

# PROTOCOL AGREEMENT

Between

The Minister Responsible for the Yukon Liquor Corporation

and

the Yukon Liquor Corporation

For the fiscal year April 1, 2022 to March 31, 2023

---

## Purpose

This Protocol Agreement sets out the Yukon government's performance expectations for the Yukon Liquor Corporation and the roles and responsibilities of the Minister responsible for the Yukon Liquor Corporation, the Corporation's Board of Directors and the President in the work of the Corporation. This Agreement has been negotiated for the 2022-23 fiscal year, in order to fulfill the requirements of the *Corporate Governance Act* RSY 2002, c.45, and section 9 (2) of the *Liquor Act*, RSY 2002, c.140 and to clarify corporate governance and the achievement of the Government's public policy objectives. This Agreement is negotiated annually between the Minister and Corporation.

## Definitions

The following terms are used throughout this Agreement:

|               |   |
|---------------|---|
| "Agreement"   | means the Protocol Agreement  |
| "Board"       | means the Board of Directors of the Yukon Liquor Corporation or the Cannabis Licensing Board as the case may be |
| "Chair"       | means the Chair of the Board of Directors of the Yukon Liquor Corporation                                       |
| "Corporation" | means the Yukon Liquor Corporation  |
| "Director"    | means a Member of the Board of Directors of the Yukon Liquor Corporation  |
| "Government"  | means the Government of Yukon   |
| "Minister"    | means the Minister Responsible for the Yukon Liquor Corporation   |
| "President"   | means the President of the Yukon Liquor Corporation   |

## Performance Expectations

The Corporation shall administer and enforce the *Liquor Act* as well as the *Cannabis Control and Regulations Act* and, through its operations, achieve the vision, mission, and commitments of the Corporation's strategic framework by:

- Serving Yukon by sustaining net profitability through responsible liquor and cannabis sales, supporting initiatives targeting the responsible supply and consumption of our products and working collaboratively with producers and licensees;
- Advancing the Corporation's objectives by investing in employees, empowering them to deliver increasingly excellent service to clients, customers, and communities, developing legislation, policies and process that meet current and future needs, and by ensuring effective and on-going development and use of systems; and
- Working together by focusing our energy and actions on mutually agreed upon goals, working as one, seeking to understand, appreciate and support the good of the Corporation, its branches, and the team, and by promptly addressing challenges with honesty and creativity.

In addition to these Acts, the Corporation is subject to other applicable Yukon laws, including, but not limited to, the *Corporate Governance Act*, the *Financial Administration Act*, the *Public Service Act* and the *Access to Information and Protection of Privacy Act*.

In fulfilling the goals and objectives of the Corporation's strategic plan, the Corporation shall be guided by three of the Government's four enduring priorities:

- Our people-centred approach to wellness helps Yukoners thrive;
- Our strategic investments build healthy, vibrant, sustainable communities; and
- Our diverse, growing economy provides good jobs for Yukoners in an environmentally responsible way.

In addition to meeting the Corporation's strategic plan, the Corporation will pay particular attention to achieving the specific goals identified in the Mandate Letter of the Minister responsible for Yukon Liquor Corporation.

## **Roles and responsibilities of the Minister, Boards, Chairs and President**

The following are the identified roles and responsibilities of the Minister, Board Chair, and the President in the work of the Corporation. The Minister, Board, Chair, and the President shall comply with and implement any protocols set out in this Agreement.

### **A) Minister**

The Minister is the key link between Government and the Corporation and is accountable to the Legislative Assembly for the action of the Corporation and the actions of the Corporation's officers and staff. The Minister is also responsible for the statutory, regulatory, and public policy framework in which the Corporation operates. In order to meet these responsibilities and ensure the achievement of Government's performance expectations, the Minister may recommend to Cabinet that:

- Directives be made with respect to the exercise of the Corporation's powers;
- Directives be made with respect to the Corporation's functions; or
- Amendments to the *Liquor Act*, *Cannabis Control and Regulation Act* or regulations be made.

### **B) Yukon Liquor Board**

The Board's primary function is to issue, suspend and cancel licences as per section 8(1)(e) of the *Liquor Act*. The Board is also annually responsible for the decisions related to licensing per the *Liquor Act*, including making decisions and setting conditions on new applications, suspensions, appeals, renewals, and other duties as defined under the *Liquor Act* and Regulations. As section 8(2) clearly states, in exercising authority under 8(1)(e) the Board has independent decision-making authority with respect to carrying out this role and responsibility; however, when exercising its other powers and duties, the Board is accountable to the Minister and government approved plans.

In fulfilling its mandate, the Board shall comply with the protocols in this Agreement and implement and follow any directives issued by Cabinet under the *Liquor Act* or *Corporate Governance Act*.

To meet its responsibilities, the Board will:

- Act in the best interest of the Corporation to advance the public interest and the mandate of the Corporation and adhere to the principles of integrity, respect, efficiency, and client service.
- Maintain and improve bylaws, policies and procedures that support the effective operation of the Boards and annually evaluate its performance in meeting its regulatory responsibilities.

### **C) Cannabis Licensing Board**

The Board's primary function is to issue, suspend and cancel licences as per section 21 of the *Cannabis Control and Regulation Act* ("the Act"). The Board is also annually responsible for the decisions related to licensing per the Act, including making decisions and setting conditions on new applications, suspensions, appeals, renewals, and other duties as defined under the Act and Regulations. As section 24 clearly states, in exercising authority under section 21 the Board has independent decision-making authority with respect to carrying out this role and responsibility.

In fulfilling its mandate, the Board shall comply with the protocols in this Agreement and implement and follow any directives issued by Cabinet under the *Cannabis Control and Regulation Act* or *Corporate Governance Act*.

To meet its responsibilities, the Board will:

- Act to advance the public interest and adhere to the principles of integrity, respect, efficiency, and client service.
- Maintain and improve bylaws, policies and procedures that support the effective operation of the Board and annually evaluate its performance in meeting its regulatory responsibilities.

### **D) Chair**

The Chair is responsible for providing leadership for the respective Boards. With direction from the Board, the Chair represent the Board and its interests, as well as the interests of the Corporation in accordance with its role with respect to the Minister, the President, clients, and the public.

To meet these responsibilities the Chair will:

- Plan, lead and manage Board meetings and other Board work.
- Communicate on behalf of the Board to the public on matters related to the Board's licensing and permitting mandate.
- Work with the President to ensure the Board has the information and advice it needs to make informed decisions.
- Ensure Board members have read the Government of Yukon Boards and Committees Orientation Handbook, as well as access to training and other opportunities to effectively carry out their responsibilities.
- Foster a positive working relationship among Board members and between the Board and the President.
- Meet with the Minister to discuss the work of the Board and any new initiatives or

emerging issues that could impact Government interests.

## **E) President**

The President is accountable to the Minister and Cabinet for the operation of the Corporation. The President is responsible for administering the *Liquor Act* and *Cannabis Control and Regulation Act*; managing the Corporation's daily operations (*Liquor Act* section 10 and as the designated distributor corporation in section 10 of the *Cannabis Control and Regulation Act*) in accordance with the government's legislation, regulations, policies, and business plans; and coordinating the work of the Corporation with the work of other Government departments. The President is further responsible for carrying out the functions of the Corporation under the *Liquor Act* including section 8(1) of the *Liquor Act*, and section 9(1) of the *Cannabis Control and Regulation Act*.

To meet these responsibilities, the President will:

- Comply with directives, protocols and directions issued by the Minister or Cabinet under the *Liquor Act*, *Cannabis Control and Regulation Act* and *Corporate Governance Act*.
- Provide leadership, general supervision, management, and control of the Corporation's day-to-day operations within the applicable legal regulatory and policy frameworks to achieve the Corporation's operational and financial objectives.
- Meet the Corporation's strategic goals and commitments to achieve government's performance expectations.
- Advise the Minister of the Corporation's activities, operations, and emergent issues. Maintain frequent contact with the Minister and inform the Minister of planned communications with the public.
- Support the Boards in discharging its responsibilities and maintain effective communication with the Boards and its Chair as well as with departmental, business, community, intergovernmental partners, and clients.

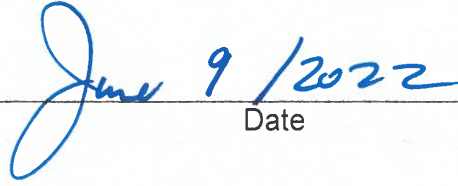
### **Effective Date, Signatures and Review**

This Agreement is effective upon signing by the Minister Responsible for the Yukon Liquor Corporation and the President of the Yukon Liquor Corporation and upon being endorsed by the Chairs of the Liquor Board and Cannabis Licensing Board.

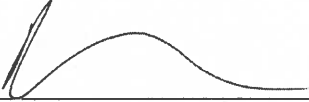
This Agreement can be reviewed at the request of the Minister or the Yukon Liquor Corporation.



Honourable Ranj Pillai Minister  
responsible for the  
Yukon Liquor Corporation



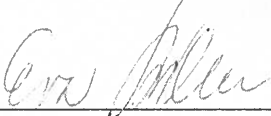
Date



Dennis Berry, President  
Yukon Liquor Corporation

June 1, 2022


Date



Eva Bidrman, Chair  
Yukon Liquor Board

June 1, 2022

Date



David Sloan, Chair  
Cannabis Licensing Board

May 30, 2022

Date