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Sources of Federal Government and Employee Information 2012

Yukon Environmental and Socio-economic Assessment Board

Background

The Yukon Environmental and Socio-economic Assessment Board (YESAB) was established under the *Yukon Environmental and Socio-economic Assessment Act* (YESAA), which came into effect May 13, 2003. YESAA sets out a process to assess the environmental and socio-economic effects of proposed projects and other activities in, or that might affect, the Yukon. This is a requirement of Chapter 12 of the Umbrella Final Agreement and Yukon First Nations' Final Agreements. Assessments began in November 2005. The federal government finalized the Regulations that accompany YESAA, while YESAB has developed Rules that set out in detail how the assessment process will work.

YESAB is committed to an assessment process that works well for all Yukoners and stakeholders. Our commitment is to be an impartial, effective and efficient organization that provides assistance to all involved in the assessment process.

YESAB publishes an annual report which summarizes YESAB activities for that fiscal year, which is submitted to the federal Minister of Aboriginal Affairs and Northern Development Canada for tabling in Parliament.

Responsibilities

YESAB administers the assessment process set out in YESAA completing assessments of the effects of projects and other activities in the Yukon, or that might have effects in the Yukon. The purposes of YESAA, as set out in Section 5, are to: provide a comprehensive, neutrally conducted assessment process applicable in Yukon; require that, before projects are undertaken, their environmental and socio-economic effects are considered; protect and maintain environmental quality and heritage resources; protect and promote the well-being of Yukon Indian persons, their societies and Yukon residents generally, as well as the interests of other Canadians; ensure that projects are undertaken in accordance with principles that foster beneficial socio-economic change without undermining the ecological and social systems on which communities, their residents, and societies in general, depend; recognize and, to the extent practicable, enhance the traditional economy of Yukon Indian persons and their special relationship with the wilderness environment; guarantee opportunities for the participation of Yukon Indian persons and make use of their knowledge and experience in the assessment process; provide opportunities for public participation in the assessment process; ensure that the assessment process is conducted in a timely, efficient and effective manner that avoids duplication; provide certainty to the extent practicable with respect to assessment procedures, including information requirements, time limits and costs to participants.

The Act also sets out a number of Board responsibilities related to the sharing of information. The Board is required to provide public access to records, including rules & bylaws, district

boundaries, reports of studies and research, standard mitigative measures and the results of project audits and effects monitoring. The Board must also establish and maintain: a Public Registry containing all documents related to assessments; lists of projects, activities and plans; project location and stage of assessment; and lists of any authorizations, grants of interest in land & financial assistance.

The Board has approved the following policy and directives: Heritage Resource Information Requirements for Land Application Proposals Policy; Filing Requirements for Project Proposals Submitted to the Executive Committee for Screening; and Filing Requirements for Project Proposals Submitted to a Designated Office for Evaluation.

Institutional Functions, Programs and Activities

CONDUCTING ENVIRONMENTAL AND SOCIO-ECONOMIC ASSESSMENTS

YESAB is responsible for implementation of the YESAA legislation and regulations, and conducting comprehensive and neutral environmental and socio-economic assessments for projects in the Yukon Territory. These assessments consider a variety of valued environmental and socio-economic components ensuring that projects are undertaken in accordance with principles that foster beneficial socio-economic change without significant adverse effects to the environment. Assessments provide opportunities for public participation for all stakeholders including the general public. The process ensures that assessments are done independently and impartially, ensuring all information relating to an assessment is available to the public. Depending on the type, size and complexity of a proposed project, an assessment can take place at one of three levels: Designated Office Evaluations, Executive Committee Screenings or a Panel of the Board Review. In each level of assessment, the process is guided by strict timelines identified in YESAA, the YESAA Regulations and the associated Designated Office, Executive Committee or Panel of the Board Rules.

Information Collection and Sharing

Project proposals are submitted through the YESAB public registry which serves as the document management system used throughout the assessment process. The public registry provides public access to assessment-related documents and allows stakeholders to submit comments and information into assessments electronically online and in hardcopy at the Designated Offices or to Head Office for Executive Committee Screenings. It also acts as our primary method of notification. All users, including assessment participants, can choose to be automatically notified about projects based on their identified preferences. The public registry enables proponents, decision bodies, First Nation governments, and members of the public to become more aware of and participate in the assessment process. When an individual or organization submits a project proposal, YESAB ensures that the proposal contains the information necessary to commence an assessment.

Conducting Environment and Socio-economic Assessments (COR)

Description: Contains all project records produced, collected or received during the course of an assessment at the Designated Office, Executive Committee or Panel of the Board level. These records are maintained electronically on the publicly accessible YESAB On-line Registry (YOR) and in hard-copy, and are a mirror of one another. The records are submitted by a variety of assessment participants including, but not limited to: proponents, First Nations, decision bodies, regulators, interested persons, land use planning commissions and councils, members of the public and YESAB staff. Some records are generated by the YOR, such as notifications, form letters and stage change summaries, while the remainder is uploaded to the YOR by participants in the assessment.

Document Types: Additional Proposal Information, Assessment Generated Information, Authorization Issued, Change of Project Scope, Comment Submission, Correspondence, Decision Document, Information Request, Insufficient Response, Land Use Plan in Effect - Conformity Check, Land Use Plan Under Development, Non-Confidential Summary, Non-Electronic Document, Note to File, Notifications (Adequacy Review Complete/Screening Begun, Comment Period Complete/Preparing Final Recommendations Begun – Referral, Confirmation of Proposal Received, Considering Comments on Draft Screening Report Complete/Developing Recommendations, Considering Comments on Proposal Complete/Developing Draft Screening Report, Developing Draft Screening Report Complete/Seeking Public Comment of Draft, Extension of Time Periods, Pending Withdrawal, Pre-Screening Document Bulletin, Preparing Recommendation, Project Requiring a Panel of the Board Review, Proposal Adequate, Proposal Withdrawn and Stage Change), Project Creation Summaries, Project not Conforming to Land Use Plan, Project Proposal, Public Notices (Additional/Extended Seeking Views and Information Period, Information Requested from Proponent, Public Meeting, Recommendation Referred Back, and Seeking Views and Information Period), Recommendation Referred Back, Reports (Adequacy Review, Draft Screening and [Final] Recommendation), Request to Withdraw a Proposal from Evaluation by Proponent, Stage Change Summaries, and (Preliminary) Statement of Project Scope.

Records Number: YESAB YOR 001

Conducting Environmental and Socio-economic Assessments (PIB)

Description: This bank describes information that is related to environmental and socio-economic assessments. Personal information may include: name; contact information; and views or opinions about projects, and of or about individuals.

Note: Information is stored on the YESAB Online Registry (YOR).

Class of Individuals: General public; First Nations/Inuit; proponents which can be the sole proprietor, a group of individuals, a company or corporation, an organization, or a government department; representatives acting on behalf of proponents (referred to as “agents”); other types of employees of institutions such as First Nation, federal and territorial government decision bodies and regulators, Renewable Resource Councils, Land Use Planning Commissions and Councils, the Yukon Fish and Wildlife Management Board and the Yukon Salmon Sub-Committee; and full- and part-time YESAB employees both current and former.

Purpose: Personal information is used to administer the environmental and socio-economic assessment program; obtain views and opinions on environmental and socio-economic assessments; and to notify users about project activity. Personal information is collected pursuant to Part 2 of the *Yukon Environmental and Socio-economic Assessment Act* (YESAA).

Consistent Use: The information may be used or disclosed for the purposes of reporting to senior management and the Board. Information is used or disclosed for reference on the internet on the YESAB Online Registry (YOR) and is available for public access. NOTE: Only proponent contact information is visible on the project proposal, not that of the general public or other external system users.

Retention and Disposal Standards: Under Development

Records Disposition Authority (RDA): Under Development

Related Class of Record Number: YESAB YOR 001

Personal Information Bank Number: YESAB PPU 001

TBS Registration Number: 20130067

STUDIES AND RESEARCH

YESAB conducts studies to help it fulfil its mandate under YESAA. YESAB leads and updates cumulative effects reports and studies driven by concerns over the effects of projects and major changes in the Yukon, such as increases in exploration and development in a specific area or region. With the support of local consultants and experts, staff collects statistics and linear disturbance data, and carry out studies in areas of the Yukon where high levels of activity have been observed.

Cumulative Effects Studies (COR)

Description: Contains documents related to studies carried out to determine potential positive and/or negative cumulative effects of activities in the Yukon in specific areas or regions. Records include information from various levels of government, First Nations, previous assessments, the public and a variety of research material. The 2010 'White Gold Area' study examined the dramatic increase in the amount of quartz exploration in Central Yukon and potential cumulative effects on wildlife in that area, specifically sheep, moose and the 40-Mile caribou herd.

Document Types: Maps, Spatial Data, Journal Articles, Research Reports, Statistics, and Project Assessment Documents (see YESAB YOR 001 for more details).

Record Number: YESAB RES 001

INTERNAL SERVICES

Internal Services are groups of related activities and resources that are administered to support the needs of programs and other corporate obligations of an organization. These groups are: Management and Oversight Services; Communications Services; Legal Services; Human Resources Management Services; Financial Management Services; Information Management Services; Information Technology Services; Real Property Services; Materiel Services; Acquisition Services; and Travel and Other Administrative Services. Internal Services include only those activities and resources that apply across an organization and not to those provided specifically to a program.

ACQUISITIONS

Acquisition Services involve activities undertaken to acquire a good or service to fulfil a properly completed request (including a complete and accurate definition of requirements and certification that funds are available) until entering into or amending a contract.

- Procurement and Contracting
 - Professional Services Contracts

COMMUNICATIONS SERVICES

Communications Services involve activities undertaken to ensure that Government of Canada communications are effectively managed, well coordinated and responsive to the diverse information needs of the public. The communications management function ensures that the public – internal or external – receives government information, and that the views and concerns of the public are taken into account in the planning, management and evaluation of policies, programs, services and initiatives.

- Communications
 - Internal Communications
 - Public Communications

FINANCIAL MANAGEMENT

Financial Management Services involve activities undertaken to ensure the prudent use of public resources, including planning, budgeting, accounting, reporting, control and oversight, analysis, decision support and advice, and financial systems.

- Financial Management
 - Accounts Payable
 - Accounts Receivable

HUMAN RESOURCES MANAGEMENT

Human Resources Management Services involve activities undertaken for determining strategic direction, allocating resources among services and processes, as well as activities relating to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- Classification of Positions
 - Staffing

- Compensation and Benefits
 - Attendance and Leave
 - Pay and Benefits

- Employment Equity and Diversity
 - Employment Equity and Diversity

- Hospitality
 - Hospitality

- Human Resources Planning
 - Human Resources Planning
 - Workplace Day Care

- Labour Relations
 - Discipline
 - Grievances
 - Harassment
 - Values and Ethics Code for the Public Service

- Occupational Health and Safety
 - Employee Assistance
 - Occupational Health and Safety
 - Vehicle, Ship, Boat and Aircraft Accidents

- Performance Management Reviews
 - Discipline
 - Performance Management Reviews

- Recruitment and Staffing
 - Applications for Employment
 - Employee Personnel Record
 - Personnel Security Screening
 - Staffing

- Relocation
 - Relocation
- Training and Development
 - Training and Development

INFORMATION MANAGEMENT

Information Management Services involve activities undertaken to achieve efficient and effective information management to support program and service delivery; foster informed decision making; facilitate accountability, transparency, and collaboration; and preserve and ensure access to information and records for the benefit of present and future generations.

- Information Management
 - Automated Document, Records, and Information Management Systems
 - Library Services

INFORMATION TECHNOLOGY

Information Technology Services involve activities undertaken to achieve efficient and effective use of information technology to support government priorities and program delivery, to increase productivity, and to enhance services to the public.

- Information Technology
 - Electronic Network Monitoring

LEGAL SERVICES

Legal services involve activities undertaken to enable government departments and agencies to pursue policy, program and service delivery priorities and objectives within a legally sound framework.

- Legal services

MANAGEMENT AND OVERSIGHT SERVICES

Management and Oversight Services involve activities undertaken for determining strategic direction, and allocating resources among services and processes, as well as those activities related to analyzing exposure to risk and determining appropriate countermeasures. They ensure that the service operations and programs of the federal government comply with applicable laws, regulations, policies, and/or plans.

- Cooperation and Liaison
 - Outreach Activities
- Executive Services
 - Executive Correspondence
- Internal Audit and Evaluation
 - Evaluation
 - Internal Audit
- Planning and Reporting

MATERIEL

Materiel Services involve activities undertaken to ensure that materiel can be managed by departments in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of government programs.

- Materiel Management
 - Vehicle, Ship, Boat and Aircraft Accidents

REAL PROPERTY

Real Property Services involve activities undertaken to ensure real property is managed in a sustainable and financially responsible manner, throughout its life cycle, to support the cost-effective and efficient delivery of government programs.

- Real Property Management

TRAVEL AND OTHER ADMINISTRATIVE SERVICES

Travel and Other Administrative Services include Government of Canada (GC) travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

- Access to Information and Privacy
 - Access to Information and Privacy Requests
- Administrative Services
 - Parking
- Boards, Committees and Councils
 - Governor in Council Appointments
 - Members of Boards, Committees and Councils
- Business Continuity Planning
 - Business Continuity Planning
- Disclosure to Investigative Bodies
 - Disclosure to Investigative Bodies
- Proactive Disclosure
 - Hospitality
 - Travel
- Security
 - Identification and Building-Pass Cards
 - Security Incidents
 - Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes
- Travel
 - Travel

Classes of Personal Information

In the course of conducting the programs and activities of the Yukon Environmental and Socio-Economic Assessment Board personal information may be accumulated that is not described by any specific information bank described in this Chapter. This personal information exists in a

fragmented form throughout the subject files of the Board. This form of information is retrievable only if specifics are provided concerning the details of the subject matter and related departmental activity, as well as the district responsible for the activity and timeframe in which it took place. The personal information contained in the subject files is retained for the same period of time as the related subject information and disposed of according to the appropriate record schedules.

Manuals

The manuals available in English include:

- Dam Guide Design Expectations and Required Information
- Filing Requirements for Project Proposals Submitted to a Designated Office for Evaluation
- Filing Requirements for Project Proposals Submitted to the Executive Committee for Screening
- Guide to Interested Persons and the Public to Participate in Assessments
- Heritage Resource Information Requirements for Land Application Proposals Policy
- Proponent's Guide: Completing a Forestry Project Proposal
- Proponent's Guide: Completing a Land Disposition Project Proposal
- Proponent's Guide to Information Requirements for Executive Committee Project Proposal Submission
- Proponent's Guide to Proposal Submission to a Designated Office
- Proponent's Guide to Water Info Requirements for Quartz Mining Project Proposals

Additional Information

Please see the Introduction to this publication for information on access procedures under the provisions of the *Access to Information Act* and the *Privacy Act*.

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Each request made to the Yukon Environmental and Socio-economic Assessment Board under the *Access to Information Act*, must be accompanied by an application fee of \$5.00 cheque or money order made payable to Yukon Environmental and Socio-economic Assessment Board.

Reading Room

In accordance with the *Access to Information Act*, an area on the premises of this institution has been designated as a public reading room.

YESAB Head Office
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