



# INTERVENTIONS -HAVE YOUR SAY

## *A Quick Guide to Participating in the Yukon Water Board Licensing Process*

February 2009

Prior to making licensing decisions on an application for a water use licence, the Yukon Water Board (the Board) provides interested persons or groups an opportunity to comment on the proposed licence application. Input is a critical component of the Board's water licensing process and can assist the Board in making good licensing decisions. The following are guidelines describing the process for providing input on applications that are before the Board. Further process details can be found in the Yukon Water Board's "Rules of Procedure". Where a discrepancy exists between the "Rules of Procedure" and this Guideline, the "Rules of Procedure" will prevail.

### **How does the Board communicate that a licence application is available for public review?**

Application notices are advertised in the Yukon News and Whitehorse Star newspapers to advise the public of the licence application. The notice includes relevant information about the application as well the deadline for submission of comments (notice deadline). The notice deadline is the date by which comments must be received at the Water Board office.

The Board has established distribution lists of potentially interested persons or groups that are advised when a new application is available for review.

Alternatively, you can check the Yukon Water Board's website at [www.yukonwaterboard.ca/applications.htm](http://www.yukonwaterboard.ca/applications.htm) to view a list of adequate applications currently before the Board and their respective deadlines for receiving comments.

### **Where can I get information about the proposed licence application?**

All information pertaining to the licence application for water use and waste deposit is placed in a public register. When an application has been deemed adequate for public

review, the register can be accessed electronically at the Water Board's website at: [www.yukonwaterboard.ca/applications.htm](http://www.yukonwaterboard.ca/applications.htm). Hard copies are kept at the Water Board office and are accessible to the public weekdays from 8:00am to 4:30pm.

### **What is the process involved for submitting comments?**

Comments pertaining to specific licences must be received by 4:00pm on the date of the notice deadline. Anyone who submits comments on a water licence application by the deadline is considered by the Board to be an "Intervener"; written comments are considered "interventions".

Interventions can range from letters of support, letters of opposition, letters of neutrality, to letters of caution; even a letter expressing no concerns is considered an intervention. Interventions received will be placed in the licence application's register and made available to the public. Once a party has submitted an intervention, they will be added to the distribution list and receive updates throughout the process.

Interventions can be submitted by email to [ywb@yukonwaterboard.ca](mailto:ywb@yukonwaterboard.ca), by fax (867) 456-3890, by mail, or hand delivered to the office.

Interveners must indicate that a copy of the intervention has been sent to the Applicant.

Interventions must also contain the following information:

- Intervener's Contact Information
  - Name
  - Company (if applicable)
  - Phone Number
  - Fax Number (if applicable)
  - Mailing Address
  - Email address (if applicable)
- Licence Application Number
- Applicant Name

### **What level of information should I include in my intervention?**

It is important to clearly state your position and all issues of concern to you and provide supporting documents whenever appropriate.

Interventions should indicate if you are asking for a public hearing to be held, why you think a public hearing is necessary, and whether you intend to present your written submission at the hearing should one be convened.

### **Further Information**

To learn more, contact the Yukon Water Board Office at (867) 456-3980 or visit at [www.yukonwaterboard.ca](http://www.yukonwaterboard.ca)