



## APPEALS POLICY<sup>1</sup>

January 19, 2026

### 1. Introduction

The CJC-CCJ assesses all applicants in accordance with its Eligibility Policy and Payment Calculation Policy.<sup>2</sup> Following a comprehensive review of each applicant's news business and associated outlet(s), applicants found to be ineligible are issued a Determination letter. This letter outlines the reasons why one or more news outlets do not qualify for funding and cites the relevant provisions of the CJC-CCJ's policies that have led to this decision of ineligibility.

The CJC-CCJ has set up a process by which applicants may appeal the ineligible reasons listed in their Determination letter, by filing an Appeal in order to request that the Broadcasting or Publishing Council reviews their file. Based on the documents submitted, the relevant Council may decide to overturn the applicant's status of ineligibility and to deem them eligible for Year 2 funding.

Appeals must be submitted according to the process outlined in this Appeals Policy.

### 2. How to appeal

To initiate a formal appeal, a news business must submit a request through their CJC-CCJ applicant portal by the deadline provided in their Determination Letter.

The following steps are the only way to submit an Appeal:

1. Click on the link provided in your Determination letter, which leads you directly to your applicant portal. You can also [click this link to log in](#) to your applicant portal.
2. Enter your username and password and click **Log In**.
3. Once connected, click on **My Application**.
4. Click on the **application ID number** of the application that was deemed ineligible in your Determination letter, for which you would like to submit an Appeal.
5. You will gain access to a screen showing the details of the application selected. At the top there are two tabs: Application form and Additional Details & Appeals. Click on **Additional Details & Appeals** to initiate an appeal.

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<sup>1</sup> "Dispute" process as per CJC-CCJ's Bylaws

<sup>2</sup> The CJC-CCJ's Broadcaster and Publisher policies are available on our website, in the 'Resources' section: <https://cjc-ccj.ca/en/resources/>

6. You will see the following message: “This application is ineligible. Click Next to appeal this decision.”

Click the **Next** button, found on the right side of the page.

7. Fill out the various sections of the form that appear on your screen:

- The **name(s) of the news outlet(s)** included in this appeal.
- Provide explanations that clearly demonstrate why **the specific reason(s) your news outlet(s) or news business was deemed ineligible, as listed in your Determination letter**, are incorrect.
- Details and documents provided in your Appeal must align with the Appeals Guide on page 3 of this Appeal Policy (Appendix A). **Each ineligible reason requires specific information** in order for the Council to review your Appeal.

8. Upload the necessary file(s) **as detailed in the Appeals Guide below**.

**Appeals that do not provide the necessary documents via your applicant portal will not be reviewed by the Councils, and your application will remain ineligible for Year 2 funding.**

9. Once all the fields and documents required for your Appeal request have been provided, click **Next**.
10. Your Appeal request has been attached to your application, and a message indicating that said request has been submitted will appear on screen.
11. You can confirm that your appeal has been submitted by clicking on “My Application.” The external status of your application should say “Appeal underway.”

### **3. Next Steps**

Appeals will be reviewed by either the CJC-CCJ’s Publisher Council or Broadcaster Council, in early March. The Councils are made up of the Broadcaster or Publisher Directors on the CJC-CCJ’s Board of Directors<sup>3</sup> and each Director represents a different sector of the news ecosystem in Canada. The Councils are chaired by an Independent Director, to ensure impartiality in the Council’s review. As part of their review, the Councils may request additional information.

The relevant Council(s) will communicate their decision to the applicant by email within 60 days of receiving the Appeal. The decision will either uphold or overturn the original ineligibility determination.

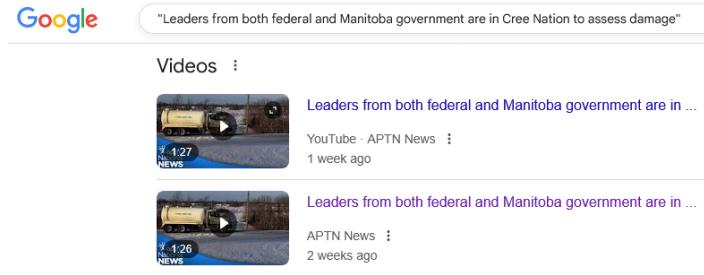
Questions? Contact us at the following address: [verification@cjc-ccj.ca](mailto:verification@cjc-ccj.ca)

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<sup>3</sup> The CJC-CCJ’s Board of Directors is listed on our website, in the “About” section: <https://cjc-ccj.ca/en/about-us/>

**APPENDIX A – Appeal Guide: What to provide in order to appeal the CJC-CCJ’s determination that your news business is ineligible for funding in 2024**

Reason for Ineligibility	Materials required to appeal
<p>The content on the website(s) provided in your application suggests that your news business is not <b>operated exclusively for the purpose of producing news content</b> — including local, regional and national news content — consisting primarily of original news content. This means your business is ineligible due to section 2 d) of the Publisher Eligibility Policy: Year 2 and section 2 e) of the Broadcaster Eligibility Policy: Year 2.</p>	<p>For each of the links submitted in your application, demonstrate the involvement of a journalist in the creation of this content.</p> <p>Indicate which links demonstrate original news content, excluding material reproduced from other news outlets, press releases, wire services (such as Canadian Press, Reuters, or AFP), or opinion pieces without original news content.</p> <p><b>Example 1 :</b> If you are a <b>broadcaster</b>, you can use an automated tool that transcribes your audio or video news content. Use this transcript to indicate which of the links submitted are original news content and the role a journalist played in creating each piece of content.</p> <p><b>Example 2 :</b> If you are a <b>publisher</b>, provide direct links to the news articles you submitted at the time of application. Indicate which links are original news content and the role a journalist played in creating each piece of content.</p>
<p>The content on the website(s) provided in your application is not primarily focused on <b>matters of general interest and reports of current events, including coverage of democratic institutions and processes</b>. This means your business is ineligible due to section 2 d) of the Publisher Eligibility Policy: Year 2 and section 2 e) of the Broadcaster Eligibility Policy: Year 2.</p>	<p>Within the list of news links that were submitted as part of your application, identify the news content that is focused on matters of general interest, and are not relating to sports, recreation, arts, lifestyle, entertainment, and industry-specific news. Please also identify, if necessary, the news content that is produced for the Canadian news marketplace.</p>
<p>The content on the website(s) provided in your application is <b>focused on a particular topic such as industry-specific news, sports, recreation, arts, lifestyle or entertainment</b>. This means your business is ineligible due to section 2 d) of the Publisher Eligibility Policy: Year 2 and section 2 e) of the Broadcaster Eligibility Policy: Year 2.</p>	<p>Within the list of news links that were submitted as part of your application, identify the news content that is focused on matters of general interest, and is not relating to sports, recreation, arts, lifestyle, entertainment, and industry-specific news.</p>

<p>The content on the website(s) provided in your application is intended to <b>promote the interests or report on the activities of an organization, an association or its members.</b> This means your business is ineligible due to section 2 d) of the Publisher Eligibility Policy: Year 2 and section 2 e) of the Broadcaster Eligibility Policy: Year 2.</p>	<p>Within the list of news links that were submitted as part of your application, demonstrate that the majority of the news content submitted is not promoting the interests or reporting on the activities of an organization, an association or its members.</p>
<p>The content on the links provided in your application is not <b>made available on Google Search.</b> This means your business is ineligible due to section 1 or section 2 a) of the Publisher Eligibility Policy: Year 2 and section 1 or section 2 a) of the Broadcaster Eligibility Policy: Year 2.</p>	<p>Provide screenshots showing that the content submitted in your application appears in a google search.</p> <p><b>Example:</b> If the title of the content submitted is “Leaders from both federal and Manitoba government are in Cree Nation to assess damage”, searching that title in quotation marks in Google Search should lead to the news content submitted being listed in the results of the google search.</p>  <p>The image shows a Google search results page for the query "Leaders from both federal and Manitoba government are in Cree Nation to assess damage". The search bar at the top contains the query. Below it, there are two video thumbnail results from APTN News. The first video thumbnail is for "Leaders from both federal and Manitoba government are in ... 1:27 NEWS" and the second is for "Leaders from both federal and Manitoba government are in ... 1:26 NEWS". Both thumbnails show a yellow truck in a snowy or icy environment. Below the thumbnails, the video titles and uploaders are visible: "YouTube · APTN News · 1 week ago" and "APTN News · 2 weeks ago".</p>
<p>Your application indicates that your news business did not <b>regularly employ two or more journalists in 2024.</b> "Regularly employs" refers to the regular and continuous employment of a journalist, either full-time or part-time, even if the position is temporarily unoccupied. Freelance journalists do not meet the condition of being "regularly employed" because they are not employees. This means your business is ineligible due to section 2 d) of the Publisher Eligibility Policy: Year 2 and section 2 e) of the Broadcaster Eligibility Policy: Year 2.</p>	<p>Confirm that your news business regularly employed two or more journalists in 2024, and that you have provided the necessary supporting documentation to the assessors who are reviewing eligible employees.</p>

<p>Your application indicates that your news business <b>was not in operation as of January 1, 2024</b>, which is required under the CJC-CCJ Eligibility Policy – Year 2. This means your business is ineligible due to section 3 of the Publisher Eligibility Policy: Year 2 and section 3 of the Broadcaster Eligibility Policy: Year 2.</p>	<p>Please submit one of the following accepted constituting documents that clearly indicates the year in which the news business was incorporated:</p> <ul style="list-style-type: none"> <li>• Articles of incorporation</li> <li>• Articles of continuance</li> <li>• Articles of amalgamation</li> <li>• Letters patent</li> <li>• Letters patent of continuance</li> <li>• Letters patent of amalgamation</li> <li>• Articles of association</li> <li>• Memorandum of association</li> </ul> <p>If the name of your news business has changed, please include the articles of amendment or supplementary letters patent documenting the change in name.</p>
<p>Your application indicates that your news business <b>is not a member of a recognized journalistic association</b> or that your news business <b>does not follow the code of ethics of a recognized journalistic association</b> as required in s. 27 (1) (b) of the Online News Act. This means your business is ineligible due to section 2 d) of the Publisher Eligibility Policy: Year 2 and section 2 e) of the Broadcaster Eligibility Policy: Year 2.</p>	<p>Please provide the code of ethics adhered to by your news business, one which respects, amongst other principles, fairness, independence and rigour in reporting news and handling sources. This can be the code of ethics of a recognized journalistic association, or your own code.</p>
<p>The code of ethics provided in your application that your news business adheres to does not <b>require fairness, independence and rigour in reporting news and handling sources</b> as required in s. 27 (1) (b) of the Online News Act. This means your business is ineligible due to section 2 d) of the Publisher Eligibility Policy: Year 2 and section 2 e) of the Publisher Eligibility Policy: Year 2 and the Broadcaster Eligibility Policy: Year 2</p>	<p>Please clarify how the code of ethics submitted to CJC-CCJ at the time of application, respects, amongst other principles, fairness, independence and rigour in reporting news and handling sources. This can be the code of ethics of a recognized journalistic association, or your own code.</p> <p>Alternatively, in order to be eligible for future funding years, please adopt a code of ethics which respects, amongst other principles, fairness, independence and rigour in reporting news and handling sources.</p>

<p>Your application indicates that <b>your news business does not currently hold QCJO status</b>, which is required under section 1 a) of the Publisher Eligibility Policy: Year 2 and the Broadcaster Eligibility Policy: Year 2</p>	<p>Please submit a letter confirming the designation of your business as a Qualified Journalism Organization.</p>
<p>Your application indicates that <b>your news business does not currently hold a license issued by the CRTC under paragraph 9(1)(b) of the Broadcasting Act</b>, which is required under section 1 b) of the Publisher Eligibility Policy: Year 2 and the Broadcaster Eligibility Policy: Year 2</p>	<p>Please submit a link to a license issued by the CRTC under paragraph 9(1)(b) of the Broadcasting Act.</p>
<p>Your application indicates that <b>your news business does not currently meet the criteria to be considered in the “other similar community stations” eligibility category</b>, which is required under section 1 c) of the Publisher Eligibility Policy: Year 2 and the Broadcaster Eligibility Policy: Year 2</p>	<p>Please submit the following documents:</p> <ul style="list-style-type: none"> <li>• Articles of incorporation showing that the news business is a not-for-profit organization</li> <li>• Bylaws showing that Board of Director seats are open to all members of the geographic community served</li> <li>• Bylaws showing that the news business has a community-access mandate allowing for all members of the geographic area served to receive training in media production and to produce media content using the equipment and facilities of the news business.</li> </ul>
<p>Your application indicates that <b>your news business does not currently meet the criteria to be considered in the Indigenous news business eligibility category</b>, which is required under section 1 c) of the Publisher Eligibility Policy: Year 2 and the Broadcaster Eligibility Policy: Year 2</p>	<p>Please submit the following documents:</p> <ul style="list-style-type: none"> <li>• Affirmations of Indigenous identity for each of the Indigenous individuals holding key operation and management roles in the news outlet</li> <li>• Affirmations of Indigenous identity that demonstrate the following <ul style="list-style-type: none"> <li>○ In the case of a for-profit news business (such as a business corporation, partnership, or sole proprietorship), Indigenous individuals must own at least 51% of the news business (i.e. in their capacity as shareholders, partners, or similar); and</li> <li>○ In the case of a non-profit, Indigenous individuals must account for at least 51% of the seats on the board of directors or the analogous decision-making body.</li> </ul> </li> </ul>

