



PROCEDURAL GUIDELINE

Subject: Transmittal of type A licences to Minister for approval

The following steps will be undertaken for the transmittal of type A licences for approval by the Minister:

- 1) The Board concludes its deliberations and makes a final decision, and with the assistance of the Secretariat staff, prepares the licence with two signature blocks, one for approval by the Minister, the other for issuance by the Chair of the Yukon Water Board.
- 2) Where possible and time permits, the Board prepares its final Reasons for Decision document to accompany the recommended licence document.
- 3) The Secretariat prepares a transmittal letter (for signature by the Chair) to accompany the licence and Reasons for Decision. A copy of the letter is made prior to sending the package to the Minister.
- 4) The transmittal letter, the licence and Reasons for Decision, are forwarded to the Executive Council Office for the Ministers consideration.
- 5) Both documents remain internal until the Minister signifies his approval by signing the licence. The licence and the Reasons for Decision are then returned to the Secretariat.
- 6) Once the Board has received the approved licence, the Chair signs the licence and the Reasons for Decision, and the Board makes both documents available to all interveners and uploads them to its public website.
- 7) Where the Minister communicates that the licence was not approved, the Board will share its Reasons for Decision as well as the Minister's correspondence with all interveners and upload both documents to its public website.

These Guidelines were approved by the Board on November 8, 2012.

November 8/12
Date

R. Johnson
Chairperson