



**YUKON WATER BOARD  
MEETING RULES**

**APPLICATION**

1. These rules apply to all meetings of the Yukon Water Board, but do not apply to public hearings.
2. Where the Chairperson is not available, the term Vice-Chairperson may be substituted in these rules.

**BOARD MEETINGS**

3. The active participation and full discussion of all issues by the Board members and staff, is encouraged.
4. Board meetings typically take place on the first Wednesday of each month.
5. The day following each regular Board meeting will be set aside for public hearings, or for additional meeting time.
6. Board meetings typically begin at 8.30 am and end at 4:30pm. The lunch break will be from 12:00 to 1:15. Occasionally meetings will extend through the lunch period; in such cases lunch will be provided.
7. Board meetings will be recorded. Except when otherwise approved by the Chairperson, recordings of Board meetings will be erased following the adoption of the relevant minutes.
8. The Board may hold meetings that are not attended by staff and that are not recorded. Water use applications will not be discussed at these meetings. If honorariums and/or travel time are to be paid for these meetings, then the Chairperson will provide appropriate documentation.
9. Where possible, minutes will be presented to the Board for adoption at the next Board meeting.
10. At a Board meeting, adoption of agenda and adoption of minutes are by motion. All other decisions are by consensus, except where consensus cannot be achieved then a vote will be taken.
11. The Board makes no decisions of any kind unless a quorum is present.

## MEETING PACKAGE

12. The Staff will be responsible for developing the agenda and Board package. The deadline for preparation of the agenda is twelve noon on the Thursday preceding the meeting. The Chairperson is responsible for approving the agenda.
13. Board members who have topics they would like to discuss at a Board meeting should notify the Chairperson prior to the agenda being finalized.
14. The Board package will be posted to the Water Board website, in a secure area, by noon on the Friday preceding the meeting. Paper copies will be distributed to Board members' mail bins before the meeting.
15. Board members will read the Board package prior to the meeting, and honorariums will be paid for time spent reading the package, as per the Government of Yukon Policy 1.8 General Administration Manual.
16. The agenda for a Board meeting normally includes the following items:
  1. Call to Order and Adoption of Agenda
  2. Applications
  3. Adoption of Minutes
  4. Chair and Committee Reports & Correspondence
  5. Old Business
  6. New Business
  7. Information Items
  8. Other Business (includes Training/Workshops/Presentations)
  9. Schedule
17. At any Board meeting, the Board may add to or delete agenda items or change the order of items on the agenda.
18. For each Type B application, the meeting package contains at a minimum a summary of the water use register, a draft water use licence and a copy of all interventions received by the Water Board office. Board members may obtain further information about an application by examining the current register in the Board office or on the Board's website. For more complex Type B applications and all Type A applications, a copy of the entire current register will usually be distributed to each Board member.
19. Meeting packages may contain sensitive material and should be treated as confidential.

## REVIEW OF APPLICATIONS

20. When reviewing a type B application at a meeting, Board members have the following options open to them:

- review the draft licence;
- approve the draft licence, as presented;
- make changes to the draft licence;
- table the application to allow further study of the current register;
- request further information from the applicant, interveners or Board staff;
- call a public hearing on the application
- refuse the application.

21. When reviewing a Type A application, Board members examine the entire current register. A draft licence may or may not be prepared by staff. The Board's options are:

- request further information from any party or from staff;
- provide licence drafting instructions to staff and if in attendance at a meeting, to the technical consultant;
- make changes to the draft licence;
- approve the draft licence;
- refuse the application.

22. The original water use register for each application will be available in the meeting room during Board deliberations for that application.

## DECISION MAKING

23. The members of the Yukon Water Board subscribe to the principle of consensus decision making. In this context, "consensus" means a general meeting of minds. Consensus does not always mean that everyone is in complete agreement, but rather that a solution is found that all members can accept and that no members strongly oppose.

24. Board members recognize that, in order to meet their obligations under the *Waters Act* ("the Act"), and to comply with the rules of procedural fairness, there will be occasions when consensus cannot be reached. In that case, the Board members will have to vote on the issue. Abstention is not an option.

## PUBLIC HEARINGS

25. The purpose of a public hearing is for the Board to gather information and clarify issues. Board members' questions of parties at the hearing should help to achieve this purpose. The Board's Rules of Procedure address the process that will be followed at a public hearing.

26. Board members must be seen to be impartial and objective at hearings. Private conversations with participants must not occur.

### **APPLICATIONS FOR EMERGENCY STATUS**

27. Applications for emergency amendment to a licence shall be processed in accordance with the Board's Guideline for Processing an Application for Emergency Amendment.

### **SCHEDULES**

28. A calendar is maintained in the Boardroom on which Board members should record those dates when they will not be available for Board business. When that isn't possible, Board members will contact the office to have that information recorded on their behalf.
29. Site tours for the Board are coordinated by the Water Board office, at the direction of the Chairperson. No revisions are made to itineraries except by the Manager, with the approval of the Chairperson.
30. Travel arrangements for site tours are made by the Water Board office, in compliance with Government of Yukon legislation, directives and policies.

### **ATTENDANCE AND REVIEW**

31. Where a Board member has been absent for three consecutive Board meetings, the Chairperson will contact that member to determine future availability. The Chairperson will include "attendance" as an agenda item for the next Board meeting and provide the Board members with a verbal or written report.
32. A Board member should not attend a public hearing where that Board member does not reasonably expect to be available for follow-up Board meetings and decisions.
33. A Board member should not participate in the review of applications at a Board meeting unless he/she has thoroughly reviewed the meeting package items on those applications.
34. A Board member who misses any part of the Board's deliberations on an application will be disqualified from any further participation in the decisions on that application.
35. A Board member who is disqualified from participating in the decisions for any application, for any reason, will leave the room during the discussion of that application.

### **COMMITTEES**

36. The Board appoints committees, as needed, to work on general topics such as procedures, organization and guidelines. Committee work usually results in recommendations which must be approved by the full Board before taking effect.

37. Board members sitting as Committee members will be paid the normal honorarium for any committee work for which invoices are submitted to the Water Board office. Invoices should show the date, the type of work (committee name) and time required.
38. Staff may participate in committee work, subject to agreement by the Manager.

### **REAPPOINTMENT OF MEMBERS**

39. Four months before the expiry of any member's term, the Water Board office will contact government. Each Board member should also contact his/her nominating agency.
40. Four months prior to the expiry of the appointment of either the Chairperson or the Vice-Chairperson, or upon the resignation of either, the Chairperson will include the matter on the agenda of the next meeting. At that next meeting, the Board will decide whether to initiate consultation with government by providing a recommendation for the Chairperson or Vice-Chairperson, or whether to request that government initiate consultation.

### **FINANCIAL**

41. Honorariums will be paid for time spent at Board meetings and reading Board packages.
42. Time spent in preparation will be determined by the Manager, in consultation with the Chairperson.
43. For attendance at regular Board meetings, including emergency applications, members will be paid a minimum half day honorarium.
44. The Water Board office will prepare invoices on behalf of Board members.

### **TRAVEL**

45. Expenses will be reimbursed in accordance with the current Government of Yukon Management Board Directive, and as per Appendix 1, which is attached to and forms part of these rules.
46. Board members must complete and sign travel expense forms, as prescribed by Government of Yukon. Staff will assist with the completion of these forms.
47. Updated Government of Yukon rates for expenses and honorariums will be distributed to Board members as they become available.

## **ADMINISTRATIVE**

48. Members of the Water Board staff are employees of Government of Yukon. Board members' concerns pertaining to staff should be addressed to the Chairperson.
49. Board members' mail bins will be maintained at the Water Board office, which is accessible during normal office hours. Board members will be responsible for removing material from the bins and staff will not have any responsibility for the removal of outdated material.
50. A message Board is maintained just outside the Board room door. Except in cases of emergency, meetings will not be interrupted to deliver messages.
51. Board members requiring access to a telephone may use phones located in the Chairperson's office or the photocopy room.
52. All mail that is received at the Water Board office, including mail addressed to Board members, is opened and date stamped.
53. Where there is a discrepancy between these rules and the Government of Yukon Policy 1. 8, (General Administration Manual, Volume 1: Corporate Policies - General, Boards and Committees), the Policy will prevail.
54. The Board may repeal, replace, amend or alter these rules.

These rules were adopted by the Yukon Water Board on December 6, 2005, Bruce Willis, Chairperson

These rules were amended by the Yukon Water Board on February 1, 2006, Bruce Willis, Chairperson

These rules were amended by the Yukon Water Board June 13, 2007, Bruce Willis, Chairperson

These rules were amended by the Yukon Water Board on December 10, 2008, Bruce Willis, Chairperson

Yukon Water Board Meeting Rules  
Appendix 1 - Honoraria and Travel Expenses

**TRAVEL ADVANCES**

- a) Under special circumstances, an advance may be given.

**HONORARIA**

Rate

- b) Honoraria will be paid at the rate established in the Government of Yukon Policy 1.8, General Administration Manual (Boards and Committees). As of May 25/04, the rate is \$375/day.

Meetings and Hearings

- c) Honoraria will be paid for time spent attending meetings and hearings.

Preparation Time

- d) Honoraria will be paid for reading material prior to a meeting or a public hearing. Generally, honoraria will be paid at ½ day for each meeting or hearing day, but this amount may be adjusted based on the material for review.

Travel Time

- e) Honoraria will be paid for time spent traveling to/from meetings and hearings, as per the attached mileage chart. If a Board member does not travel to/from meetings or hearings, then no honorarium will be paid. Where transportation is provided, but a Board member chooses to travel by other means, then honoraria for travel time will not exceed what would have been paid if the Board member traveled by the means provided.

Travel from Outside the Yukon

- f) Where a Board member travels to a meeting or a hearing in the Yukon from outside the Yukon, honoraria for travel time will be based on the lesser of actual time or one day each way.

## **TRAVEL EXPENSES**

### Accommodation

- g) The water Board office will make hotel reservations and pay for accommodation through a local purchase order.
- h) Generally, the purchase order will provide for two nights accommodation, with the possibility of a third. The Board member is responsible for advising the hotel if the third night will be required. If a Board meeting lasts only one day, the Board member is expected to check out no later than the morning of the next day following the Board meeting. If a Board member chooses to stay longer, then that expense will not be paid by the LPO and the Board member will pay the hotel directly.
- i) Expenses will be paid for standard accommodation, single occupancy. If a Board member chooses to upgrade, that expense will not be included in the purchase order and the Board member will be responsible, and will pay the hotel directly, for that expense.
- j) All Board members travel by air will be arranged and purchased by the Water Board office. Board members will notify the office of their decision to travel by air rather than private vehicle in sufficient time for the Water Board office to make those arrangements.
- k) Board members will be reimbursed for meals, incidentals and mileage at the current government rate.
- l) Where meals are provided at no cost to the Board member, there will be no reimbursement.
- m) Where transportation is provided, but a Board member chooses to travel by other means, then travel expenses and honoraria will not exceed what would have been paid if the Board member traveled by the means provided.

**MILEAGE AND TIME CHART**

n) Mileage and honoraria for time spent traveling will be paid according to the following schedule, which recognizes that road conditions may vary within the Yukon and travel time is affected by seasonal conditions:

Home Community	Km to Whitehorse	Honoraria (1 way)	
		May 1 to September 30	October 1 to April 30
Beaver Creek	457	¾ day	1 day
Carcross	74	¼ day	¼ day
Carmacks	177	¼ day	½ day
Dawson City	538	1 day	1 day
Destruction Bay	267	½ day	½ day
Faro	357	¾ day	¾ day
Haines Junction	159	¼ day	½ day
Mayo	410	¾ day	1 day
Pelly Crossing	285	½ day	½ day
Ross River	410	¾ day	1 day
Swift River	295	½ day	½ day
Stewart Crossing	357	½ day	¾ day
Teslin	183	¼ day	½ day
Watson Lake	454	¾ day	1 day