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Access to file information*General info:*www.emr.gov.yk.ca/lands/info.html*Map viewer:*maps.gov.yk.ca/imf.jsp?site=miningLands

One of a series of info sheets published by the
Department of Energy, Mines and Resources

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This info sheet has been prepared to explain how the Yukon government's access to information process applies to land and land use files.

Are my application files open to the public?

Yes. The review of land and land use applications is a public process. Information submitted is distributed for review as part of the decision-making process. The public portion of your file includes your application form and all supporting documents (copy of title, tax payment, accompanying letters, etc.).

Also, all written comments on the application are part of the public record. Environmental assessment reports and decisions on the file are also public.

Generally, all information associated with the review and decision on an application is public and can be provided to anyone upon request.

Is my address protected?

No. The whole application including your address is forwarded to the review agencies and other consultation parties and is accessible to the public.

Can I see everything on my file?

Yes. You can view or receive copies of all information on your file. Your request should be made in writing and an appropriate time for viewing can be arranged. You will receive copies of any documents presented

by an intervener or agency pertaining to your application during the review.

What portions of my application can I request not be distributed to the public?

You have a right to request that portions of the application that relate to business interests be withheld from the public record. Under the *Access to Information and Protection of Privacy Act* (ATIPP), any information that could cause financial harm, prejudice your competitive position or interfere with contractual negotiations can be withheld from the public. You should make this request at the time your application is submitted. A decision will be made on your request and you will be advised what information, if any, will be treated as confidential.

Lands Branch is responsible for ensuring that a file is reviewed for any confidential information prior to release to third parties.

Is there a charge for copies of file information?

The usual practice is for small amounts of photocopying to be made available without charge. However, you could be charged for copies, depending upon the amount of material that is being requested.

Is my agreement for sale, lease and land use permit or other**ADMINISTRATIVE JURISDICTIONS****YUKON GOVERNMENT**

Controls the majority of all vacant land in the territory.

ENERGY, MINES AND RESOURCES

Lands Branch accepts applications to sell, lease, develop and use land under Yukon government control.

Agriculture Branch administers Yukon agricultural and grazing programs.

Community Land Planning

develops local area plans, manages zoning regulations, administers subdivision outside Whitehorse and Dawson City, and provides mapping services

Minerals Management Branch

administers placer and quartz claims, rights and use in the territory.

Forest Management Branch

administers timber permits and forestry planning.

COMMUNITY SERVICES**Community Development**

Division develops planned subdivisions.

YUKON FIRST NATIONS

Control their own settlement lands.

MUNICIPALITIES

Administer lands, community plans and zoning bylaws within their jurisdictions.

Whitehorse and Dawson City also control subdivision within their boundaries.

The Government of Canada, through Natural Resources Canada, Canada Centre for Cadastral Management provides maps and plans for a fee.

legal interest available to the public?

Yes. The Lands Branch maintains a public electronic registry of all registered interests in land, encumbrances on land, land use permits and lands available for sale.

Copies of the actual documents can be made available to any interested person upon request, which includes land use permits, agreements for sale, leases, licences of occupation, easements, rights of way, caveats, restrictive covenants, notifications and transfers in a file.

Copies of all title documents and registered interests are available from the public registry at the Land Titles Office.

What about the rest of my file?

A third party may apply through the *Access to Information and Protection of Privacy Act* (ATIPP) process to see other parts of your file, such as payment records, letters, etc. Releasing information other than the public registry information requires notifying you as the affected person.

You can also provide consent, in writing, for another person to view your file. This often happens in sale or assignment situations.

CONTACTS

YUKON GOVERNMENT

ENERGY, MINES AND RESOURCES

Lands Branch

Tel: (867) 667-5215

Toll free: 1-800-661-0408, ext 5215

Fax: (867) 667-3214

land.disposition@gov.yk.ca

- land applications, sale of developed lots, land use permits

Community Land Planning Branch

Tel: (867) 667-8945

Toll free: 1-800-661-0408 ext 8945

Fax: (867) 393-6258

- subdivision and zoning in rural Yukon

COMMUNITY SERVICES

Building Safety

Tel: (867) 667-5741

Toll free: 1-800-661-0408 ext 5741

Fax: (867) 393-6249

- building and construction permits outside Whitehorse

JUSTICE - Land Titles

Tel: (867) 667-5612

Toll free: 1-800-661-0408 ext 5612

Fax: (867) 393-6358

YUKON HOUSING CORPORATION

Loans Administration

Tel: (867) 667-8114

Toll free: 1-800-661-0408 ext 8114

Fax: (867) 667-3664

- lot financing, A/S program

OTHER AGENCIES

CITY OF WHITEHORSE

Planning Services

Tel: (867) 668-8335

Fax: (867) 668-8395

- development cost charges

- land planning and zoning

Building Inspection

Tel: (867) 668-8340

Fax: (867) 668-8395

CITY OF DAWSON

Tel: (867) 993-7400

Fax: (867) 993-7434

- subdivision approval

- land planning and zoning

NRCAN CANADA CENTRE FOR

CADAstral MANAGEMENT

Tel: (867) 667-3950

Fax: (867) 393-6707

- legal survey maps, plans, approvals

ENVIRONMENTAL HEALTH SERVICES

Tel: (867) 667-8391

Fax: (867) 667-8322

- septic systems