



Participating in a public hearing

Get notified about public hearings

The Board notifies the public about upcoming public hearings by advertising in the Yukon News and on [Waterline](#), the online public register. The notice is advertised a minimum of 35 days before the public hearing.

You may create a Waterline account and set preferences to receive email notifications for applications and licences. Learn how at yukonwaterboard.ca/email-notifications.

Confirm your attendance at a public hearing

Interveners

If you have submitted an intervention in response to the Board's notice of application, you may make representations and participate at that proceeding's public hearing. You must confirm your attendance at the public hearing by responding to the notice of public hearing.

Prior to the public hearing, the Secretariat will provide you with an invitation to an administrative pre-hearing conference and a technical pre-hearing conference (if any).

Members of the public

If you have not submitted an intervention in response to the Board's notice of application, you may make representations at the end of a public hearing as a 'non-party' participant. You do not have to pre-register to participate as a non-party participant, simply sign in with Secretariat staff at the check-in table at the public hearing.

Language requirements

All proceedings of the Board are conducted in English, however, you may speak and submit documents in French or English. You may request a language interpreter or a sign language interpreter to be present at a technical pre-hearing conference or public hearing.

See more about requesting an interpreter in Part 19 of the [2021 Rules of Procedure](#).

Administrative pre-hearing conference

The Board may hold an administrative pre-hearing conference (“APHC”) before a public hearing to review the procedure, scope and schedule of the public hearing. At this time, the Board may clarify issues, explore admission of facts, identify the need for additional information and, if needed, discuss adjournment or rescheduling of the public hearing. The APHC is also an opportunity to introduce the parties, their name, title and correct pronouns to use during the proceeding. A record of the APHC is posted to [Waterline](#).

Interveners and other parties will be invited by the Board to attend; the APHC is not open to the public unless otherwise directed by the Board. Attendance at the APHC is not mandatory.

Following the APHC, parties will receive a public hearing scoping document and schedule along with directions for the public hearing.

What to expect at a public hearing

Public hearings are typically held at a public venue in a community near the proposed undertaking and may offer online streaming options. Some public hearings are held only online. Along with the Board and its delegates, Secretariat staff, parties and members of the public attend public hearings.

The Chairperson of the Yukon Water Board chairs the public hearing and may issue directions, if necessary, to achieve a fair and efficient hearing. The Chairperson may limit the number of questions asked by a party and the amount of time given to parties for representations.

The Board may adjourn the hearing for various reasons outlined in Part 18 of the [2021 Rules of Procedure](#).

Public hearing schedule

A typical public hearing schedule, unless the Chairperson directs otherwise, is listed on the next page. Included in the table is the order of events and standard protocols for each event.

Order	Event and protocol
1	<p>The applicant presents a summary of their application, or the licensee presents a summary of their submission.</p> <ul style="list-style-type: none"> • Questions and comments regarding the application or submission are not accepted during summaries.
2	<p>Parties, the Board and the Secretariat may ask the applicant or licensee questions regarding their summary.</p> <ul style="list-style-type: none"> • Input must be limited to questions regarding the applicant or licensee’s summary; comments are not accepted.
3	<p>Interveners present a summary of their interventions.</p> <ul style="list-style-type: none"> • The order of presentation is determined by the Chairperson and shared with the parties in the public hearing scoping document and schedule. • If visual aids are used to present a summary of the intervention, a copy must be provided to the Board (before the public hearing, if possible). • No new information beyond what has been submitted in the intervention should be presented at this time.
4	<p>Parties, the Board and the Secretariat may ask the intervener questions regarding their summary.</p> <ul style="list-style-type: none"> • Interveners have opportunity to respond to questions.
5	<p>The applicant or licensee may respond to interventions.</p> <ul style="list-style-type: none"> • Questions and comments are not accepted during applicant or licensee responses.
6	<p>Parties, the Board and the Secretariat may ask the applicant or licensee questions regarding their response to interventions.</p> <ul style="list-style-type: none"> • Input must be limited to questions regarding the applicant or licensee’s responses.
7	<p>Interveners make a closing statement.</p> <ul style="list-style-type: none"> • The order of presentation is determined by the Chairperson and shared with the parties in the public hearing scoping document and schedule. • No new information should be presented at this time.
8	<p>Members of the public may make representations.</p> <ul style="list-style-type: none"> • Questions and comments are not accepted during representations.
9	<p>Applicant or licensee may make a closing statement.</p> <ul style="list-style-type: none"> • Questions and comments are not accepted during closing statements.

New information at a public hearing

Information request by the Board

During a public hearing, the Board may ask a party to provide information. Once received, the Board summarizes the party's new information, seeks agreement from that party and issues a formal written undertaking. This new information will be posted to [Waterline](#).

The Chairperson will provide opportunity for all parties to review and question the party submitting the new information, and the submitting party given opportunity to respond.

All responses must be submitted prior to the conclusion of the public hearing.

New information submitted by parties

If a party wishes to submit new information during a public hearing, they must provide the new information to the Board, through the Secretariat. They must also provide a written explanation, including:

- (a) the reason the new information could not be filed by the deadline date set out in the notice of public hearing;
- (b) a description of the new information; and
- (c) an explanation as to why the new information is relevant and reliable.

The Board may share the new information with parties and the parties may make written or oral submissions related to whether the new information is relevant and reliable. The Board examines the new information and any parties' submissions to determine whether to accept the new information. If the Board accepts the new information, the information is posted to [Waterline](#) and all parties are given opportunity during the public hearing to ask questions.

Learn more about participating in
Yukon Water Board proceedings at
yukonwaterboard.ca/public-engagement.

This plain language guidance is intended to provide information on public hearings in Yukon Water Board 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.