



## Submitting an intervention

### When to submit an intervention

Submit your intervention during the proceedings' public comment period, which starts when the Board publishes a notice of application.

The notice is posted to [Waterline](#) and advertised in the Yukon News. You can receive email notifications regarding applications and proceedings by setting preferences in your Waterline account. Learn how to at [yukonwaterboard.ca/email-notifications](http://yukonwaterboard.ca/email-notifications).

Interventions must be submitted on or before the deadline specified in the notice.

### Submit your intervention

**Online using [Waterline](#)**  
or by emailing  
[ywb@yukonwaterboard.ca](mailto:ywb@yukonwaterboard.ca)

or

**By mail or in-person delivery to**  
Yukon Water Board  
Suite 106, 419 Range Road  
Whitehorse, YT Y1A 3V1

### What to submit in your intervention

Include the following information in your intervention, where applicable:

- (a) your name, email address, mailing address (including postal code) and telephone number;
- (b) a clear and detailed description of the issues and your concerns;
- (c) a copy of all supporting documents, other than public documents;
- (d) if a notice of public hearing has been published, a clear indication of whether you intend to appear at the public hearing and present your intervention;
- (e) if a notice of public hearing has not been advertised and you believe that holding one is in the public interest, the rationale for why you believe it is in the public interest; and
- (f) a copy of any document authorizing another person to represent you.

Your submission must stand on its own, directly relate to the application or proceeding and minimize reliance on references to content or particulars from another intervention or public document.

After your intervention is submitted, the Board may request further information, particulars or documents.

Documents must be submitted in accordance with Part 6 of the [2021 Rules of Procedure](#) and must adhere to Waterline terms of use (s. 4.2.1 of the [Operations and Administration Manual](#)).

## Late interventions

If you are submitting a late intervention, include rationale for why the submission is late. You may include your views about the fairness of accepting the intervention, its relevancy and reliability, and if you intend to respond to the intervention should the Board accept it.

The Board is not required to consider interventions received after the date specified in its public notice, however, if the intervention contains necessary information, the Board may consider it. The Board may seek views from parties on accepting the intervention.

If the Board accepts your late intervention, it will be posted to [Waterline](#). The Board will then adjourn the proceeding to allow parties to respond to your intervention by a specified date.

If the Board does not accept your late intervention, it is not posted to Waterline and the Board does not consider the information during the proceeding. The Board will provide you with reasons for its decision.

The Board includes rationale and consideration of late intervention in the proceeding's Reasons for Decision.

## Referencing public documents in interventions

If your intervention cites, refers or quotes from a public document, you must indicate:

- (a) the title of the document;
- (b) the specific reference, citation or quotation;
- (c) the location of the document in the public domain; and
- (d) the document's relevance.

Another party in the proceeding may contest if they believe the document cited, referred to or quoted from, is not a public document. If the Board determines that the document is not a public document, you may be required to submit the document to the Board and other parties.

## Language Requirements

All proceedings of the Board are conducted in English, however, you may submit documents in French or English.

## Submitting Indigenous knowledge

An intervention may include Indigenous knowledge that helps explain or demonstrate your issues or concerns. If you submit Indigenous knowledge in your intervention, you may request that some or all of it is kept confidential. Your written request must:

- (a) separate the Indigenous knowledge from any other information submitted;
- (b) include a complete statement of the Indigenous knowledge that you are requesting to be kept confidential;
- (c) clearly explain the justification for the request; and
- (d) include a non-confidential summary of the Indigenous knowledge with enough detail to convey a reasonable understanding of the substance of the Indigenous knowledge.

The Board may keep Indigenous knowledge confidential if, in its opinion, the non-confidential summary meets requirements, the information is relevant to the proceeding and not generally available, and the disclosure of the knowledge may result in harm to a person, place or thing or violate the cultural value system of a First Nation.

If the Board decides that some or all of the intervention will be kept confidential, the non-confidential summary will be posted to Waterline; the confidential Indigenous knowledge is not posted to Waterline.

## Submitting confidential information

If you submit confidential information in your intervention, you may request that some or all of the information be kept confidential. Your written request must:

- (a) clearly explain the justification for the request;
- (b) separate the confidential information from any other information submitted; and
- (c) include a non-confidential summary of the information with enough detail to convey a reasonable understanding of the substance of the information.

If the Board decides that the information will be kept confidential, the non-confidential summary will be posted to Waterline; the confidential information is not posted to Waterline.

If the Board decides the information will not be kept confidential, the Board will notify you and you will be given an opportunity to withdraw the information.

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This plain language guidance is intended to provide information on interventions and assist interveners in submitting evidence for proceedings. This guidance is for informational purposes only and should not be used as a substitute for the Board's [Rules of Procedure \(2021\)](#) or legislation. In the event of a discrepancy or omission in this guide, the legislation and the Rules of Procedure (2021) prevail.