



Broadcasting Notice of Consultation CRTC 2017-223

PDF version

Ottawa, 29 June 2017

Notice of hearing

7 September 2017

Gatineau, Quebec

Deadline for submission of interventions/comments/answers: 31 July 2017

[\[Submit an intervention/comment/answer or view related documents\]](#)

The Commission will hold a hearing on **7 September 2017 at 11 a.m., at the Commission Headquarters, 1 Promenade du Portage, Gatineau, Quebec**. The Commission intends to consider the following applications, subject to interventions, without the appearance of the parties:

Applicant/Licensee and Locality

1. **Parrsboro Radio Society**
Parrsboro, Nova Scotia
Application 2016-0994-2
2. **9116-1299 Québec inc.**
Maniwaki, Quebec
Application 2016-0927-3
3. **CPAM Radio Union.com inc.**
Montréal, Quebec
Application 2016-0601-3
4. **Groupe Médias Pam inc.**
Saint-Constant, Quebec
Applications 2016-0606-3 and 2016-0605-5
5. **Intercity Broadcasting Network Inc.**
Toronto, Ontario
Applications 2016-0920-8 and 2016-0919-0
6. **Comité de la Radio communautaire Huronne-Wyandot inc.**
Wendake, Quebec
Application 2016-1258-1

7. **Stingray Digital Group Inc.**
Montréal, Quebec
Applications 2017-0351-2, 2017-0354-6, 2017-0355-4 and 2017-0356-2
8. **Vintage TV Canada Limited**
Toronto, Ontario
Application 2017-0028-7
9. **Avenue Radio Ltd.**
Kelowna, British Columbia
Application 2017-0142-5
10. **Klondike Broadcasting Company Limited**
Whitehorse, Yukon
Application 2017-0192-0

Preamble for items 1 to 5

The Commission announces that it has received applications to renew the broadcasting licences for certain radio stations expiring 31 August 2017. Those licences were administratively renewed until 31 August 2018 in *Various radio stations – Administrative renewals*, Broadcasting Decision CRTC 2017-224, 29 June 2017.

Three of the five licensees propose to continue the operation of their stations under the same terms and conditions as those in effect under the current licences, including those set out in *Conditions of licence for commercial AM and FM radio stations*, Broadcasting Regulatory Policy CRTC 2009-62, 11 February 2009. The licensee of the community radio station (see Item 1) will be required to adhere to the conditions set out in *Standard conditions of licence for campus and community radio stations*, Broadcasting Regulatory Policy CRTC 2012-304, 22 May 2012. Finally, two licensees are proposing amendments to the conditions of licence for their stations.

With the exception of CKFG-FM Toronto, which is in its first licence term, the other four stations were in non-compliance with one or more of their regulatory requirements in the previous licence term. At their last licence renewal, these stations' broadcasting licences were therefore renewed for short-term periods to allow for an earlier review of their compliance with their regulatory requirements.

The Commission notes the serious and, in some cases, recurring nature of those instances of apparent non-compliance in the current licence term. The five licensees were notified of their respective instances of apparent non-compliance as set out in the present notice of consultation and of their potential impact on their licence renewal applications. All of the licensees were given the opportunity to respond to the Commission. This correspondence is available on the public file of each of the renewal applications set out in the present notice of consultation.

The Commission intends to consider the renewal of the broadcasting licences for these stations in accordance with the approach set out in *Update on the Commission's approach to non-compliance by radio stations*, Broadcasting Information Bulletin CRTC 2014-608, 21 November 2014 (Broadcasting Information Bulletin 2014-608). The Commission will consider the use of any or all of the following measures set out in paragraph 7 of that information bulletin, as appropriate, given the facts underlying each application:

- short-term licence renewal;
- imposing conditions of licence;
- requiring additional Canadian content development (CCD) contributions that are over-and-above those required by the *Radio Regulations, 1986* or by existing conditions of licence;
- removing the ability to make CCD contributions to discretionary initiatives such as talent contests;
- requiring licensees to broadcast an announcement regarding their non-compliance, as set out in the appendix to Information Bulletin 2014-608;
- imposing mandatory orders;
- non-renewal of the licence;
- suspension of the licence;
- revocation of the licence.

Specifically, as set out in Broadcasting Information Bulletin 2014-608, each instance of non-compliance will be evaluated in its context and in light of factors such as the quantity, recurrence and seriousness of the non-compliance. The Commission will also consider the circumstances, the arguments provided by the licensees and the actions taken to rectify the situation in order to continue operating their undertakings in compliance with their respective regulatory requirements.

1. Parrsboro Radio Society
 Parrsboro, Nova Scotia
 Application 2016-0994-2

Application by **Parrsboro Radio Society** to renew the broadcasting licence for the English-language community radio station CICR-FM Parrsboro, expiring 31 August 2017.

Commission records show that the licensee is in apparent non-compliance with the following sections of the *Radio Regulations, 1986*:

- section 9(2) relating to the filing of complete annual returns by no later than 30 November of each year;

- sections 8(1)(c), 8(4) and 8(6) relating to the keeping and filing of a complete program log, and of a clear and intelligible tape recording or other exact copies of all matter broadcast;
- sections 9(3) and 9(4) relating to the requirement to respond to all Commission requests for information.

In *CICR-FM Parrsboro – Licence renewal*, Broadcasting Decision CRTC 2015-473, 21 October 2015, the Commission granted CICR-FM a short-term licence renewal and imposed the requirement to file a report on internal policies and procedures given the station's previous instances of non-compliance and others issues.

Should the Commission once again find the licensee in non-compliance, this would be the second consecutive licence term in which CICR-FM has been found in non-compliance with its regulatory requirements.

Given this recurrence of non-compliance and the apparent lack of cooperation by the licensee following repeated correspondence, the Commission has concerns regarding the licensee's ability and commitment to operate the station in a compliant manner.

Licensee's address:

396 Main Street

Parrsboro, Nova Scotia

B0M 1S0

Fax: 902-216-0042

Email: rossparrsboro@gmail.com

Email to request electronic version of application: rossparrsboro@gmail.com

2. **9116-1299 Québec inc.**
Maniwaki, Quebec
Application 2016-0927-3

Application by **9116-1299 Québec inc.** to renew the broadcasting licence for the French-language commercial radio station CFOR-FM Maniwaki, expiring 31 August 2017.

Commission records show that the licensee is in apparent non-compliance with the following sections of the *Radio Regulations, 1986* and with the following conditions of licence set out in Appendix 1 to *CFOR-FM Maniwaki – Licence renewal, Broadcasting Decision CRTC 2015-324, 21 July 2015* (Broadcasting Decision 2015-324):

- section 9(4) relating to the requirement to provide information relating to compliance with its regulatory obligations;
- sections 8(1) and 8(4) relating to the filing of program logs, sections 8(5) and 8(6) relating to the filing of audio recordings of the matter broadcast, and section 9(3) relating to the filing of music lists;

- section 8(6) relating to providing the Commission with a clear and intelligible tape recording or other exact copy of all matter broadcast;
- condition of licence 2 relating to over-and-above Canadian content development (CCD) contributions; and
- condition of licence 4(a) and (b) relating to the broadcast of an on-air announcement and to the obligation to provide to the Commission with the audio recordings for the broadcast days during which the announcement was broadcast, and to file a completed and signed attestation.

In Broadcasting Decision 2015-324, the Commission granted CFOR-FM a short-term licence renewal and imposed corrective measures (additional CCD contributions and on-air announcements regarding its non-compliance) due to its non-compliance with conditions of licence relating to the payment of CCD shortfalls and the provision of proof of payment of CCD contributions for previous broadcast years.

Should the Commission once again find the licensee in non-compliance, this would be the third consecutive licence term in which CFOR-FM has been found in non-compliance with its regulatory requirements.

Given this recurrence of non-compliance and the apparent lack of cooperation by the licensee following repeated correspondence, the Commission has concerns regarding the licensee's ability and commitment to operate the station in a compliant manner.

Licensee's address:

139 Principale Street South

Maniwaki, Quebec

J9E 1Z8

Fax: 819-441-3488

Email: cfor993@b2b2c.ca

Email to request electronic version of application: cfor993@b2b2c.ca

3. CPAM Radio Union.com inc.

Montréal, Quebec

Application 2016-0601-3

Application by **CPAM Radio Union.com inc.** to renew the broadcasting licence for the French-language ethnic commercial AM radio station CJWI Montréal, expiring 31 August 2017.

Commission records show that the licensee is in apparent non-compliance with the following sections of the *Radio Regulations, 1986* (the Regulations) and with the following conditions of licence set out in Appendix 1 to *CJWI Montréal – Licence renewal*, Broadcasting Decision CRTC 2015-409, 31 August 2015 (Broadcasting Decision 2015-409):

- section 9(2) relating to the filing of complete annual returns by no later than 30 November of each year, which includes the obligation to file financial statements and form 1411 (annual survey on National Public Alerting System) for the 2013-2014 through 2015-2016 broadcast years;
- section 9(4) relating to the requirement to provide information relating to compliance with its regulatory obligations;
- sections 8(1), 8(2), 8(4), 8(6) and 9(3)(b) relating to the keeping and filing of complete program logs, a clear and intelligible tape recording or other exact copy of all matter broadcast, and music lists;
- condition of licence 5 relating to over-and-above Canadian content development (CCD) contributions, and the filing of proof of payment of such contributions; and
- conditions of licence 6(a) and (b) relating to the broadcast of an announcement following the failure to comply with certain regulatory requirements and to demonstrate that the announcement was broadcast by filing an audio recording with the Commission.

In Broadcasting Decision 2015-409, the Commission granted CJWI a short-term licence renewal and imposed corrective measures (additional CCD contributions and on-air announcements regarding its non-compliance) due to its non-compliance with section 9(2) of the Regulations relating to the filing of annual returns, and with section 15(2) of the Regulations relating to CCD contributions.

Should the Commission once again find the licensee in non-compliance, it would be the third consecutive licence term in which CJWI has been found in non-compliance with its regulatory requirements.

Given the recurrence of the station's non-compliance over the past several licence terms, the Commission has concerns regarding the licensee's ability and commitment to operate the station in a compliant manner.

Licensee's address:

3390 Crémazie Boulevard East

Montréal, Quebec

H2A 1A4

Fax: 514-287-3299

Email: abruneau_2000@yahoo.com

Email to request electronic version of application: abruneau_2000@yahoo.com

4. Groupe Médias Pam inc.
 Saint-Constant, Quebec
 Applications 2016-0606-3 and 2016-0605-5

Application (2016-0606-3) by **Groupe Médias Pam inc.** (Group Médias) to renew the broadcasting licence for the French-language commercial AM radio station CJMS Saint-Constant, expiring 31 August 2017.

The licensee also filed an application (2016-0605-5) to delete CJMS's condition of licence relating to Canadian content development (CCD) contributions, set out in Appendix 1 to *CJMS Saint-Constant – Acquisition of assets, licence renewal and maintaining of broadcasting orders*, Broadcasting Decision CRTC 2014-641, 11 December 2014 (Broadcasting Decision 2014-641), which reads as follows:

6. In addition to the basic annual contribution to Canadian content development (CCD) set out in section 15 of the *Radio Regulations, 1986*, the licensee shall make an annual contribution of \$500 to CCD. Of this amount, no less than 20% per broadcast year must be directed to FACTOR or MUSICACTION. The remainder shall be allocated to parties and initiatives fulfilling the definition of eligible initiatives set out in paragraph 108 of *Commercial Radio Policy 2006*, Broadcasting Public Notice CRTC 2006-158, 15 December 2006.

Commission records show that the licensee is in apparent non-compliance with the following sections of the *Radio Regulations, 1986* (the Regulations) and with the following condition of licence set out in Appendix 1 to Broadcasting Decision 2014-641:

- section 9(2) relating to the filing of complete annual returns by no later than 30 November of each year, which includes the obligation to file financial statements and form 1411 (annual survey on National Public Alerting System) for the 2013-2014 through 2015-2016 broadcast years;
- section 9(4) relating to the requirement to provide information relating to compliance with regulatory obligations;
- section 8(6) relating to the requirement to provide the Commission with a clear and intelligible tape recording or other exact copy of all matter broadcast; and
- condition of licence 6 relating to over-and-above CCD contributions.

In Broadcasting Decision 2014-641, the Commission approved an application by Groupe Médias for authority to acquire the assets of CJMS from 3553230 Canada inc. As such, the station is in its first licence term under Groupe Médias.

In that decision, the Commission also renewed CJMS's broadcasting licence for a short-term period due to its non-compliance with sections 8(6) and 9(4) of the Regulations, as well as with sections 8(1) (logs and records) and 8(5) (retaining a clear and intelligible tape recording or other exact copy of all matter broadcast). The Commission also imposed broadcasting orders requiring the licensee to comply at all times with those sections of the Regulations.

Should the Commission once again find the licensee in non-compliance, this would be the fifth consecutive licence term in which CJMS has been found in non-compliance with its regulatory requirements, and the first licence term under Groupe Médias.

Given the recurrence of the station's non-compliances and its possible failure to respect the orders imposed at its last licence renewal, the Commission has concerns regarding the licensee's ability and commitment to operate the station in a compliant manner.

Licensee's address:

3390 Crémazie Boulevard East

Montréal, Quebec

H2A 1A4

Fax: 514-287-3299

Email: abruneau_2000@yahoo.com

Email to request electronic version of application: abruneau_2000@yahoo.com

5. Intercity Broadcasting Network Inc.

Toronto, Ontario

Applications 2016-0920-8 and 2016-0919-0

Application (2016-0920-8) by **Intercity Broadcasting Network Inc.** (Intercity) to renew the broadcasting licence for the English-language commercial specialty radio station CKFG-FM Toronto, expiring 31 August 2017.

The licensee also filed an application (2016-0919-0) to amend CKFG-FM's conditions of licence relating to the broadcast of musical selections and to Canadian content development (CCD) contributions, set out in *English-language FM radio station in Toronto*, Broadcasting Decision CRTC 2011-369, 9 June 2011 (Broadcasting Decision 2011-369), which read as follows:

3. The licensee shall devote at least 50% of all musical selections broadcast in each broadcast week to programming drawn from content subcategory 33 (World beat and international).

6. In addition to the required basic annual contribution to Canadian content development (CCD) set out in section 15 of the *Radio Regulations, 1986*, as amended from time to time, the licensee shall make a contribution of \$249,545 to CCD, to be allocated as follows over seven consecutive broadcast years upon commencement of operations: \$35,800 in year one, \$37,024 in year two, \$36,330 in year three, \$36,346 in year four, \$36,330 in year five, \$36,296 in year six and \$36,418 in year seven.

Of this amount, the licensee shall allocate no less than 20% per broadcast year to FACTOR. The remaining amounts of this additional CCD contribution shall be allocated to parties and initiatives fulfilling the definition of eligible initiatives set out in paragraph 108 of *Commercial Radio Policy 2006*, Broadcasting Public Notice CRTC 2006-158, 15 December 2006.

The licensee wishes to replace the above condition of licence 3 with the following:

3. The licensee shall devote at least 37% of all musical selections broadcast in each broadcast week to programming drawn from content subcategory 33 (World beat and international).

In regard to condition of licence 6, Intercity, in response to letters from Commission staff, withdrew its request.

Commission records indicate that the licensee is in apparent non-compliance with the following sections of the *Radio Regulations, 1986* (the Regulations) and with the following conditions of licence set out in Appendix 1 to Broadcasting Decision 2011-369.

- sections 2.2(3)(b), 2.2(8) and 2.2(9) relating to the broadcast of content category 2 (Popular Music) and content category 3 (Special Interest Music) Canadian musical selections;
- sections 8(1) and 9(3)(b) relating to the filing of a complete and accurate program log and music list;
- section 9(2) relating to the filing of annual returns by no later than 30 November of each year, for the 2011-2012 and 2012-2013 broadcast years;
- sections 15(2) and 15(5) relating to basic CCD contributions, for the 2012-2013 through 2015-2016 broadcast years;
- section 16(2) relating to the implementation of the National Public Alerting System;
- condition of licence 3 requiring that at least 50% of all musical selections broadcast in each broadcast week be drawn from content subcategory 33 (World beat and international);
- condition of licence 6 requiring minimum annual over-and-above CCD contributions, for the 2011-2012 through 2015-2016 broadcast years; and
- condition of licence 7 requiring the licensee to file a report by 30 November of each year providing specific details on the manner in which the licensee has fulfilled its programming requirements in serving the Caribbean and African communities of Toronto with its spoken word programming and musical format, for the 2011-2012 through 2015-2016 broadcast years.

Further, it appears that the licensee failed to meet the objectives and expectations relating to the broadcast of montages set out in *Requirements for the broadcast of radio montages*, Broadcasting Information Bulletin CRTC 2011-728, 24 November 2011.

In Broadcasting Decision 2011-369, the Commission approved an application by Intercity for a broadcasting licence to operate an FM radio station in Toronto that would launch as CKFG-FM. As such, the station is in its first licence term.

In Licensing of new radio stations to serve Scarborough and technical changes for existing radio stations serving Scarborough, Toronto and Whitchurch-Stouffville, Broadcasting Decision CRTC 2014-574, 5 November 2014 (Broadcasting Decision 2014-574), the Commission denied requests by Intercity for technical changes to CKFG-FM as well as for amendments to its conditions of licence relating to over-and-above CCD contributions. In that decision, the Commission determined that the licensee was in non-compliance with sections 9(2), 15(2) and 15(5) of the Regulations and conditions of licence 6 and 7. The Commission indicated that it would review the licensee's performance and the manner in which it had remedied the previous repeated instances of non-compliance as part of the licence renewal for CKFG-FM in 2017.

Given the number of instances of apparent non-compliance and the instances of non-compliances noted in Broadcasting Decision 2014-574, the Commission could conclude that the licensee has demonstrated that it does not understand its regulatory obligations. Because of this, coupled with the fact that the Commission has already required corrective measures by the licensee during the current licence term, with which the licensee does not appear to have complied, the Commission has concerns regarding the licensee's ability and commitment to operate the station in a compliant manner.

Licensee's address:

34 Kern Road
Toronto, Ontario
M3B 1T1

Email: fg2020@gmail.com

Email to request electronic version of application: mpowell@g987fm.com

6. Comité de la Radio communautaire Huronne-Wyandot inc.
Wendake, Quebec
Application 2016-1258-1

Application by **Comité de la Radio communautaire Huronne-Wyandot inc.** (Comité Radio Huronne-Wyandot) for a broadcasting licence to operate a Type B Native FM radio station in Wendake.

The applicant currently operates the low-power Native radio station CIHW-FM Wendake at 100.3 MHz (channel 262LP). Comité Radio Huronne-Wyandot wishes to operate that station as a regular-power station.

In *A targeted policy review of the commercial radio sector*, Broadcasting Regulatory Policy CRTC 2014-554, 28 October 2014, the Commission indicated that licensees of low-power radio stations who wish to operate their stations as regular-power stations must apply for new broadcasting licences. Comité Radio Huronne-Wyandot submitted the present application pursuant to that policy.

The station would operate at 100.3 MHz (channel 262A) with an average effective radiated power (ERP) of 239 watts (maximum ERP of 400 watts with an effective height of antenna above average terrain of 18.9 metres).

The applicant proposes to broadcast 126 hours of programming in each broadcast week, of which 106 hours would be devoted to local programming.

The applicant also proposes to broadcast 106 hours of programming in the French-language, and 20 hours of Aboriginal-language programming each broadcast week in the Montagnais-Innu and Atikamekw languages.

The Commission may withdraw this application from the public hearing if it is not advised by the Department of Industry, at least twenty days prior to the hearing, that the application is technically acceptable.

Applicant's address:

102 Bastien Boulevard

Wendake, Quebec

G0A 4V0

Phone: 418-843-3767

Email: jpsioui@premontex.com

Email to request electronic version of application: jpsioui@premontex.com

7. Stingray Digital Group Inc.

Montréal, Quebec

Applications 2017-0351-2, 2017-0354-6, 2017-0355-4 and 2017-0356-2

Applications by **Stingray Digital Group Inc.** for broadcasting licences to operate discretionary services to be known as Stingray Juicebox, Stingray Loud, Stingray Retro and Stingray Vibe.

The services would be devoted to music video and related programming focusing on pre-teens (Stingray Juicebox), rock and related genres (Stingray Loud), the 1980s to the early 2000s (Stingray Retro), and urban music (Stingray Vibe).

The applicant states that it would adhere to a condition of licence requiring that it devote at least 7% of gross annual revenues to the acquisition of and investment in Canadian programming for each of the services, in addition to the standard conditions of licence for discretionary services set out in Appendix 2 to *Standard requirements for television stations, discretionary services and on-demand services*, Broadcasting Regulatory Policy CRTC 2016-436, 2 November 2016.

Applicant's address:

730 Wellington Street

Montréal, Quebec

H3C 1T4

Fax: 514-664-1143

Telephone: 514-664-1244 ext. 2428

Email: lfeldman@stingray.com

Email to request electronic version of application: lfeldman@stingray.com

8. Vintage TV Canada Limited

Toronto, Ontario

Application 2017-0028-7

Application by **Vintage TV Canada Limited** for a broadcasting licence to operate a national, English-language discretionary service to be known as Vintage TV Canada.

The service would be devoted to vintage music and music-related programming, including programming featuring musical artists and sounds from different decades.

The applicant states that it would adhere to a condition of licence requiring that it devote at least 10% of gross annual revenues to the acquisition of and investment in Canadian programming, in addition to the standard conditions of licence for discretionary services set out in Appendix 2 to *Standard requirements for television stations, discretionary services and on-demand services*, Broadcasting Regulatory Policy CRTC 2016-436, 2 November 2016.

Applicant's address:

c/o 181 Bay Street

Suite 1800

Toronto, Ontario

M5J 2T9

Fax: 416-863-1515

Telephone: 416-268-2893

Email: nathalia.browning@vintage.tv

Email to request electronic version of application: nathalia.browning@vintage.tv

9. Avenue Radio Ltd.

Kelowna, British Columbia

Application 2017-0142-5

Application by **Avenue Radio Ltd.** (Avenue Radio) for authority to acquire from Vista Radio Ltd. the assets of the English-language commercial radio station CJUI-FM Kelowna.

Avenue Radio is also requesting a new broadcasting licence to continue the operation of the undertaking under the same terms and conditions as those in effect under the current licence.

Avenue Radio is wholly owned by Early Frost Investments Ltd., which is controlled by J. Nicholas Frost.

Pursuant to the Purchase and Sale Agreement, Avenue Radio would purchase the assets of the undertaking for \$650,000.

Avenue Radio also requests to be exempted from the requirement to pay tangible benefits.

Following the closing of the transaction, Avenue Radio would become the licensee of CJUI-FM.

Applicant's address:

202-346 Lawrence Avenue
Kelowna, British Columbia
V1Y 6L4

Email: nickfrost@castanet.net

Email to request electronic version of application: nickfrost@castanet.net

10. Klondike Broadcasting Company Limited

Whitehorse, Yukon
Application 2017-0192-0

Application by **Klondike Broadcasting Company Limited** (Klondike) for a broadcasting licence to operate an English-language commercial FM radio station in Whitehorse to replace its English-language commercial AM radio station CKRW Whitehorse.

CKRW is currently authorized to originate programming from its rebroadcasting transmitter CKRW-FM Whitehorse under its existing technical parameters until 5 April 2018 (see *CKRW Whitehorse – Licence amendment*, Broadcasting Decision CRTC 2017-89, 5 April 2017).

The station would operate at 96.1 MHz (channel 241B) with an effective radiated power of 4,400 watts (non-directional antenna with an effective height of antenna above average terrain of 359 metres).

The applicant requests that the following rebroadcasting transmitters currently associated with CKRW be re-assigned as rebroadcasting transmitters of the new FM station:

- CKRW-FM-2 Inuvik, Northwest Territories
- VF2143 Watson Lake, Yukon
- VF2063 Faro, Yukon
- VF2266 Carcross, Yukon
- VF2267 Carmacks, Yukon
- VF2268 Mayo, Yukon
- VF2269 Haines Junction, Yukon
- VF2270 Teslin, Yukon

Klondike proposes to maintain the station's current mainstream Adult Contemporary music format.

The Commission may withdraw this application from the public hearing if it is not advised by the Department of Industry, at least 20 days prior to the hearing, that the application is technically acceptable.

Applicant's address:

4103 Fourth Avenue
Suite 2013
Whitehorse, Yukon
Y1A 1H6

Email: kbenson@hougens.com

Email to request electronic version of application: kbenson@hougens.com

Procedure

Deadline for interventions, comments or answers

31 July 2017

The *Canadian Radio-television and Telecommunications Commission Rules of Practice and Procedure* (the Rules of Procedure) apply to the present proceeding. The Rules of Procedure set out, among other things, the rules for content, format, filing and service of interventions, answer, replies and requests for information; the procedure for filing confidential information and requesting its disclosure; and the conduct of public hearings. Accordingly, the procedure set out below must be read in conjunction with the Rules of Procedure and related documents, which can be found on the Commission's website under "[Statutes and Regulations](#)." *Guidelines on the CRTC Rules of Practice and Procedure*, Broadcasting and Telecom Information Bulletin CRTC 2010-959, 23 December 2010, provides information to help interested persons and parties understand the Rules of Procedure so that they can more effectively participate in Commission proceedings.

An intervention or an answer from a respondent must be filed with the Commission and served on the applicant on or before the above-mentioned date. An answer from a respondent must also be served on any other respondent.

Interventions and answers must clearly identify the application referred to and indicate whether parties support or oppose the application, or, if they propose changes to it, include the facts and grounds for their proposal.

Parties are permitted to coordinate, organize, and file, in a single submission, interventions by other interested persons who share their position. Information on how to file this type of submission, known as a joint supporting intervention, as well as a template for the covering letter to be filed by the parties, can be found in *Changes to certain practices for filing interventions – Expansion of filing practices to include the filing of joint supporting comments for broadcasting policy proceedings*, Broadcasting Information Bulletin CRTC 2010-28-1, 10 December 2010.

The Commission encourages interested persons and parties to monitor the record of the proceeding, available on the Commission's website, for additional information that they may find useful when preparing their submissions.

Submissions longer than five pages should include a summary. Each paragraph of all submissions should be numbered, and the line ***End of document*** should follow the last paragraph. This will help the Commission verify that the document has not been damaged during electronic transmission.

Pursuant to *Filing submissions for Commission proceedings in accessible formats*, Broadcasting and Telecom Information Bulletin CRTC 2015-242, 8 June 2015, the Commission expects incorporated entities and associations, and encourages all Canadians, to file submissions for Commission proceedings in accessible formats (for example, text-based file formats that allow text to be enlarged or modified, or read by screen readers). To provide assistance in this regard, the Commission has posted on its website [guidelines](#) for preparing documents in accessible formats.

Submissions must be filed by sending them to the Secretary General of the Commission using **only one** of the following means:

by completing the
[\[Intervention/comment/answer form\]](#)

or

by mail to
CRTC, Ottawa, Ontario K1A 0N2

or

by fax at
819-994-0218

A true copy of each intervention or answer from a respondent must be sent to the applicant and, in the case of a respondent to an application, to any other respondent.

Parties who send documents electronically must ensure that they will be able to prove, upon Commission request, that service/filing of a particular document was completed. Accordingly, parties must keep proof of the sending and receipt of each document for 180 days after the date on which the document is filed. The Commission advises parties who file and serve documents by electronic means to exercise caution when using email for the service of documents, as it may be difficult to establish that service has occurred.

In accordance with the Rules of Procedure, a document must be received by the Commission and all relevant parties by 5 p.m. Vancouver time (8 p.m. Ottawa time) on the date it is due. Parties are responsible for ensuring the timely delivery of their submissions and will not be notified if their submissions are received after the deadline.

Late submissions, including those due to postal delays, will not be considered by the Commission and will not be made part of the public record.

The Commission will not formally acknowledge submissions. It will, however, fully consider all submissions, which will form part of the public record of the proceeding, provided that the procedure for filing set out above has been followed.

In the event that an application is brought to an oral phase of the hearing, and if parties wish to appear, they must provide reasons why their written interventions or answers are not sufficient and why an appearance is necessary. Parties requiring communication support must state their request on the first page of their intervention. Only those parties whose requests to appear have been granted will be contacted by the Commission and invited to appear at the public hearing.

Persons requiring communications support such as assistance listening devices and sign language interpretation are requested to inform the Commission at least twenty (20) days before the commencement of the public hearing so that the necessary arrangements can be made.

Important notice

All information that parties provide as part of this public process, except information designated confidential, whether sent by postal mail, facsimile, email or through the Commission's website at www.crtc.gc.ca, becomes part of a publicly accessible file and will be posted on the Commission's website. This information includes personal information, such as full names, email addresses, postal/street addresses, telephone and facsimile numbers, etc.

The personal information that parties provide will be used and may be disclosed for the purpose for which the information was obtained or compiled by the Commission, or for a use consistent with that purpose.

Documents received electronically or otherwise will be put on the Commission's website in their entirety exactly as received, including any personal information contained therein, in the official language and format in which they are received. Documents not received electronically will be available in PDF format.

The information that parties provide to the Commission as part of this public process is entered into an unsearchable database dedicated to this specific public process. This database is accessible only from the web page of this particular public process. As a result, a general search of the Commission's website with the help of either its own search engine or a third-party search engine will not provide access to the information that was provided as part of this public process.

Availability of documents

Electronic versions of the applications are available on the Commission's website at www.crtc.gc.ca by selecting the application number within this notice. They are also available from the applicants, either on their websites or upon request by contacting the applicants at their email addresses, provided above.

Electronic versions of the interventions and answers, as well as of other documents referred to in this notice, are available on the Commission's website at www.crtc.gc.ca by visiting the "Participate" section, selecting "Submit Ideas and Comments," and then selecting "our open processes." Documents can then be accessed by clicking on the links in the "Subject" and "Related Documents" columns associated with this particular notice.

Documents are also available at the following address, upon request, during normal business hours.

Les Terrasses de la Chaudière
Central Building
1 Promenade du Portage
Gatineau, Quebec
J8X 4B1
Tel.: 819-997-2429
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