YESAB
Yukon Environmental and
Socio-economic Assessment Board

Confidential **APPLICATION FORM**

Confidential Information Designation under Section 121(b) – Yukon Environmental and Socio-economic Assessment Act (YESAA)

Access to Information Act Exemption

The Executive Committee (EC) is given authority to designate specific types of information submitted for consideration in an assessment as confidential. This application form applies to both Executive Committee screenings and Designated Office evaluations.

Instructions

Review the guidance material on YESAB's website. Summary and detailed guidance is available to explain the process and to learn how the Executive Committee designates information confidential.

The application can either be submitted in hard copy or digitally (in PDF format). The confidential submission (in Part 4) can be completed in the application form or provided separately as an attachment as set out below:

To Apply for Confidential Information Designation:

1. Download the Application Form
2. Complete the Application Form
3. Submit using one of the options:

   A) For **hard copy** submissions, seal the application and any attachments in an envelope marked "Attention: Executive Committee – Application to Designate Information Confidential" to YESAB's Head Office. Hand deliver or mail to:

   Yukon Environmental and Socio-economic Assessment Board
   Suite 200-309 Strickland Street
   Whitehorse, YT
   Y1A 2J9

   OR

   B) For **electronic** submissions, contact Head office to request Secure File Transfer details.

Contact the Executive Committee Manager at the Whitehorse Head Office if you are planning on submitting an application or if you have any questions about filing requirements.

Confidential **APPLICATION FORM**

Part 1: Contact Information

Applicant First Name:	Last Name:
Entity (if applicable):	
Address/Box Number:	
City/Town/Village:	Postal Code:
Email Address:	Phone Number:

Part 2: Project Information

Project Title: _____

YESAB Project Number (if applicable): _____

Part 3: Access to Information Exemption Questions

Information that is exempt from disclosure under the Government of Canada *Access to Information Act* (ATIA). To determine whether or not the information can be designated as confidential, answer the following questions (in Part 4):

i. Provide a brief rationale as to why you are of the view this information comes within this ATIA exemption?

ii. Describe why this information should be designated as confidential. This should include identifying which section of the Access to Information Act that limits the disclosure of this information. For more information, see the guidance document on YESAB's website.

iii. Describe why this information is relevant to the assessment or relates to the proposal:

Part 4: Confidential Information

Provide a complete statement of the information requested for confidential designation. The statement can be stated below or as a separate attachment. If it is a separate attachment, seal it an envelope marked "confidential" with the application form. Electronic versions need to be sent via secure file transfer. Contact YESAB for details.

Part 5: Non-Confidential Summary

Provide a non-confidential summary of the information requesting to be designated as confidential. It must convey enough detail to reasonable understanding of the information without revealing specific details. If the information is deemed confidential, the summary is made available on YESAB's online registry and will be relied upon during the assessment process by assessment participants including the Decision Body.

The summary can be provided below or as a separate attachment.

Part 6: Acknowledgement, Disclosure and Signature

I have read and agree to the Privacy Statement for YESAB's online registry. Initials _____

☐ I agree that, if the Executive Committee designates the information as confidential, they may disclose my application and its contents to the Decision Body(ies) for this specific project.

☐ I do not agree to the Executive Committee disclosing my application and its contents to the Decision Body(ies) for this specific project.

For further information on the strict confidentiality measures applicable to information designated as confidential under s.121, see the Public Guide to Management of Confidential Information.

Applicant Signature: _____

Date: _____