

2.3 Playing by the rules

Yukon First Nations

Carcross/Tagish First Nation (CTFN)
Box 130, Carcross YT Y0B 1B0
(867) 821-4251

Little Salmon/Carmacks First Nation
Box 135, Carmacks YT Y0B 1C0
(867) 863-5576

Champagne/Aishihik First Nation
Box 5310, Haines Junction YT
Y0B 1L0
(867) 634-2288

Kaska Tribal Council
Box 530, Watson Lake YT Y0A 1C0
(867) 536-2805

Kluane First Nation
Box 20, Burwash Landing YT Y0B 1G0
(867) 841-4274

Kwanlin Dun First Nation
35 McIntyre Drive, Whitehorse YT Y1A
5A2
(867) 633-7800

Liard First Nation
Box 328, Watson Lake YT Y0A 1C0
(867) 536-2131

First Nation of Nacho Nyak Dun
Box 220, Mayo YT Y0B 1M0
(867) 996-2265

Ross River Dena Council
General Delivery, Ross River YT
Y0B 1S0
(867) 969-2277

Selkirk First Nation
Box 40, Pelly Crossing YT Y0B 1P0
(867) 537-3331

Ta'an Kwach'an Council
117 Industrial Road, Whitehorse YT
Y1A 2T8
(867) 668-3613

Teslin Tlingit Council
Box 133, Teslin YT Y0B 1B0
(867) 390-2532

Tr'ondek Hwech'in First Nation
Box 599 Dawson City YT Y0B 1G0
(867) 993-5385

Vuntut Gwitchin First Nation
Box 94, Old Crow YT Y0B 1N0
(867) 966-3261

White River First Nation
General Delivery, Beaver Creek YT
Y0B 1A0
(867) 862-7802

2.3 Playing by the rules

Rules and regulations

There aren't many things in life you can say with certainty, but here is one of them: if you start a tourism business, there are rules and regulations to follow and permits you will need.

Allow enough time

Permitting, regulations and laws consume time and energy – be sure to factor this into your planning. Financing, insurance and liability coverage may well depend on the proof of compliance with permitting and regulations. Allow yourself plenty of time to deal carefully with the applications and regulatory processes that relate to your business to ensure a smooth business start up.

Short term activity

In the previous Fact Sheet, we have looked at some of the processes involved in land acquisition. Remember that under the *Territorial Lands Act*, you must first obtain a lease or an agreement for sale before any land use or occupation. There are other land issues as well. Permits are also required if you wish to use Territorial Lands for only a short period of time, or for temporary occupancy. This would be the case, for instance if you need to set up a camp or have access for road construction. The *Territorial Land Use Regulations* require you to get a land-use permit for such short-term activity.

Class A & B permits

Most activities will require a Class A or Class B land-use permit. Class A permits are required for all significantly large operations or operations in areas of interest to a community. Class B permits are needed for small operations. An explanation of the activities requiring land use permits can be found in the *Territorial Land Use Regulations*. Copies of these regulations are available at Yukon Government Lands Branch offices.

Territorial Lands

Land-use authorizations and permits for Territorial Lands can be obtained from the Yukon Government Lands Branch (867) 667-5215.

Settlement Lands

If you would like to locate your tourism business on Settlement Land, or use Settlement Land for tourism activities, you need to contact the appropriate First Nation directly. First Nations have the authority to make laws for Settlement Land that apply to everyone, and some First Nations have done this. The best way to ensure compliance is to contact a First Nation before using Settlement Land.

Fuel wood and fire permits

Territorial offices provide fuel wood-cutting permits and fire permits for the land within their jurisdictions. Acquiring these permits will educate you about the restrictions regarding open fires and wood cutting. Within the City of Whitehorse, the Fire Marshall issues fire permits.

On the waterfront

The *Yukon Waters Act* requires you to have a water license if you plan to use, divert or discharge water, or to deposit waste into water. Activities considered under the act include water use, crossings, pipelines, erosion control, and interference with existing water usage, potentially adverse environmental effects and the construction of bridges, culverts and docks. Refer to the *Yukon Waters Act and Regulations* for specific information about license types and/or notifications. Information and applications for a water license can be found at the Yukon Government Department of Environment (867) 667-5652. First Nations also have rules affecting commercial use of waterfront bordering Settlement Land. If your proposal borders such land, contact the appropriate First Nation.

Navigable waters

If your project includes plans for work on navigable waters, the Canada Coast Guard Navigable Waters Protection Division must be informed. They must approve any such plans, including the removal of abandoned vessels and wrecks. Call Fisheries and Oceans Canada at 1-800-465-7735.

2.3 Playing by the rules

Building standards

There are a number of Acts regarding construction integrity and standards. These include the *Yukon Fire Prevention Act*, *Building Standards Act*, *Electrical Protection Act*, *Gas Burning Devices Act*, and *Propane Gas Act*. Codes and regulations accompany this legislation, and both new and old building premises must meet these codes. New construction and renovations will require permits and inspections, as may older buildings in many situations. Your business may be closed if you fail to comply with inspection requirements, as administered by the Yukon Government Community Services Department (867) 667-5741. If you store fuel on site, you will also require a permit from this branch. Municipalities may also have additional building standards—such as heritage building guidelines—with which you must comply. More permit information can be found online at www.bizpal.gov.yk.ca

Health and environmental inspections

If your business will be serving food to customers, you will need to contact Yukon Environmental Health Services. This branch conducts inspections to maintain food premise standards and potable water quality. It also deals with applications for RV Parks and Campgrounds, and the permitting and inspection of septic installations and sewage disposal systems (867) 667-8391.

Highways – access and signage

Depending on your location, you may need road access from a Territorial Highway, for which you need a permit obtained from Highways and Public Works, Transportation Maintenance Branch (867) 667-5644. This is also the place to apply for a sign erection permit, and highway right-of-way permit.

Drivers and passengers – land and water

Drivers and vehicles must have valid and appropriate Yukon licensing, registration and insurance. Different licensing requirements will apply if you are transporting passengers or freight with your vehicle. Contact Motor Vehicles and Drivers Licences Branch of Community Services for this information (867) 667-5315. Transport of passengers by vessel will require an inspection by the Marine Safety Branch of Transport Canada. Call the Prairie and Northern office of Transport Canada 1-888-463-0521 for referral to the appropriate official.

Employment issues

For information on employment standards within the tourism industry, you can contact the Labour Services Branch of Community Services (867) 667-5944. Canada Revenue Agency will supply you with an employer number and all the information you need to deal with taxes 1-800-959-5529. You will also be required to contact the Worker's Compensation Health and Safety Board and arrange for proper coverage of your employees (867) 667-5645. If you want to employ people who are not Canadian citizens, contact Citizen and Immigration Canada for relevant information and procedures 1-888-242-2100.

Working inside parks

Both National and Territorial Parks must be informed of businesses wishing to operate within their jurisdictions. They have their own application procedures for business licences or permits. Any business guiding clients into the wilderness including National and Territorial Parks is required to be licensed. Restrictions on visitor and/or trip numbers exist in some National Parks and Historic Sites. (see *Fact Sheet 2.2*)

Wilderness Tourism Licensing Act

This legislation makes licensing mandatory for wilderness tour operators. Minimum safety, competency and liability insurance standards will have to be met. Operators must file trip reports and adhere to low impact and waste disposal standards. Call Yukon Tourism (867) 667-5036 or Yukon Environment (867) 667-5652 for more information.

European Customer Protection Legislation

In addition to territorial and national regulations, tourism business operators must also be aware of international laws. The *European Union Directive on Package Holidays* as well as other travel laws are intended to protect customers by making tour operators liable for physical injury, damage and faulty holidays. This type of legislation is only valid when a Yukon operator sells a package tour in the client's home country. It spells out operators obligations in regard to bank guarantees, insurance and terms and conditions of sale. The operator is obliged to provide complete and accurate information and supply a tour that matches that description. If a tourist

2.3 Playing by the rules

Bizpal – on-line business permits and licensing

experiences less than he/she was led to expect from a trip—or simply receives bad service—he/she may quit the trip and fly home at the operator's expense. For more information see, http://ec.europa.eu/consumers/index_en.htm or contact Tourism Yukon at (867) 667-5036.

This service asks you to answer a short series of questions about the nature and scope of your current or proposed business. Based on your answers, you will be provided with a customized list of potential permits and licenses from all levels of government that you may require to operate your business. Please note that all of the information that you provide is done so anonymously and that you may save or print your results for future reference. For more information, see www.bizpal.gov.yk.ca or contact Government of Yukon, Consumer & Safety Services, Corporate Affairs (867) 393-6251.

Yukon Territory Government Offices

All YTG mailing addresses:
Box 2703,
Whitehorse YT Y1A 2C6

Community Services

Building Safety
(867) 667-5741
Community Land Planning Unit
(867) 667-8945

Corporate Affairs

(867) 667-5314

Energy Mines and Resources (EMR)

Lands Branch
(867) 667-5215

EMR District Offices

Carmacks Sub District Office
River Dr. & Nansen Rd. PO Box 132,
Carmacks YT Y0B 1L0
(867) 863-5271

Kluane District, Haines Junction Office (Haines Junction & Beaver Creek)

Km 246, Haines Road. PO Box 5370,
Haines Junction YT Y0B 1L0
(867) 634-2256

Northern Tutchone District, Mayo Office (Mayo & Carmacks)

22A Silver Trail Highway. PO Box 100,
Mayo YT Y0B 1M0
(867) 996-2343

Ross River Sub District Office

Across from Ross River Service
Centre. PO Box 107, Ross River YT
Y0B 1S0
(867) 969-2243

Teslin Sub District Office

Km 1246 Alaska Hwy. PO Box 97,
Teslin YT Y0B 1B0
(867) 390-2531

Tintina District Watson Lake Office (Watson Lake & Ross River)

Km 1007 Alaska Hwy. Box 289,
Watson Lake YT Y0A 1C0
(867) 536-7335

Environment

Parks Yukon
(867) 667-5639

Health and Social Services

Environmental Health Services
(867) 667-8391

Workers Compensation Health and Safety Board

(867) 667-5645

Yukon Water Board

(867) 456-3980

Canadian Government Offices

Canada Coast Guard

Fisheries and Oceans Canada
200 Kent Street, 13th Floor, Station
13228, Ottawa ON K1A 0E6
(613) 993-0999

Canada Revenue Agency

300 Main Street, Whitehorse, YT
Y1A 2B5
1-800-959-5229

Parks Canada

Yukon District General Inquiries
205-300 Main Street,
Whitehorse YT Y1A 2B5
(867) 667-3910

Indian Affairs and Northern Affairs Canada, Yukon Region

415C – 300 Main Street,
Whitehorse YT Y1A 2B5
(867) 667-3888

Transport Canada

Marine Safety Branch
330 Parks Street,
Ottawa ON K1A 0N5
1-888-675-6863