to be done today.

Step Seven: **Volunteer Agreement**

◆ Once you've finished your volunteer work and training sessions, you are ready to become a full volunteer. The last step is to fill out and sign the volunteer agreement which outlines all of your rights, and responsibilities as an 88.5 CIVL Radiovolunteer. Ask station management for a copy when you're ready.

Step Eight: **Sitting In**

◆ Before we let you on the air we need you to get a feel for how the on-air booth is run; so, we want you to sit in on at least two other shows. This allows you to watch a trained volunteer operate the board and other on-air equipment and experience a fully produced show live. Feel free to ask questions at appropriate times to get more insight on how everything works. If you are slated to take on a spoken word or talk show, then we suggest that you sit in on at least one spoken work show as well. All you have to do is walk up to the on-air booth, tell the on-air programmer that you are a trainee and ask to sit in on their show. Most volunteers understand that you must sit in on shows to train, so this should never be a problem.

Step Nine: **Your First Show!**

◆ By this time you should have a good handle on how things work here, so you are ready to take on your first show. Don't get nervous! Your first show will usually be a music show and will be supervised by a trained volunteer, so if anything goes wrong, or you have any questions, someone is right there to help you. A special time slot at 9:00am called "The DJ screwed up" is especially available for new trainees; the station manager will be around to help you out through this show.

Step Ten: **Music and Programming Seminar**

- ◆ This seminar usually takes place after you have had some experience with programming a show or two. It will cover some of the finer points on campus/community radio programming and broadcasting and will include opportunities to talk with other volunteers about programming for community radio. There will also be a session on using the station's computerized music database.
- ◆ Additional training may crop up from time to time. Some is voluntary and some will be mandatory. Keep watch for new training opportunities and ask management if you want any supplementary training.

Volunteer Rights and Responsibilities:

Your Rights:

- The right to be shown respect.
- The right to be informed thoroughly about policies, procedures and activities of the station and the society.
- The right to receive adequate training, thus enabling you to do your job effectively.
- The right to seek guidance from a trained volunteer in an area that said volunteer is skilled.
- The right to offer suggestions to the station and society and have your voice heard in planning.
- The right to bring issues to management or the Board (whichever is most appropriate), if you feel that your rights are being violated.
- The right to follow the society's course of action in regards to harassment, grievance and the resolution of differences.

Your Responsibilities:

- To offer the organization only that which you are willing and capable to provide. We want you to be involved in the station, but only to the extent you can handle. It is the volunteer's responsibility to live up to his or her commitments.
- To ask about things you don't understand. If you feel uninformed, please ask!
- To believe in the benefits of campus/community radio and be able to articulate them to those who ask what this type of radio is all about.
- To be reliable.
- To follow and be informed about station procedures and policies.
- To work together with volunteers, members, Board members and management in a cooperative and respectful manner.
- To respect station equipment and property.
- To contribute to the cleanliness and maintenance of the station when asked.
- To represent the station in a positive and professional way.

The Rules:

Even though we do our best to maintain a relaxed, fun atmosphere here at 88.5 CIVL Radio, there are some rules that apply to both the radio building and its contents,

and to the general concept of a radio station. We also need to clarify that, in regards to the rules; this is not just a smokescreen. While most of them are just plain old common sense, each and every one of these points is for real, and there can be consequences for breaking any of them. One major screw up can result in immediate action; with lesser screw ups we have a two-strikes-and-you're-out-policy, "out" meaning immediate removal from your duties and/or being moved back to the wait list of volunteers.

The Big Ones – These are black-and-white rules, with no exceptions, and if broken even once, they can lead to immediate dismissal from 88.5 CIVL Radio and/or investigation by outside authorities. This is the heavy part, but thankfully it is brief!

1. We will not tolerate any form of abuse.

2. Station Property, from computers to CDs, is exactly that – station property. Absolutely nothing may be removed from the premises, at any time and for any reason whatsoever, without the knowledge and permission of management.

3. Misrepresentation, using 88.5 CIVL Radio for personal gain or making unauthorized promises to anyone about the station's role or activities will not be tolerated. This includes trying to use your role or position to secure CD's for personal or even station use. All representation must go through management.

The station in General – These are more general, all-around rules that are grounded in common sense, but that are no less important.

1. We are at all times responsible for maintaining a safe, clean environment throughout the building at all times. Please keep mess to a minimum and pick up after yourself.
2. Using the library filing system properly and considerately is particularly important when it comes to housekeeping. Please re-file your music quickly and accurately after your show. There is nothing worse than trying to find a miss-filed (or un-filed) title in a hurry!
3. Station equipment, especially the computers and CD burner, is for use by staff and volunteers only! They can be used for personal projects during "down time," but station business gets priority **every time**. Station-purchased tapes and blank CDs are for station use **only**; if you are recording for any reason you are expected to supply your own tapes or discs. Also, any use of station equipment for personal financial gain can result in immediate dismissal (or if you are getting into copyright issues that involve a third party, much worse!). In addition, downloading of software onto any station computers is not allowed without permission from management. Should you accidentally download something, tell management immediately so we can clear the computer up.

4. Speaking of volunteer-only situations, we all have to be very careful about protecting our building and its contents. On the premises keep an eye out for people who are not volunteers especially around the media lock-up and the studios. **The doors must be kept locked after hours and/or if you are the only person in the building**, and each show host is responsible for letting the next host in and then relocking the door. When someone heads out after completing an after-hours program, the host who is doing the next show must lock the door as soon as the first person leaves. Until we get to a 24-hour format, the last person out of the building will also set the alarm system, while the first person to come in the next day will open everything up (yes, this means you have to make the coffee). The show hosts in these positions will be given detailed instructions as required. **No one is allowed in the building after we sign off and the alarms have been set!**
5. Parking spaces provided by UCFV will be available on a first come first serve basis for the day. Remember, if you don't have a parking pass, UCFV will give you a ticket.
6. Behave in an appropriate manner in the lounge, for example – don't make lots of noise during a spoken word show.
7. Smoking, of course, is not permitted in the radio building, and smokers are encouraged to use the ashtray, and smoke at least 15 feet from the door. It goes without saying that, without exception, alcohol and drugs are off limits in the building.
8. We will have a budget for show-related long-distance telephone calls, but please keep in mind that permission must be obtained for long-distance calls of any kind, show-related or otherwise. Abuse of this situation will not be tolerated and can be tracked fairly easily. This means that any repercussions could be very swift.
9. Remember that, as a broadcaster, you can find yourself “under the microscope” a lot of the time: Always do your best to conduct yourself in the best possible light, especially when you are out in the community, because that reflects upon the radio station and everyone who works here. Often, it is not “what” we actually do; it is what we “appear” to be doing that people focus upon – weird, even frustrating, but very true. In public, avoid criticizing other media, reacting to someone who may criticize you or 88.5 CIVL Radio, or leaving someone with a negative impression of you (and therefore the station). A real sense of teamwork will do wonders for us, in and outside the station, and its best to take a nasty PR problem to the manager, who will deal with it accordingly. One of our concerns is that the public recognize 88.5 CIVL Radio as a different entity than UCFV; however, the public may not pick up on this right away. Don't be shy to let

people know that your show is only related to the students at UCFV, and not the institution UCFV.

The Studios – This is where the magic happens, so many of these points are especially important and could almost qualify as “biggies.”

1. Food and drink is not permitted in either of the studios at any time.
2. It is particularly important that noise levels be guarded, in and around the studios.
3. **Only authorized personnel are permitted in the radio station after regular Monday-to-Friday business hours. Only authorized personnel are permitted in the studios, at any time of day or night.** This includes show hosts and co-hosts who are active 88.5 CIVL Radio volunteers, show guests who have been cleared by management, and volunteers who are observing as part of the training program. Even guests who have permission to be here are the **full responsibility** of the volunteers who have brought them to the station. Guests are only allowed in the lounge and in the booths (and then only when you are with them). Guests are never allowed in the offices or in the media lock-up.
4. As well, except when the station business requires it, visiting and chatting with hosts who are on the air is not acceptable. This can be highly distracting for the host, whether he or she believes it or not, and socializing must be conducted at another time and place.
5. With the exception of the obvious – channel faders and volume controls on the board, for example – equipment settings must not be tampered with. Most of the levels have been pre-set for a reason and can be adjusted only by an authorized engineer.

Programming – Being on the air is a blast but it definitely includes a number of responsibilities to both our listeners and the CRTC, and, yes, a fair amount of work.

1. Shows must be prepped and researched thoroughly. If you have prepped ahead of time, please be at the station at least 30 minutes before you start, if only to put the person who is on ahead of you at ease. If you have not prepped, expect to be here up to an hour early. More on this later.
2. At this point, you have made a substantial commitment to 88.5 CIVL Radio, and that means that you must be here to do your job properly and on time. Only serious excuses can be accepted for not showing up or for being late – “I forgot” or “I just didn’t feel up to it” simply won’t do – and **all volunteers are ultimately responsible for finding a suitable replacement when there is a**

problem. (Staff may be able to help you with the situation, but do not expect them to do the work for you!). If you know in advance, that you are going to be absent at some point, try to get it settled as soon as possible by switching with someone or arranging to have a qualified host cover for you. Lists of trained fill-in hosts are stored in the station, so be sure to use them. Even if it is a last minute thing, being late or unable to make your show is still your responsibility. At very least, you must contact the station about a problem, so that whomever is on the air can stay longer, help to find a proper replacement or put on some music. Even if you have found a replacement for your show, station management must be informed about the replacement, so we can track who is in the station during your timeslot. **Any host who misses two shows in a row without making proper arrangements can be replaced without notice. It's that simple.**

3. We will aim to have live shows; however recorded shows may be used as long as someone is present in the office. The recorded shows should be done as if they were being broadcast live.
4. All shows start and end at the proper times – not too early and not too late. If you are on from, say, 2:00-3:00, starting at 2:05 or finishing at 2:57 simply won't do.
5. All CRTC and Industry Canada regulations must be maintained at all times. More details on these later in this handbook but suffice to say that non-compliance can result in loss of our broadcasting license.
6. One extremely important programming rule that the CRTC takes very seriously concerns the audio logs. We record everything that goes on the air, 24 hours a day, and because we are required to keep the files for 30 days. **Non-compliance with proper logging procedures can result in loss of our broadcast license.**
7. Management must see all public service material before it goes to air. We will do PSAs until the cows come home, but we must be sure that they are going to get us into serious trouble.
8. Show hosts are **strongly urged to secure a set of headphones** for themselves. Preferable of the closed-air type. The station has a set or two on site, but with 15-20 volunteers using them every day, they will not last forever, and we cannot afford to keep replacing them on a regular basis. If you don't have a set of phones and need to purchase something for on-air use, check with management to see if a pricing deal can be arranged.
9. Remember that the listeners are what/who this is all about. Be entertaining, informative, even at times outrageous, but lose the listeners and you might as well be talking to the wall. Try to involve your audience in what you are doing

and never alienate them by talking down to them, using too many obscure radio expressions, being too “in” or leaving them wondering what the hell is going on. A lot of those radio expressions are shortened forms of terminology that we use as broadcasters – PSA, CanCon – and others simple are too specialized to mean anything to the listener. Examples include play list, logger, daypart, stopset, and splitter, and using them as if everyone should understand them will make you sound silly more than anything else. Keep your chat “normal” and straightforward; if listeners don’t follow what you are saying because you are using words or phrases that are meaningless to them, you are at risk of losing them in a real hurry.

10. The bottom line is that “end product” – the sound of your show, if, for example, equipment settings are tampered with or there are distractions in your studio, your program will be affected, and everyone will hear it. That effectively forces management’s hand, and something will have to be done about it. A little concentration, preparation, and common sense are all it takes to produce quality programming, so let us hear it!!!

Discipline, Warnings and Dismissals

When we say that all 88.5 CIVL Radio policies and rules must be followed, we aren’t just playing lip service. If our rules are violated, we will act.

88.5 CIVL Radio has a warning system in place. It works like this. Your first serious violation of policy will result in an official warning, either in print, by a brief talk, or by email. Your second warning will result in dismissal and removal of your privileges and responsibilities as a volunteer. In addition, you may receive verbal reminder on finer points of policy during your stay here that do not count as official warnings. Management will let you know if your warnings are official or not.

Some police violations are so serious that the station management has the right to remove you as a volunteer immediately. These violations are as follows:

- Misrepresentation
- Discrimination (BC Human Rights Code Section 7)

7 (1) A person must not publish, issue or display, or cause to be published, issued or displayed, any statement, publication, notice, sign, symbol, emblem or other representation that
(a) indicates discrimination or an intention to discriminate against a person or a group or class of persons, or
(b) is likely to expose a person or a group or class of persons to hatred or contempt
because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex,

sexual orientation or age of that person or that group or class of persons.

(2) Subsection (1) does not apply to a private communication or to a communication intended to be private.

- Any form of abuse or violence
- Theft of station property
- Use of drugs, alcohol, or tobacco on station property.
- Being drunk or in an otherwise altered state while on the air.
- Bringing food or drink into the studios
- Bringing in unauthorized guests, or allowing guests to use station equipment
- Making unauthorized long distance phone calls with station phones.
- Violation of CRTC broadcast guidelines (eg. Promoting violence or illegal activity on the air, uttering threats or swearing while on the air, etc.).
- Swearing on the air
- Broadcasting slanderous material
- Excessive lateness
- Failure to show up or provide adequate replacements for two successive shows
- Any illegal activity on station property

The station manager will issue dismissals in writing.

Station management may issue official warnings for any of the following violations.

- Violating any policy
- Violating computer or equipment policies
- Failure to lock doors and windows after hours on weekdays or on the weekend
- Failure to meet CanCon or play list requirements
- Failure to properly re-file music, PSAs, biographical information or other station property
- Excessive noise on station property
- Improper use, care or damage to station property
- Failure to adequately prepare for a show
- Missing a show with out warning or providing an adequate replacement
- Failure to run the proper amount of PSAs, scheduled ads or sponsorship at the proper times
- Failure to maintain an adequate quality of programming or broadcast.
- Conduct that reflects badly upon the station or society in general

Conduct that would merit a warning that is serious enough may result in dismissal. Management may ask you to be retrained on policy or equipment if they feel that you

could use a brush up. Management will also provide advice and resources to help you improve your conduct should the need arise.

Appeals: If you feel that you have received an unjust warning or dismissal, you have the right to appeal to the UCFVCCRS board. The board will hear both your side and management's side and make a decision whether or not the dismissal stands. Let the board know that you will be appealing and the process will start.

Preparing a Music Show

Block Programming

Unlike most of what you will hear on commercial radio stations, the shows that are aired on 88.5 CIVL Radio are made up of what is called "block programming." The other guys rely on musical "formats" – country, dance, rock 'n' roll, oldies, and such – that they stick to all the time, while campus and community radio tends to be multi-formatted, which basically means that we are all over the place. Our "block" shows, ranging from 30 minutes to two hours in length, are very specific in terms of content, and each block is very different from the one before or after it. A folk program may precede a classical show, and a jazz program may follow a blues show. We also "daypart" our programming to a certain degree, which means that the more progressive, aggressive styles of music are aired later in the day.

Research and Resources

There is no question that on-air execution and delivery is important, but show prep is the single most important aspect of doing a radio show: Good prep is the foundation that leads directly to good execution. It is crucial that you research your topic and/or music and artists, that you become familiar with every song in your program, that you work out your timing and breaks, and that you have a really good idea of what you are going to say and when. Letting any of these elements slip can and will become obvious to the listener, and that usually results in a substandard, ever crappy show.

The radio station has internet-connected computers, a growing file of artist bios and a number of books that are readily available to all diligent show-preppers. Use it all, and don't hesitate to bounce ideas off of other volunteers, listen to other shows on other stations and/or chat with station staff about your program. On the air, it is best to keep things simple at first, so you can avoid painting yourself into a corner that it's tough to

get out of. You should talk about what you know best – that's generally the songs and the artists – so that's the best stuff to research and prep.

Our station library will continue to grow over time, and show hosts are welcome to bring in their own material for on-air use. It is absolutely crucial that our database and filing systems are respected, and that all library CDs, albums, bios and pre-produced shows are properly filed as soon as a program is finished. Everything goes back from whence it came, and nothing can be left lying around – **no exceptions!**

Familiarize yourself with every tune you want to put into your show. It's good to play sweeps of music that have varying tempos – three ballads in a row will put everyone to sleep – so try to follow a slow song with a more up tempo number. Check out the intros and extros so that the actual mixing is smooth and there will be a minimum of dead air. (Exceptions to mixing include classical pieces and a good deal of jazz.) Song times, and the total music of your show, should be double checked so that you don't go over or fall under your allotted time. Have a good idea of where you are going to use the microphone during the hour, and don't forget to account for your spoken word and any commercials that may be in your show. For example, if you plan to talk five times for one and a half minutes each time, and there is a two-minute commercial break, that means that you'll need a little more than 50 minutes of music. (By the way, contrary to regular FM radio, we are required to talk more than the commercial guys, Aim for 8-10 minutes per full hour of music programming.) It's always good to have one or two 'emergency' tunes available – one rather short, one longer – in case your timing looks like it might not work out at the end of your show. (It can happen, believe me!) The simplest thing is to make a mental note of long or short songs on the CDs you are using in your show, so you can switch something at the last minute.

Radio Clocks

Visualizing a basic radio 'clock' may help somewhat. Considering that you start the show at the top of the hour, look at putting your breaks at the :10, :20, :40 and :50 marks. In the pop field at least, the average song runs about 4:00, so that means starting off with two songs that will take you to roughly the 8:00 point. Break there, then play two or three songs to the :20 mark. Break there again, then sweep anywhere from three to five songs to the :40 point, where you break (and play any commercials that may be in your hour.) Then, it's two more songs to the break at the :50, and two more to the end of the hour. (If you are doing a two hour show, you can sweep from the :50 point to the :10 point of the second hour, just as you did at the bottom of the hour.) If you time your songs and what you are going to say, you can plot your breaks and the full hour almost to the minute. Adjusting the length of your microphone breaks as you go, if necessary, and having a couple of those 'emergency' tunes on standby will usually allow you to finish up the show right at the top of the hour.

There are quite a few elements that can go into your clock breaks. In addition to backselling and preselling your music, you should choose among: identifying the show and yourself, referring to time and temperature, briefly promoting another show that's coming up in the next hour or so. The stations call letters (CIVL), FM frequency (88.5), nickname (Civil Radio) and cable position (?????) are extremely important, and that information should be included in every break. In fact, the CRTC regulations state that an ID with our call sign and dial position must be broadcast at least once every half hour. Try using one or another of these IDs as the first and last thing you say over the microphone, so that we go from music directly to ID, and from ID directly to music: "88.5 CIVL radio, and Acetone with *Thing Are Gonna Be Alright*" ... or, "...And this is garageland, with *Trashcans*, on 88.5 Civil Radio, cable ???.

Examples of half-hour and one-hour clocks can be found toward the end of this handbook.

Public Service Announcements and Show Intros

Another important element, one that should appear at least **twice in each hour** (refer to advertising section), is the public service announcement (PSA). This is any item that refers to events or organizations that may be of interest to the UCFV and Abbotsford/Chilliwack/ Mission communities – Concerts, dances, fundraising activities, information about non-profit agencies, guest speakers on campus, films and the like. A PSA book containing as many appropriate announcements as we can find for reading live on the air will be available in the studio. A limited number of pre-recorded PSAs will also be available, when we have enough time and the personnel to produce them. We want to be as local as possible, and the PSA is one of the best ways to reach this goal.

Each program has a produced intro, which can include voiced script and/or music that is unique and applicable to that show. We also use what are called "splitters," brief pre-recorded station IDs that are inserted in the middle of long sets of music. If, for example, you are playing a total of six songs from the :20 to the :40 mark, a splitter would generally play between the 3rd and 4th tunes as a way to remind listeners of their impeccable taste in radio stations.

Paid Advertising

There are three types of advertisements that we air. We air regular ads, sponsorship ads and student ads. The computer program will layout for you which advertisements you must play per show.

Please keep in mind that any reference to a commercial enterprise – any business that operates for profit – counts as advertising. (Casually mentioning that you "had a Coke" or

“dropped by the Safeway” qualifies as actual advertising time; saying that you “had a soda” or “popped into the supermarket” does not.) As a result, we have to be careful about references of this kind; unlikely is it would be, too many commercial mentions could put us over our hourly limit of advertising. (Whether we get paid for it or not, we still have to count it in our totals.)

We also want to avoid being perceived as giving any preferential treatment to one business over another is if Safeway gets a lot of casual mentions, on purpose or by accident, Save On Foods (and every other food store in town) could have a legitimate complaint, and there as no way we want to get into that kind of no-win situation.

CanCon and Hits

A word or two about your choice of music: While you are choosing material that fits the focus of your program, you must also be aware of two other factors, CanCon and hits. As a rule, **we must play** at least 35 percent Canadian music over the span of any given week. For example, if you program 20 songs in your show, at least seven of them – eight, to be safe – must be Canadian, and this information has to be indicated on the music log for your show. There is nothing wrong with 50 percent CanCon, but we could loose our license if we end up playing say, 25. There are a few exceptions with certain kinds of music, specifically those in the section known as Category 3 – Special Interest Music, in which there is generally less CanCon available to begin with. Classical, a good deal of folk, jazz, and blues and much of our international programming, for example, will require only 12 percent CanCon. We will however, always meet or exceed CRTC regulations when it comes to Canadian music, and the importance of this particular rule cannot be emphasized enough.

Here are the CanCon requirements broken down into categories:

Rock, pop, hip-hop, rap, urban, electronic, metal, punk, country, eclectic: **35 percent.**

Folk, jazz, blues, classical, gospel, world beat, reggae: **12 percent.**

Third/language/Ethnic (shows in other than English or French): **7 Percent.**

A quick way to determine if a song qualifies as Canadian content is to check for the MAPL loco on the album sleeve or the album itself. MAPL reflects the four aspects of CanCon - Music, Artist, Production, Lyrics and a piece of music must have at least two of these aspects to be considered Canadian.

The level or percentage of hits that we play is another factor to account for during show prep. One way the CRTC ensures that campus radio differs from commercial stations is by limiting the amount of Top 40 material we can play. AM radio can be completely hit-oriented, and private or commercial FM is restricted to 50 percent hits. Campus broadcasters, however, cannot exceed 10 percent hits material, and must of us try to avoid top 40 hits altogether. As a matter of fact, at **88.5 CIVL Radio, we aim for a low**

level of hit songs. There are cases – special feature shows, for example – where exceptions can be made, but each case will have to be cleared by the music and/or programming departments. This, however, is a good thing, as it allows us to play artists and songs that are unique to the market and allows the show hosts to introduce new material that will never run the risk of being played to death. A great deal of the material aired by the other local stations is likely to be a hit, and an extensive and official listing of songs that have become hits will be available to on-air volunteers. It will be updated on a regular basis so we don't accidentally break the rules. Just remember that the best and most appropriate programming at campus radio is hit-free, and if you are having trouble figuring what is or isn't a hit, definitely check with the music or programming department.

You can find out if a song is a hit or not by looking at the following charts:

- The Record Retail Singles
- The Record Country
- RPM 100 Country Tracks
- Billboard Hot 100 Singles
- Billboard Hot Country

For the purpose of its policy a "hit" was defined as any musical selection that reached any one of the Top 40 positions on one or more of a number of the specified charts" (CRTC 1997-42)

Repeat Factor

All radio stations, commercial or campus/community, have to deal with a CRTC regulation that is referred to as "repeat factor." What this means is that any particular song cannot be played, or repeated more than a certain number of times on a broadcast week. At commercial FM, that number is in the neighborhood of 18, so that a hit could average a little more than two plays per day over the span of a week. At campus radio, the repeat factor drops to 10, which is another way the CRTC ensures that we sound different from the other guys.

As you've already noticed with hits and CanCon, 88.5 CIVL Radio does its best to exceed all minimum requirements and to fall well short of maximums. On that note, a repeat factor of **zero** would be perfect for most of our programming, and that is what we should aim for. If, for example, we play 1,000 songs in a week, we should try to air 1,000 distinct tunes in that period rather than program 500 selections twice (or, even worse, play 100 songs 10 times each!)

In order that we do not run afoul of the regulations concerning repeat factor, in our programming in general and with the play list in particular, every host must **check the music logs** of the people who have preceded them on that day. Especially in cases where the content of your show could be similar to that of someone else, look for material that might cross over from one show to another and then adjust your program accordingly.

This is particularly important in terms of play list choices, as there are fewer items on the list and therefore a greater chance of repeating selections. Don't check just for the same song titles, but also for artist conflictions – if someone plays a Weeping Tile tune at 2:10 and a solo Sarah Harmer track shows up at 3:30, it will sound as if we are not doing our homework.

It stands to reason that you would not use the same artist twice in one of your own shows – unless, of course, you are doing a specific feature such a double-shot – and you should avoid going back to the same artist on a week-to-week basis. We want to air as many different artists and songs in a week as we possible can, and watching for repetition is the most important way we can accomplish this.

Preparing a Spoken-word Show

The theory that applies to a spoken-word program – research, prep, familiarity, and timing – is basically the same as that of a music show. In a magazine format, the show host will be introducing pre-produced segments and airing them, so preparation and timing is just as important as it is for someone doing an hour of music. In a live interview setting, things can get interesting when guests go off on a tangent, but once again, the host must be prepared for the interview and ready to shorten or extent segments as required. You become an editor of sorts – ready, willing and able to cut down or lengthen items and generally keep a lid on things.

Make sure you have a very clear focus for each segment and that you stick to it throughout the piece. In a magazine format, the segments do not necessarily have to be connected (although that doesn't hurt), but you need to have a reasonable sense of flow. For example, if you do a piece on automobile emissions, you might find it tough to follow that with an election update – tough, but not impossible. On the other hand, an environmental public affairs program could roam all over the place, inside that wide-ranging topic, but it would not stray into a show that reviews new CD releases.

Pre-produced segments obviously require a reasonable amount of time for research, recording, editing and air-readiness, but the host can get these items ready well before they are needed. In a live interview setting, a whole new set of constrains must be dealt with, so be ready to put some time and effort into that, as well. Think about the person you want to talk to, set up the appointment s very precise day, time and location - and make sure the subject understands that you are working inside a small, demanding window. If your interviewee is late, unprepared or a no-show, you have a sizable problem on your hands and you may have to scramble to deal with it. (Having some pre-produced backup material that is not time-sensitive is always a good idea, so you can drop that into any given show in a panic situation.) Setting things up well in advance and covering your butt by anticipating problems will definitely make things a lot easier!

Obviously, the clock system that is used in music shows is not applicable to spoken-word programming. On the other hand, live station IDs, time checks and even some PSAs can be incorporated into magazine shows on a regular basis.

News and Opinions:

88.5 CIVL Radio has guidelines for news, opinion and other spoken-word programming that must be kept in mind when on the air. As a broadcaster, what you say and do while on the air can have a significant impact on those listening, so you must be careful to follow proper journalistic guidelines and ethics before you put something on the air. There are four parts to proper journalistic ethics:

1) Seek the truth and report

- Test the accurate of information from all sources and exercise care to avoid inadvertent error. Deliberate distortion is never acceptable.
- Seek out subjects of news stories to give them an opportunity to respond.
- Avoid surreptitious or shady methods of gathering information except when traditionally open methods will not work. Use of any method should not be included in the story.
- Never plagiarize. Always cite your sources.
- Avoid stereotyping by race, gender, age, ethnicity, geography, sexual orientation, disability, physical appearance, or social status.
- Support the open exchange of ideas, even views that you find repugnant.
- Give a voice to the voiceless.
- Distinguish between advocacy and news reporting. Opinion should always be distinguished and labeled and not misrepresent fact or context.
- Distinguish news from advertising and shun methods that blur the line between the two.
- Recognize the responsibility to ensure that the public and government's business should be operated in the open and that these institutions are open to inspection.

2) Minimize harm

- Show compassion for those who may be adversely affected by news coverage. Use special sensitivity when dealing with children and inexperienced sources. Never exploit your source.
- Be sensitive when seeking out or using interviews with those affected by tragedy or grief.
- Recognize that gathering and reporting information may cause harm or discomfort. Pursuit of the truth is not an excuse for arrogance.
- Show good taste. Avoid pandering to curiosity or the lowest common denominator.

- 3) Act independently
 - Avoid conflict of interest, either real or perceived.
 - Remain free of associations and activities that may compromise your or the station's integrity.
 - Disclose unavoidable conflicts.
 - Be vigilant about holding those with power accountable.

- 4) Be accountable
 - Encourage the public to voice grievances against the news media, including us.
 - Admit mistakes and correct them promptly.
 - Abide by the same high standards to which you hold others.

Religious Broadcasting

Any program that addresses any form of religion must be free of preaching or proselytizing. It must avoid putting down or condemning other religious points of view and strive to be as inclusive as possible. No broadcaster may solicit memberships or money for any church or religious organization.

Political Broadcasting

88.5 CIVL Radio embraces a non-partisan attitude toward political broadcasting. We aim to be inclusive of all political beliefs and to not only represent a single point of view. If at all possible, broadcasters must include as many different points of view in a political broadcast as they are able. This is especially important during election times. In addition, no broadcaster may solicit memberships or money for any political organization while on the air.

Nothing may be said concerning a referendum or election either on the day of the election or the day immediately preceding the election.

On The Air

Once again, while being on the air is very special and a whole lot of fun, it also requires a certain sense of professionalism and responsibility. The goal of all programmers is to educate, entertain and enlighten the listener by providing new ideas, sounds and information to an audience that is actively seeking that kind of input. If you are excited about approaching broadcasting from that kind of angle, you are more than halfway there.

While your thoughts and opinions are, of course, important, they are not the primary focus of your show. Always think “little me, big station” – and you should try to put yourself in the listener’s shoes: would I like to hear this song or interview on the radio? Would I, as a listener, understand what the show host is saying, or is it too obscure?

Four-letter Words

The use of gratuitous foul language by show hosts is not only uncool, it’s also unacceptable. Four-letter words in song lyrics are one thing, as is an accidental slip by, say, an interview guest who is giving a heated response to a pointed question, but there is no need for on-air personnel to swear while they are talking. Good diction and as little slang as possible is appreciated too!

Programmers are expected to censor themselves should they play a song or band with an obscene word in the title. Programmers should also do their best to contextualize any offensive or obscene content so that the audience can be warned ahead of time that there will be some possible offensive material coming up.

Use a relaxed, natural delivery as much as possible and avoid forcing your voice. One of the most compliments you may ever receive is to have someone tell you that you sound exactly the same in person as you do on the air. In other words, simply be you and don’t try to fake it. When you use the microphone, remember that the magic of radio is its ability to speak one-to-one with the listener. While you are, in fact, talking to many people, you should do your best to keep things simple, direct and personal, avoiding “in” jokes or comments that don’t mean anything to the audience. Put yourself in your listener’s shoes: each listener hears you on a one-to-one basis, so that is the way you should deliver.

Perhaps most importantly, have fun while you are on the air! If it sounds as if you are enjoying yourself, it will clearly be reflected in how you sound and what you are doing; if there is even a hint that you are rushed or upset, the listener will pick up on it every time. Putting a smile in your voice – a real smile while talking will do it – can really help, and slowing down in your delivery will make it all sound more relaxed, more natural. Having a radio show and being on the air is special, and few people get to do it, so make the most of it and have a blast!

Spoken Word in a Music Show

How much spoken word is enough or too much for a music show? As a campus station, 88.5 CIVL Radio is required to provide almost twice as much spoken word as the other FM stations, which is one of the ways we are licensed to be different. Expect to include 8-10 minutes of talk – that includes back selling your tunes, PSAs and general chat, but

does not include commercials – in each hour of music programming. Don't, however, just babble to fill time, because you will irritate the listeners like nothing else. Do your research and show prep, do a good job of timing things out before you hit the air, talk about the music and artists, mention local events and keep your focus – suddenly, 10 minutes of talk will seem like a drop in the bucket.

Third-Language Programming

We want to air a substantial amount of radio programming for the international communities at UCFV and in Abbotsford, Chilliwack and Mission, programming that is done in languages other than English or French. Hosts of these programs are reminded that, while they are talking primarily in their mother tongues, their musical back sells should be in English. This way, listeners who do not speak the languages but who are interested in the music will at least be able to understand the information about the artists and songs. In effect, even though the amount of English in our international programming is minimal, the shows are actually bilingual, which benefits listeners on both sides of the fence.

Telephone Calls

Unless they are tied directly to your program or are otherwise essential, avoid making or receiving telephone calls while you are on the air. Especially when they are of a personal nature, the calls can be highly distracting and they can easily result in sloppy operation. In most cases, you are in the studio for only one or two hours in an entire week, so that call to or from a friend can almost always certainly wait for another time.

At this point, 88.5 CIVL Radio does not have a specific request line in the studios, so it is virtually impossible for a music host to deal with calls for particular songs while on the air. This is not necessarily a bad thing: someone who is on the air has already prepped his or her show and timed it out, so suddenly changing the list of tunes to accommodate a request can ruin all that prep and timing. It's also important to know that if you do receive a request, you are under no obligation whatsoever to play it. This is true especially if the requested song violates our broadcast guidelines.

If a friend or listener calls you with a request before you go on the air, or passed it on to you in person when you see each other, it is much easier to incorporate that material into your show ahead of time. The program will run much more smoothly as a result.

If in the case of both music and spoken-word programming, you plan to do a live phone interview on the air. Be sure that station management is aware of the situation, there are procedures that must be followed when a live phone hookup is used, and being aware of

the legal ramifications is crucial; so make certain that use of the telephone has been cleared.

Complaints

It's an unfortunate part of reality, but all radio stations receive their share of complaints about one thing or another. As members of the media that have a high profile, stations are easy targets; both for people with legitimate beefs and people who have nothing better to do than complain. We cannot be all things to all people, nor can we be the favorite radio station of everyone in the market, so a certain segment of the population may be displeased with something about us. If, while you are on the air (or off, for that matter), someone calls you with a complaint about the music or something you have said, remember that you should **never take it personally**. Do your very best to talk to the caller in a calm, professional manner and make a note of the complaint. Never argue with, raise your voice to, or insult the caller. If there really isn't anything you can do about the situation, ask the caller to contact the station manager, who will deal with the complaint. If the caller becomes abusive, again refer him/her to the manager and then quietly hang up.

Having said that, if the caller has a legitimate complaint, the station will be forced to look into the situation and may have to take some kind of action. Don't forget that, if a complainant is not satisfied with the station's response to a perceived problem, the issue can be forwarded to the CRTC, and that can get very heavy indeed. As a show host, you may be required to justify your choice of music or spoken word with regard to a complaint, so choose your material carefully. You will not be left to fend for yourself and the station manager will support you as much as possible, but you are responsible for the content of your show and may have to back it up. Good show prep and thinking before you use the microphone are the two best ways to avoid this kind of hassle in the first place.

Watch What You Say and Play

As you will have read in our constitution and in the NCRA's Statement of Principles, we are responsible for ensuring that the material aired by this station will not be, among other things, sexist, racist or homophobic. **This applies not only to what you say on the air, but also to the music you play**, and – going back to the Big Three Rules that are indicated earlier in this handbook – the repercussions can be serious enough to result in immediate dismissal from the station. Because it is a violation of the CRTC's Broadcast Act, this can also put our FM license in jeopardy. It is, quite simply, illegal to promote hatred against any group, and the bottom line is that criminal charges can be laid in some cases.

There are safeguards that you can use to reduce this kind of risk. The best thing is to think about what you are going to say or play, before you do it, asking yourself if this could seriously and rightfully offend someone. This is less an issue of censorship and more an issue of common sense. Remember that the courts will take into account what was *understood* by the listener, not just what was *meant* by the host or the songs lyrics. It can be a difficult (ever frustrating) situation, but we have to assume responsibility for how our programming is heard, not just how we intend it to sound.

Another safeguard is to explain your intentions to the audience. If a song's lyrics are satirical or designed to expose the problems with sexist, racist or homophobic behavior or attitudes, be sure to emphasize this so that a listener will be less likely to get the wrong impression. It is extremely important to help the listener contextualize the content of your show so that they may begin to understand your position and the content you broadcast.

Finally, if your program contains material, musical or spoken that is controversial and that could be taken in the wrong way. Use the 88.5 CIVL Radio disclaimer once or twice in your show. Not that this does not give you, or the music you have chosen, the right to slander or make hateful statements; it simply allows you to say or play something that may not reflect the views or opinions of 88.5 CIVL Radio.

Slander

It is, in all honesty, a long shot that we would ever have to deal with it, but **slander** is a nasty thing that we have to be aware of, at all times; and the repercussions can be devastating for the host in question, the station and the CRTC license. There is a little more risk for those who are doing spoken-word programming, but everyone at 88.5 CIVL Radio must understand the concept of slander and how to avoid it. You are not, however, expected to entirely fend for yourself, and we provide training and guidelines that should keep you from getting in over your head while on the air. Note that a brief outline of the concept of slander is attached to this handbook.

Bias and Balance

All radio stations are required by the Broadcast Act to provide a reasonable, balanced opportunity for the expression of different views on matters of "public concern." What this means is that we must do our best to air both sides of a story, especially in spoken-word programming and especially with controversial topics. Tempting as it might be at times, consciously taking only one side of a story demonstrates unfair bias that is unethical and that can lead to complaints or risk of CRTC intervention (and child, we want to avoid getting in trouble with them!).

Balance can be achieved quite easily through proper research and preparation, in the same way that a newspaper or television reporter might get a story ready. Contact people on both sides of the fence before you finalize you're your piece or your lineup on interviewees and have a good idea of how to approach both, even before you go to air.

Keep in mind that we are required to provide the *opportunity* for balance, and there may be times when one side of the story refuses comment or to cooperate. All you can do is offer the airtime to the concerned parties; if someone turns you down, you can't force the issue. What to do if, due to lack of cooperation, you have only one side of your story? There are two options, one of which is to drop the story. If you feel that the piece must go ahead, then proceed with caution and let the audience know that one side of the story refused comment or to participate in the debate. In these cases, it is always good to run the situation by station management, too.

Pre-Recording and Syndication

From time to time, we air half-hour to full 60-minute programs that are either local and pre-recorded, or pre-recorded and what is called "syndicated" (produced outside the facilities of 88.5 CIVL RADIO and often carried on a number of different campus/community stations). These are either reel-to-reel tape or burned to a CD, and while they are pretty much self contained, they require an operator, or someone to actually run the show. It's an easy job, and you could probably do something else at the same time – like homework?!! – But someone has to be in or near the studio while the program is on. If you can help out with this situation, please be sure to let the program director or station manager know about it.

We Are "The"

While the official designation of this radio station is "88.5 C. I. V. L. Radio," we almost refer to it as "88.5 CIVL Radio" That is our handle or nickname, much like "The River" or "The Fox" or "Z95." Using the other designation is ok from time to time, but we market the station is "88.5 CIVL Radio and that is the easiest thing for listeners to remember. It is start and swcet, and our FM dial position (which is, far and away, our most important "address") is front and center.

Specific On-Air Requirements

There are a few things that have to be done or closely monitored while you are actually doing a radio show, whether it's music or spoken-word.

We will sign on/off at the start and end of programming, using the official, produced 88.5 CIVL RADIO sign-on/sign-off message containing legal information that the CRTC requires us to play. This clearly marked CD is stored in the main studio.

Sign-On

1. Five minutes before you start up the station, the transmitter is turned on. **Ensure that the monitor volume on the board is turned down completely!** (Failing to do so can overload the monitor amp and render the monitor useless.) Turning on the marked power bar behind the equipment rack activates the transmitter this is the only "power-on" that is necessary with rack equipment; nothing else gets turned on at night.
2. One minute before you actually commence broadcasting, **start the logger tape** by turning on the power (if necessary, it may already be on) If it starts running right away, hit the stop button, then press play and record at the same time. This will turn on two red record lights on the front of the machine; and after you begin broadcasting, will also activate two VU meters on the machine. Enter the date and **actual** start time on the sheet that is included in the tape box; and initial the information under "Operator."
3. At the start of your show, run the "sign-on" ID that is on CD, which should be stored in the studio. **Ensure that you check in the index on the back of the CD case to be sure that you are playing the correct ID!** (There are four of them).
4. At all times, after hours and on weekends, **make certain that the front, back and side doors are locked.** The next host may have a key for the door, but keep an eye out for them, just in case.

Sign-Off

1. Immediately after you finish your final song, run the "sign-off" ID that is on CD and stored in the studio, **Ensure that you check in the index on the back of the CD case to be sure that you are playing the correct ID!** (There are four of them). At sign-off on Monday through Thursday nights, use the ID that refers to resumption of broadcast on **Monday at 8am.** This may change in the future with the addition of new programming.
2. Stop, rewind and remove the logger tape. Fill in the "time stopped" section, along with the actual date (after midnight, it's the "next day"), then initial the Operator section. Place the rewound tape in its box and

return it to the tape file in the production studio.

3. Load the new logger tape that has **the proper date** on it. Ensure that the new tape is well secured to the shaft by pulling and turning the shaft itself to lock it down – some tapes require the large center adaptor, which is secured to the shaft and reel in the same manner – then make certain that the tape is fed properly over the heads and wound onto the right-hand reel. **Also make sure that the shiny side of the tape makes contact with the heads, not the back side. Do not start the tape!** Turn off the power to the machine with the toggle switch on the front left of the machine.
4. Before you shut down the transmitter, **ensure that the monitor volume on the board is turned down completely!** (Failing to do so can overload the monitor amp and render the monitor useless.) **Shut down the transmitter** by turning off only the **upper power bar** in the rear of the equipment rack – all other rack gear stays on. Including the lower power bar. You may have to gently ease the entire rack away from the wall to do this.
5. Power down the three DC players and turn off all studio lights.
6. Shut down everything in the media lock-up and listening station except the computer.
7. Double-check that the back and side doors are locked.
8. <Comments on which lights to leave on over night>
9. When you are ready to leave the building, set the alarm inside the front door by pressing <comments>
10. Leave the building and lock the door.

Other On-Air Stuff

Keep an eye on your audio levels by regularly checking the three VU meters on the board. For both, music and voice (live and pre-produced), the levels should average “zero” on the meter scale the point where you see the red line. Your levels can and will bounce into the red from time to time but they cannot stay there if the needles stay buried in the red, your audio will be badly distorted and your show, and the station will suffer.

If you have any kind of hassle with a particular piece of gear, please be sure to make a note on your program log and the technical log in the studio of both the piece of equipment and the problem. Staff and/or an engineer will get to it as quickly as possible. Of course, if you are having a serious problem with something like the transmitter or logger, you must contact staff immediately! If we are off the air, or unable to record what is on the air, the situation must be rectified without delay, so do not hesitate to make some phone calls. In order of priority, see if there is anybody in the building who can help, then try to reach the station manager, followed by (if necessary) the program director and (if really necessary) an engineer. A list of **confidential** names and contact

phone numbers, to be used only if there is a real problem that can't be solved in site, is posted in the main studio and must never, ever be given to anyone in any other situation.

After Your Show

The first thing that has to be done once you have finished your program is to make sure that your program log is properly filled out. The log, a sample of which is attached to the back of this handbook, is an official document that will go to the CRTC, when and if it is requested, and all the information on it must be accurate and signed for. We use a multi-purpose log that covers music, spoken-word, PSAs, paid commercials and promos. It also indicated our hit and Canadian content levels, special CRTC programming categories and play list selections, and there is even a short checklist of duties that every show host is responsible for.

It is important to note that each element has a start time, meaning the time you actually start that element while on the air. If your show starts at 12:00 and you first use the microphone eight minutes into the program, you would indicate that your spoken started at 12:08. If your next element is a song that you've logged as starting at 12:10, you know that you have two minutes of spoken word in your hour so far, in addition to eight minutes of music. Minimums and maximum levels of particular elements are required of us, so this way, hourly totals of each element can be determined for CRTC purposes, and we can prove that we have done what we promised.

So, you must fill in the header (date, show title, etc.), and all songs, artists, spoken-word segments, PSAs, promos and paid commercials must be indicated with their actual start times. (We try to play certain elements at particular times, but the actual start time is what is needed here). Boxes indicating CanCon, hits and play list numbers must be checked or filled in, and the completed log must be signed. (If you use a "stage name" on the air, please sign your real name). It sounds very complicated and laborious but it's not as bad as it looks. You will get sued to it quickly, and the job is a very, very important one, so much that it can actually affect the status of our broadcast license.

Index, The Program Guide

88.5 CIVL Radio occasionally puts out a program guide called Index, which is another way we get our message out to the community at large. The guide consists of a programming schedule, profiles of volunteers, messages from management or the board and other fun things like record reviews. If you want to get involved in Index, just ask management and they will point you in the right direction.

The Programming Committee

As we have said before, programmers do not broadcast in a vacuum. People are listening to what you are doing and making the conscious choices to listen to our broadcasts. We

have a responsibility to serve the listener in the best way we can, to inform and to entertain them. If we lose listeners, we might as well not be on the air. So, we uphold minimum broadcast standards outlined in the manual. This is what the programming committee is all about.

The programming committee is responsible for monitoring and upholding our broadcast quality. Every month, a crew of volunteers listens to one particular show, keeping track of important aspects of broadcasting like "listenability," accountability and technical problems and more tangible qualities like Canadian content, PSAs, ads, slander and obscenity. All programs will be reviewed at one point or another, so remember that you are being listened to.

When your program comes up for review, management will present you with a summarized account of your show, indicating any mistakes you made, what you did well and what you can do to help improve your show. The purpose of the review is not to cut your show down, but to offer creative and constructive criticism to help you improve your performance. So, don't take the review personally. You will also get a form to let you assess your own performance and to sound off on how we at the station can better serve you, the volunteer.

The programming committee is a great way to learn what's needed to put on a really great show and is always looking for new volunteers. Ask management how to get involved.

Becoming A Better Volunteer

In those days of cutbacks and hectic lifestyles, volunteerism has become more important than ever. In fact, many organizations, including 88.5 CIVL Radio, simply could not function without participation of large numbers of volunteers. At the same time, being a volunteer can be a hugely rewarding experience for the individual. It is also something that can and should be included in a résumé, and many prospective employers give hiring preference to applicants who have volunteer experience. Here are a few tips to help you become a better volunteer and to help out the radio station in the process:

Support campus and local events. If you have the time, don't hesitate to get involved in live events in and around UCFV and Abbotsford, Mission and Chilliwack. The station actively supports the local scene, musical and otherwise, and 88.5 CIVL RADIO volunteer participation is great for both the station and the community it serves. At the same time, you might even gain information and make contacts that will help with your show and station operation.

Help out with station events. It goes without saying that volunteers are absolutely essential to the success of any station events. The more active we are at our own functions, the better we'll do with them. In fact, 88.5 CIVL RADIO people are expected to support 88.5 CIVL RADIO events, as part of being involved with the station, but this will also let you rub shoulders with your peers, get to know each other better, and stay on

top of what is happening at the station. Besides, we sometimes have free shirts and assorted goodies that have to go to somebody....!

Read, listen and learn. Whenever you get the chance, take a little time to read some of the printed material the station brings to the library – not just the music stuff, but also publications and articles about anything that intrigues you. The local newspapers are a good source of local information, as is *The Cascade* – UCFV’s student’s campus newspaper, papers such as these can help you with your show prep. Listen to your own station whenever you can and keep talking to other volunteers, because you should be aware of what’s going on, in the building, and on the air. Check out other campus stations on the ‘net and programming on the CBC (especially the show Brave New Waves), and try listening to other local stations with a critical ear (but keeping private any negative opinions you may have). Use the Internet to research music and artists, and get in touch with local acts, promoters and industry types. Grab some random CDs from the library and give them a listen. Any new information you can bring to 88.5 CIVL RADIO in good for both you and the station.

Attend Meetings. Taking part in the regular board meetings and the annual AGM is an important way for you to become more involved in the station and society, and to have a say in how they both grow and evolve. As 88.5 CIVL RADIO progresses, a number of small committees – programming, volunteer co-ordination, program guide production and so forth – will be established to help operations run even more smoothly, and there will be plenty of opportunities to get involved.

Shameless self-promotion. What if someone started up a radio station, and no one listened? Don’t be shy about talking up 88.5 CIVL RADIO, its eclectic programming and, of course, your show at every opportunity. Let people know, on the air and off, what we’re about, on the air and off, so we can increase our “listenership” with people who are looking for a true broadcasting alternative. A lot of people seem to live in caves and tend to be unaware of new developments in their own town, so the more quiet, inexpensive marketing we can do on our own, the better. Try to come up with unique and creative ways, on-air and off, for us to spread the word. Ideas for new promotions, station merchandise and ways to reach new listeners are always welcome. Just be sure to bring any concept or proposal to station management before you act, just so we are sure we’re not going to run afoul of anyone or anything in the process. This way, we can also call upon other volunteers to help out with execution and to put a solid game plan in motion.

Make suggestions, ask questions. Each individual is an important part of 88.5 CIVL RADIO, and everyone has good ideas about programming, marketing, efficiency and general operations. If you feel that you have something positive to say about improving any aspect of what we do at the radio station or how we do it, please do not keep it to yourself! There is always a better mousetrap, and your idea just might be what we are looking for. Provide input whenever, wherever you can, and the station will be a better place for it.

An the other side of the coin, if you feel that you are out of the loop for some reason, or if

you just don't know what is going on or why something isn't being done, don't hesitate to ask someone about it. There is an answer for every question, and the sooner you ask, the better off you will feel. This is your radio station, but if you aren't aware of what is happening or if you aren't involved in day-to-day activities, it just won't feel like it.

Appendices

Training Checklist

The following is a checklist of things that you should learn as a volunteer. If you have missed out on something along the way, talk to management and get up to speed.

- ◆ 88.5 CIVL RADIO and NCRA mandate
- ◆ Board and committee structure
- ◆ Misrepresentation
- ◆ Abuse and harassment policy
- ◆ Theft and station property
- ◆ Music logs
- ◆ Logger Machine
- ◆ Music content
- ◆ Canadian content quotas
- ◆ MAPL system
- ◆ Hits and singles Policy
- ◆ Play list requirements
- ◆ Repeat factor
- ◆ Show preparation
- ◆ Request policy
- ◆ Computer and equipment policy
- ◆ Public Service Announcements
- ◆ Music library and filing system
- ◆ Artist bios
- ◆ Slander
- ◆ Political broadcasts
- ◆ Religious broadcasts
- ◆ Studio rules
- ◆ Guest policy and logs
- ◆ Alcohol and drug policy
- ◆ Doors and windows, station security after hours
- ◆ Sign-on and sign-off procedures
- ◆ Timeslot allocation and getting fill-ins
- ◆ Telephone policy
- ◆ Care of CDs and records
- ◆ Volunteering outside your timeslot, the importance of volunteer work
- ◆ Membership and Membership fees

- ◆ Programming committee
- ◆ Warning and dismissal procedure, appeal process
- ◆ Air checks and taping
- ◆ Paid and unpaid advertising
- ◆ Swearing and obscenity
- ◆ Bias and Balance
- ◆ Syndication and pre-recorded programs
- ◆ Industry Canada and CRTC guidelines

Volunteer Activities List

Below is a list of activities that volunteers can get involved with. Your time at 88.5 CIVL RADIO does not end when your show ends. We need your help and expect you to pitch in from time to time! Let station management know what you want to do!

Committee service:

- Marketing (increasing our profile on campus and in Abbotsford/ Chilliwack/ Mission in general, fundraising)
- Policy (writing official 88.5 CIVL RADIO policy, procedures and bylaws)
- Strategic planning (steering the long-term goals of 88.5 CIVL RADIO)
- Programming (monitoring on air quality and offering feedback to programmers)
- Production (creating ads, splitters, promos, intros, PSAs, computer editing and voice work)

In the station

- Sorting and shelf-reading the music library
- Entering music information into the database
- Filing and labeling vinyl
- Sorting bio information
- Inventory of the music library
- Reception/answering phones
- Cleaning the kitchen
- Recycling bottles and paper
- Filling in time slots and monitoring tape/syndicated programming

Outside the station

- Participating in fundraising and volunteer drives
- Writing record review or volunteer profiles for *The Cascade*
- Writing/editing for Index, our program guide
- Interviewing bands for on-air broadcast/getting band IDs.

Slander and Libel

(Excerpt from Crawford, *The Journalists Legal Guide*, P.21)

“Historically, defamation has fallen into two categories. Libel is defamation through a permanent form, such as writing. Slander is by the spoken word or gesture. There is a reason for the distinction. In a case of libel, the plaintiff does not have to offer proof that the defamation caused any actual [read: pecuniary] damage to his or her reputation. In a case of slander, the plaintiff must show that the actual damage (for example, loss of credit) resulted from the defamatory words. The distinctions are less important today. For instance, a court action against a broadcaster journalist will be in libel because alleged defamations in broadcasting are usually preserved in a permanent form, such as audio or video tape, and most provinces have legislation which states that a defamation in broadcasting is libel.”

(Excerpt from *Canadian Press Stylebook: Libel*, P. 112)

“Defamation is statement that: tends to lower a person in the opinion of others; exposes the person to hatred, contempt or ridicule; affects the person’s livelihood or finance credit.

Libel is the publication (including broadcasting) of a false, defamatory (damaging) statement. Defamation, then, is the broader legal category; it includes libel (published or broadcast) and slander (ordinary conversation).

When a story is known to be libelous, kill it (don’t run any commentary about it that would entail repeating the libel). If there is any doubt, consult a lawyer. Remember that ignorance of the law is no defense in the event of a lawsuit and that anyone who repeats a libel is responsible for it and can be sued, regardless of the source. Also remember that individual reporters and editors can be sued along with their employers for libels they permit to be published.”

Key point about libel and possible defense in the event of a libel suit

1. A plaintiff (someone who sues for libel; those sued are called defendants) can charge everyone who publishes or repeats an allegedly libelous statement, and can also pick and choose arbitrarily (for example, by suing only the smallest or weakest operations, who are most likely to try to settle out of court).
2. Truth is a complete defense in a libel suit. Libel involves an untrue report. A true statement, even if it damages the person’s reputation is not libel. The one who publishes the alleged libel, however, is responsible for proving the truth of the statement; it’s not up to the plaintiff to prove the statement false.
3. In Quebec, the Civil Code requires in addition to truth that publication be in the public interest and without malice.
4. Public interest and absence of malice are not specified by law in other provinces, but professional ethics demand that these figure centrally in any decision on

whether to publish any given report.

5. The national wire service, Canadian Press, and other media whose reports reach an audience in Quebec, must observe Quebec's legal requirements when considering whether to publish potentially libelous material from elsewhere in Canada, especially if the report concerns a Quebec resident.
6. Consent can be sued as a defense in a libel suit but requires proof that the person defamed knew the material would be published, knew to what he or she was consenting, and has consented to publication with proof in the form of documents, tapes or a witness.
7. Except for Quebec, it's impossible to libel the dead. If a plaintiff dies before a libel suit is settled, the suit is normally dropped. It is possible, though, to libel a living person by what you say or write about the dead. (For example: Mr. X was a no-good drunk and his sons are probably the same way.)

Privilege

1. Privilege means protection from legal action, even when defamatory material has been published. Privilege is based upon two traditional assumptions:
 - a. It would be in the public interest for every citizen to attend certain events or read certain reports. Failing that, all citizens should have access to fair and accurate reports of such events.
 - b. In some cases, the public good is better served through unrestrained debate and the free communication of information than it is through a normal concern about accuracy or defamation.
2. Privilege is never absolute. At its most fundamental, it still requires that any report be fair, accurate and without malice.
 - a. Fairness means lack of bias, not taking statements out of context.
 - b. Accuracy means reporting the facts correctly. A report need not be textual or complete: it can be a fair synopsis.
 - c. Lack of malice means there is no dishonest or hidden motive or reckless disregard for the truth.
3. The protection of privilege is also lost as a defense in a libel action if there has been a refusal to publish a reasonable statement of explanation or contradiction despite a request from the person defamed to do so.

What's protected (what's privileged)?

1. The common law – that is, traditional rights recognized by the courts, but not codified or written down – and the Civil Code in Quebec provide general principles for the protection known as privilege.
2. Provinces also have specific statutes dealing with libel and privilege. The statutes vary, but the following may generally be considered privileged:
 - a. Debates and committee meetings of the House of Commons, the Senate and provincial legislatures, and any public reports and documents issued

- by these bodies. (Note: The Privilege does not extend to statements made outside of a Chamber or committee meeting, such as in a scrum.)
- b. Proceedings heard in public before any court exercising judicial authority and reports issued by courts. The privilege does not extend to hearings from which public and press are excluded, or to any matter covered by a court-ordered publication ban. (Generally such reports are to be contemporaneous with the events they report on.)
 - c. Death inquiries or coroner's inquests, royal commissions and other commissions if inquiry are not strictly courts but their proceedings and reports or documents are generally privileged.
 - d. Hearings of federal and provincial regulatory agencies and administrative tribunals, such as labor relations boards, and their reports or documents.
 - e. Meetings and reports of local government bodies and their agencies, such as municipal councils, municipal planning boards, school boards and boards of health.
 - f. Public meetings, usually not including news conferences or partisan political meetings.
 - g. Any bulletin, report, notice or other document issued for the information of the public from any government official or department, medical office of health or local board of health (e.g. Unsafe product warnings).
 - h. Any notice or report issued by any government or municipal official, commissioner of police or chief constable, for the information of the public, and published at that person's request (e.g. A police appeal for public help in the locating of a fugitive or missing person).

Provincial Statutes

1. Each province in Canada has some form of libel legislation dealing with issues of defamation and protection from legal action under certain conditions.
2. In addition to the categories of privilege listed previously, most provincial laws extend privilege to the findings and proceedings of professional, business and sports organizations that are formed in Canada. Included would be the disciplinary proceedings of law societies, medical associations, trade and business associations and sports leagues.
3. However, provincial law also specifies that a full and fair retraction for a defamatory story, if published with equal prominence to the original story and within three days of receiving legal notice, will reduce damages [the amount of money you pay if someone sues the station and the station loses]. The provision doesn't apply to a story that suggests a criminal offence was committed.
4. Damages may also be reduced if a full apology is published either before legal action was started or promptly afterwards.
5. The Quebec Press Act, in addition to most of the above, also extends privilege to the reports of the provincial ombudsman when tables in the legislature, on to reports by the government or an authorized person about the financial solvency of companies or the value of certain stock and bond issues.
6. The Quebec law provides for reduced damages by apology, but that doesn't apply

when a criminal offense is suggested. Nor does it apply when the defamation involves a candidate for parliament, the nationally assembly or municipal office and when it is published in the period extending from three days before nomination until Election Day.

Special Concerns

1. People in certain areas of society make outrageous statements as matter of course. Politics and sports are prime examples.
2. Public statements from people in these fields routinely harsh, overstated and malicious. If such statements were made by others under different circumstances, the courts would be much busier.
3. The fact that political or sports comments rarely result in libel claims does not mean there is no need for caution in reporting them. Libel is libel. Check counsel before taking chances.
4. A separate concern involves non-Canadians who have business or other interest in Canada. Such people can sue for libel in this country if news from abroad is published in Canada, which affects their reputation in Canada.

Good Faith

1. If a statement is false, it is no defense to claim that it was thought to be true at time of publication.
2. However, the damages awarded in a libel suit may be reduced because of absence of malice and evidence of good faith:
 - a. If there were reasonable grounds for believing the defamatory statement was true and,
 - b. If an apology was published when the statement was discovered to be false.

Fair Comment

1. Commentary involves questions of opinion and interpretation. A different test is applied to commentary than to factual reporting. Comment or opinion (the governments program is ruining the economy) need not be proved true in the sense that an objective fact (the government has increased the sales tax) is true.
2. The defense of fair comment has often been applied to editorials and to artistic criticism such as book, film or theatre reviews. But isn't limited to such material; it can be used to defend any story that mixes actual fact with interpretation and analysis.
3. To be defensible, comments must meet these criteria:
 - a. It must express an opinion honestly held. It can't be presented maliciously or out of a hidden motive.
 - b. Most important, it must be based on facts presented in the story than can be proved to be true. An honest opinion based on false information cannot be defended.

- c. It must relate to a matter of public interest, not purely on a private matter.
4. Public interest is roughly parallel to news value. But publication in one province on the grounds of public interest could be libelous in another province.
5. The basic rule holds: When in doubt, get legal advice.

Other Legal Stuff

Whew! If you're still with us, and if you've memorized the section on slander, you are halfway to becoming a lawyer! There are a few other points of a legal nature that should be noted, as they are taken from the CRTC rules on on-air conduct and, if broken, could get us in trouble. Some of them cross over into the aforementioned concept of slander, and others are pretty logical, but all of them are important.

The following items are prohibited from being mentioned on the air:

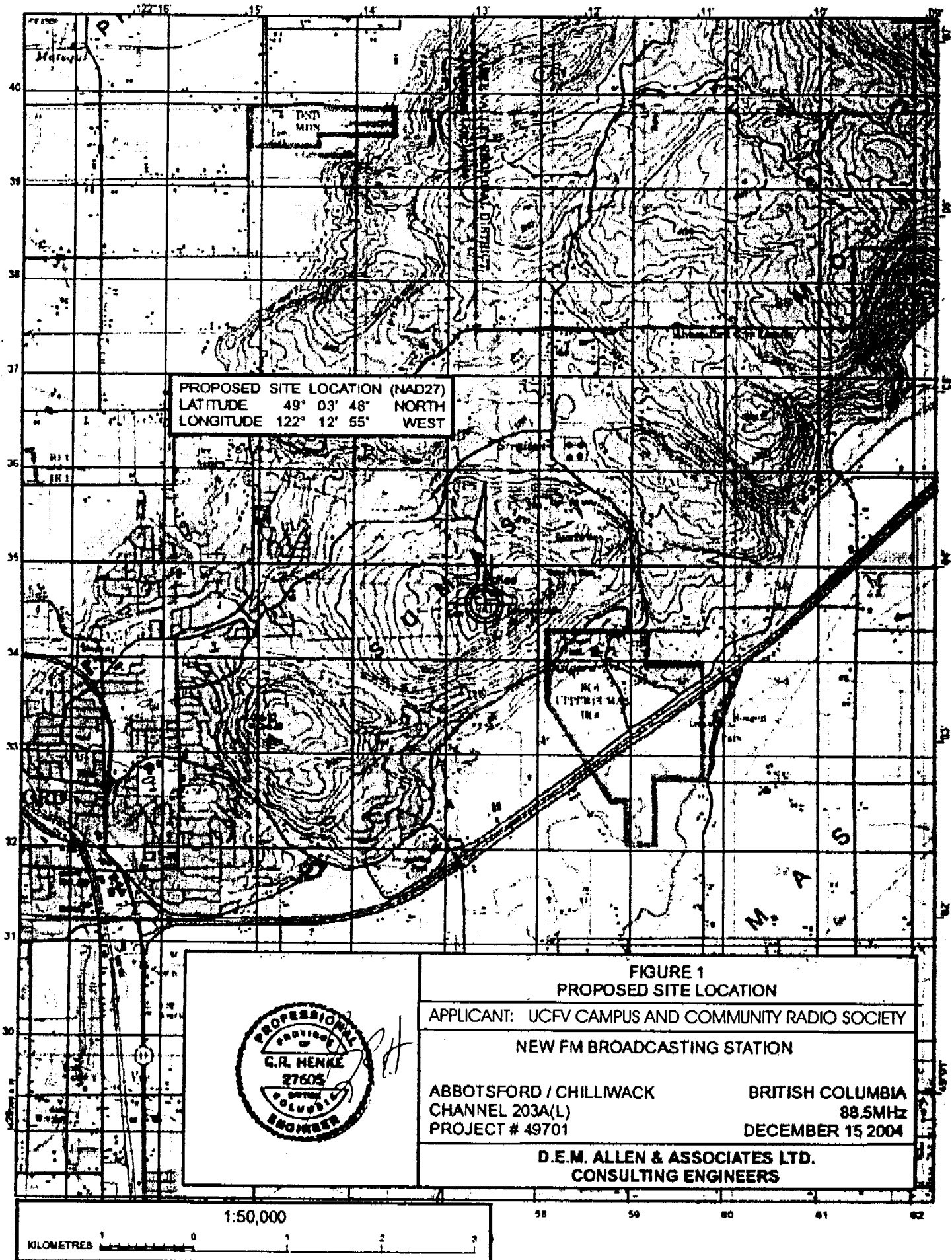
- ◆ Anything contrary to law
- ◆ Any abusive comment on gender, race or religion
- ◆ Any false or misleading news or information
- ◆ Any program about the subject of birth control or venereal disease, unless that program is presented in a manner appropriate to the medium of broadcasting.
- ◆ Any appeal for donations or subscriptions, in money or in kind, for any person or organization other than:
 1. A religious body or church permanently established in Canada and serving in the area covered by the station.
 2. A recognized charitable institution.
 3. A university.
 4. A musical or artistic organization whose principal aim or objective is not that of monetary gain.
- ◆ Any programming related to a partisan political party or to a referendum or vote held on the day of broadcast, or on the previous day.
- ◆ The reconstruction or simulation of an event after it has occurred, without identifying the reconstruction every 15 minutes.
- ◆ Any testimonial or ad for food, drugs, or treatments for diseases, any testimonial or ad for any item covered by the Food & Drugs Act or the Patent Medicine Act, or any recommendation of the prevention or treatment of or cure for a disease (The CRTC can permit us to broadcast this information, but we must first have approval from both the CRTC and any governing agency before we air it.).
- ◆ Any program involving a lottery or similar event that is prohibited by the criminal code.
- ◆ **Any program that advocates the use of force to change the government of Canada**
- ◆ **Any program that undermines the respect and jurisdiction of the courts**
- ◆ **Any program that criticizes broadcasting regulations, or that rebroadcasts another program, or part of one, as it is being broadcast.**

The last three of these points are serious criminal offenses and contravention of them can result in charges being laid. This is not a complete listing of CRTC legal

Application to Obtain a Broadcasting Licence
to Operate a Campus Radio Undertaking

87

requirements, and more information can be obtained at the CRTC website at <
www.crtc.gc.ca>.



PROPOSED SITE LOCATION (NAD27)
 LATITUDE 49° 03' 48" NORTH
 LONGITUDE 122° 12' 55" WEST

FIGURE 1
 PROPOSED SITE LOCATION

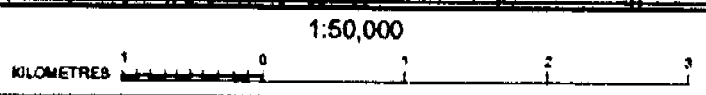
APPLICANT: UCFV CAMPUS AND COMMUNITY RADIO SOCIETY
 NEW FM BROADCASTING STATION

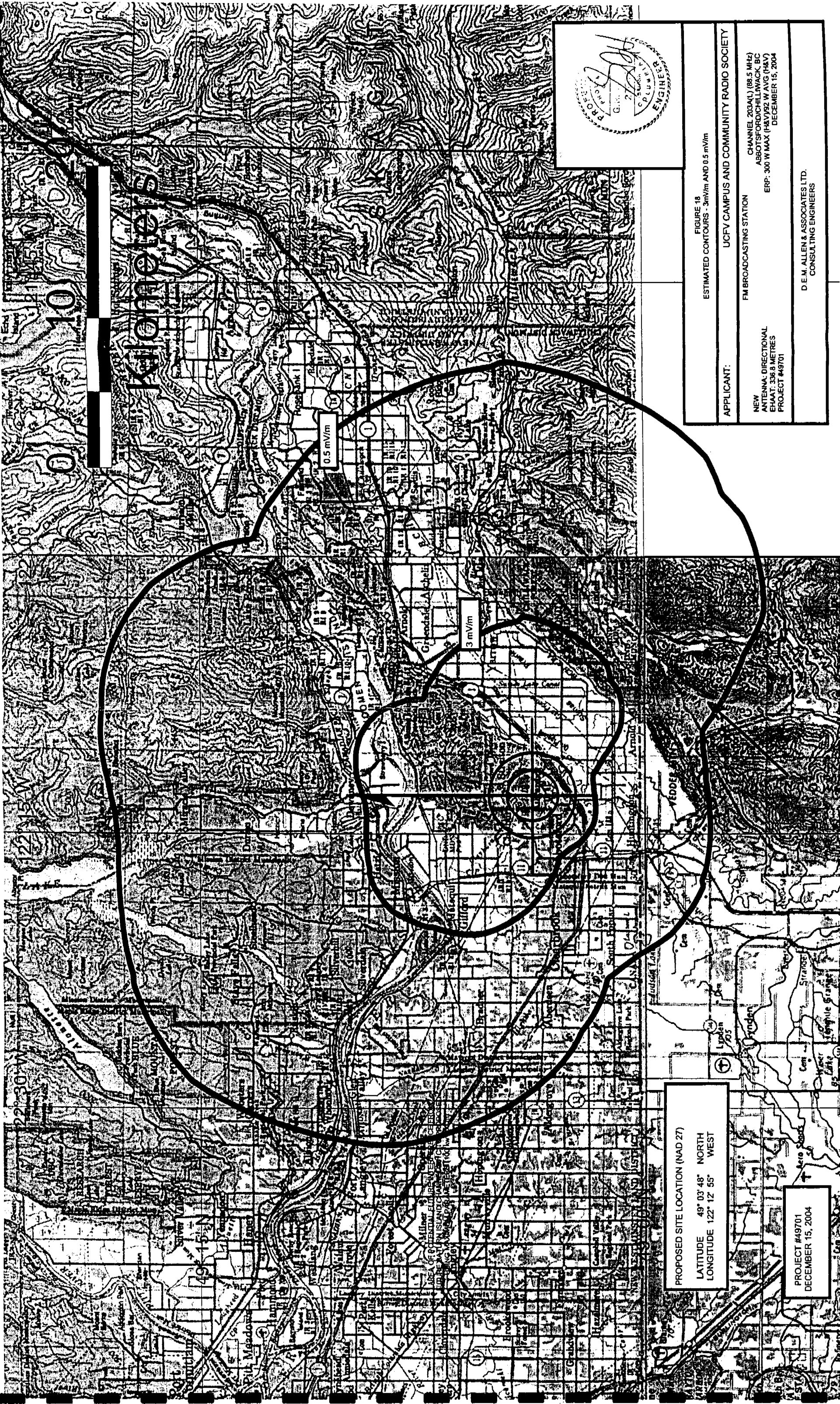
ABBOTSFORD / CHILLIWACK
 CHANNEL 203A(L)
 PROJECT # 49701

BRITISH COLUMBIA
 88.5MHz
 DECEMBER 15 2004



D.E.M. ALLEN & ASSOCIATES LTD.
 CONSULTING ENGINEERS





10
Kilometres



PROPOSED SITE LOCATION (NAD 27)
 LATITUDE 49° 03' 48" NORTH
 LONGITUDE 122° 12' 55" WEST

PROJECT #49701
 DECEMBER 15, 2004



FIGURE 18 ESTIMATED CONTOURS - 3mV/m AND 0.5 mV/m	
APPLICANT: NEW ANTENNA DIRECTIONAL EHAAT: 336.8 METRES PROJECT #49701	UCFV CAMPUS AND COMMUNITY RADIO SOCIETY FM BROADCASTING STATION CHANNEL 203A(L) (88.5 MHz) ABBOTSFORD/HILLWACK, BC ERP: 300 W MAX (P-AV)92 W AVG (P-AV) DECEMBER 15, 2004
D. E. M. ALLEN & ASSOCIATES LTD. CONSULTING ENGINEERS	

TECHNICAL BRIEF
NEW FM
BROADCASTING TRANSMITTING STATION

APPLICANT: UCFV CAMPUS AND COMMUNITY RADIO SOCIETY
UCFV ABBOTSFORD CAMPUS
33844 KING ROAD
ABBOTSFORD, BRITISH COLUMBIA
V2S 7M8

STATION: NEW

LOCATION: ABBOTSFORD/CHILLIWACK, BRITISH COLUMBIA

CHANNEL: 203 (88.5 MHz)

EFFECTIVE RADIATED POWER: 300 WATTS MAXIMUM (H&V)
92 WATTS AVERAGE (H&V)

EHAAT: 336.8 METRES

CLASS: A(L)

PROJECT #49701

DECEMBER 15, 2004

TABLE OF CONTENTS

SUMMARY SHEET		PAGE
1.0	PURPOSE	1
2.0	DISCUSSION	2
3.0	CHANNEL SELECTION AND INTERFERENCE ANALYSIS	2
4.0	ASSUMPTIONS AND SOURCES OF INFORMATION	12
5.0	SYSTEM AND EQUIPMENT	12
5.1	Transmitting Equipment	12
5.2	Program Link	13
5.3	Monitoring Equipment	13
5.4	Technical Operation	13
6.0	ANTENNA SYSTEM	13
7.0	COVERAGE CONTOURS	15
8.0	EXPIRY DATE	16
9.0	SIGNATURES AND SEAL	17
Table 1	List of Assignments and Allotments for IM Product Analysis	18
Table 2	IM Products Which Could Create a Potential for Interference to Assigned and Allocated Channels	19
Table 3	IM Products Which Could Create a Potential for Interference to the Proposed FM Station	20
Table 4	IM Products Which are Calculated to Appear in the Aeronautical NAV/COM Band (108-137 MHz)	21
Table 5	Exposure to Radio Frequency Energy Calculations - Existing - General Public	27
Table 6	Exposure to Radio Frequency Energy Calculations - Proposed - General Public - 10 m	28
Table 7	Exposure to Radio Frequency Energy Calculations - Proposed - General Public - 50 m	29
Table 8	Exposure to Radio Frequency Energy Calculations - Proposed - General Public - 100 m	30

(Cont'd.)

December 15, 2004

TABLE OF CONTENTS
(Cont'd.)

- Figure 1 Proposed Transmitting Site Location
- Figure 2 Simplified Block Diagram
- Figure 3 Horizontal Radiation Pattern - Kathrein K754-154
4 Bay (2 Panels per Bay) Circularly Polarized FM Transmitting Antenna
- Figure 4 Vertical Radiation Pattern - Kathrein K754-154
4 Bay (2 Panels per Bay) Circularly Polarized FM Transmitting Antenna
- Figure 5 Profile of Terrain - Azimuth 0°
- Figure 6 Profile of Terrain - Azimuth 45°
- Figure 7 Profile of Terrain - Azimuth 90°
- Figure 8 Profile of Terrain - Azimuth 135°
- Figure 9 Profile of Terrain - Azimuth 180°
- Figure 10 Profile of Terrain - Azimuth 225°
- Figure 11 Profile of Terrain - Azimuth 270°
- Figure 12 Profile of Terrain - Azimuth 315°
- Figure 13 Transmitting Antenna Elevations
- Figure 14 Co-Channel Interference Analysis - KPLU-FM, Tacoma, WA
- Figure 15 1st Adjacent Channel Interference Analysis - CHNW-FM, New Westminster, BC
- Figure 16 Channel 6 Interference Analysis - CHEK-TV, Victoria, BC
- Figure 17 Estimated Contours: 115 dBu & 100 dBu
- Figure 18 Estimated Contours: 3 mV/m & 0.5 mV/m
- Figure 19 2nd Adjacent Channel Interference Analysis - Allotment, Saturna Island, BC

December 15, 2004

Project #49701

SUMMARY SHEET

APPLICANT: UCFV Campus and Community Radio Society
UCFV Abbotsford Campus
33844 King Road
Abbotsford, British Columbia V2S 7M8

STATION LOCATION: Abbotsford/Chilliwack, British Columbia

STATION: New

ANTENNA CO-ORDINATES: Latitude 49° 03' 48" North
Longitude 122° 12' 55" West

TRANSMITTER POWER: 50 Watts

SYSTEM EFFICIENCY: 92.0%

ANTENNA POWER GAIN: 6.5 over a dipole - Maximum
2.0 over a dipole - Average

EFFECTIVE RADIATED POWER: 300 Watts Maximum (H&V)
92 Watts Average (H&V)

EHAAT: 336.8 metres

Radiating Centre Above Ground Level: 24 metres

Radiating Centre Above Mean Sea Level: 485.6 metres

Ground Level Above Mean Sea Level: 461.6 metres

CHANNEL NUMBER: 203

CLASS: A(L)

FREQUENCY: 88.5 MHz

MODE OF OPERATION: Stereo, Unattended

December 15, 2004

TECHNICAL BRIEF

NEW FM
BROADCASTING TRANSMITTING STATION

ABBOTSFORD/CHILLIWACK, BRITISH COLUMBIA

1.0 Purpose:

It is the purpose of this Technical Brief to demonstrate that the proposed FM Broadcasting Station meets the requirements of Industry Canada, as set out in the following Broadcasting Procedures and the Canadian - U.S.A. FM Broadcasting Agreement:

- Broadcasting Procedures and Rules, Part 1: General Rules
- Broadcasting Procedures and Rules, Part 3, Issue 3, Provisional: Application Procedures and Rules for FM Broadcasting Transmitting Stations
- Broadcasting Procedures and Rules, Part 4: Application Procedures and Rules for TV Broadcasting Transmitting Stations
- Agreement Between the Government of Canada and the Government of the United States of America Relating to the FM Broadcasting Service and the Associated Working Arrangement (dated July 1997) amended February 2001
- Long Range Radio Plan of the CBC updated May 17, 2004

2.0 Discussion:

UCFV Campus and Community Radio Society propose to install a new FM broadcasting station to provide coverage of the Abbotsford/Chilliwack area. To take advantage of a developed site, it is proposed to co-locate on the existing CHNU-TV site on Mount McKee near Abbotsford.

A detailed search of the FM band has resulted in the selection of Channel 203A(L) (88.5 MHz) as the appropriate channel for the proposed new FM station.

The proposed station will operate on Channel 203A(L) (88.5 MHz) with a directional antenna resulting in a maximum ERP of 300 Watts H&V and an average ERP of 92 Watts H&V.

3.0 Channel Selection and Interference Analysis:

- 3.1 It is the desire of the applicant to utilize Channel 203A(L). This channel is currently allotted to Harrison Hot Springs which is located 40.9 kilometres from the proposed site. It is proposed to move Channel 203A(L) from Harrison Hot Springs to Abbotsford and replace it with Channel 212A(L). The use of Channel 203A(L) in Abbotsford would retain Limitation #72. The proposed replacement of Channel 212A(L) in Harrison Hot Springs would be designated with Limitation #72.

The following allotment is proposed:

<u>Location</u>	<u>Delete</u>	<u>Add</u>
Abbotsford/Chilliwack, BC	--	203A(L)*
Harrison Hot Springs, BC	203A(L)*	212A(L)*

* Denotes Limitation #72

Project #49701

3.0 Channel Selection and Interference Analysis: (Cont'd.)

3.2 Channel Interference Analysis for the Proposed Abbotsford/Chilliwack, British Columbia Channel 203A(L) Station

3.2.1 The distances to the nearest co-channel and adjacent channel allotments or assignments from the proposed site are as follows:

Allotments or Assignments	Channel	Location	Distance from Proposed Site (km)	Minimum Separation Required (km)
<u>Co-Channel</u>				
CIBH-FM	203A	Parksville, BC	155.4	151
KPLU-FM	203C	Tacoma, WA	174.3	247
<u>1st Adjacent Channel</u>				
Allotment	202A	Shaloth, BC	184.6	97
CHNW-FM	204LP	New Westminster, BC	54.2	69
CFTW-FM	204LP	Whistler, BC	128.2	69
<u>2nd Adjacent Channel</u>				
Allotment	201C	Saturna Island, BC	76.7	106
CHILLIWACK40	201LP	Chilliwack, BC	27.4	40
BURNABY40	201LP	Burnaby, BC	61.8	40
SURREY40	205LP	Surrey, BC	39.6	40
CBUX-FM-1	205C1	Victoria, BC	110.3	95
<u>3rd Adjacent Channel</u>				
Allotment	206A	Boss Mountain, BC	349.5	0
<u>4th Adjacent Channel</u>				
Allotment	207A	Chilliwack, BC	27.4	0
KUGS(FM)	207A	Bellingham, WA	41.2	0
<u>I.F. 10.6/10.8 MHz</u>				
- -	256	None within 150 km	- -	- -
CFOX-FM	257C	Vancouver, BC	62.8	32

3.0 Channel Selection and Interference Analysis:

3.2 Channel Interference Analysis for the Proposed Abbotsford/Chilliwack, British Columbia Channel 203A(L) Station (Cont'd.)

3.2.2 It is anticipated that no interference to allocated or assigned co-channel or adjacent channel stations will result from the proposed station. Distances between the proposed station and co-channel and adjacent channel allotments or assignments were checked, and in all instances meet the required distance separations set out in Broadcasting Procedures and Rules, Part 3 and Agreement Between the Government of Canada and the Government of the United States of America Relating to the FM Broadcasting Service and the Associated Working Arrangement (dated July 1997) amended February 2001 with the following exceptions:

- Co-channel separation to KPLU-FM, Tacoma, WA on Channel 204LP
- 1st adjacent channel separation to CHNW-FM, New Westminster, BC on Channel 204LP
- 2nd adjacent channel separation to allotment, Saturna Island, BC on Channel 201C
- 2nd adjacent channel separation to CHILLIWACK40, Chilliwack, BC on Channel 201LP
- 2nd adjacent channel separation to SURREY40, Surrey, BC on Channel 201LP

Project #49701

3.0 Channel Selection and Interference Analysis:

3.2 Channel Interference Analysis for the Proposed
Abbotsford/Chilliwack, British Columbia Channel 203A(L) Station (Cont'd.)

3.2.3 Detailed Interference Analysis - Co-Channel Analysis to
KPLU-FM, Tacoma, WA Channel 203C

Proposed Station Location & Channel	Abbotsford/Chilliwack, BC 203A(L) (88.5 MHz)
Protected KPLU-FM Location & Channel	Tacoma, WA 203C (88.5 MHz)
Distance from Proposed Station to KPLU-FM	174.3 km at Azimuth 174.0°
Protected Contour of KPLU-FM Extends	97 km at Azimuth 354.2°
Distance to Proposed Station's 34 dBu Contour [based on ERP (3 W) and HAAT (318 m)]	37.6 km

This results in a clearance of $174.3 - (97 + 37.6) = 39.7$ km

No co-channel interference from the proposed Abbotsford/Chilliwack Channel 203A(L) (88.5 MHz) station to the KPLU-FM, Tacoma Channel 203C (88.5 MHz) 97 km circle is anticipated (see Figure 14).

A small area of co-channel interference from KPLU-FM, Tacoma Channel 203C (88.5 MHz) to the proposed Abbotsford/Chilliwack Channel 203A(L) (88.5 MHz) station is anticipated (see Figure 14).

3.0 Channel Selection and Interference Analysis:

3.2 Channel Interference Analysis for the Proposed Abbotsford/Chilliwack, British Columbia Channel 203A(L) Station (Cont'd.)

3.2.4 Detailed Interference Analysis - 1st Adjacent Channel Analysis to CHNW-FM, New Westminster, BC Channel 204LP

Proposed Station Location & Channel	Abbotsford/Chilliwack, BC 203A(L) (88.5 MHz)
Protected CHNW-FM Location & Channel	New Westminster, BC 204LP (88.7 MHz)
Distance from Proposed Station to CHNW-FM	54.2 km at Azimuth 288.0°
Protect Contour of CHNW-FM Extends	12 km at Azimuth 107.5°
Distance to Proposed Station's 48 dBu Contour [based on ERP (48 W) and HAAT (415 m)]	37 km
This results in a clearance of $54.2 - (12 + 37) =$	5.2 km

No 1st adjacent channel interference from the proposed Abbotsford/Chilliwack Channel 203A(L) (88.5 MHz) station to CHNW-FM New Westminster Channel 204LP (88.7 MHz) 12 km circle is anticipated (see Figure 15).

No 1st adjacent channel interference from CHNW-FM New Westminster Channel 204LP (88.7 MHz) to the proposed Abbotsford/Chilliwack Channel 203A(L) (88.5 MHz) station is anticipated (see Figure 14).

According to Section E-1 of Broadcasting Procedures and Rules, Part 3, low power stations are defined as a secondary assignment operating on an unprotected channel; therefore, no objection is anticipated.

3.0 Channel Selection and Interference Analysis:

3.2 Channel Interference Analysis for the Proposed Abbotsford/Chilliwack, British Columbia Channel 203A(L) Station (Cont'd.)

3.2.5 Detailed Interference Analysis - 2nd Adjacent Channel Analysis to Allotment, Saturna Island, BC Channel 201C

Proposed Station Location & Channel	Abbotsford/Chilliwack, BC 203A(L) (88.5 MHz)
Protected Location & Channel	Saturna Island, BC 201C (88.1 MHz)
Distance from Proposed Station to Saturna Island	76.7 km at Azimuth 245.6°
Protect Contour of Saturna Island Extends	86 km at Azimuth 107.5°
Distance to Proposed Station's 80 dBu Contour [based on ERP (3 W) and HAAT (420 m)]	1.4 km
This results in an overlap of $76.7 - (86 + 1.4) =$	10.7 km

An area of possible 2nd adjacent interference from a future proposed Channel 201C (88.1 MHz) station at Saturna Island is anticipated (see Figure 19).

An area of possible 2nd adjacent interference to a future proposed Channel 201C (88.1 MHz) station at Saturna Island from the proposed Abbotsford/Chilliwack Channel 203A(L) (88.5 MHz) station is anticipated.

NOTE: These calculations have assumed full Class C operating parameters from the Saturna Island allotment. Because CHEK-TV Channel 6 operates from the same site, the maximum allowable operating power of the future Saturna Island station must be at least 9 dB below the TV signal strength in all directions. Since the Saturna Island allotment cannot operate at full Class C parameters, the actual interference would be significantly less than predicted.

3.0 Channel Selection and Interference Analysis: (Cont'd.)

3.3 Harmonic Interference

Broadcasting Procedures and Rules, Part 3 - Section C-6.1

The second harmonic of 88.5 MHz (Channel 203A(L)) is 177 MHz. This falls in Television Channel 7. The nearest Channel 7 assignment is CHAN-TV-3, Squamish, British Columbia which is 97 km at Azimuth 312.4° from the proposed site. CHAN-TV-3 is assigned Channel 7LP.

The installation of the Channel 203A(L) (88.5 MHz) station will ensure that the second harmonic radiation from the proposed station will meet the requirement for 80 dB attenuation below the fundamental carrier.

3.4 Reradiation of "Ghost" Reflections of Television Signals

Broadcasting Procedures and Rules, Part 4 - Section C-7

It is proposed to use the existing CHNU-TV tower on Mount McKee near Abbotsford. This tower is the supporting structure for existing TV antennas and there are no other towers in the immediate area. Therefore, "ghost" reflection of television transmissions have not been considered in this submission.

3.5 Isolation of Transmissions

The proposed Channel 203A(L) (88.5 MHz) antenna will be side-mounted below the existing TV antenna. Because of this co-linear mounting and the frequency separation, isolation between these transmissions is not expected to be a problem.

3.6 Adjacent Channel Interference to Television Channel 6

Broadcasting Procedures and Rules, Part 3 - Section C-6.2

- 3.6.1 The proposed channel of operation, 203A(L) (88.5 MHz), lies within the frequency range 88-92 MHz; therefore, consideration to interference to Television Channel 6 has been given in this submission.

Channel 6 is assigned to CHEK-TV, Victoria, British Columbia which is located 76.8 km at Azimuth 245.6° from the proposed site.

3.0 Channel Selection and Interference Analysis:

3.6 Adjacent Channel Interference to Television Channel 6 (Cont'd.)

In the event that complaints of television interference to CHEK-TV are received, the applicant will investigate the complaints and take appropriate measures in those cases where the complaints are judged to be valid as stipulated by Industry Canada. A detailed interference analysis was undertaken utilizing Broadcasting Procedures and Rules, Part 3, Table C-3.

3.6.2 Detailed Interference Analysis - Adjacent Channel Analysis to CHEK-TV, Victoria, BC Channel 6Z

Proposed Station Location & Channel	Abbotsford/Chilliwack, BC 203A(L) (88.5 MHz)
CHEK-TV Location & Channel	Victoria, BC Channel 6Z
Distance from Proposed Station to CHEK-TV	76.8 km at Azimuth 245.6°
Contour of CHEK-TV Extends	109 km at Azimuth 64.9° (47 dBu)
Grade B Protected Radius of CHEK-TV Extends	89 km
This results in an overlap of 76.8 - 89 =	-12.2 km to the protected 89 km circle

The CHEK-TV signal strength at the proposed Abbotsford/Chilliwack transmitter site is calculated to be 61 dBu. Based on a desired to undesired ratio of 16 dB (63-47), the proposed interfering FM signal strength is calculated to be 77 dBu (F 50/10).

An area of potential interference to the off-air reception to CHEK-TV is possible around the proposed transmitter site.

3.0 Channel Selection and Interference Analysis: (Cont'd.)

3.7 Local Oscillator Interference

Broadcasting Procedures and Rules, Part 3 - Section C-1.4

There are no FM allotments on either 99.1 MHz or 99.3 MHz (10.6 MHz and 10.8 MHz from 88.5 MHz) in the Abbotsford/Chilliwack area; therefore, local oscillator interference has not been considered in this submission .

3.8 Channels Separated by 600 kHz and 800 kHz

Broadcasting Procedures and Rules, Part 3, Issue 3 - Section C-1.6

There are no FM allotments or assignments on 89.1 MHz or 89.3 MHz (channels separated by 600 kHz and 800 kHz from 88.5 MHz in the Abbotsford/Chilliwack area. Therefore, consideration to the 3rd and 4th adjacent channel interference has not been given in this submission.

3.9 Receiver Overloading and Intermodulation Interference

Broadcasting Procedures and Rules, Part 3 - Section C-5

- 3.9.1 There are a number of FM assignments in the Abbotsford/Chilliwack area that could contribute to potential intermodulation product (IM) interference. The assignments and the proposed Abbotsford/Chilliwack channel considered in this analysis are shown in Table 1.
- 3.9.2 Each channel assigned to the Abbotsford/Chilliwack area has been examined with respect to the possible generation of intermodulation products.

3.0 Channel Selection and Interference Analysis: (Cont'd.)

3.9.3 List of Assignments and Allotments in the Abbotsford/Chilliwack Area

	<u>Location</u>	<u>Channel</u>	<u>Frequency (MHz)</u>
<u>Assignments</u>			
CKXL-FM	Abbotsford, BC	223A	92.5
CFSR-FM	Abbotsford, BC	296A	107.1
CBC New	Abbotsford, BC	269A	101.7
CBYF-FM	Chilliwack, BC	219A	91.7
CKSR-FM	Chilliwack, BC	252B	98.3
CBUF-FM-1	Chilliwack, BC	271A	102.1
CKCL-FM	Chilliwack, BC	298A	107.5
<u>Proposed</u>	Abbotsford/Chilliwack, BC	203A(L)	88.5

3.9.4 Third order IM products of the type $2f_1-f_2$ and $f_1+f_2-f_3$ were calculated. It was found that Channel 203A(L) (88.5 MHz) could generate IM products that could create a potential for interference to assigned channels in the Abbotsford/Chilliwack area.

Table 2 shows a list of all IM products in the Abbotsford/Chilliwack area which could create a potential for interference to assigned channels.

Table 3 shows a list of all IM products in the Abbotsford/Chilliwack area which could create a potential for interference to the proposed station.

3.9.5 The proposed Channel 203A(L) (88.5 MHz) and each FM channel assigned to the Abbotsford/Chilliwack area have been examined with respect to third order IM products of the type $2f_1-f_2$ and $f_1+f_2-f_3$. It was found that Channel 203A(L) (88.5 MHz) could generate IM products that may appear in the Aeronautical NAV/COM Band (108-137 MHz).

Table 4 shows the list of all potential IM products from the proposed and assigned channels which are calculated to appear in the Aeronautical NAV/COM Band (108-137 MHz).

3.0 Channel Selection and Interference Analysis:

3.9 Receiver Overloading and Intermodulation Interference (Cont'd.)

3.9.6 The total population within the estimated 115, 100, 70 and 54 dBu contours of the proposed station is tabulated below. The population counts were taken from "Profile of Census Divisions and Subdivisions in British Columbia - 2001" published by Statistics Canada.

<u>Estimated Contours</u>	<u>Population Enclosed</u>
115 dBu	0
100 dBu	324
70 dBu (3 mV/m)	49,383
54 dBu (0.5 mV/m)	226,326

3.9.7 The 54 dBu contours of most of the existing FM stations in the Abbotsford/Chilliwack area completely enclose the estimated 115 dBu and 100 dBu contours of the proposed station. Therefore, the population within the overlap area is as follows:

115 dBu - 0 persons
100 dBu - 324 persons

The estimated 115 dBu and 100 dBu contours are shown in Figure 17.

3.10 Exposure to Radiofrequency Energy

Broadcasting Procedures and Rules, Part 1 - Section 8.0

The proposed Abbotsford/Chilliwack Channel 203A(L) (88.5 MHz) station has been examined with respect to "exposure to radiofrequency energy". It was found that the proposed new FM calculated power density is below the maximum exposure level for the general public recommended in Safety Code 6.

Tables 5 to 8 show the detailed calculations of the estimated "exposure to radiofrequency energy" level.

4.0 Assumptions and Sources of Information:

4.1 Geographical information used in the preparation of this Brief has been taken from maps published by the Department of Energy, Mines and Resources. The map sheets used in the preparation of this Brief are:

Scale

1:50,000 Sheets 92 G/1 & 92 H/4
1:250,000 Sheet 92 G

4.2 Information related to assignments and allotments of FM channels has been taken from the following:

- Agreement Between the Government of Canada and the Government of the United States of America Relating to the FM Broadcasting Service and the Associated Working Arrangement (dated July 1997) amended February 2001
- Industry Canada computer database updated December 7, 2004
- Long Range Radio Plan of the CBC updated May 17, 2004

5.0 System and Equipment:

A simplified block diagram of the equipment to be used by the proposed station is shown in Figure 2 of this Technical Brief.

5.1 Transmitting Equipment

The transmitter to be used for this installation will be a 50 Watt transmitter of a type which is type-approved by Industry Canada.

For stereo transmission, the following equipment will be used:

- Orban Optimod FM Stereo Generator Type 8200

The use of the stereo generator with the proposed transmitter will not result in degradation of the overall performance of the FM transmitting system.

5.0 System and Equipment: (Cont'd.)

5.2 Program Link

The program material for transmission will be carried by a studio-transmitter link from the proposed studios to the proposed transmitting site.

5.3 Monitoring Equipment

- Belar FMM-2 FM Modulation Monitor
- Belar FMS-2 Stereo Modulation Monitor

5.4 Technical Operation

Broadcasting Procedures and Rules, Part 1 - Section 5

The proposed transmitting facilities will be operated by remote control (unattended) from the studios in Abbotsford/Chilliwack, British Columbia.

A description of the technical facilities will be submitted prior to the "on air" operation of the station.

- 5.5 The applicant, with the approval of Industry Canada, reserves the right to substitute suitable alternative transmitting equipment in place of that listed in this section.

6.0 Antenna System:

It is proposed to utilize a Kathrein Type K754-154 4 bay (2 panels per bay) circularly polarized antenna. The antenna is side-mounted on the existing 36.6 metre tower with its radiating centre 24 metres above ground level. The antenna radiates circularly polarized waves with a directional radiation pattern.

The gain of the antenna is 6.5 in the maximum direction and 2.0 average relative to half-wave dipole. The horizontal radiation pattern is shown in Figure 3. The vertical radiation pattern is shown in Figure 4.

To avoid any problems with loss of signal due to minima in the vertical pattern, the antenna has been designed with 10% null fill.

The antenna is be fed by a single run of 7/8" air transmission line 30 metres long. At 88.5 MHz, the loss in the line will be 0.364 dB which is an efficiency of 92%.

Project #49701

6.0 Antenna System: (Cont'd.)

The geographical co-ordinates of the antenna are:

Latitude 49° 03' 48" North

Longitude 122° 12' 55" West

The overall height of the antenna system is:

36.6 metres above ground level

498.2 metres above mean sea level

Average elevation of terrain:

148.8 metres above mean sea level

Elevation of radiating centre:

24 metres above ground level

336.8 metres above average elevation of terrain

485.6 metres above mean sea level

This information is shown in Figure 13.

7.0 Coverage Contours:

The estimated 3 mV/m and 0.5 mV/m contours are shown in Figure 18.

The distance to these contours was determined by the method specified in Broadcasting Procedures and Rules, Part 3.

Radial No.	Azimuth (degrees)	HAAT (metres)	Relative Field	ERP (Watts)	Distance to Contours 3 mV/m (km)	Distance to Contours 0.5 mV/m (km)
1	0	322.3	.55	90	10.2	25.2
2	45	136.6	.98	290	9.1	21.9
3	90	306.3	.82	200	12.3	29.8
4	135	318.3	.38	43	8.4	20.9
5	180	318.8	.1	3.0	3.3	10.7
6	225	444.3	.09	2.4	3.2	11.6
7	270	409.0	.28	24	7.7	20.3
8	315	438.7	.53	84	11.4	29.0

Average EHAAT = 336.8 metres

The effective radiated power for each pertinent direction, from which the distances to the various contours were determined, was calculated as follows:

ERP = Transmitter Power x System Efficiency x Antenna Gain

Since the antenna radiating characteristics are directional, the antenna gain is a function of the radiation in any direction relative to the radiation in the maximum direction. The ratio is the relative field.

Project #49701

7.0 Coverage Contours: (Cont'd.)

The antenna gain is obtained as follows:

$$\text{Antenna Gain} = (\text{Relative Field})^2 \times 6.5$$

Example: Radial #1 Azimuth 0°

$$\text{Antenna Gain} = 0.55^2 \times 6.5 = 1.96625$$

$$\text{ERP} = 50 \times .92 \times 1.96625 = 90.45 = 90 \text{ Watts to two significant figures}$$

Data for determining the average elevation for all radials was obtained from CRC 500 m Terrain Database.

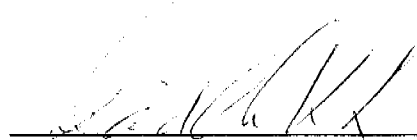
8.0 Expiry Date:

In the event that this Technical Brief is not submitted within three months of the date on the title page, it should be returned to the Consultant for possible revision before being submitted.

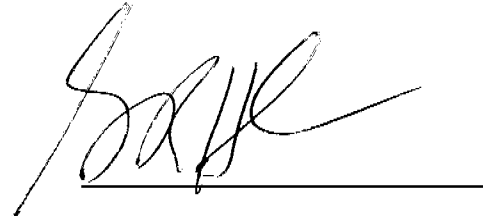
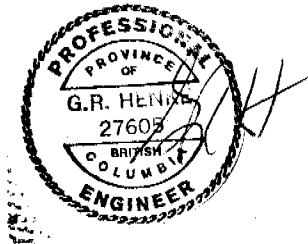
Project #49701

9.0 Signatures and Seal:

The work involved in the preparation of this Technical Brief was carried out by the undersigned. The qualifications of G.R. Henke are on file with Industry Canada, Ottawa.



David Chan, K.L.



G.R. Henke, P. Eng.
Member of the Canadian
Association of Broadcast Consultants

PROJECT # 49701

TABLE 1

LIST OF ASSIGNMENTS AND ALLOTMENTS
FOR IM PRODUCT ANALYSIS

TRANSMIT DATA

Station	Location	Channel	Class	Frequency (MHZ)	Area
PROPOSED	Abbotsford, BC	203	C	88.5	A
CKCL-FM-1	Abbotsford, BC	223	A	92.5	A
NEW	Abbotsford, BC	260	C	99.9	A
CBC NEW	Abbotsford, BC	269	A	101.7	A
CFSR-FM	Abbotsford, BC	296	A	107.1	A
CBYF-FM	Chilliwack, BC	219	A	91.7	A
CKSR-FM	Chilliwack, BC	252	B	98.3	A
CBUF-FM-1	Chilliwack, BC	271	A	102.1	A
CKCL-FM	Chilliwack, BC	298	A	107.5	A

PROJECT # 49701

TABLE 2

FM PRODUCTS WHICH COULD CREATE A POTENTIAL FOR INTERFERENCE TO ASSIGNED AND ALLOTTED CHANNELS

Type	MHz	f1 Station	MHz	f2 Station	MHz	f3 Station	MHz	f' Station	Offset kHz
f1+f2-f3	88.5	PROPOSED	101.7	CBC NEW	98.3	CKSR-FM	91.9	CBYF-FM	200.0
f1+f2-f3	88.5	PROPOSED	102.1	CBUF-FM-1	98.3	CKSR-FM	92.3	CKCL-FM-1	-200.0
f1+f2-f3	88.5	PROPOSED	102.1	CBUF-FM-1	92.5	CKCL-FM-1	98.1	CKSR-FM	-200.0
f1+f2-f3	88.5	PROPOSED	101.7	CBC NEW	91.7	CBYF-FM	98.5	CKSR-FM	200.0
f1+f2-f3	91.7	CBYF-FM	98.3	CKSR-FM	88.5	PROPOSED	101.5	CBC NEW	-200.0
f1+f2-f3	92.5	CKCL-FM-1	98.3	CKSR-FM	88.5	PROPOSED	102.3	CBUF-FM-1	200.0

PROJECT # 49701

TABLE 3

IM PRODUCTS WHICH COULD CREATE A POTENTIAL
FOR INTERFERENCE TO THE PROPOSED STATION

Type	f1 MHz	f1 Station	f2 MHz	f2 Station	f3 MHz	f3 Station	f' MHz	f' Station	Offset kHz
f1+f2-f3	91.7	CBYF-FM	98.3	CKSR-FM	101.7	CBC NEW	88.3	Proposed	-200.0
f1+f2-f3	92.5	CKCL-FM-1	98.3	CKSR-FM	102.1	CBUF-FM-1	88.7	Proposed	200.0

TABLE 4 FM/NAV/COM GENERAL ASSESSMENT

FILE	NAME	CREATION DATE
ENVIRONMENT	49701 - ABBOTSFORD.ENV	2004/12/03
GENERAL ASSESSMENT:	49701 - ABBOTSFORD.GAR	2004/12/03
LOC		2004/10/27
VOR		2004/10/27
COM		2004/10/27

ENVIRONMENT FILE CREATION CRITERIA: (Coordination zone)

SELECTION CRITERIA: CCIR Report 929-2

RLOS : REQUIRED

ENVIRONMENT FILE CONTENTS:

TEST SITE: TYPE : FM
NAME : ABBOTSFORD
FREQUENCY: 88.500 MHZ
STATUS : PC-PROPOSED CHANNEL

Number of FM Stations: 61
Number of LOCALIZERS : 2
Number of VORS : 12
Number of COMS : 92

SELECTED FM STATION'S STATUS CODES:

AP: APPROVED BY CRTC (DE
AU: AUTHORIZED BY DBC-E
CP: CONSTRUCTION PERMIT
IC: INCOMPLETE
OP: OPERATIONAL
PC: PROPOSED CHANNEL
PR: PRELIMINARY
RE: REFERRED TO CRTC (CO
SD: SHORT DURATION
TD: TENTATIVE DELETION
TP: TEMPORARY OPERATION
UA: APPROVED BY CRTC
UC: UNDER CONSIDERATION

GENERAL ASSESSMENT DETAILS:

Technique : TG-12/1 Montreal Model RX.
Detail Level : 6
- FM TX antenna HORIZONTAL / VERTICAL radiation patterns are used.
- A.C. RX antenna radiation pattern is considered.
- LOC. signal level from default minimum field strength file.
- LOC. TX antenna HORIZONTAL radiation pattern is considered.
- LOC. TX antenna VERTICAL radiation pattern is considered.
Max. EMI Radius : NAV = 0.2 NM COM = 0.1 NM
Aircraft Antenna : TG-12/1 Montreal Model
FM Signal Propagation: FREE SPACE

03/12/2004

FM/NAV/COM INTERFERENCE ANALYSIS v1.31 : EVALUATING FM 88.500 MHZ PROPOSED

ABBOTSFORD BC
REPORT FILENAME : 49701 - ABBOTSFORD.CA
DOC\IC REF. NUMBER :
PAGE : TABLE 4 Page 22

FM 88.500 ABBOTSFORD

CITY : ABBOTSFORD
STATE : BC(Country=CA)
CALL SIGN : PROPOSED
STATION CLASS : CLASS C
STATION STATUS : PROPOSED CHANNEL

LATITUDE : 49° 03' 48.0" N
LONGITUDE : 122° 12' 55.0"
CHANNEL NO. : 203
FREQUENCY : 88.500 MHz
MAX. ERP : 18000 Watts

ANTENNA RADIATING CENTER : 485.6 meters AMSL
ANTENNA (HORIZ) PATTERN : DIRECTIONAL
ANTENNA (VERT) BEAM TILT : 0.0 deg.
NO. ANTENNA BAYS : 0
ANTENNA MOUNT : :

SUMMARY OF GA EMC ANALYSIS:

FACILITY	REC STATUS	SITE	ID	OPERATION STATUS	Nb of Interference Cases		
					A1	A2	B2
LOC 108.500		BELLNGHM WA	L0010016	01			
LOC 108.700		ABBOTSF0 BC	L0000106	01			
VOR 108.200		BAYVIEW WA	N0010220	01			
VOR 112.200		TATOOSH WA	N0010616	01			
VOR 112.400		PITT MEA BC	N0000435	01			
VOR 113.000		BELLNGHM WA	N0010208	01			
VOR 113.600		WILLIAMS BC	N0000237	01			
VOR 113.700		VICTORIA BC	N0000269	01			
VOR 113.900		PRINCETN BC	N0000404	01			
VOR 114.400		CHILLWCK BC	N0000445	04			
VOR 115.200		ENDERBY BC	N0000166	01			
VOR 115.700		ABBTSFRD BC	N0000478	01			
VOR 115.900		VANCOUVE BC	N0000230	01			
VOR 117.200		WIDBEY I WA	N0010781	01			
COM 118.100		BOUNDRYB BC	C0000391	01			
COM 118.400		VANCOUVE BC	C0000644	01			
COM 118.700		VANCOUVE BC	C0000280	01			
COM 118.800		VICTORIA BC	C0000798	01			
COM 119.000		LANGLEY BC	C0000007	01			
COM 119.400		ABBTSFRD BC	C0000645	01			
COM 119.550		VANCOUVE BC	C0001349	01			
COM 119.800		ABBTSFRD BC	C0000794	01			
COM 120.000		PITMDWS BC	C0000079	01			
COM 120.500		VANCOUVE BC	C0000277	01			
COM 120.700		WHIDBEYI **	C0010974	01			
COM 120.800		VANCOUVE BC	C0000278	01			
COM 121.000		ABBTSFRD BC	C0000281	01			
COM 121.500		ABBTSFRD BC	C0000058	01			
COM 121.500		BOUNDRYB BC	C0000171	01			
COM 121.500		CMPBLLRV BC	C0000785	01			
COM 121.500		COMOX BC	C0000234	01			
COM 121.500		KAMLOOPS BC	C0000056	01			
COM 121.500		KAMLOOPS BC	C0000071	01			
COM 121.500		KELOWNA BC	C0000005	01			
COM 121.500		LANGLEY BC	C0000008	01			
COM 121.500		MT NEWTO BC	C0000485	01			

SUMMARY OF GA EMC ANALYSIS:

FACILITY	REC STATUS	SITE	ID	OPERATION STATUS	Nb of Interference Cases		
					A1	A2	B1 B2
COM 121.500		NANAIMO BC	C0000075	01			
COM 121.500		PENTICTO BC	C0000077	01			
COM 121.500		PENTICTO BC	C0000687	01			
COM 121.500		PITMDWS BC	C0000080	01			
COM 121.500		PRINCETN BC	C0000086	01			
COM 121.500		TOFINO BC	C0000235	01			
COM 121.500		VANCOUVE BC	C0000236	01			
COM 121.500		VANCOUVE BC	C0000678	01			
COM 121.500		VICTORIA BC	C0000239	01			
COM 121.800		ABTSPRD BC	C0000001	01			
COM 121.900		LANGLEY BC	C0000366	01			
COM 122.500		ABTSPRD BC	C0000921	01			
COM 123.800		PITMDWS BC	C0000078	01			
COM 124.000		VANCOUVE BC	C0000011	01			
COM 124.150		PRTANGLS WA	C0012255	01			
COM 124.150		WHIDBEYI WA	C0012133	01			
COM 124.500		LANGLEY BC	C0000410	01			
COM 124.600		VANCOUVE BC	C0000283	01			
COM 124.750		VANCOUVE BC	C0000072	01			
COM 124.900		BELLNGHM WA	C0010455	01			
COM 125.000		PITMDWS BC	C0000554	01			
COM 125.200		VANCOUVE BC	C0000731	01			
COM 125.350		VANCOUVE BC	C0001281	01			
COM 125.500		BOUNDRYB BC	C0000476	01			
COM 125.650		VANCOUVE BC	C0001350	01			
COM 125.950		BRUCE PE BC	C0000912	01			
COM 126.050		WHIDBEYI **	C0011884	01			
COM 126.125		VANCOUVE BC	C0000816	01			
COM 126.300		PITMDWS BC	C0000553	01			
COM 126.700		ABTSPRD BC	C0000057	01			
COM 126.700		CHTHMPT BC	C0000923	01			
COM 126.700		CMPBLLRV BC	C0000786	01			
COM 126.700		COMOX BC	C0000062	01			
COM 126.700		EDGEWOOD BC	C0000934	01			
COM 126.700		GRAND FO BC	C0000940	01			
COM 126.700		HOPE BC	C0000284	01			
COM 126.700		KAMLOOPS BC	C0000055	01			
COM 126.700		KELOWNA BC	C0000006	01			
COM 126.700		LYTTON BC	C0000377	01			
COM 126.700		NANAIMO BC	C0000074	01			
COM 126.700		OSOYOS BC	C0000584	01			
COM 126.700		PENTICTO BC	C0000076	01			
COM 126.700		PHONXMIN BC	C0001251	01			
COM 126.700		PRINCETN BC	C0000085	01			

SUMMARY OF GA EMC ANALYSIS:

FACILITY	REC STATUS	SITE	ID	OPERATION STATUS	Nb. of Interference Cases		
					A1	A2	B1 B2
COM 126.700		TOFINO BC	C0000558	01			
COM 126.700		VANCOUVE BC	C0000287	01			
COM 126.800		VANCOUVE BC	C0001128	01			
COM 126.850		WHIDBEYI **	C0012132	01			
COM 127.800		VICTORIA BC	C0001351	01			
COM 127.900		WHIDBEYI WA	C0012346	01			
COM 128.175		VANCOUVE BC	C0001056	01			
COM 128.250		FRDYHRBR WA	C0013130	01			
COM 128.600		VANCOUVE BC	C0001058	01			
COM 132.300		VANCOUVE BC	C0000285	01			
COM 132.350		KAMLOOPS BC	C0000173	01			
COM 132.625		VANCOUVE BC	C0000420	01			
COM 132.700		ABBOTSFO BC	C0000411	01			
COM 132.800		WHIDBEYI WA	C0012271	01			
COM 133.100		VANCOUVE BC	C0000809	01			
COM 133.700		VANCOUVE BC	C0000744	01			
COM 133.850		VICTORIA BC	C0000279	01			
COM 133.950		VICTORIA BC	C0001353	01			
COM 134.400		KAMLOOPS BC	C0000819	01			
COM 134.400		VANCOUVE BC	C0001223	01			
COM 134.450		BELNGHM WA	C0012791	01			
COM 134.950		WHIDBEY WA	C0011887	01			
COM 135.000		PRINCETN BC	C0000177	01			
COM 135.100		WHIDBEYI WA	C0012272	01			
COM 135.425		EASTSOUN WA	C0014299	01			
COM 135.675		FRDYHRBR WA	C0012850	01			

FM STATION LISTING (The first station is under evaluation):

FM NO.	REC STA	FREQ. (MHZ)	CALL SIGN	CITY NAME	PR	STATUS	LAT. DMMSS	LONG. DMMSS	MAX. ERP (WATTS)	HOR PAT	SIDE OF PANEL MOUNT	AMT. BAYS	BEAM TILT	RC AMSL (METER)	TEST SITE DIST (NM)
1		88.50	PROPOSED	ABBOTSFORD	BC	PC	490348	-1221255	18000	D		0	0.0	485.6	0.0
2		88.10	BELLI40	Bellingham	WA	UC	484655	-1222211	4	D		0	0.0	507.0	17.9
3		88.10	CHILLIWACK40	Chilliwack	BC	AU	490636	-1215047	10	D		0	0.0	624.0	14.8
4		88.90	SURREY 40	Surrey	BC	AU	490224	-1224528	34	O		0	0.0	131.0	21.4
5		89.30	KUGS (FM)	Bellingham	WA	OP	484411	-1222847	700	D		0	0.0	242.0	22.2
6		89.30	REVFM-244	Chilliwack	BC	TD	490636	-1215047	3000			0	0.0	561.6	14.8
7		89.90	BELLI41	Bellingham	WA	UC	484655	-1222211	4	D		0	0.0	506.0	17.9
8		90.30	BELLINGHAM40	Bellingham	WA	PC	484804	-1222740	75	O		0	0.0	184.0	18.5
9		91.70	CBYF-FM	Chilliwack	BC	OP	490636	-1215047	500	O		0	0.0	703.5	14.8
10		91.70	KZAZ (FM)	Bellingham	WA	OP	484804	-1222740	120	D		0	0.0	189.0	18.5
11		92.10	CBU-FM-1	Victoria	BC	OP	484513	-1232925	87000	D		0	0.6	692.0	53.6
12		92.50	CKCL-FM-1	Abbotsford	BC	AU	490309	-1221453	2600	D		0	0.0	278.1	1.4
13		92.90	KISM (FM)	Bellingham	WA	OP	484048	-1225024	50000	O		0	0.0	748.0	33.7
14		93.70	CJJR-FM	Vancouver	BC	OP	492129	-1225709	75000	D		0	1.0	997.0	33.9
15		94.50	CEBT-FM	Vancouver	BC	OP	492117	-1225725	90000	D		0	1.0	921.4	33.9
16		95.30	CKZ2-FM	Vancouver	BC	OP	492129	-1225709	71300	D		0	1.0	997.0	33.9
17		96.10	CHKG-FM	Vancouver	BC	OP	492112	-1225718	100000	D		0	1.0	885.0	33.8
18		96.70	CBYH-FM	Harrison Hot Spring	BC	OP	491738	-1214635	90	O		0	0.0	59.0	22.1
19		96.90	CKLG-FM	Vancouver	BC	OP	492129	-1225709	75000	D		0	1.0	997.5	33.9
20		97.70	CBUF-FM	Vancouver	BC	OP	492112	-1225718	100000	D		0	1.0	885.5	33.8
21		98.30	CKSR-FM	Chilliwack	BC	OP	490636	-1215047	5000	D		0	0.0	724.0	14.8
22		99.30	CFOX-FM	Vancouver	BC	OP	492129	-1225709	75000	D		0	1.0	997.0	33.9
23		99.90	CBU-FM-7	Chilliwack	BC	AU	490636	-1215047	790	O		0	0.0	719.5	14.8
24		100.30	CKKO-FM	Victoria	BC	OP	483541	-1233237	100000	D		0	0.0	655.0	59.5
25		101.10	CFMT-FM	New Westminster	BC	OP	492129	-1225709	75000	D		0	1.0	997.0	33.9
26		101.70	CBU-1-FM	Abbotsford	BC	AU	490309	-1221453	316	D		0	0.0	278.1	1.4
27		102.10	CBUF-FM-1	Chilliwack	BC	OP	490636	-1215047	81	O		0	0.0	699.5	14.8
28		102.30	BELLINGHAM42	Bellingham	WA	PC	484505	-1222844	100	O		0	0.0	30.0	21.4
29		102.50	DEMING 40	Deming	WA	PC	484723	-1221120	100	O		0	0.0	89.0	16.4
30		102.70	CFRO-FM	Vancouver	BC	OP	492043	-1225817	5500	O		0	0.0	594.0	34.1
31		103.50	CHQM-FM	Vancouver	BC	OP	492117	-1225725	100000	D		0	1.0	921.4	33.9
32		103.70	KMTT (FM)	Tacoma	WA	OP	473014	-1215829	58000	D		0	0.0	940.0	94.1
33		104.30	KAFE (FM)	Bellingham	WA	OP	484048	-1225024	60000	O		0	0.0	748.0	33.7
34		104.70	CKLZ-FM	Kelowna	BC	OP	494606	-1192959	36000	D		0	0.0	1046.5	114.1
35		104.90	CKCL-FM-2	Vancouver	BC	OP	492129	-1225709	31000	D		0	0.0	268.0	77.9
36		105.30	KCMS (FM)	Edmonds	WA	OP	474606	-1222107	115000	O		0	0.0	885.5	33.8
37		105.70	CBU-FM	Vancouver	BC	OP	492112	-1225718	100000	D		0	1.0	753.6	132.9
38		105.70	CICP-FM	Vernon	BC	OP	501327	-1191808	100000	D		0	0.0	1304.0	215.5
39		105.70	KEZE-FM	Spokane	WA	OP	473444	-1171746	100000	O		0	0.0	749.0	155.0
40		105.70	KRSE (FM)	Yakima	WA	OP	464241	-1203720	100000	O		0	0.0	940.0	94.1
41		106.10	KRPM-FM	Tacoma	WA	OP	473014	-1215829	58000	O		0	0.0	756.0	33.8
42		106.50	KLYN-FM	Lynden	WA	OP	484045	-1225031	68000	O		0	0.0	192.0	209.8
43		106.50	KOTY-FM	Richland	WA	OP	461316	-1191120	25000	O		0	0.0		

CITY NAMES ENDING WITH * HAVE CORRECTED TX ERPS

FM STATION LISTING (Continued)

FM NO.	REC STA.	FREQ. (MHz)	CALL SIGN	CITY NAME	PR	STATUS	LAT. DDMSS	LONG. DDMSS	MAX. ERP (WATTS)	CITY NAMES ENDING WITH * HAVE CORRECTED TX ERPS	SIDE OF PANEL MOUNT	ANT. BAYS	BEAM TILT (METER)	RC AMSL (METER)	TEST SITE DIST (NM)
44		106.70	KKJZ(FM)	Lake Oswego	OR	OP	452713	-1223245	100000	O		0	0.0	403.0	217.0
45		106.70	KZPH-FM	Cashmere	WA	OP	473021	-1202433	6000	O		0	0.0	604.0	118.0
46		106.70	REVFM-115	Logan Lake	BC	TD	503004	-1204846	3000			0	0.0	561.6	101.9
47		106.90	CHWF-FM	Nanaimo	BC	OP	491320	-1240007	3000	D		0	0.0	290.0	70.8
48		106.90	KMOK(FM)	Lewiston	ID	OP	462733	-1170218	99000	O		0	0.0	962.0	260.7
49		106.90	KNUA(FM)	Bremerton	WA	UC	473657	-1221826	55000	D		0	0.0	504.0	86.9
50		107.10	CFSR-FM	Abbotsford	BC	OP	490309	-1221453	1000	D		0	0.0	278.0	1.4
51		107.10	CISQ-FM	Squamish	BC	OP	494231	-1230759	30000	D		0	0.0	227.9	52.8
52		107.10	KAZZ(FM)	Deer Park	WA	OP	480145	-1170557	25000	O		0	0.0	828.0	212.4
53		107.30	CHBE-FM	Victoria	BC	OP	482506	-1233035	20000	O		0	0.0	249.3	64.2
54		107.30	KFFM(FM)	Yakima	WA	OP	463826	-1202345	100000	O		0	0.0	994.0	162.8
55		107.50	CISC-FM	Gibsons	BC	OP	492041	-1232307	4600	D		0	0.0	339.0	48.9
56		107.50	CKCL-FM	Chilliwack	BC	OP	490636	-1215047	640	D		0	0.0	724.0	14.8
57		107.50	CKIZ-FM	Vernon	BC	OP	501327	-1191808	100000	D		0	0.0	753.6	132.9
58		107.50	KBBT(FM)	Banks	OR	TD	453058	-1224359	5100	O		0	0.0	532.0	213.9
59		107.70	KNDD(FM)	Seattle	WA	OP	473014	-1215829	58000	O		0	0.0	940.0	94.1
60		107.90	KMBI-FM	Spokane	WA	OP	473415	-1170500	56000	O		0	0.0	1573.0	223.4
61		107.90	VF2448	Burnaby	BC	AU	491331	-1230000	12	O		0	0.0	225.0	32.3
62		107.90	VICTORIA 41	Victoria	BC	UC	482527	-1232005	250	O		0	0.0	110.0	58.6

Project # 49701

TABLE 5
Exposure to Radio Frequency Energy Calculations - EXISTING
 EXISTING EXPOSURE TO RADIO FREQUENCY ENERGY - ABBOTSFORD / CHILLIWACK BC SITE (McKEE PEAK)

TV STATION	d	Horiz Dist (m)	E1 Antenna Elev AMSL (m)	E2 Point Ground AMSL (m)	h2 Point Elev AGL (m)	VD Direct (deg)	VR Reflect (deg)	dD Direct (m)	dR Reflect (m)	Path Distance (m)	VD Direct	VR Reflect	Vertical Pattern Relative Field	EX Ex	Q Q	F(VD) Direct	F(VR) Reflect	F(H) Horizontal Relative Field	M ERP kW	ERP Towards Direct kW	ERP D Reflect kW	GR Ground Reflect %	Aural Power %	FD Direct V/m	Field Intensity At Point Direct V/m	FR Reflect V/m	PD TV Power Density mW/cm ²	TV Power Density %
CHNU-TV	10.0	495.1	461.6	2.0	72.39	74.27	33.05	36.88	0.163	0.163	0.163	0.163	0.271	0.271	0.2	0.271	0.271	1.00	43	3.16	3.16	60	10	11.922	6.410	0.04457	7.96	
CHNU-TV	50.0	495.1	461.6	2.0	32.21	35.37	59.10	61.32	0.163	0.163	0.163	0.163	0.271	0.271	0.2	0.271	0.271	1.00	43	3.16	3.16	60	10	6.667	3.855	0.01469	2.62	
CHNU-TV	100.0	495.1	461.6	2.0	17.48	19.54	104.84	106.11	0.163	0.163	0.163	0.163	0.271	0.271	0.2	0.271	0.271	1.00	43	3.16	3.16	60	10	3.758	2.228	0.00475	0.85	

NOTES: CALCULATION BASED ON INDUSTRY CANADA ANTENNA FACTORS (Ex & Q) VALUE
 PR 2 = CIRCULARLY POLARIZED ANTENNA
 PR 1 = HORIZONTALLY POLARIZED ANTENNA
 PD % = POWER DENSITY IN % FOR GENERAL PUBLIC

Project # 49701

TABLE 6

Exposure to Radio Frequency Energy Calculations - PROPOSED

PROPOSED NEW FM CHANNEL 203A ABBOTSFORD / CHILLIWACK BC SITE (McKEE PEAK)

d	E1	E2	h2	VD	VR	dR	VD	VR	EX	Q	F(VD)	F(VR)	F(H)	M ERP	ERP D	ERP R	GR	PR	FD	FR	PD	PD %		
FM STATION	Antenna Elev AMSL (m)	Point Ground AMSL (m)	Point Elev AGL (m)	Depression Angle Direct (deg)	Depression Angle Reflect (deg)	Path Distance Direct (m)	Path Distance Reflect (m)	Vertical Pattern Relative Direct	Vertical Pattern Relative Reflect	EX	Q	Expanded Vertical Relative Direct	Expanded Vertical Relative Reflect	Horizontal Relative Field	Max ERP kW	ERP Towards Direct kW	ERP Towards Reflect kW	Ground Reflect %	Ant. Mode	Field Intensity Direct V/m	Field Intensity At Point Reflect V/m	FM Power Density mW/cm ²	FM Power Density %	
PROPOSED	10.0	485.6	461.6	2.0	65.56	68.96	24.17	27.86	0.100	0.100	1.05	0.2	0.235	0.235	1.00	0.3	0.02	0.02	60	2	1.180	0.614	0.0017	0.85

TOTAL FM POWER DENSITY (%) = 0.9

d	E1	E2	h2	VD	VR	dR	VD	VR	EX	Q	F(VD)	F(VR)	F(H)	M ERP	ERP D	ERP R	GR	PR	FD	FR	PD	PD %		
TV STATION	Antenna Elev AMSL (m)	Point Ground AMSL (m)	Point Elev AGL (m)	Depression Angle Direct (deg)	Depression Angle Reflect (deg)	Path Distance Direct (m)	Path Distance Reflect (m)	Vertical Pattern Relative Direct	Vertical Pattern Relative Reflect	EX	Q	Expanded Vertical Relative Direct	Expanded Vertical Relative Reflect	Horizontal Relative Field	Max ERP kW	ERP Towards Direct kW	ERP Towards Reflect kW	Ground Reflect %	Aural Power %	Field Intensity Direct V/m	Field Intensity At Point Reflect V/m	TV Power Density mW/cm ²	TV Power Density %	
CHNU-TV	10.0	495.1	461.6	2.0	72.39	74.27	33.05	36.88	0.163	0.163	1.05	0.2	0.271	0.271	1.00	43	3.16	3.16	10	10	11.922	6.410	0.04457	7.96

TOTAL TV POWER DENSITY (%) = 8.0

TOTAL FM+TV POWER DENSITY (%) = 8.8

NOTES: CALCULATION BASED ON INDUSTRY CANADA ANTENNA FACTORS (Ex & Q) VALUE

PR 2 = CIRCULARLY POLARIZED ANTENNA

PR 1 = HORIZONTALLY POLARIZED ANTENNA

PD % = POWER DENSITY IN % FOR GENERAL PUBLIC

Project # 49701

TABLE 7

Exposure to Radio Frequency Energy Calculations - PROPOSED

PROPOSED NEW FM CHANNEL 203A ABBOTSFORD / CHILLIWACK BC SITE (McKEE PEAK)

FM STATION	d	Horiz Dist (m)	E1 Antenna Elev AMSL (m)	E2 Point Ground AMSL (m)	h2 Elev AGL (m)	VD Direct (deg)	VR Reflect (deg)	dD Direct (m)	dR Reflect (m)	VD Vertical Pattern Relative Direct	VR Vertical Pattern Relative Reflect	EX Ex	Q	F(VD) Direct	F(VR) Reflect	F(H) Horizontal Relative Field	M ERP kW	Max ERP kW	ERP Towards Direct	ERP Towards Reflect	GR Ground Reflect %	PR Ant. Mode	FD Direct V/m	FR Reflect V/m	FM Power Density mW/cm ²	PD %
PROPOSED	50.0	485.6	461.6	2.0	23.75	27.47	54.63	56.36	0.100	0.100	0.100	1.05	0.2	0.235	0.235	1.00	0.5	0.03	0.03	0.03	60	2	0.674	0.392	0.0006	0.30

TOTAL FM POWER DENSITY (%) = 0.3

TV STATION	d	Horiz Dist (m)	E1 Antenna Elev AMSL (m)	E2 Point Ground AMSL (m)	h2 Elev AGL (m)	VD Direct (deg)	VR Reflect (deg)	dD Direct (m)	dR Reflect (m)	VD Vertical Pattern Relative Direct	VR Vertical Pattern Relative Reflect	EX Ex	Q	F(VD) Direct	F(VR) Reflect	F(H) Horizontal Relative Field	M ERP kW	Max ERP kW	ERP Towards Direct	ERP Towards Reflect	GR Ground Reflect %	PR Aural Power %	FD Direct V/m	FR Reflect V/m	TV Power Density mW/cm ²	PD %
CHNU-TV	50.0	495.1	461.6	2.0	32.21	35.37	59.10	61.32	0.163	0.163	0.163	1.05	0.2	0.271	0.271	1.00	43	3.16	3.16	3.16	60	10	6.667	3.855	0.01469	2.62

TOTAL TV POWER DENSITY (%) = 2.6

TOTAL FM+TV POWER DENSITY (%) = 2.9

NOTES: CALCULATION BASED ON INDUSTRY CANADA ANTENNA FACTORS (EX & Q) VALUE
 PR 2 = CIRCULARLY POLARIZED ANTENNA
 PR 1 = HORIZONTALLY POLARIZED ANTENNA
 PD % = POWER DENSITY IN % FOR GENERAL PUBLIC

Project # 49701

TABLE 8
Exposure to Radio Frequency Energy Calculations - PROPOSED
 PROPOSED NEW FM CHANNEL 203A ABBOTSFORD / CHILLIWACK BC SITE (McKEE PEAK)

FM STATION	d	Horiz Dist (m)	E1 Antenna Elev AMSL (m)	E2 Point Ground AMSL (m)	h2 Point Elev AGL (m)	VD Direct (deg)	VR Reflect (deg)	dD Direct (m)	dR Reflect (m)	Path Distance (m)	VD Direct (deg)	VR Reflect (deg)	VD Direct (m)	VR Reflect (m)	Vertical Pattern Relative Direct	Ex	Q	F(VD) Direct	F(VR) Reflect	F(H) Horizontal Relative Field	Max ERP kW	ERP Towards Direct kW	ERP Reflect kW	Ground Reflect %	Ant. Modes	PR %	FD Direct V/m	FR Reflect V/m	PD FM Power Density mW/cm ²	FM Power Density %
PROPOSED	100.0	485.6	461.6	2.0	12.41	14.57	102.39	103.32	0.100	0.100	0.100	0.100	0.100	0.100	0.100	1.05	0.2	0.235	0.235	1.00	0.3	0.02	0.02	0.02	60	2	0.279	0.166	0.0001	0.05

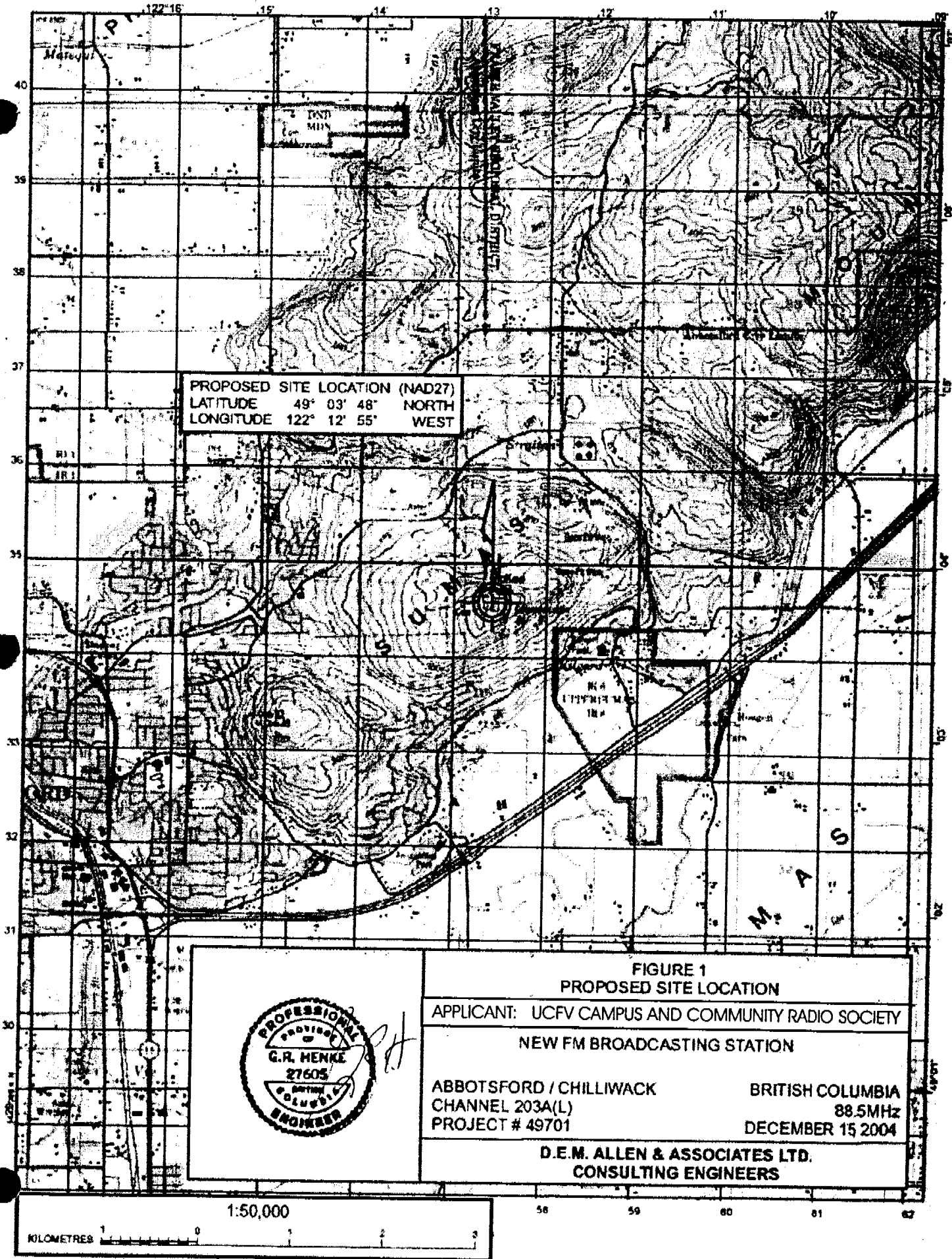
TOTAL FM POWER DENSITY (%) = 0.1

TV STATION	d	Horiz Dist (m)	E1 Antenna Elev AMSL (m)	E2 Point Ground AMSL (m)	h2 Point Elev AGL (m)	VD Direct (deg)	VR Reflect (deg)	dD Direct (m)	dR Reflect (m)	Path Distance (m)	VD Direct (deg)	VR Reflect (deg)	VD Direct (m)	VR Reflect (m)	Vertical Pattern Relative Direct	Ex	Q	F(VD) Direct	F(VR) Reflect	F(H) Horizontal Relative Field	Max ERP kW	ERP Towards Direct kW	ERP Reflect kW	Ground Reflect %	Aural Power %	PR %	FD Direct V/m	FR Reflect V/m	PD TV Power Density mW/cm ²	TV Power Density %
CHNU-TV	100.0	495.1	461.6	2.0	17.48	19.54	104.84	106.11	0.163	0.163	0.163	0.163	0.163	0.163	0.163	1.05	0.2	0.271	0.271	1.00	43	3.16	3.16	3.16	60	10	3.758	2.228	0.00475	0.85

TOTAL TV POWER DENSITY (%) = 0.8

TOTAL FM+TV POWER DENSITY (%) = 0.9

NOTES: CALCULATION BASED ON INDUSTRY CANADA ANTENNA FACTORS (Ex & Q) VALUE
 PR 2 = CIRCULARLY POLARIZED ANTENNA
 PR 1 = HORIZONTALLY POLARIZED ANTENNA
 PD % = POWER DENSITY IN % FOR GENERAL PUBLIC



PROPOSED SITE LOCATION (NAD27)
 LATITUDE 49° 03' 48" NORTH
 LONGITUDE 122° 12' 55" WEST

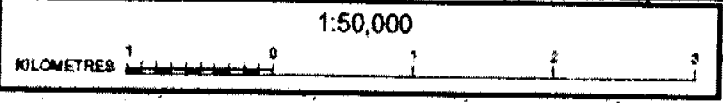
FIGURE 1
 PROPOSED SITE LOCATION

APPLICANT: UCFV CAMPUS AND COMMUNITY RADIO SOCIETY
 NEW FM BROADCASTING STATION

ABBOTSFORD / CHILLIWACK
 CHANNEL 203A(L)
 PROJECT # 49701

BRITISH COLUMBIA
 88.5MHz
 DECEMBER 15 2004

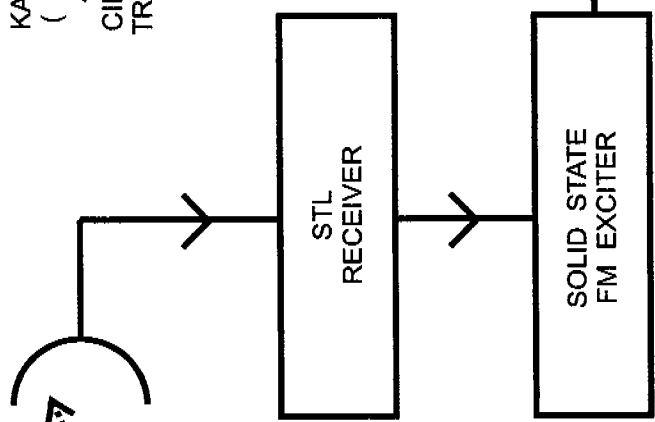
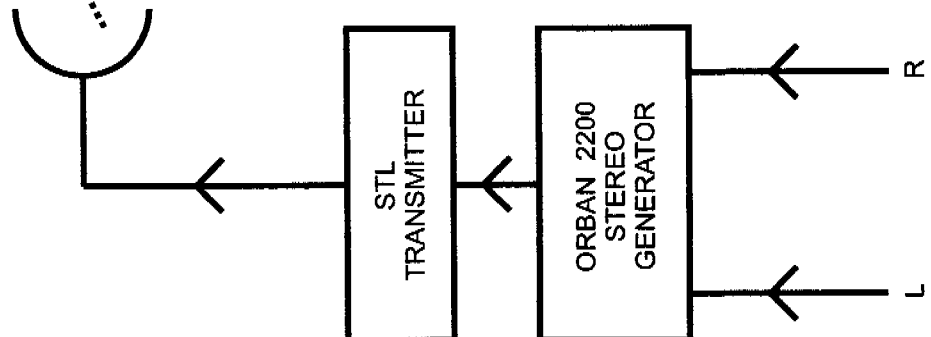
D.E.M. ALLEN & ASSOCIATES LTD.
 CONSULTING ENGINEERS



TRANSMITTER SITE LOCATION

KATHREIN TYPE 754-154
(2 PANELS PER BAY)
4 BAY DIRECTIONAL
CIRCULARLY POLARIZED
TRANSMITTING ANTENNA

STUDIO LOCATION

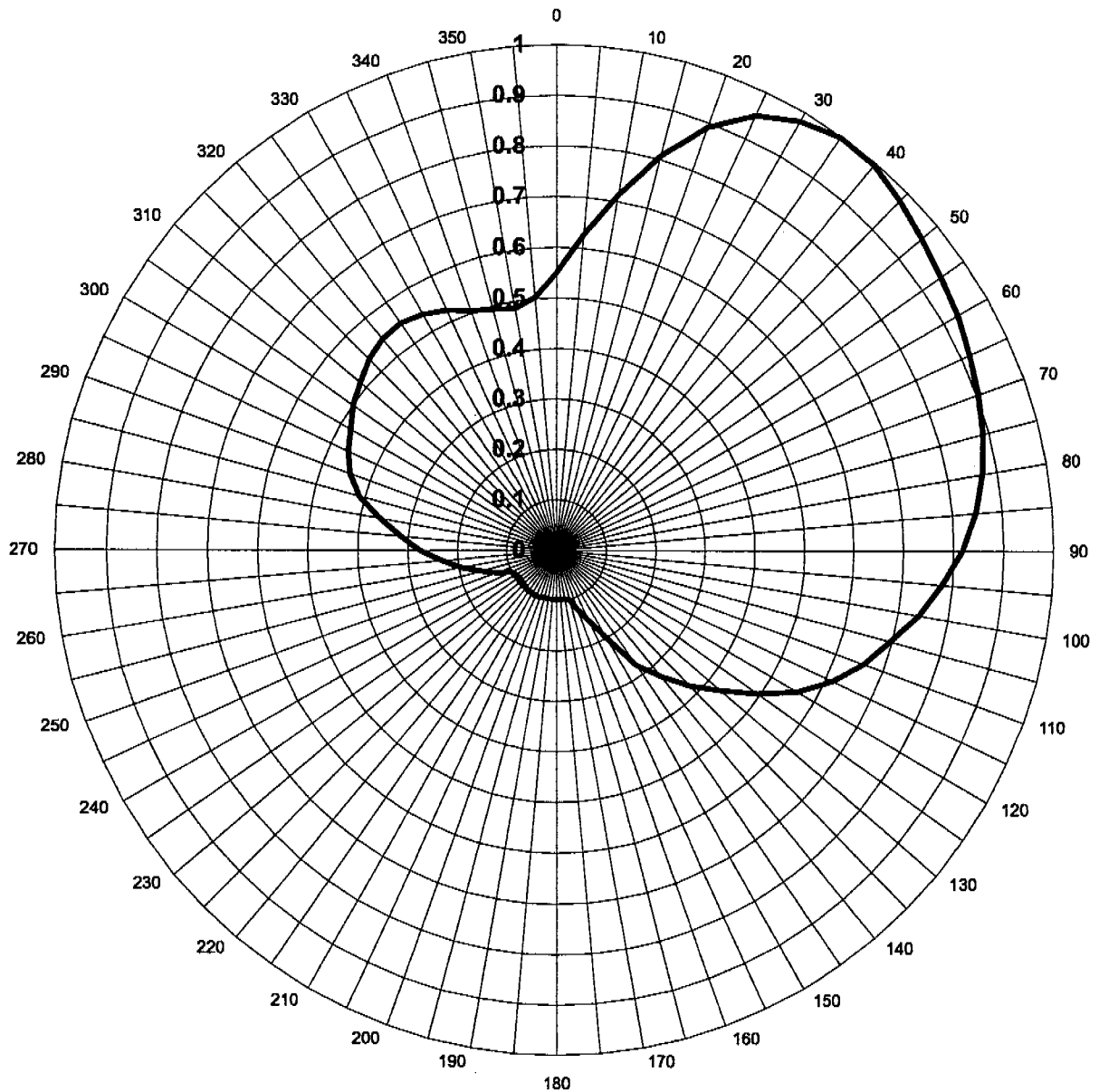


PROPOSED TYPE APPROVED
CH. 203A (88.5MHz)
50 WATT FM TRANSMITTER
OPERATING AT 50 WATTS

FIGURE 2
SIMPLIFIED BLOCK DIAGRAM

NEW FM BROADCASTING STATION
ABBOTSFORD / CHILLIWACK, BC
CHANNEL 203A 88.5 MHz
PROJECT# 49701 DECEMBER 15, 2004
D.E.M. ALLEN & ASSOCIATES LTD.
CONSULTING ENGINEERS

**HORIZONTAL RADIATION PATTERN
KATHREIN TYPE K754-154 4 BAY
2 PANELS PER BAY**



**FIGURE 3
HORIZONTAL RADIATION PATTERN**

**KATHREIN TYPE 754-154
(2 PANELS PER BAY) 4 BAYS
DIRECTIONAL
CIRCULARLY POLARIZED
CHANNEL 203A 88.5 MHz**

**D.E.M. ALLEN & ASSOCIATES LTD.
CONSULTING ENGINEERS**

ELEVATION

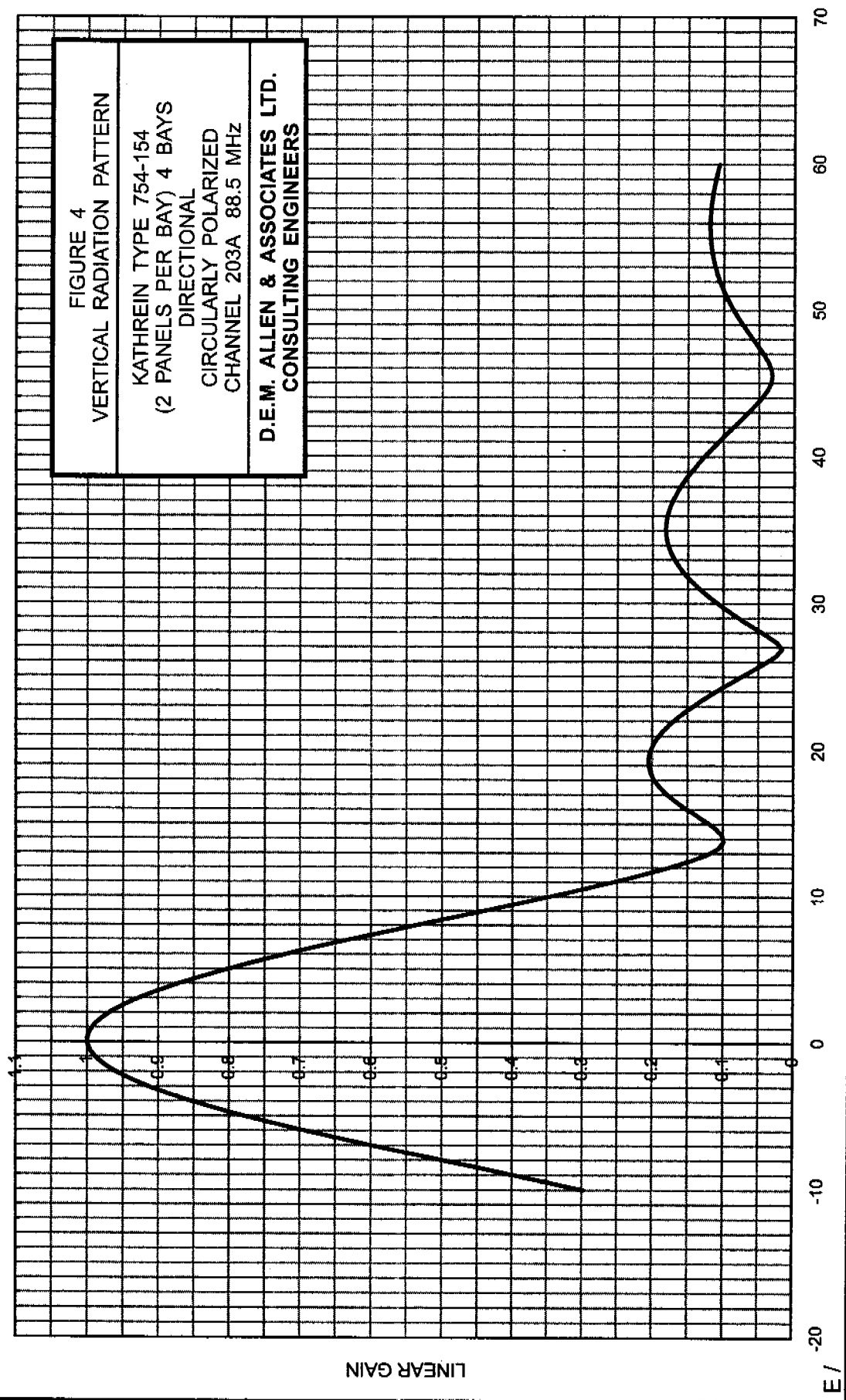
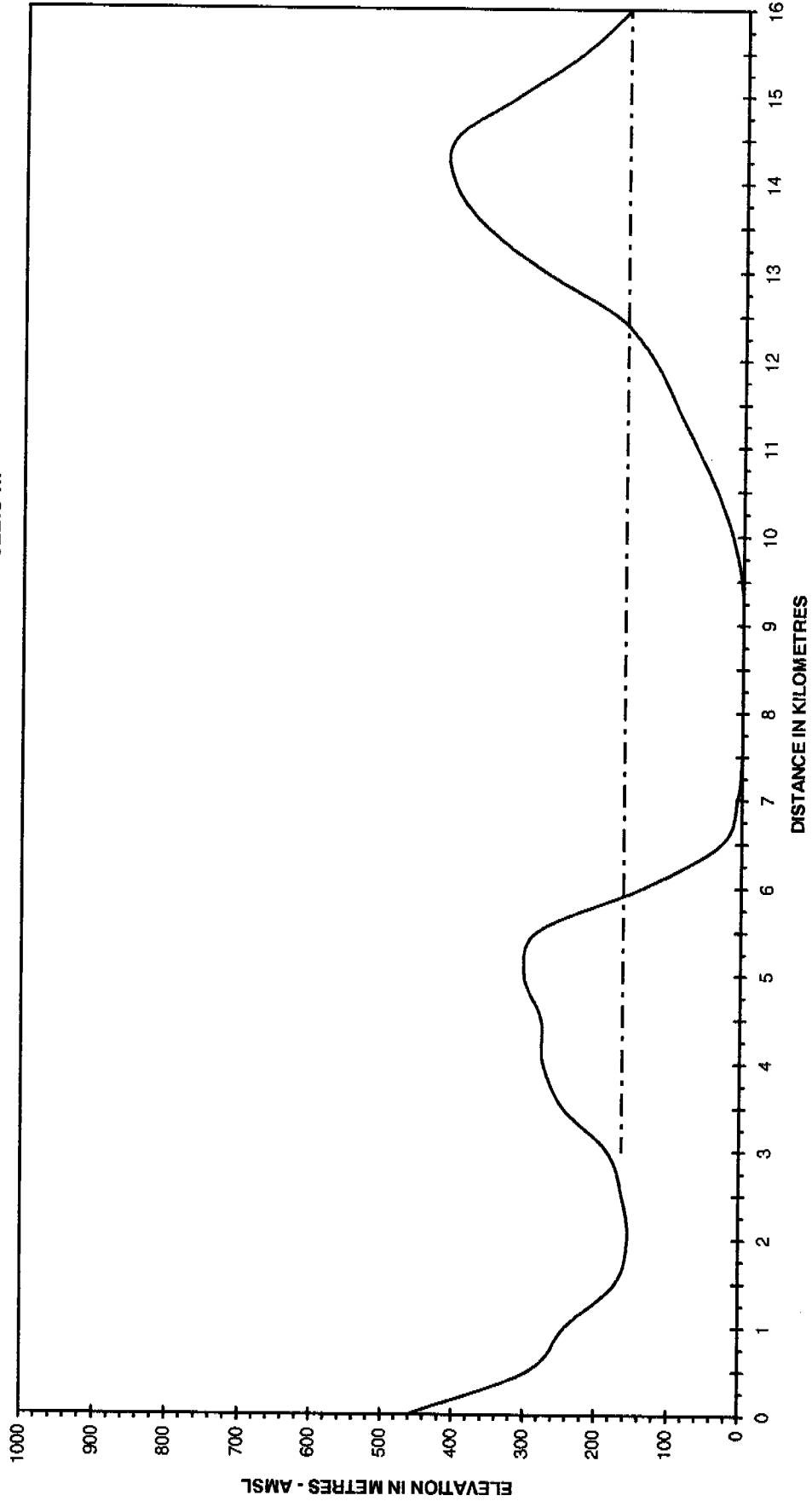


FIGURE 5
PROFILE OF TERRAIN

NEW FM BROADCASTING STATION

AZIMUTH #1 = 0° AVG. ELEVATION = 163.3 m
ANTENNA = 485.6 m AMSL HAAT = 322.3 m



PROJECT# 49701
DECEMBER 15, 2004

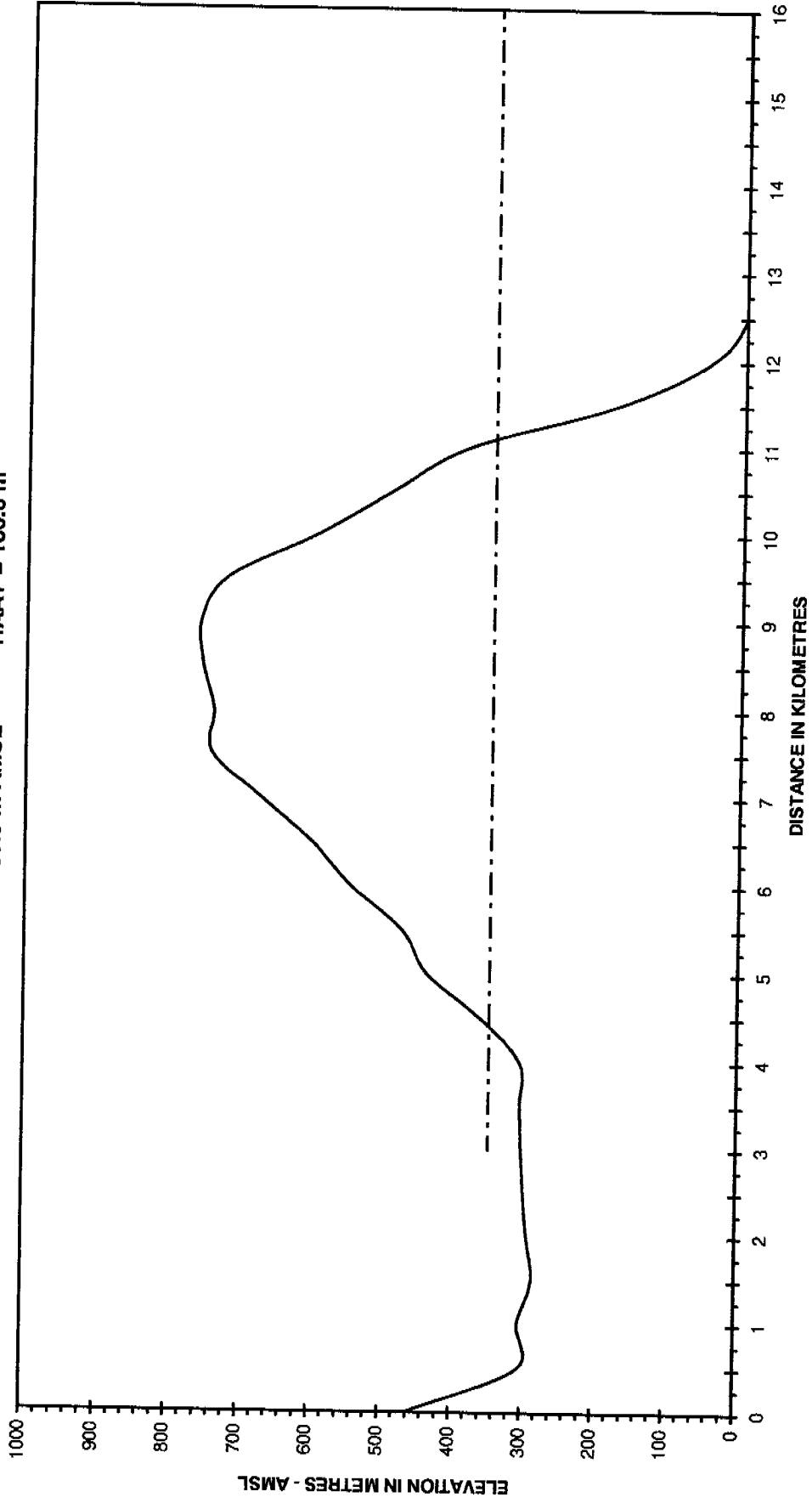
D.E.M. ALLEN AND ASSOCIATES LTD.
CONSULTING ENGINEERS

ABBOTSFORD/CHILLIWACK, BC
CHANNEL 203A (88.5 MHz)

FIGURE 6
PROFILE OF TERRAIN

NEW FM BROADCASTING STATION

AZIMUTH #2 = 45° AVG. ELEVATION = 349.0 m
ANTENNA = 485.6 m AMSL HAAT = 136.6 m



PROJECT# 49701
DECEMBER 15, 2004

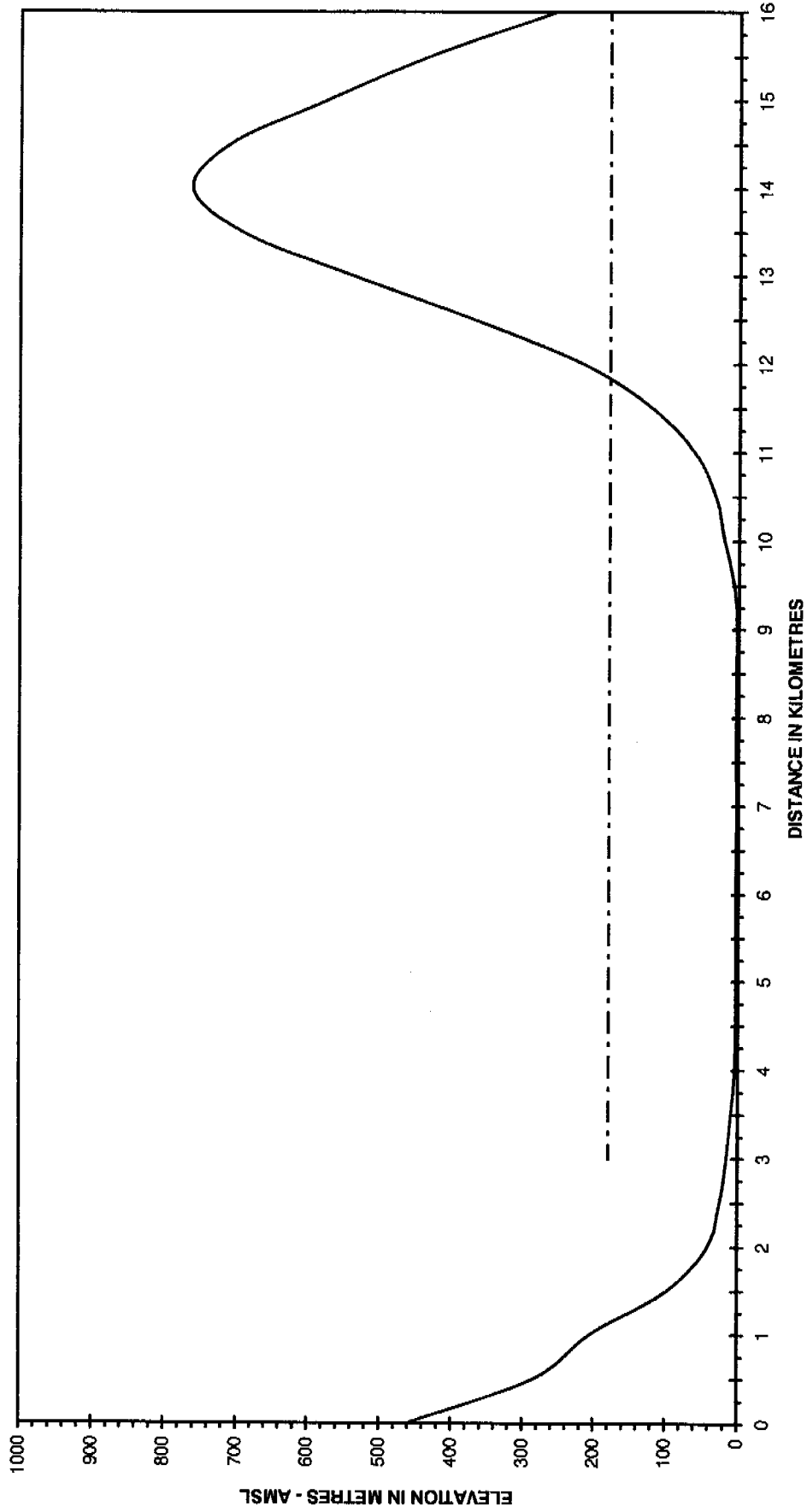
D.E.M. ALLEN AND ASSOCIATES LTD.
CONSULTING ENGINEERS

ABBOTSFORD/CHILLIWACK, BC
CHANNEL 203A (88.5 MHz)

FIGURE 7
PROFILE OF TERRAIN

NEW FM BROADCASTING STATION

AZIMUTH #3 = 90° AVG. ELEVATION = 179.3 m
ANTENNA = 485.6 m AMSL HAAT = 306.3 m



PROJECT# 49701
DECEMBER 15, 2004

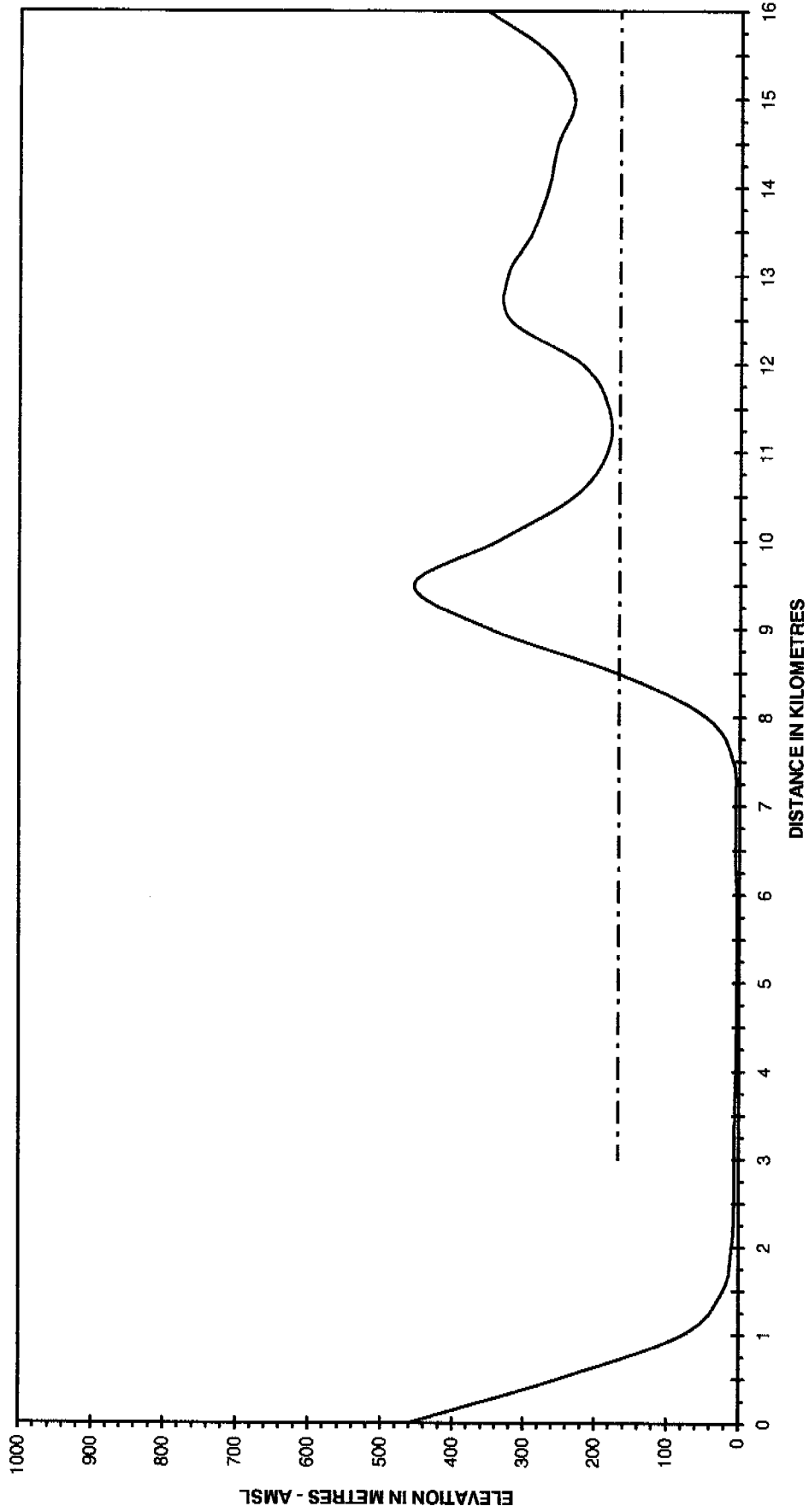
D.E.M. ALLEN AND ASSOCIATES LTD.
CONSULTING ENGINEERS

ABBOTSFORD/CHILLIWACK, BC
CHANNEL 203A (88.5 MHz)

**FIGURE 8
PROFILE OF TERRAIN**

NEW FM BROADCASTING STATION

**AZIMUTH #4 = 135° AVG. ELEVATION = 167.3 m
ANTENNA = 485.6 m AMSL HAAT = 318.3 m**



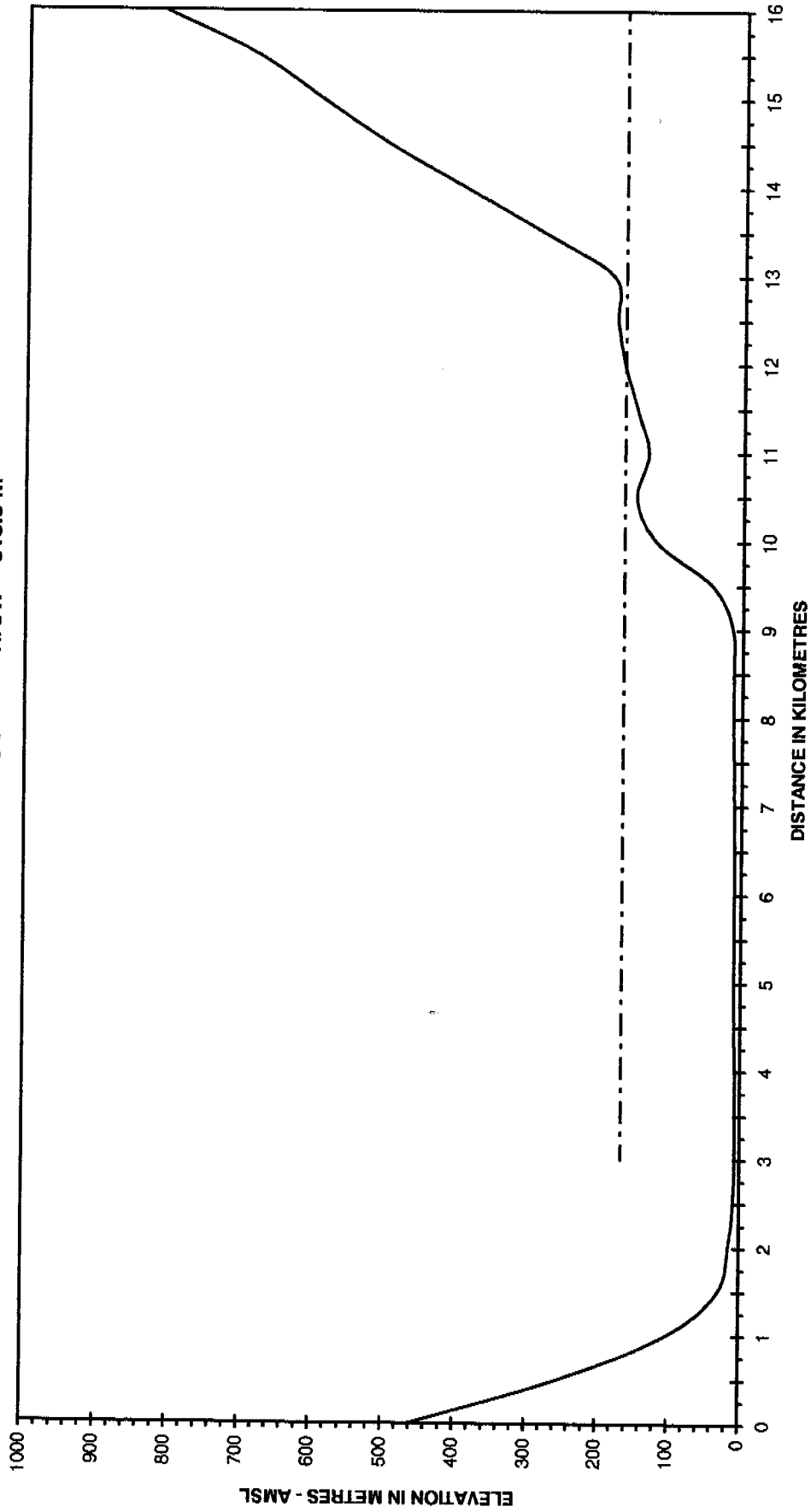
**PROJECT# 49701
DECEMBER 15, 2004**

**D.E.M. ALLEN AND ASSOCIATES LTD.
CONSULTING ENGINEERS**

**ABBOTSFORD/CHILLIWACK, BC
CHANNEL 203A (88.5 MHz)**

FIGURE 9
PROFILE OF TERRAIN

NEW FM BROADCASTING STATION
AZIMUTH #5 = 180° AVG. ELEVATION = 166.8 m
ANTENNA = 485.6 m AMSL HAAT = 318.8 m



PROJECT# 49701
DECEMBER 15, 2004

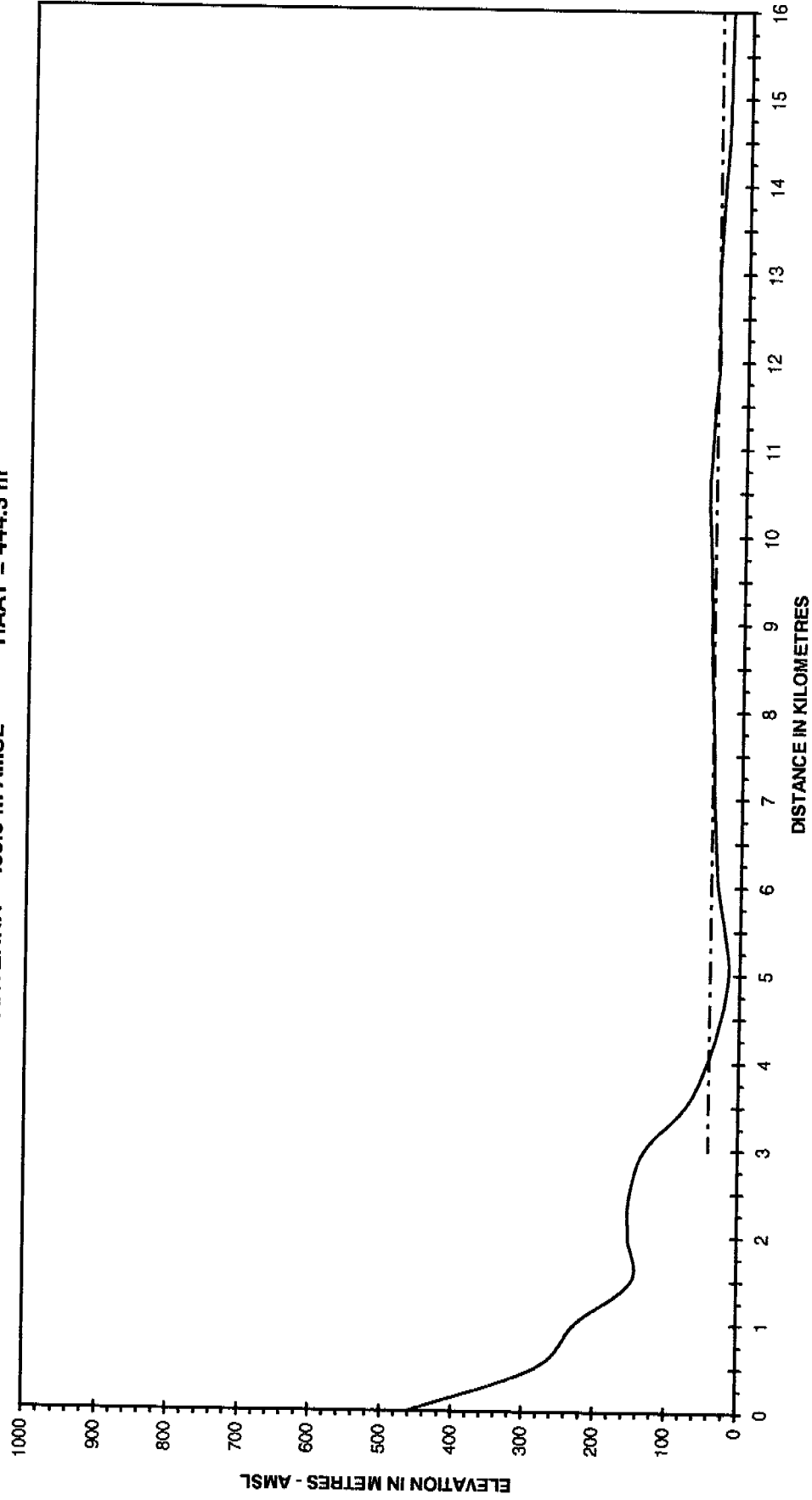
D.E.M. ALLEN AND ASSOCIATES LTD.
CONSULTING ENGINEERS

ABBOTSFORD/CHILLIWACK, BC
CHANNEL 203A (88.5 MHz)

FIGURE 10
PROFILE OF TERRAIN

NEW FM BROADCASTING STATION

AZIMUTH #6 = 225° AVG. ELEVATION = 41.3 m
ANTENNA = 485.6 m AMSL HAAT = 444.3 m



PROJECT# 49701
DECEMBER 15, 2004

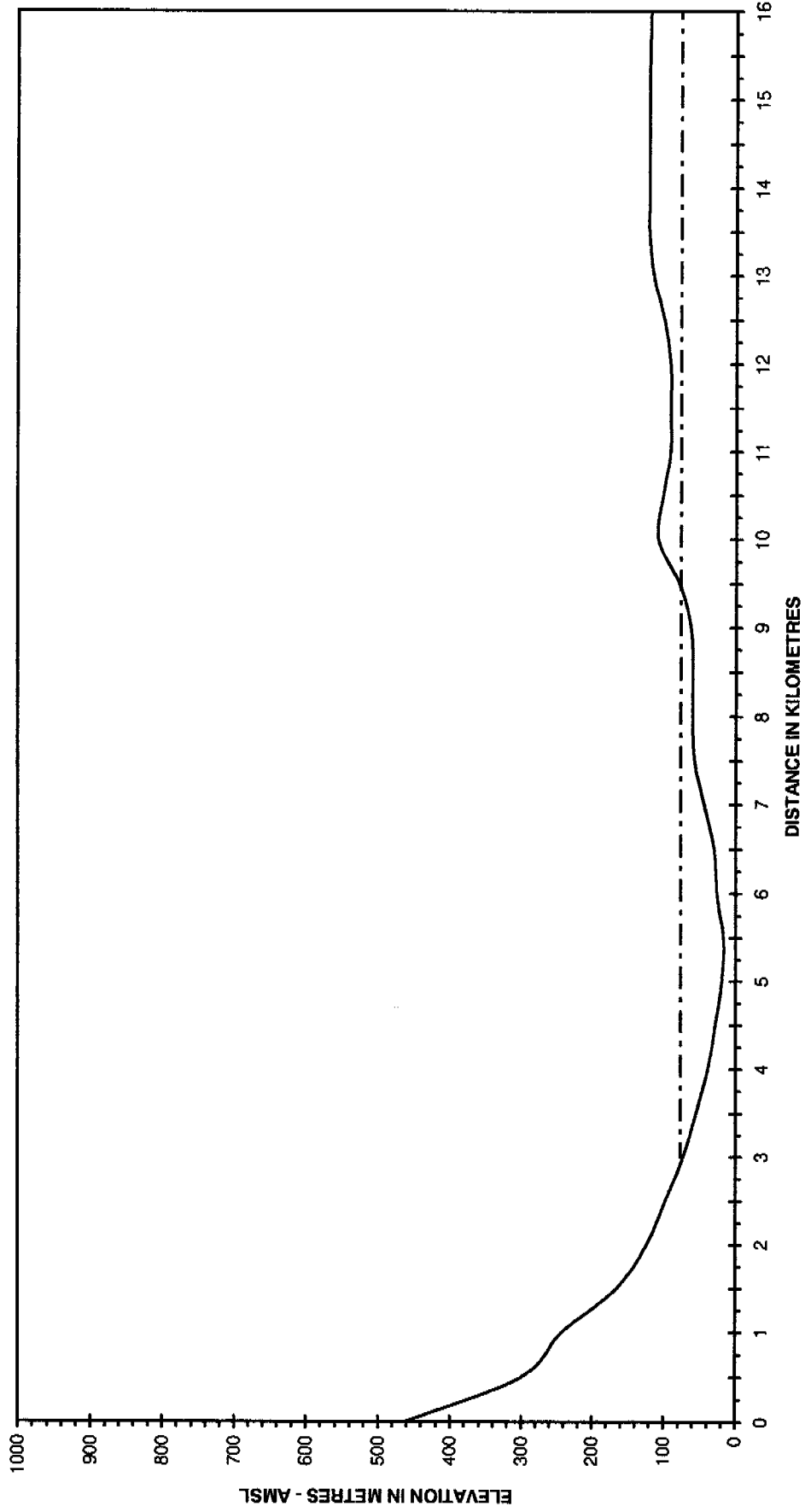
D.E.M. ALLEN AND ASSOCIATES LTD.
CONSULTING ENGINEERS

ABBOTSFORD/CHILLIWACK, BC
CHANNEL 203A (88.5 MHz)

FIGURE 11
PROFILE OF TERRAIN

NEW FM BROADCASTING STATION

AZIMUTH #7 = 270° AVG. ELEVATION = 76.6 m
ANTENNA = 485.6 m AMSL HAAT = 409.0 m



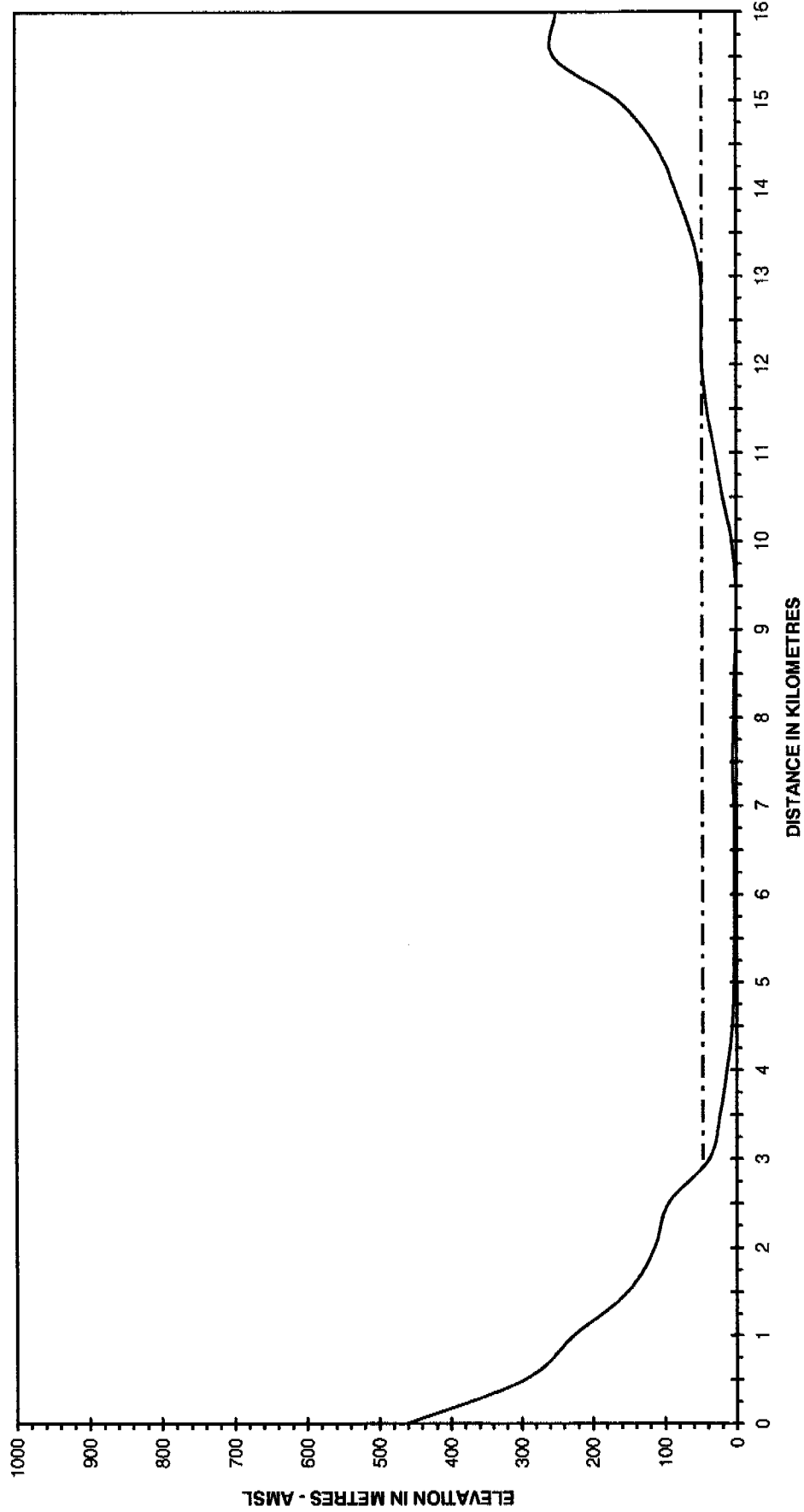
PROJECT# 49701
DECEMBER 15, 2004

D.E.M. ALLEN AND ASSOCIATES LTD.
CONSULTING ENGINEERS

ABBOTSFORD/CHILLIWACK, BC
CHANNEL 203A (88.5 MHz)

FIGURE 12
PROFILE OF TERRAIN

NEW FM BROADCASTING STATION
AZIMUTH #8 = 315° AVG. ELEVATION = 46.9 m
ANTENNA = 485.6 m AMSL HAAT = 438.7 m



PROJECT# 49701
DECEMBER 15, 2004

D.E.M. ALLEN AND ASSOCIATES LTD.
CONSULTING ENGINEERS

ABBOTSFORD/CHILLIWACK, BC
CHANNEL 203A (88.5 MHz)

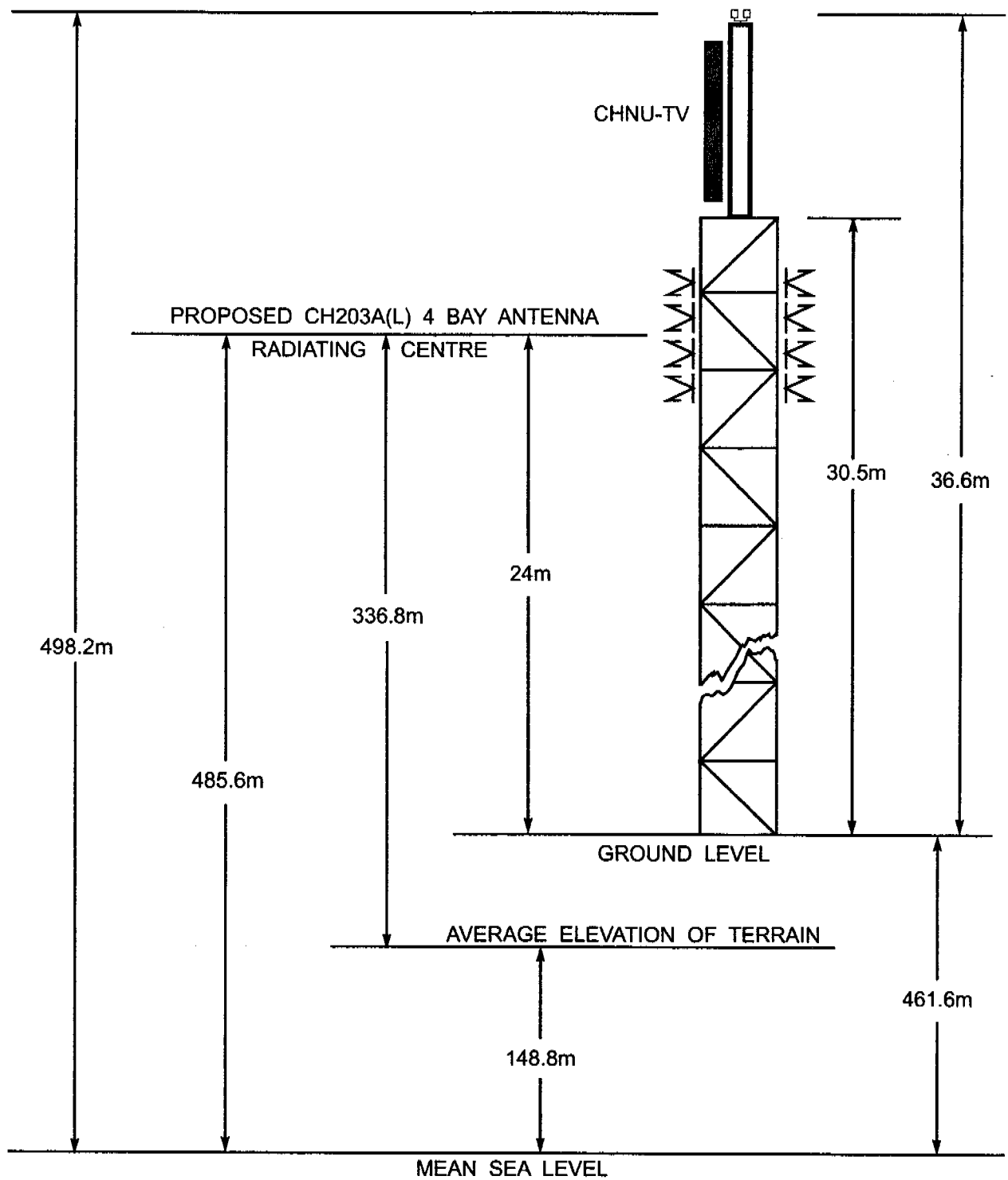
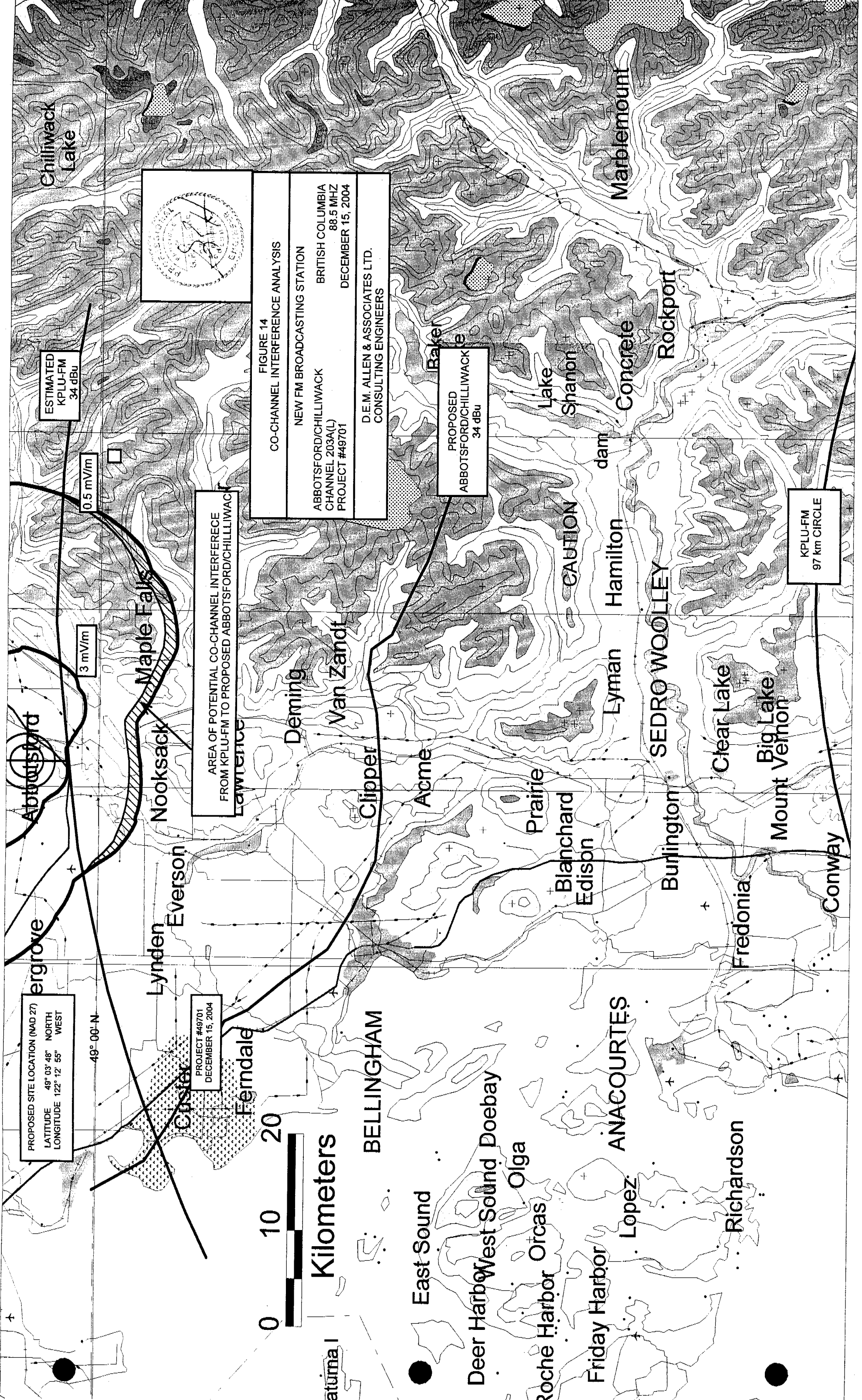


FIGURE 13
TRANSMITTING ANTENNA ELEVATIONS

FM BROADCASTING STATION
 NEW ABBOTSFORD/CHILLIWACK, BC
 CHANNEL 203A(L) 88.5MHz
 PROJECT# 49701 DECEMBER 15, 2004

D.E.M. ALLEN & ASSOCIATES LTD.
 CONSULTING ENGINEERS



PROPOSED SITE LOCATION (NAD 27)
 LATITUDE 49° 03' 48" NORTH
 LONGITUDE 122° 12' 55" WEST

49° 00' N

PROJECT #49701
 DECEMBER 15, 2004

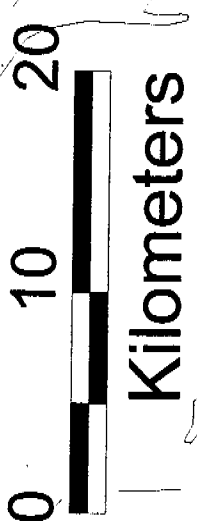


FIGURE 14
 CO-CHANNEL INTERFERENCE ANALYSIS
 NEW FM BROADCASTING STATION
 ABBOTSFORD/CHILLIWACK
 CHANNEL 203A(L)
 PROJECT #49701
 BRITISH COLUMBIA
 88.5 MHz
 DECEMBER 15, 2004
 D.E.M. ALLEN & ASSOCIATES LTD.
 CONSULTING ENGINEERS

AREA OF POTENTIAL CO-CHANNEL INTERFERENCE
 FROM KPLU-FM TO PROPOSED ABBOTSFORD/CHILLIWACK

ESTIMATED
 KPLU-FM
 34 dBu

PROPOSED
 ABBOTSFORD/CHILLIWACK
 34 dBu

KPLU-FM
 97 km CIRCLE

atuma |

BELLINGHAM

East Sound

Deer Harbor West Sound Doebay

Olga

Roche Harbor Orcas

Friday Harbor

Lopez

Richardson

ANACOURTES

Abbotsford

3 mV/m

0.5 mV/m

Maple Falls

Nooksack

Lynden Everson

Custer

Ferndale

Deming

Van Zandt

Clipper

Acme

Prairie

Blanchard
 Edison

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

Mount Vernon

Conway

CAUTION

Hamilton

Lake
 Shannon

Concrete

dam

SEDRO WOOLLEY

Burlington

Clear Lake

Big Lake

Mount Vernon

Conway

Hamilton

Lyman

Burlington

ANACOURTES

SEDRO WOOLLEY

Clear Lake

Big Lake

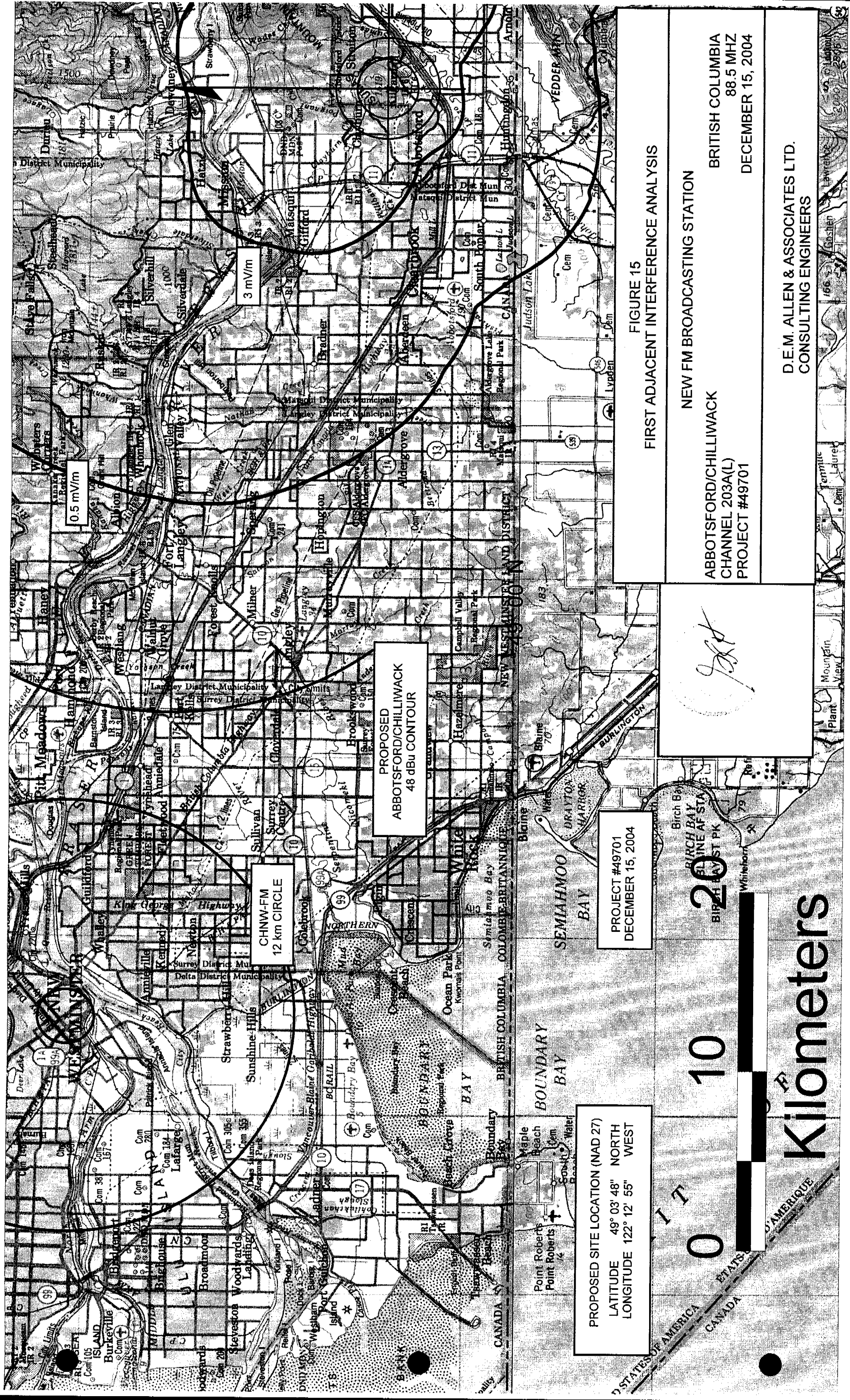
Mount Vernon

Conway

CAUTION

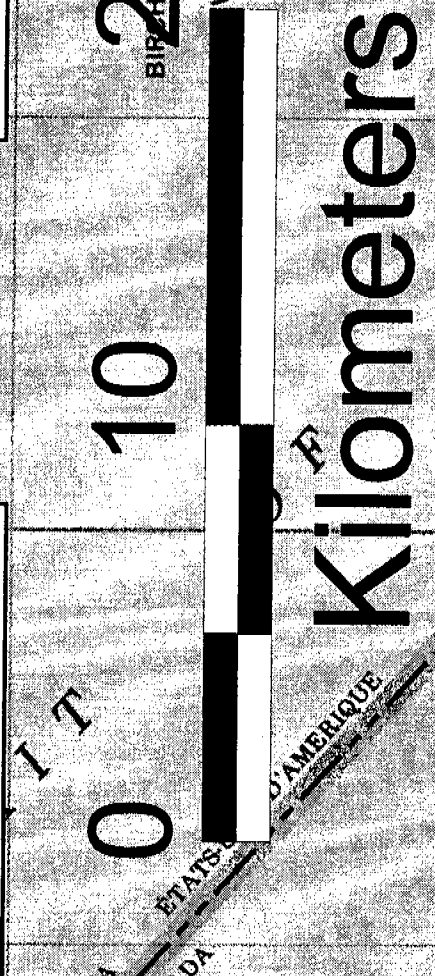
Hamilton

L



PROPOSED SITE LOCATION (NAD 27)
 LATITUDE 49° 03' 48" NORTH
 LONGITUDE 122° 12' 55" WEST

PROJECT #49701
 DECEMBER 15, 2004



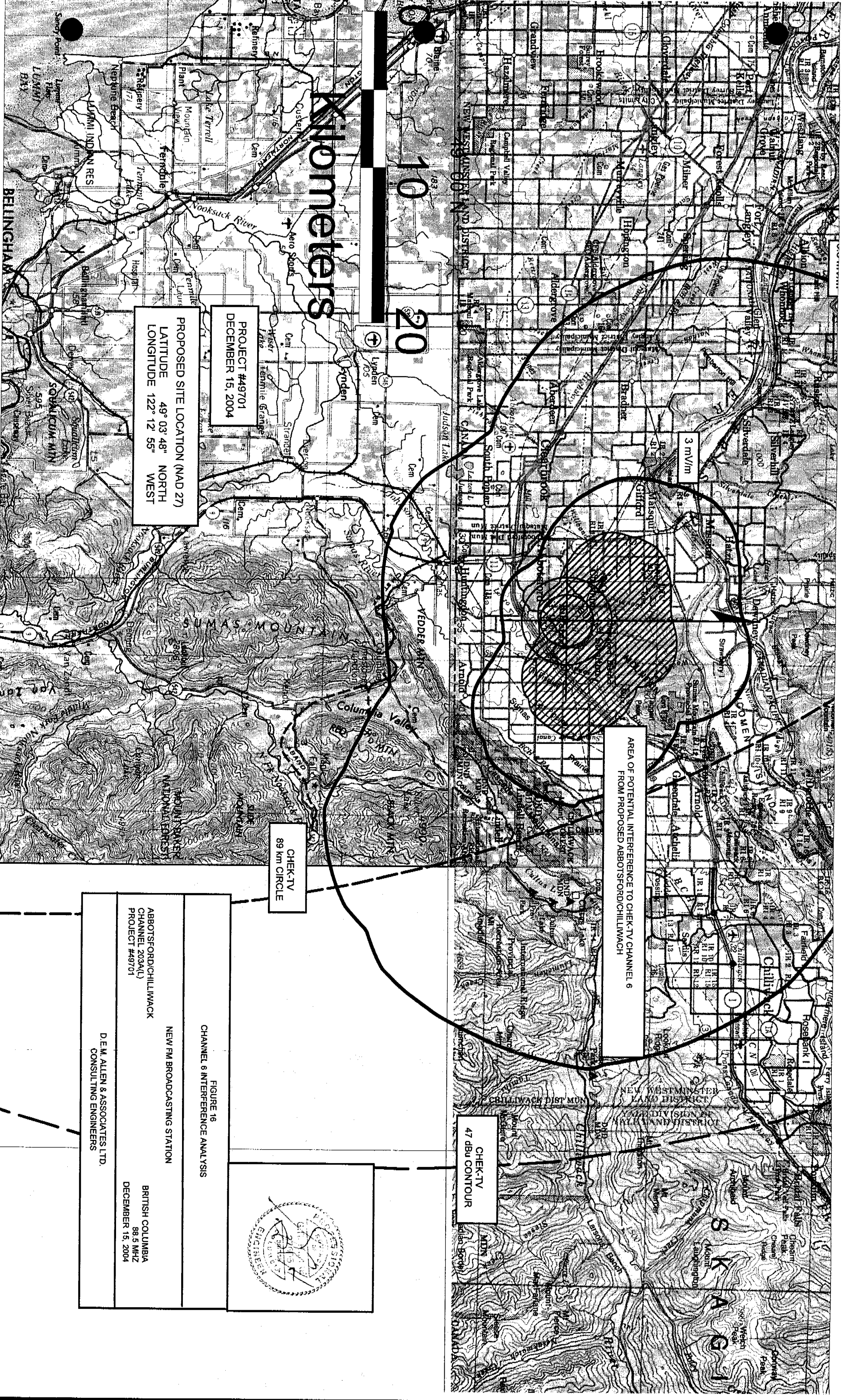
[Handwritten Signature]

FIGURE 15
 FIRST ADJACENT INTERFERENCE ANALYSIS

NEW FM BROADCASTING STATION
 ABBOTSFORD/CHILLIWACK
 CHANNEL 203A(L)
 PROJECT #49701

BRITISH COLUMBIA
 88.5 MHZ
 DECEMBER 15, 2004

D.E.M. ALLEN & ASSOCIATES LTD.
 CONSULTING ENGINEERS



Kilometers

10 20

PROJECT #49701
DECEMBER 15, 2004

PROPOSED SITE LOCATION (NAD 27)
LATITUDE 49° 03' 48" NORTH
LONGITUDE 122° 12' 55" WEST

AREA OF POTENTIAL INTERFERENCE TO CHEK-TV CHANNEL 6
FROM PROPOSED ABBOTSFORD/CHILLIWACK

CHEK-TV
89 km CIRCLE

CHEK-TV
47 dBu CONTOUR

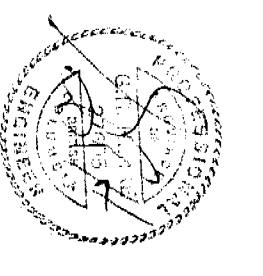
FIGURE 16
CHANNEL 6 INTERFERENCE ANALYSIS

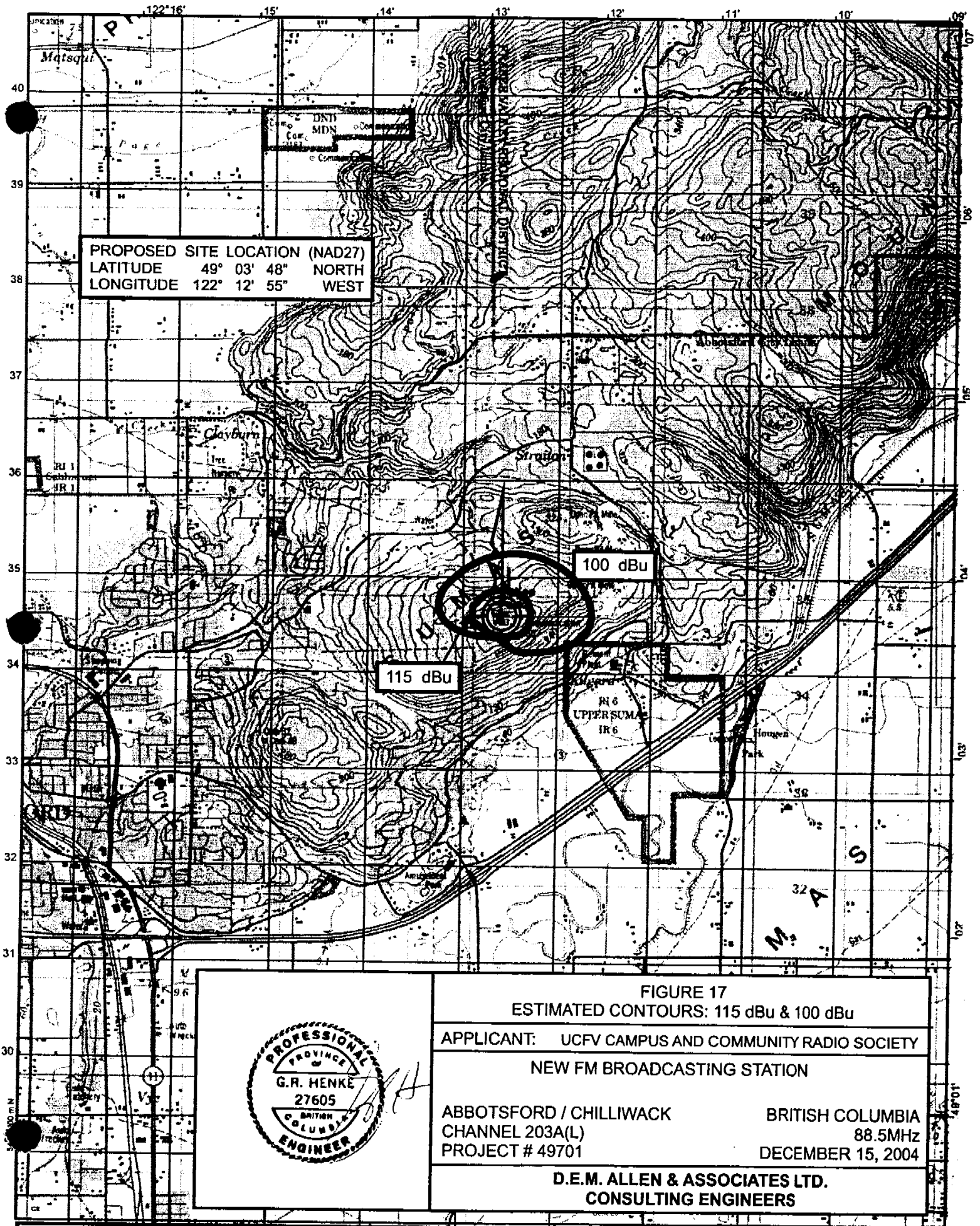
NEW FM BROADCASTING STATION

ABBOTSFORD/CHILLIWACK
CHANNEL 203A(L)
PROJECT #49701

D. M. ALLEN & ASSOCIATES LTD.
CONSULTING ENGINEERS

BRITISH COLUMBIA
88.5 MHz
DECEMBER 15, 2004





PROPOSED SITE LOCATION (NAD27)
 LATITUDE 49° 03' 48" NORTH
 LONGITUDE 122° 12' 55" WEST

100 dBu

115 dBu



FIGURE 17
ESTIMATED CONTOURS: 115 dBu & 100 dBu

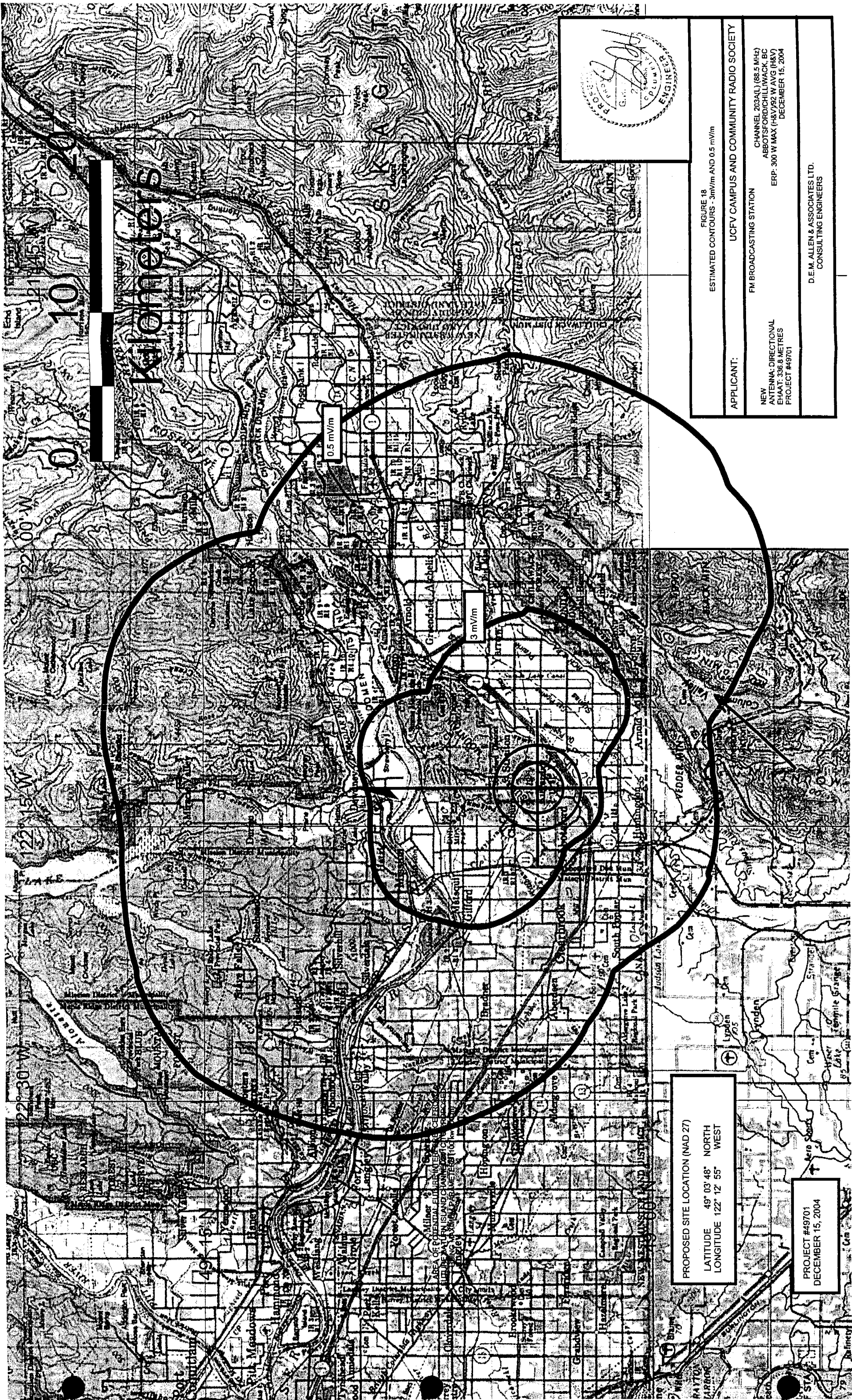
APPLICANT: UCFV CAMPUS AND COMMUNITY RADIO SOCIETY
 NEW FM BROADCASTING STATION

ABBOTSFORD / CHILLIWACK BRITISH COLUMBIA
 CHANNEL 203A(L) 88.5MHz
 PROJECT # 49701 DECEMBER 15, 2004

D.E.M. ALLEN & ASSOCIATES LTD.
CONSULTING ENGINEERS

1:50,000

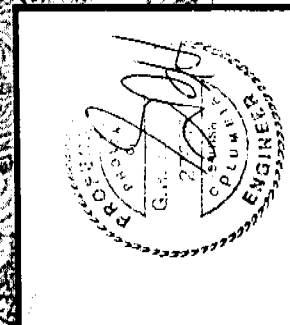
0 1 2 3 58 59 60 61 62



10 Kilometers

0.5 mV/m

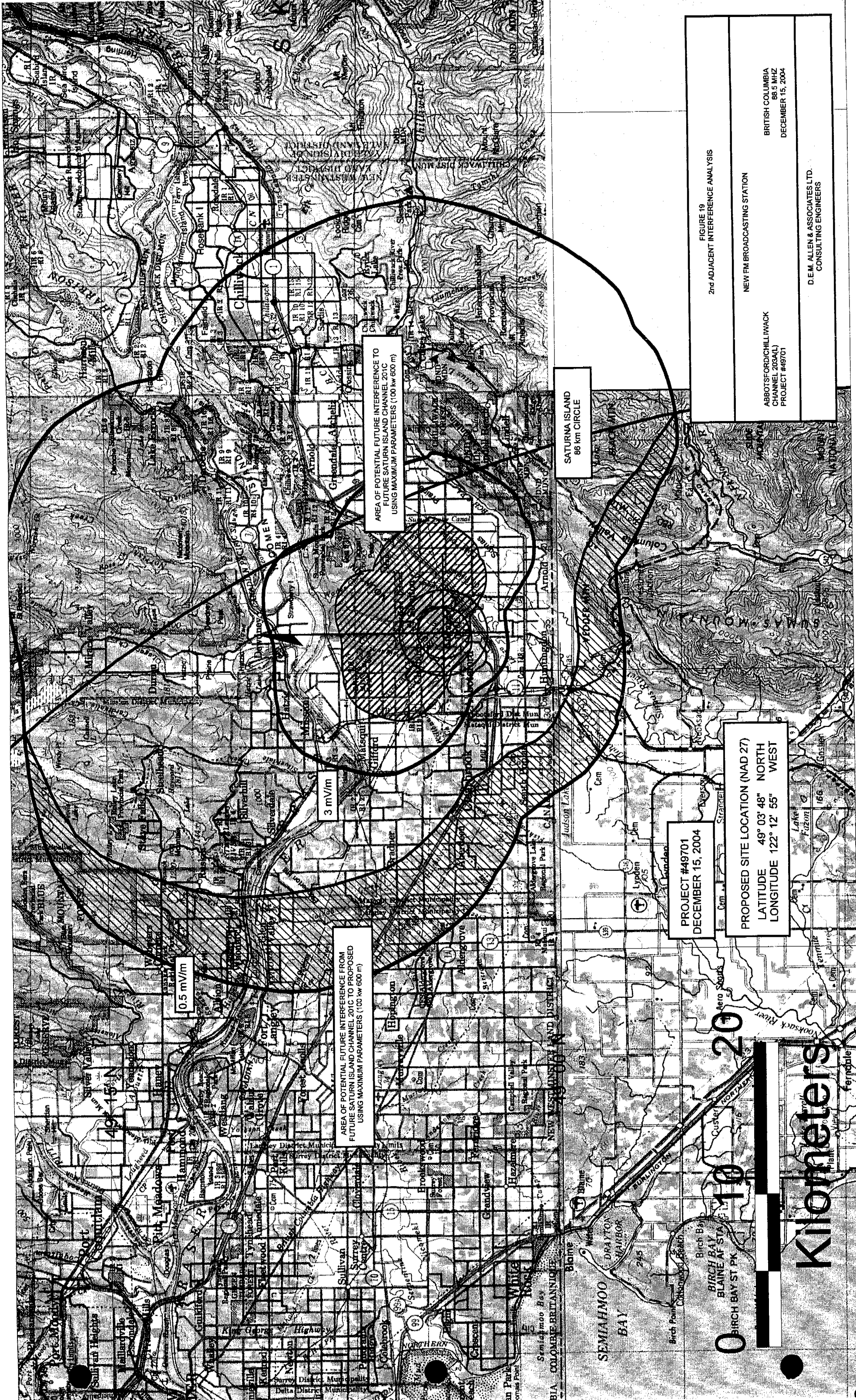
3 mV/m



<p>FIGURE 18 ESTIMATED CONTOURS - 3mV/m AND 0.5 mV/m</p>	
<p>APPLICANT: NEW ANTENNA: DIRECTIONAL EHAAT: 336.8 METRES PROJECT #49701</p>	<p>UCFV CAMPUS AND COMMUNITY RADIO SOCIETY FM BROADCASTING STATION CHANNEL 203A(L) (88.5 MHz) ABBOTSFORD/HILLWACK, BC ERP: 300 W MAX (1+8V/92 W AVG (H&V)) DECEMBER 15, 2004</p>
<p>D.E.M. ALLEN & ASSOCIATES LTD. CONSULTING ENGINEERS</p>	

PROPOSED SITE LOCATION (NAD 27)
LATITUDE 49° 03' 48" NORTH
LONGITUDE 122° 12' 55" WEST

PROJECT #49701
DECEMBER 15, 2004



AREA OF POTENTIAL FUTURE INTERFERENCE TO
 FUTURE SATURN ISLAND CHANNEL 201C
 USING MAXIMUM PARAMETERS (100 kw 600 m)

3 mV/m

AREA OF POTENTIAL FUTURE INTERFERENCE FROM
 FUTURE SATURN ISLAND CHANNEL 201C TO PROPOSED
 USING MAXIMUM PARAMETERS (100 kw 600 m)

0.5 mV/m

SATURN ISLAND
 86 km CIRCLE

PROJECT #49701
 DECEMBER 15, 2004

PROPOSED SITE LOCATION (NAD 27)
 LATITUDE 49° 03' 48" NORTH
 LONGITUDE 122° 12' 55" WEST

0 10 20
 Kilometers

FIGURE 19
 2nd ADJACENT INTERFERENCE ANALYSIS

NEW FM BROADCASTING STATION

ABBOTSFORD/CHILLIWACK
 CHANNEL 203A(L)
 PROJECT #49701

BRITISH COLUMBIA
 88.5 MHz
 DECEMBER 15, 2004

D.E.M. ALLEN & ASSOCIATES LTD.
 CONSULTING ENGINEERS