

PROTOCOL AGREEMENT

Between
The Minister Responsible for the Yukon Liquor Corporation
and
the Yukon Liquor Corporation

For the fiscal year April 1, 2018 to March 31, 2019

Purpose

This 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. It has been negotiated for the 2018-19 fiscal year, in order to fulfill the requirements of the *Corporate Governance Act* RSY 2002, C45, and section 9 (2) of the *Liquor Act*, and to clarify corporate governance and the achievement of the Government's public policy objectives. The 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
"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 Yukon Liquor Corporation shall administer and enforce the *Liquor Act* and, through its operations, achieve the goals and objectives of the corporation's Three-Year Business Plan by:

- Acting on its mandate to promote social responsibility and further the government's people-centred approach to wellness;
- Meeting revenue targets, modernizing business operations, providing excellence in customer service, expanding product selection and finding efficiencies to reduce long-term operating costs and improve staff satisfaction and performance as well as returns to the Yukon government; and
- Examining ways to improve opportunities for local producers and businesses by reviewing the *Liquor Act* and policy framework to ensure that they can better meet current and future needs.

As an agent of Government, 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 Corporation's Three-Year Business Plan and Annual Operating Plan, the Yukon Liquor 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.
- Our diverse, growing economy provides good jobs for Yukoners in an environmentally-responsible way.

In addition to meeting the goals and objectives of its Business Plan, the Corporation will pay particular attention to achieving the specific goal identified in the Corporation's Mandate Letter:

- Consult the Yukon Liquor Board, the business community, consumers and civil society to assess whether the *Liquor Act* meets current needs and provides for an appropriate balance between economic opportunities and social responsibility.

Roles and responsibilities of the Minister, Board and President

The following are the identified roles and responsibilities of the Minister, Board and President in the work of the Yukon Liquor Corporation. The Board, President and other officers and staff of the Corporation shall comply with and implement any protocol under this Agreement.

A) Minister

The Minister is the key link between Government and the Corporation and is accountable to the Legislative Assembly for the Corporation. The Minister is 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 directives, orders or amendments to the *Act* and regulations to Cabinet, for approval.

B) Board

In fulfilling its mandate, the Board shall comply with and implement any directives and protocols issued by Cabinet under the *Liquor Act* or *Corporate Governance Act*. The Board's primary function is to issue, suspend and cancel licences as per section 8(1)(e) of the *Liquor Act* and it has independent decision making authority with respect to carrying out this role and responsibility under section 8(2) of this *Act*. The Board is annually responsible for the decisions related to licensing per the *Liquor Act*, including making decisions and setting condition on new applications, suspensions, appeals, renewals and other duties as defined under the *Act* and Regulations. The Board is accountable to the Minister and government approved plans, in the performance of all other duties.

To meet these 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 Board and annually evaluate its performance in meeting its regulatory responsibilities.

C) Chair

The Chair is responsible for providing leadership for the Board. With direction from the Board, the Chair represents 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 community.

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 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.

D) President

The President is accountable to the Minister and Cabinet for the operation of the Yukon Liquor Corporation. The President is responsible for administering the *Liquor Act*; managing the Corporation's daily operations (*Liquor Act* section 10) in accordance with the government's legislation, regulations, policies and business plans; and coordinating the work of the Corporation with the work of the departments of government. The President is further responsible for carrying out the functions of the Corporation under the *Liquor Act* including section 8(1) of the *Act* and in conjunction with the Board for 8(1)(e).

To meet these responsibilities, the President will:

- Comply with directives, protocols and directions issued by the Minister or Cabinet under the *Liquor 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 Board in discharging its responsibilities and maintain effective communication with the Board and its Chair as well as with departmental, business, community and 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 Chair of the Liquor Board.

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



Honourable John Streicker Minister
responsible for the
Yukon Liquor Corporation

24 July, 2018

Date



Matt King, President
Yukon Liquor Corporation

24, July, 2018

Date



Wayne Cousins, Chair
Yukon Liquor Corporation

24, July, 2018

Date