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## Access to file information

[www.emr.gov.yk.ca/lands/info](http://www.emr.gov.yk.ca/lands/info)

One of a series of fact sheets published by the  
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*This fact sheet has been prepared to explain how the Yukon government's access to information process applies to your land or land use application file and any subsequent land tenure or land use permit 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 associated supporting documents (copy of title, tax payment, accompanying letters, etc.).

Also, all written comments that are received on new land or land use applications are part of the public record. Environmental screening reports and subsequent decisions on the file are also public.

The general guideline is that all information associated with the review and resulting decision is public and can be provided to anyone on 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 request to view or receive copies of all information on

your file. Your request should be made in writing. You will also receive copies of all documents presented by any intervener or agency on 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* (ATIPPA), any information that could cause financial harm, prejudice your competitive position or interfere with contractual negotiations can be withheld from the public. A decision will be made on your request and you will be advised what information, if any, will be treated as confidential.

It is the responsibility of the Lands Branch to ensure that a file is reviewed for any confidential information, prior to release to third parties.

### Is there a charge for copies of file information?

Normal 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.

## 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.

**Minerals Management Branch** administers placer and quartz claims, rights and use in the territory.

**Forestry Branch** administers timber permits and forestry planning.

### COMMUNITY SERVICES

**Community Land Planning** manages zoning regulations in rural Yukon and administers subdivision outside Whitehorse and Dawson City. Also provides mapping services.

### 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, Legal Surveys Division provides maps and plans for a fee.*

## Is my agreement for sale, lease and use permit or other 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 upon request to any interested person. This includes copies of all documents including land use permits, agreements for sale, leases, licence of occupations, 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 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 LEGAL SURVEYS DIVISION

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