



Checklist for submitting interventions

This checklist is for interveners intending to submit comments to the Yukon Water Board in relation to an application or a proceeding.

- ☐ **(optional) Create a [Waterline](https://yukonwaterboard.ca/email-notifications) account and set preferences for email notifications.**
Learn how at yukonwaterboard.ca/email-notifications.

- ☐ **Include in your intervention:**
 - ☐ your contact information;
 - ☐ a description of the issues and your concerns;
 - ☐ all supporting documents, other than public documents;
 - ☐ if a notice of public hearing has been published, indication of whether you intend to participate;
 - ☐ if a notice of public hearing has not been published and you believe that holding one is in the public interest, rationale for why you believe it is; and
 - ☐ a copy of any document authorizing another person to represent you.

- ☐ **If your intervention cites, refers to, or quotes from, a public document, indicate:**
 - ☐ the title of the document;
 - ☐ the specific reference, citation or quotation;
 - ☐ the location of the document in the public domain; and
 - ☐ the document's relevance.

- ☐ **(optional) Submit a request for some or all of the Indigenous knowledge included in your intervention to be kept confidential. Your request must:**
 - ☐ separate the Indigenous knowledge from any other information submitted;
 - ☐ include a complete statement of the Indigenous knowledge that you are requesting to be kept confidential;
 - ☐ clearly explain the justification for the request; and
 - ☐ include a non-confidential summary of the Indigenous knowledge with enough detail to convey a reasonable understanding of the substance of the Indigenous knowledge.

- ☐ **(optional) Submit a request for some or all of the information in your intervention to be kept confidential. Your request must:**
 - ☐ clearly explain the justification for the request;
 - ☐ separate the confidential information from any other information submitted; and
 - ☐ include a non-confidential summary of the information with enough detail to convey a reasonable understanding of the substance of the information.

- ☐ **Submit your intervention with any supporting information or requests prior to the deadline specified in the public notice*:**
 - in Waterline, yukonwaterboard.ca/submit-intervention;
 - by emailing ywb@yukonwaterboard.ca; or
 - by mail or in-person delivery to

Yukon Water Board
Suite 106, 419 Range Road
Whitehorse, YT Y1A 3V1

*If you are submitting a late intervention, include:

- ☐ rationale for why the submission is late;
- ☐ *(optional)* your views about the fairness of accepting the intervention, its relevancy and reliability; and
- ☐ *(optional)* if you intend to respond to the intervention should the Board accept it.

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.