



# EMAIL – SOMETHING NEW

## *A Quick Guide to Communicating with the Yukon Water Board By Email*

February 2009

The Yukon Water Board is pleased to announce that it is now formally accepting electronic submissions – including applications, interventions and licensee reports. The following are guidelines describing the process for communicating with the Board by email as outlined in the Yukon Water Board's "Rules of Procedure".

### *Where is "electronic communication" covered in the Board's Rules of Procedure?*

**Section 5** of the updated Rules of Procedure provides guidance on all communication to the Board, including email.

View the rules at:

<http://www.yukonwaterboard.ca/policies.htm>

### *What does my email need to include?*

Email communication must contain the following information:

#### • **Sender's Contact Information**

- Name
- Company (if applicable)
- Phone Number
- Fax Number (if applicable)
- Mailing Address
- Email address
- Signatures (if applicable)

It is important to note that if submitting comments electronically pertaining to a specific licence application, comments must be received by **4:00pm** on the date of the notice deadline.

### *How do I include signed documents in my email?*

The Board must receive a signed copy of all documents requiring your signature for its records, (examples include Schedule 4's, Water Use applications and interventions).

Signed documents can be scanned and included with your email. Alternatively, if copies of signed pages are not included with your original email message, please mail or fax them to the Yukon Water Board office on the same day.

### *What else do I need to know?*

An automatic return message will be sent to the Person/Party that is sending the electronic mail. In cases where such an automatic message was not received, it is the responsibility of the Person/Party to confirm receipt, prior to the deadline for comments included in a public notice published by the Board.

### *Further Information*

A friendly reminder to all Water Board applicants that current versions of water use application forms are posted on our website and are updated as modifications arise. Please contact our office or check our website before preparing your application.

The Yukon Water Board staff is dedicated to providing the best possible service to our clients - if you have questions or require assistance please contact us at:

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106 – 419 Range Road  
Whitehorse, YT Y1A 3V1

Telephone: (867) 456-3980

Fax: (867) 456-3890

Email:

[ywb@yukonwaterboard.ca](mailto:ywb@yukonwaterboard.ca)