

PROTOCOL AGREEMENT

Between

The Minister Responsible for the Yukon Liquor Corporation

and

Yukon Liquor Corporation

For the fiscal year April 1, 2016 to March 31, 2017

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 its President in the work of the Corporation. It has been negotiated for the 2016-17 fiscal year, in order to fulfill the requirements of the Corporate Governance Act RSY 2002, C45, and section 9 (2) of the *Liquor Corporation 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 Yukon Liquor Corporation Board of Directors
"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

In guiding the achievement of the Corporation's Strategic Plan and Annual Operating Plan's goals and objectives:

- The Yukon Liquor Corporation shall administer and enforce the Liquor Act to ensure the goals and objectives of the Yukon Liquor Corporation are met. The Yukon Liquor Corporation's Strategic Plan includes the following goals:
 - a) deliver customer service excellence to all our retail and commercial clientele;
 - b) reduce alcohol related harm to the public through regulation, education and enforcement, and encourage a culture of moderation;
 - c) sustain net profitability to the Government of Yukon through responsible liquor sales;
 - d) attract, develop and engage talented people to continue to provide high quality service to the public; and
 - e) practice open, accountable and fiscally responsible government.

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*.

To achieve its mandate, and in response to Government's general direction, policies and fiscal plan, the Corporation will ensure the Corporation's priorities reflect Government's strategic priorities of:

- Making strategic investments in Yukon's infrastructure;
- Improving Yukon's regulatory regime;
- Making Yukon the best place to live, work, play and raise a family; and
- Building First Nation partnerships.

In guiding the achievement of the Corporation's Strategic Plan and Annual Operating Plan, the Corporation will pay particular attention to building on the following Government priorities specific to its mandate:

- Improve Services to Yukon Communities with territorial agent / representative officer and offer more training to frontline employees.
- Through regulation, modernize components of the Liquor Act.

In 2016/17, the Corporation will pay particular attention to:

- Initiating a review of the Boards role in governance.

Part 3 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:

- will work with the Corporation to establish annual performance expectations for the Corporation; and
- 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 protocol issued by Cabinet under the *Liquor Act* or *Corporate Governance Act*. The Board has independent decision making authority with respect to carrying out its role and responsibilities under the Act. The Board is annually responsible for the decisions related to licensing per the Yukon 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 duties, with exception to fulfilling its regulatory and licensing role under the Act where it has independent decision making authority to issue, cancel and suspend licenses and permits (s.8(2)).

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, adhering to the principles of integrity, respect, efficiency and client service.
- Maintain bylaws, policies and procedures that support the effective operation of the Board and annually evaluate its performance in meeting its governance 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, in dealing with the Minister, the President, clients and the community.

The Chair will:

- Plan, lead and manage Board meetings and other Board work.
- Communicate on behalf of the Board to the Minister, Government and the public.
- Work with the President to ensure the Board has the information and advice it needs to make informed decisions and to provide quality advice to the Minister.
- 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.
- Maintain an effective working relationship with the Minister to keep the Minister apprised of the Corporation's activities and any new initiatives or emerging issues that could substantially impact Government interests.

D) President

Through the Minister, the President is accountable to the Legislative Assembly for the operations of the Corporation. The President complies with any directives and protocol issued by Cabinet under the *Liquor Act* and *Corporate Governance Act*, and coordinates the work of the Corporation with the work of the departments of government. The President is responsible for managing the Corporation's daily operations (*Liquor Act* section 10) in accordance with the legislation, regulations and strategic plan. The President is responsible for administering the Act and operational requirements of the Corporation, subject to applicable laws and government policies. The President provides leadership, general supervision, management and control of the Corporation's operations on a day-to-day basis in accordance with direction from Government and Minister approved plans and policies, including decisions that ensure financial and operational objectives are obtained.

The President of the Yukon Liquor Corporation is responsible for managing the Corporation's daily operations and in keeping with Government's direction to the Board and its performance expectations.

The President is accountable to the Minister and Government for the operations of the Yukon Liquor Corporation.

To meet these responsibilities, the President will:


- Provide leadership, management and control of the Corporation's day-to-day operations within the applicable legal, regulatory and policy frameworks and in keeping with the direction from the Board, the Minister and Government.
- Support the Board in discharging its responsibilities, meeting the Corporation's strategic goals and commitments in its Annual Operating Plan and achieving Government's performance expectations.

- Working with the Chair, advise the Minister of the Corporation's activities and plans and planned communications with the public.
- Maintain effective communication with the Board and its Chair, with departmental, business, community and intergovernmental partners and clients.

Part 4 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 Stacey Hassard
Minister Responsible for
Yukon Liquor Corporation**

Sept 14/16
Date



**Matt King
President
Yukon Liquor Corporation**

Sept 14, 2016
Date



**Wayne Cousins
Chair of the Yukon Liquor Board**

Sept/14/16
Date