

Please follow these instructions for setting up/sending your letter to the CRTC:

Deadline for interventions (letters of support) April 21, 2021 (but the sooner, the better)

File your letter of support with the Canadian Radio-television and Telecommunications Commission (CRTC) AND also send to the applicant: Durham Radio Inc. c/o Mary Kirk at mary@kx96.fm

(see provided templates for a clear picture)

1. **Address it to the Secretary-General of the Commission**
2. Identify the application as **Application #2021-0115-3** (regarding CIRH-FM, Vancouver).
3. **Number each paragraph in your letter.** (Submissions longer than five pages need a summary)
4. **Write “End of document” as your last line**

Please **file your submission in an accessible format** (for example, text-based file formats that allow text to be enlarged or modified, or read by screen readers).¹

To submit your support online:

Click here: [Open Notices of Consultation \(crtc.gc.ca\)](https://www.crtc.gc.ca)

- to the right, click on SUBMIT
- agree to terms
- check box “2021-0115-3: 0971197 B.C. Ltd.”
- indicate that you support this application.
- you may now either type your comments in the space provided, or attach a prepared letter/document.
- next, indicate you DO NOT wish to appear at the hearing
- you are NOT a Respondent.
- provide your contact information.
- you are NOT a Designated Representative.
- agree to send a copy of your submission to mary@kx96.fm
- click “Submit your Comment”

To mail your support: CRTC, Ottawa, Ontario K1A 0N2 **To fax your support** please send to 819-994-0218

Despite the steps involved, it’s not that hard to send your letter of support by email, using the CRTC form provided on the site. You must keep proof of the sending and receipt of your document for 180 days after the date on which your document was filed. (in case the CRTC requests it)

Your document must be received by the Commission and by the applicant by 5 p.m. Vancouver time (8 p.m. Ottawa time) on the date it is due.

Although the Commission will not formally acknowledge submissions, all submissions will form part of the public record of the proceeding.

Important notice

Except for information designated confidential, all documents, including personal information, will be posted in their entirety on the Commission’s website at www.crtc.gc.ca, as part of a publicly accessible file.

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. Visit the “Consultations and hearings – Have your say!” section, then select “our applications and processes that are open for comment”. Documents can then be accessed by clicking on the links in the “Subject” and “Related Documents” columns associated with this particular notice.