

## INFORMATION LETTER 2011 - 005

**Date:** June 17, 2011

**Subject:** General Direction respecting Appeals from Reporting-Related Penalties

**From:** Brian Love, Executive Director, Oil and Gas Resources  
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This Information Letter and its appendix provides general directions with respect to appeals from reporting related penalties made in accordance with the *Oil and Gas Act*, the *Oil and Gas Drilling and Production Regulations* and the *Oil and Gas Royalty Regulations*.

This Information Letter will be updated from time to time as the policy respecting appeals changes, when regulations are amended or if new regulations under the *Oil and Gas Act* come into force.

Please direct any questions concerning this Information Letter or the appeal process to Debra Wortley, Rights and Royalties Manager, Oil and Gas Resources at (867) 667-3512 or [debra.wortley@gov.yk.ca](mailto:debra.wortley@gov.yk.ca).



Brian Love  
Executive Director  
Oil and Gas Resources

## APPENDIX

### General Direction Respecting APPEALS FROM REPORTING-RELATED PENALTIES

- 1 These Directions apply to appeals to the Minister from penalties imposed by or pursuant to
  - (a) the *Oil and Gas Royalty Regulations*; or
  - (b) the *Oil and Gas Drilling and Production Regulations*.
- 2(1) An appeal to the Minister from a penalty may be commenced by sending
  - (a) a written notice of the appeal to the Assistant Deputy Minister responsible for the Oil and Gas and Mineral Resources Division of the Yukon Department of Energy, Mines and Resources (the Assistant Deputy Minister); and
  - (b) a copy of the written notice of appeal to the Division Head or the Chief Operations Officer, whomever imposed the penalty.
- (2) A written notice of appeal
  - (a) must be accompanied by a copy of the invoice for the penalty containing the reasons for the penalty;
  - (b) must state the grounds for the appeal; and
  - (c) may contain representations and related documents in support of the appeal.
- 3 An appeal shall be determined on the Minister's behalf by the Assistant Deputy Minister.
- 4 The Assistant Deputy Minister shall determine an appeal on the basis of the notice of appeal and the representations and related documents in support of the appeal.
- 5 On determining an appeal, the Assistant Deputy Minister shall send a written notice containing the determination and the reasons for it to
  - (a) the appellant; and
  - (b) the Division Head or the Chief Operations Officer, whichever imposed the penalty.

**6** Addresses for Assistant Deputy Minister, Division Head and Chief Operations Officer

**Assistant Deputy Minister, Oil & Gas and Mineral Resources Division**

#400 – 211 Main Street  
Whitehorse, Yukon Y1A 2B2

**Division Head, Oil and Gas Resources**

#300 – 211 Main Street  
Whitehorse, Yukon Y1A 2B2

**Chief Operations Officer**

#300 – 211 Main Street  
Whitehorse, Yukon Y1A 2B2