

**A LAND INTEREST MANAGEMENT SYSTEM
FOR YUKON
APPENDICES**

MAY, 1994



LAND INTEREST MANAGEMENT SYSTEM

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APPENDIX E - DATA MODEL DETAIL

DATA MODEL DETAIL

Appendix E contains the conceptual data models which identify the data created in the Land Interest Management System.

- The Land Survey data model illustrates the data required to support NRCan in the Management of Legal Surveys.
- The Land Titles data model illustrates the data required to support the Land Titles Office in the registration of surveys, titles and legal instruments.
- The Land Disposition data model illustrates the data required to support both YTG and Federal Lands Branch Offices in the registration of licences, leases, agreements for sale, reservations, notations and withdrawn land.
- The Land Use data model illustrates the data required to support various land use agencies in the registration of land and water use permits. This does not include the data required for evaluation of these permits.

Brief narrative definitions of the data entities and a list of their major attributes follow the models. The '*' signifies the attribute(s) considered to be the primary attribute(s) or primary key(s) of the entity. That is, the information that would likely be used as a key to search within the business application.

LAND SURVEY

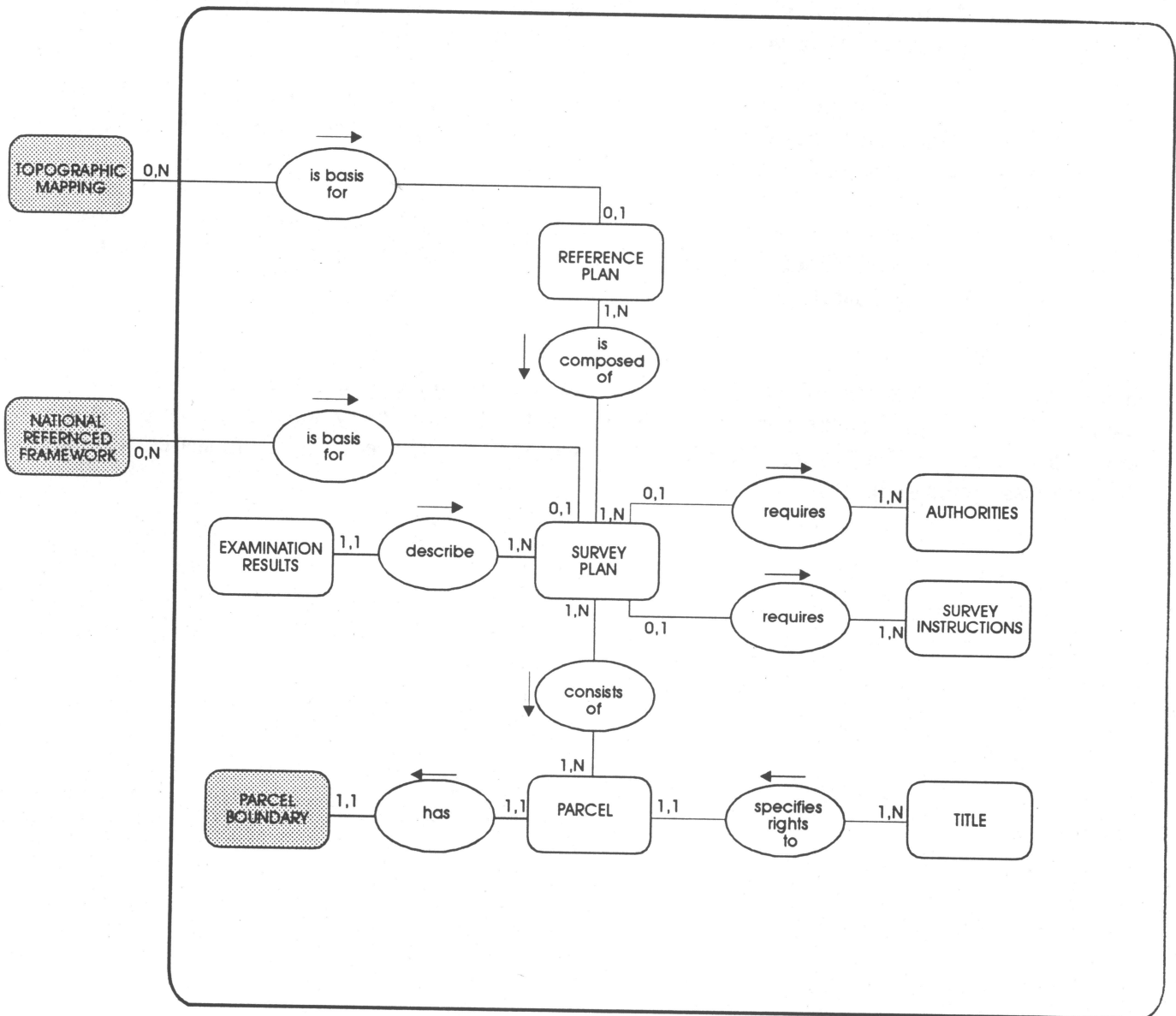


FIGURE E-1

LAND TITLE

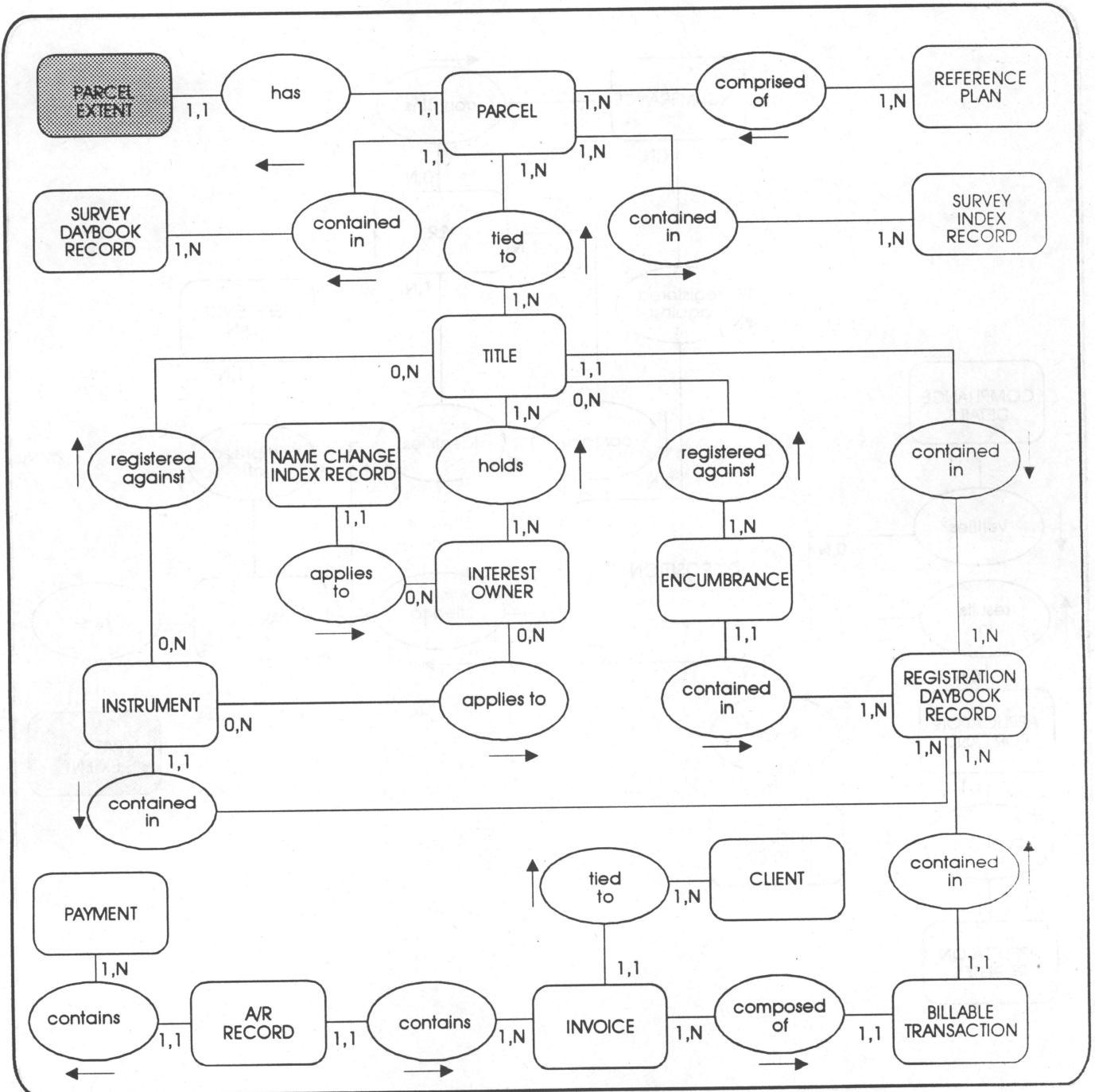


FIGURE E-2

LAND DISPOSITION

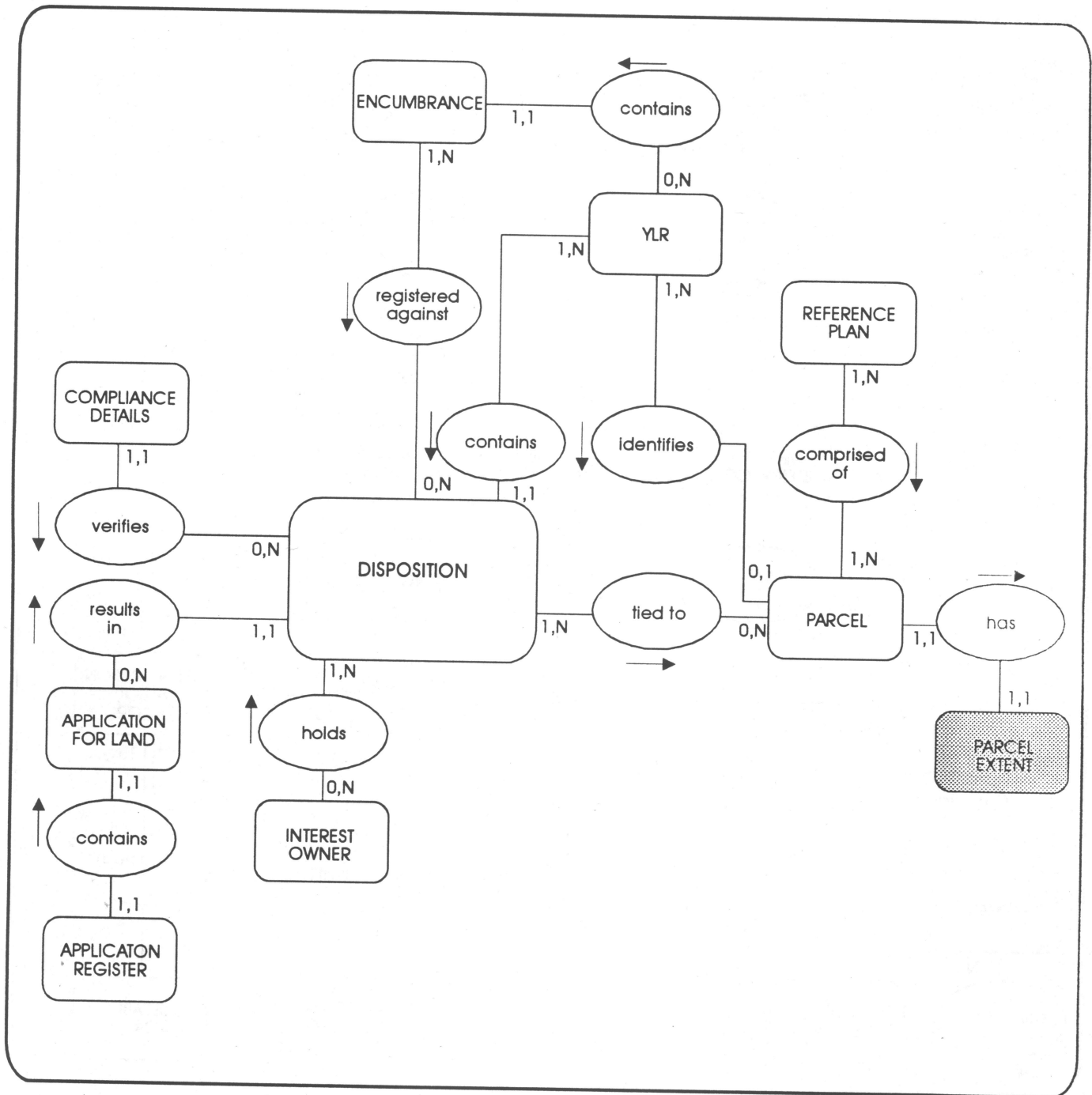


FIGURE E-3

LAND USE

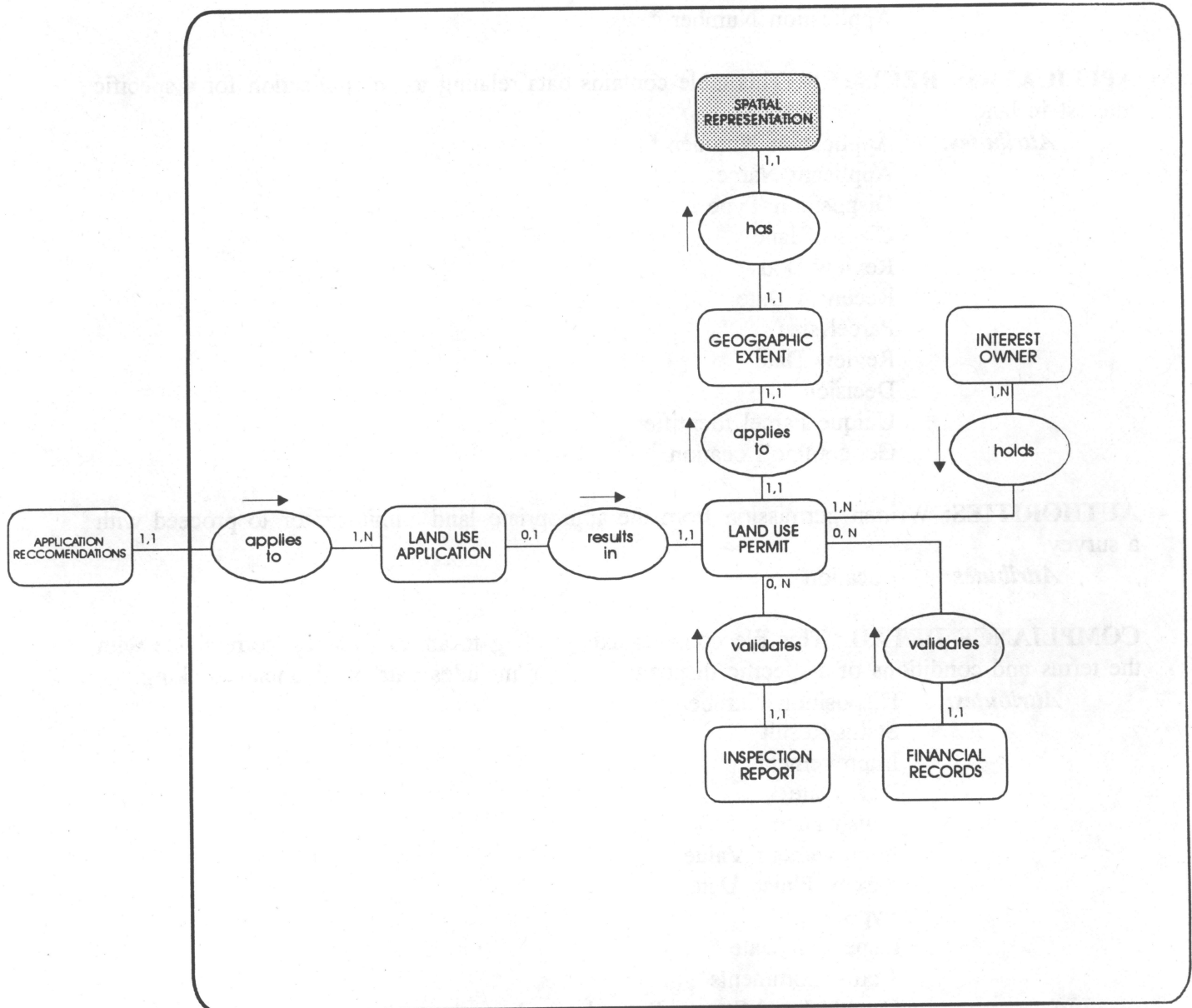


FIGURE E-4

ENTITY DEFINITIONS

APPLICATION RECOMMENDATION: This file contains data relating to the recommendation and its details for a specific application for land or water use.

Attributes: Restrictions
 Recommendations
 Concerns
 Application Number *

APPLICATION REGISTER: This table contains data relating to an application for a specific interest in land.

Attributes: Application Number *
 Applicant Name
 Disposition Type
 Class of land
 Review Body
 Received Date
 Parcel size
 Review Date
 Decision
 Unique Parcel Identifier
 Geographic Location

AUTHORITIES: Written permission from the appropriate land administrator to proceed with a survey.

Attributes: Location

COMPLIANCE DETAIL: This file contains data relating to an individual's compliance with the terms and conditions of a specific disposition. This includes data on financial tracking.

Attributes: Disposition Number *
 Status/Result
 Improvement
 Start Date
 Finish Date
 Improvement Value
 Survey Finish Date
 Type
 Inspection Date *
 Text - Comments
 Canada Land Survey Record Number
 Land Titles Office Number
 Parcel (Legal Description)
 Current Date

DISPOSITION: This file contains data regarding the nature of disposition of one or more parcels of land, e.g., lease, licence, agreement for sale, notation, reservation, and withdrawn land.

Attributes: Unique Parcel Identifier
Disposition Type
Geographic Location
Disposition Number *
File Number
Disposition Use (Class of Land)
Duration
Effective Date
Expiry Date
Terms and Conditions
Assessed Land Value
Parcel Size
Owner Identifier

ENCUMBRANCE: This file contains data regarding legal documents which identify a specific charge or interest registered against a title on behalf of a third party, e.g., mortgage, tax lien, mechanics lien, caveat.

Attributes: Type
Encumbrance Number *
Description
Title Number
Registration Date/Time
Mortgager
Mortgagee
Disposition Number

EXAMINATION RESULTS: This file contains data relating to an inspection of a legal survey.

Attributes: Status/Result
Designator Number
Survey Finish Date
Inspection Date
Text - Comments
Canada Land Survey Record Number
Parcel (Legal Description)
Current Date

FINANCIAL RECORDS: This file contains data relating to a schedule of fees and payments made by an individual for a specific land or water use permit.

Attributes: Permit Number *
Payments Made
Payments Due

GEOGRAPHIC EXTENT: The location of a permitted activity

Attributes: Location

INSPECTION REPORT: This file contains data relating to an individual's compliance with the terms and conditions of a specific land or water use permit.

Attributes: Name/Owner
Contact Person
Address
Purpose
Location of area of use
Latitude/Longitude Pair
Latitude/Longitude Set
Placenames
Geographic features
Permit Number *
Infractions

INSTRUMENT: This file contains data regarding legal documents which identify a specific charge or interest registered against a title, or an individual on behalf of a third party, e.g., Power of Attorney, Name Change, Writ of Seizure.

Attributes: Type
Registration Date/Time
Instrument Number (Document #) *
Title Number
Grantor
Grantee
Discharge Date
Amount
Status
Solicitor
Owner Names(s)

INTEREST OWNER: (Title Owner) This file contains data regarding an individual who currently has legal Title to a parcel, or who has had legal title to a parcel in the past.

Attributes: Owner Identifier *
Owner Name
Mailing Address
Ownership Type
Interest Type
Title Number(s)

INTEREST OWNER: (Disposition) This file contains data regarding an individual who currently has a registered interest to a parcel of land.

Attributes: Owner Identifier *
Full Name
Mailing Address
Phone Number
Client Type
Application Number
Disposition Number

INTEREST OWNER: (Land Use) This file contains data regarding an individual who has applied for a specific land use, or an individual that holds a land use permit.

Attributes: Owner Identifier *
Name
Address
Contact name

LAND USE APPLICATION: This file contains data relating to an application for a specific land use purpose.

Attributes: Application Number *
Name/Owner
Contact Person
Address
Purpose
Location of area of use
Permit Number
Requested Duration
Times of year active

LAND USE PERMIT: This file contains data regarding the nature of permit issued for one or more parcels of land, e.g., timber cutting,

Attributes: Owner Identifier
Contact Person
Address
Purpose
Location of area of use
Latitude/Longitude Pair
Latitude/longitude Set
Placenames
Geographic features
Permit Number *
Duration
Core/Other Conditions

NAME CHANGE INDEX: This table stores name change data on an individual.

Attributes: Owner Identifier *
New Owner Name
Old Owner Name
Registration Number
Date

NATIONAL REFERENCED FRAMEWORK: This file contains data regarding Canada Land Survey Control Points.

Attributes: X,Y,Z Coordinates *
Datum
Order of precision
Year Established
Year Last Inspected

PARCEL: An area of land demarcated by a legal survey or metes and bounds description in which a person or company may hold interest.

Attributes: Canada Land Survey Record Number
Unique Parcel Identifier *
Legal Description
Land Title Office Number
Size
Disposition Number
Geographic Location (Group, Quad, Lot, Block, Lat, Long)

PARCEL BOUNDARY: The geometry (points and lines) that make up that graphic define a parcel.

Attributes: X,Y coordinates
Bearings
Distances

PARCEL DESCRIPTION : An area of land demarcated by a legal survey or metes and bounds description to which a person or company may hold interest.

Attributes: Canada Land Survey Record Number
Unique Parcel Identifier *
Legal Description
Land Titles Office Number

REFERENCE PLAN: NTS Topographic Base with extent of Community Cadastral Reference Plans and Reference Plans shown and their accompanying CLSR Number.

Attributes: NTS Quad *
Canada Land Survey Record Number

REGISTRATION DAYBOOK: (Transaction Log): This file contains data relating to the Registration of Title to a parcel as well as all legal documents registered against that title.

Attributes: Transaction Type
Source - Name, Address, Phone, i.e., bank
Legal Description
Interest Type
Registration Number *
Date/Time *
Fee
Responsibility requirement
Status
Title Number
Reject Cause

SPATIAL REPRESENTATION: This file contains data relating to the geometric representation of an area on a map.

Attributes: X,Y coordinates

SURVEY DAYBOOK (Transaction Log): This file contains data relating to the registration of a legal survey plan within the Land Titles Office.

Attributes: Registration Number *
Registration Date/Time *
Source
Document Type
Land Titles Office Number
Canada Lands Survey Record Number
Fee
Status

SURVEY INDEX: This table contains data to cross reference the Survey Plan with other Survey Plans.

Attributes: Geographic Location - * (Quad, Group, Municipality)
Canada Land Survey Record Number
Land Titles Office Number
Unique Parcel Identifier
Legal Description

SURVEY INSTRUCTIONS: Written instructions to a surveyor giving the surveyor authority to perform a survey in a particular location.

Attributes: Designator Number *

SURVEY PLAN: This file contains data relating to a legal survey.

Attributes: Canada Land Survey Record Number *
Land Titles Office Number
Unique Parcel Identifier

TITLE: This file contains data regarding the nature of ownership of one or more individuals to one or more parcels of land.

Attributes: Unique Parcel Identifier *
New Title Number
Transfer Number
Owner(s) of an Interest - could have more than 1 owner
Percentage of Ownership
Title Status(active/inactive)
Registration Date/Time
Legal Description - Block, Lot, Quad/Community
Property Value
Nature of Interest
Extent of Interest
Instrument Number(s)
Previous Title Number(s)

TOPOGRAPHIC MAPPING: This file contains all data that defines a topographic map.

Attributes: Contour lines
Hydrography
Symbolization
Text

YUKON LAND REGISTER: This file contains data relating to the Registration of a Disposition of Land, as well as all encumbrances registered against the disposition.

Attributes: Registration Number *
Registration Date/Time *
Disposition Number/File Number
Geographic Location - (long, lat, quad, lot, block,)
Land Titles Office Number
Canada Land Survey Record Number
Grantor
Grantee
Term
Value
Area/Size
Use
Encumbrances
Effective Date

APPENDIX F - PROCESS MODEL DETAIL

PROCESS MODEL DETAIL

Appendix F contains the logical model of the processes involved in land interest management. The model is presented in increasing levels of detail as appropriate and as dictated by the relative complexity of the process under study. Brief narrative descriptions of the processes are also provided.

LAND INTEREST MANAGEMENT

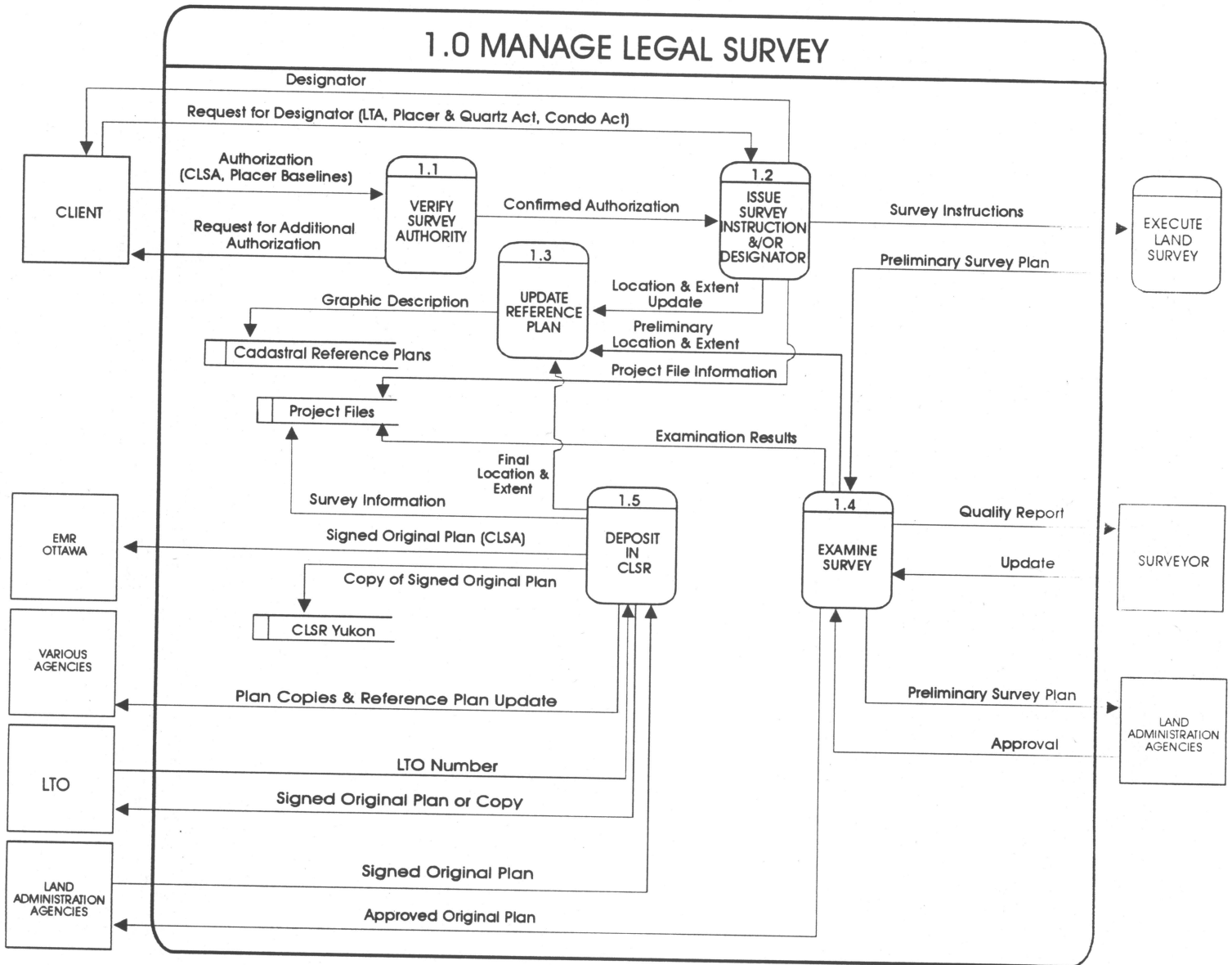


FIGURE F-1

1.0 MANAGE LEGAL SURVEY (Figure F-1)

1.1 VERIFY SURVEY AUTHORITY

This involves checking to see that the proper authorities are in place for the survey to proceed. The quality of the authorities is not examined.

1.2 ISSUE SURVEY INSTRUCTION AND/OR DESIGNATOR

The client is given the instructions to survey and/or a designator number (under the LTA and Condo Act). The instructions are recorded in the project file. In some cases the surveyor will assign designators according to the Manual of Instructions for the Survey of Canada Lands.

1.3 UPDATE REFERENCE PLAN

The reference plan is updated to reflect a survey in progress or a completed survey.

1.4 EXAMINE SURVEY

The survey is examined for its technical quality. This quality is recorded in a report that is sent to the surveyor. The preliminary plan is sent to the appropriate land administering agency for approval. The plan is required to have all approvals and to be technically correct. Approvals and the technical report are recorded in the project file.

1.5 DEPOSIT IN CLSR

An original plan with all required signatures is filed in Ottawa in the CLSR or with the LTO. A copy is kept in the Yukon Regional Surveyor's Office. The survey information is recorded in the project files. At some point after the original plan is deposited in the CLSR the complete set of records associated with that survey is 'stripped' and a condensed version of these records is the result.

LAND INTEREST MANAGEMENT

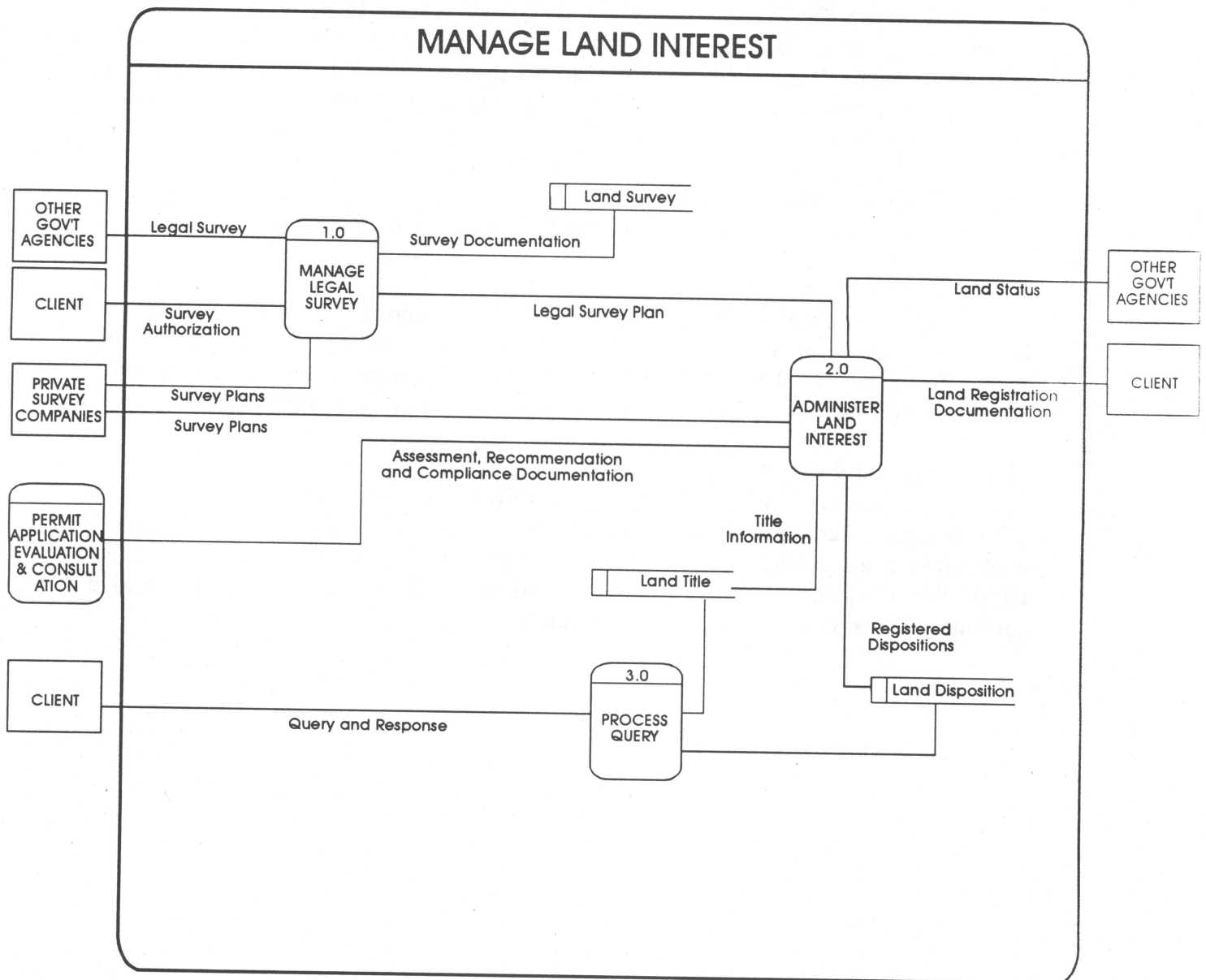


FIGURE F-2

2.0 MANAGE LAND INTEREST (Figure F-2)

This process is composed of three subsystems: Register Survey, Register Land Title, and Register Land Disposition.

The Register Survey process manages the registration of all Canada Land Survey Plans for the Yukon by the Land Titles Office.

The Register Land Title process manages the registration of Title and associated encumbrances against a parcel of land. Associated encumbrances may include, mortgages, liens, writs, easements, caveats etc.

The Register Land Disposition process manages the registration of interests against a land parcel on Federal or Commissioner's land, such as the registration of a mineral claim, lease, licence, agreement for sale, reservation, notation, or withdrawn land.

ADMINISTER LAND INTEREST

2.1 REGISTER SURVEY

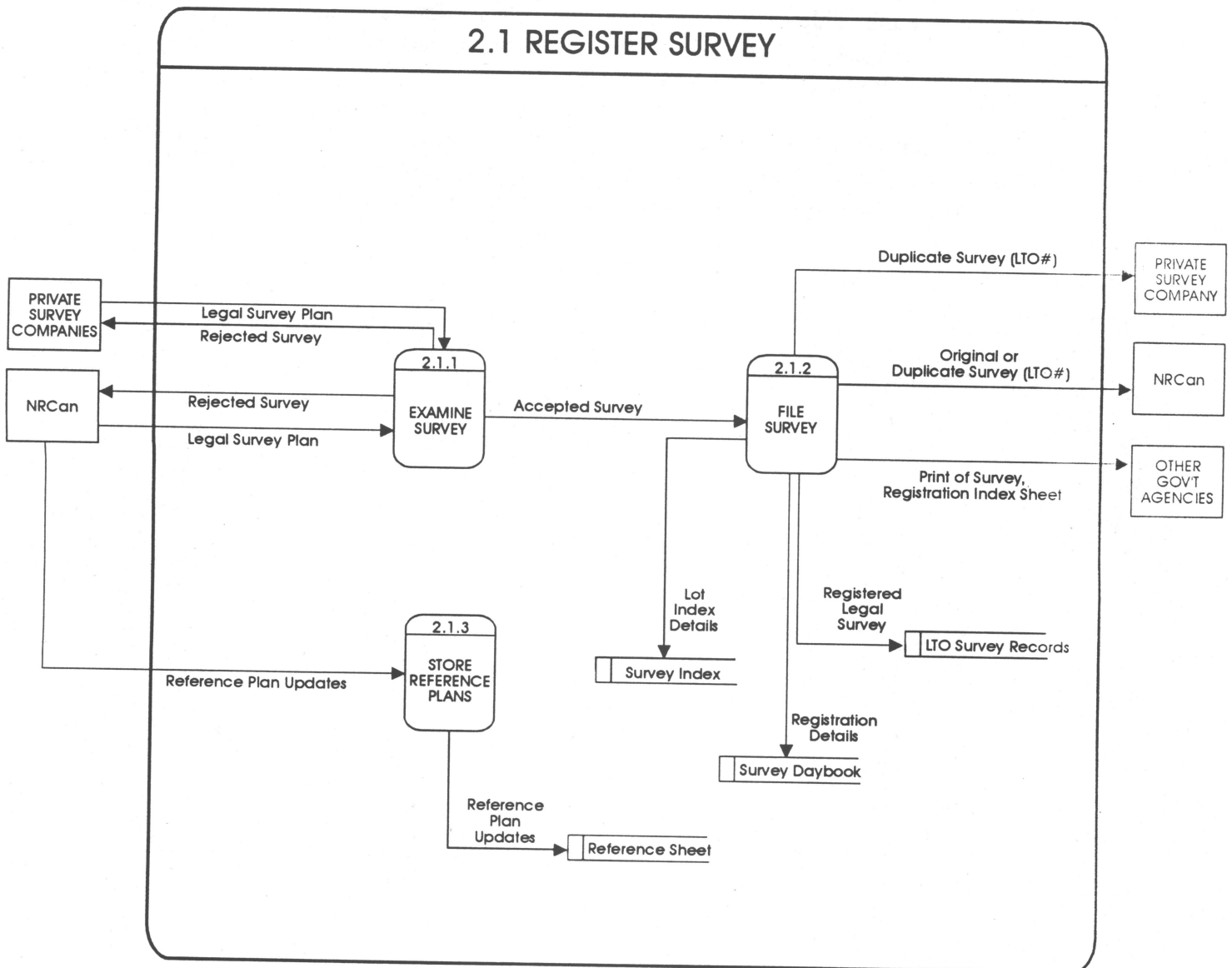


FIGURE F-3

2.1 REGISTER SURVEY (Figure F-3)

This function manages the registration of all Canada Land Survey Plans for the Yukon.

2.1.1 EXAMINE SURVEY

This process includes the following activities:

- Receive Survey (from NRCan or a Private Survey Company);
- Check compliance of the survey to the Land Titles or Canada Lands Survey Act; and
- return all surveys that do not adhere to the above mentioned acts to NRCan or Private Survey Company .

2.1.2 FILE SURVEY

This process manages Land Titles Office Survey Records and survey reference file, and includes the following activities:

- assign a plan number and time of registration to surveys which meet standards;
- enter new survey number in the reference file;
- create new files and lot plans;
- update the Survey Plan Daybook; and
- file the original, or a copy of the registered survey plan. (The original plan is filed if under the LTO Act, a copy is filed if under the CLS Act)

2.1.3 STORE REFERENCE PLANS

This process includes the receipt of cadastral reference plans from NRCan and filing them for use in the Land Titles Office.

ADMINISTER LAND INTEREST

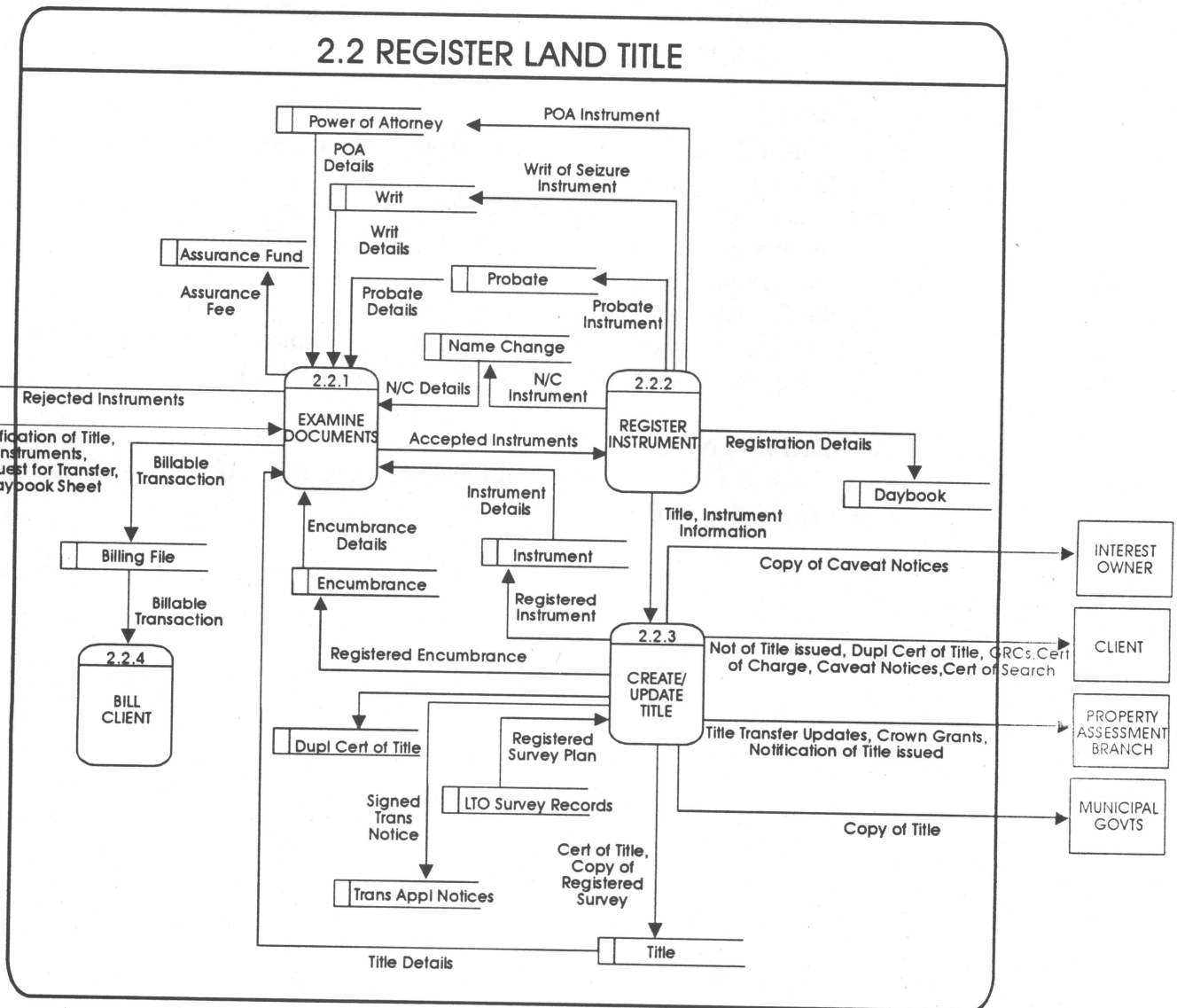


FIGURE F-4

2.2 REGISTER LAND TITLE (Figure F-4)

This function manages the registration of Title and associated encumbrances against a parcel of land. Associated encumbrances may include, mortgages, liens, writs, easements, caveats etc.

2.2.1 EXAMINE DOCUMENTS

This process does not update any land related data and includes the following activities:

- receipt of request for title transfer from client (this could be the daybook sheet);
- pull applicable files and previous surveys (includes check for writs, name change, Power of Attorney, Probate, other instruments, encumbrances as well as the loose title file).
- examine documents for adherence to Land Titles Act and with the good of Public Interest in mind;
- return all documents which do not adhere to standards; and
- calculate registration fees and assurance fees for input to monthly billing process.

2.2.2 REGISTER INSTRUMENTS

This process updates the Registration Daybook, Writ/Bankruptcy Index, Power of Attorney, Probate and Name Change files and includes the following activities:

- review of instruments (completeness check);
- assign registration number;
- documents are stamped and the registration numbers is recorded on the document;
- endorse duplicate copies; and
- discharge existing (old) instruments.

2.2.3 CREATE/UPDATE TITLE

This process manages the Instrument file, Duplicate Certificate of Title file, and the Land Title file, and includes the following activities:

- prepare and endorse the Certificate of Title
- record all instruments and encumbrances registered against the title on the back of the document.
- prepare and endorse the Duplicate Certificate of Title;
- prepare forms for distribution to Client, Property Assessment Branch and other Taxing Authorities. These include GRC's, Certificate of Charge, and Certificate of Search;
- prepare caveat notices and distribute to the property owner;
- update the Registration Daybook;
- update PATT System with Owner details; (online)
- distribute forms; and
- file and prepare documents for microfilming.

REGISTER LAND TITLE

2.2.4 BILL CLIENT

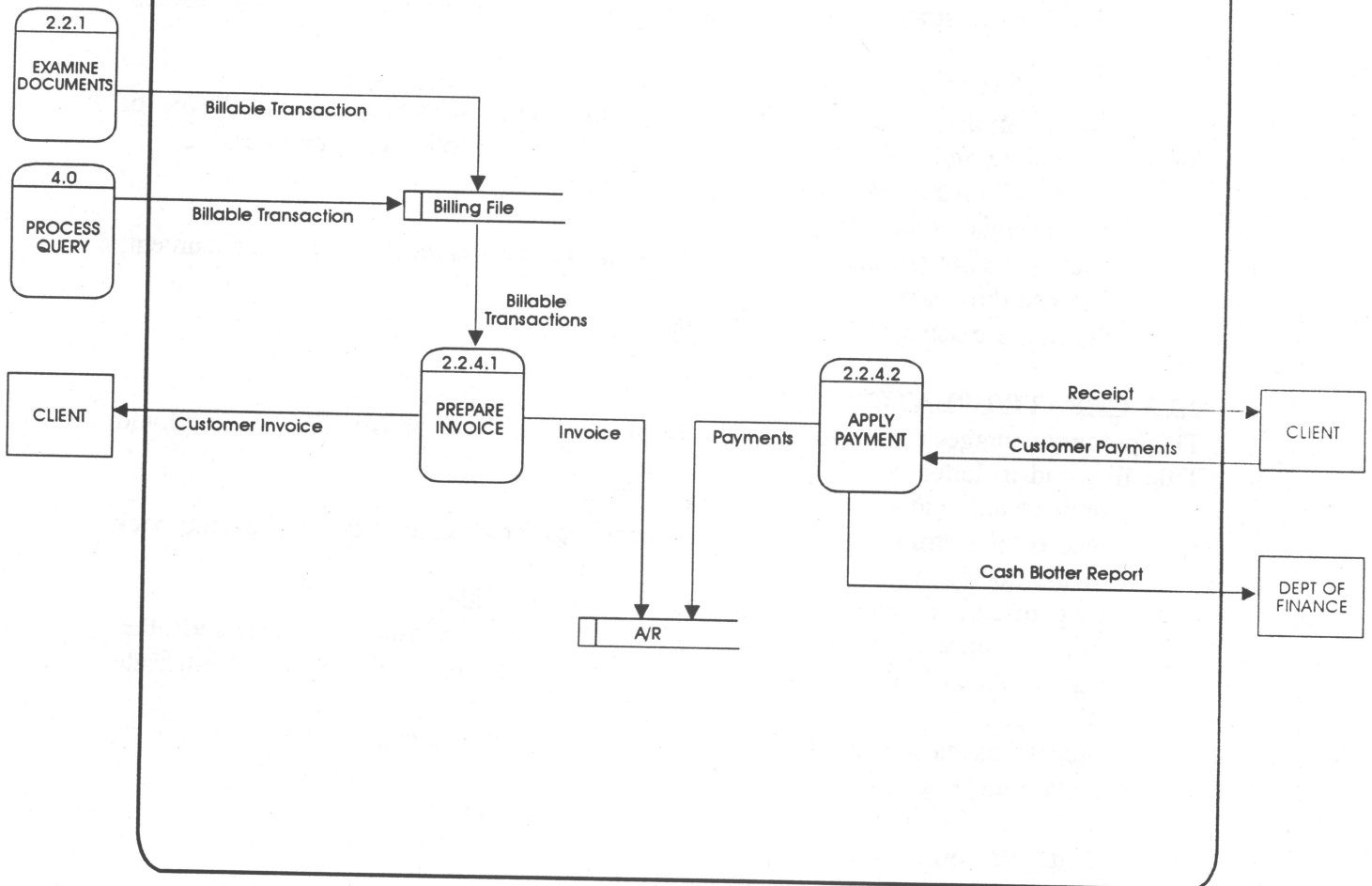


FIGURE F-5

2.2.4 BILL CLIENTS (Figure F-5)

This sub-function manages financial data and includes processes to invoice clients and collect payments.

2.2.4.1 PREPARE INVOICE

This process includes activities such as the calculation of fees and the preparation and distribution of invoices to clients.

2.2.4.2 APPLY PAYMENT

This process manages Accounts Receivable data and includes activities such as the receipt of payment from clients, the reconciliation of accounts, and the distribution of receipts to clients and financial details to the Department of Finance.

2.3 REGISTER LAND DISPOSITION



2.3 REGISTER LAND DISPOSITION (Figure F-6)

This function manages the registration of interests against a land parcel on Federal or Commissioner's land, such as the registration of a mineral claim, lease, licence, agreement for sale, reservation, notation, or withdrawn land.

2.3.1 PROCESS APPLICATION

This process updates the Application Register and includes the following activities:

- receive application and collect fee (if applicable);
- prescreen the application, checking for obvious conflicts, completeness, etc.;
- update the location on a map;
- return the rejected application to client;
- issue advertisement of applications being reviewed (if applicable)
- forward a copy of the application to the applicable advisory agency for evaluation and approval;
- record application in pending application register.

2.3.2 DEFINE INTEREST PARCEL

This process manages the Application Register, Quad Book, Disposition and Account Card File. The following activities are included in this process:

- on approval from advisory agencies, notify client that a sketch will be issued identifying the location and extent of the interest parcel;
- prepare a sketch and issue a letter to the client requesting agreement (Feds only);
- determine the cost of interest parcel;
- upon receipt of letter of agreement from client, record the interest in the Quad Book - Feds only (identifies the type of agreement);
- get disposition number from records station, or use survey # for file (YTG)
- setup a new account for the client, specifying payments and due date.
- update Application Register for cross reference to the Disposition file

2.3.3 MANAGE DISPOSITION

This process manages the YLR, Encumbrance, and Reference Plans. It includes activities required for the preparation and issuance of documents for new interests in land, for the renewal or extension of existing interests in land, as well as activities to update the reference plan with the approved and agreed upon interest parcel, and to record and update all interests (including encumbrances) in the YLR. These activities include:

- get document number from Quad Book;
- prepare document, identifying all terms and conditions applicable
- issue to client for execution;
- place copy of document in the Disposition File; and
- update Reference plan, Encumbrance file and YLR.

2.3.4 RAISE NOTIFICATION OF TITLE

This process updates the YLR and Reference Plans and includes the following activities:

- provide appropriate review and signatures on the preliminary survey plan provided

by NRCan;

- receive final survey plan from NRCan;
- Prepare and send Notification of Title to Land Titles Office; and
- receipt of notification of title issued from Land Titles Office for the final update of the interest file and YLR.

ADMINISTER LAND INTEREST

2.3.5 MONITOR DISPOSITION TERMS & CONDITIONS

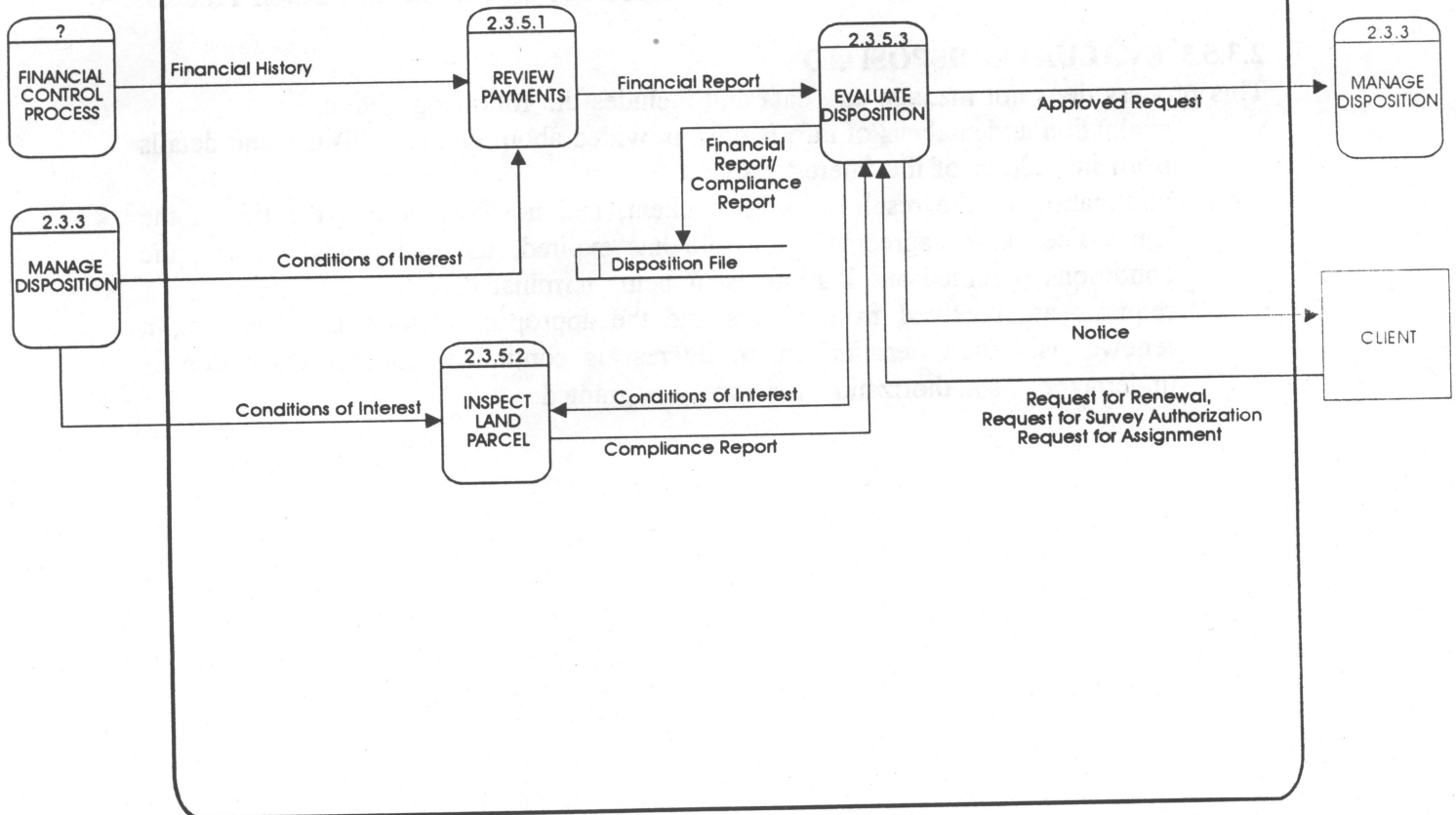


FIGURE F-7

2.3.5 MONITOR DISPOSITION TERMS AND CONDITIONS (Figure F-7)

This function includes activities to inspect an interest parcel for adherence to terms and conditions set forth in the original agreement, the tracking of financial history related to the interest parcel, and the analysis and recommendation of a course of action.

2.3.5.1 REVIEW PAYMENTS

This process tracks compliance to the financial terms and conditions of a specific agreement. The Financial History gathered in this process is used to make decisions in the Evaluation Process.

2.3.5.2 INSPECT LAND PARCEL

This process includes activities to determine if all terms and conditions of the issued interest are being upheld. The Inspection Report is stored in the physical Disposition file, or in the case of the Mining Recorder Office, it is confidential and stored in a separate Inspection File. The data created within this process is used in the Evaluation Process.

2.3.5.3 EVALUATE DISPOSITION

This process does not manage any data and includes the following activities:

- evaluation and analysis of information provided about financial history and details from inspection of the interest parcel;
- notification of the results is sent to client, i.e., notification that the life of the lease, licence, or agreement for sale has expired, the client has not met the conditions specified and his interest is being terminated, etc;
- requests are received from clients and the appropriate action is taken, i.e., a renewal is issued, termination of interest is continued, another inspection is undertaken, or authorization for survey is granted.

LAND INTEREST MANAGEMENT

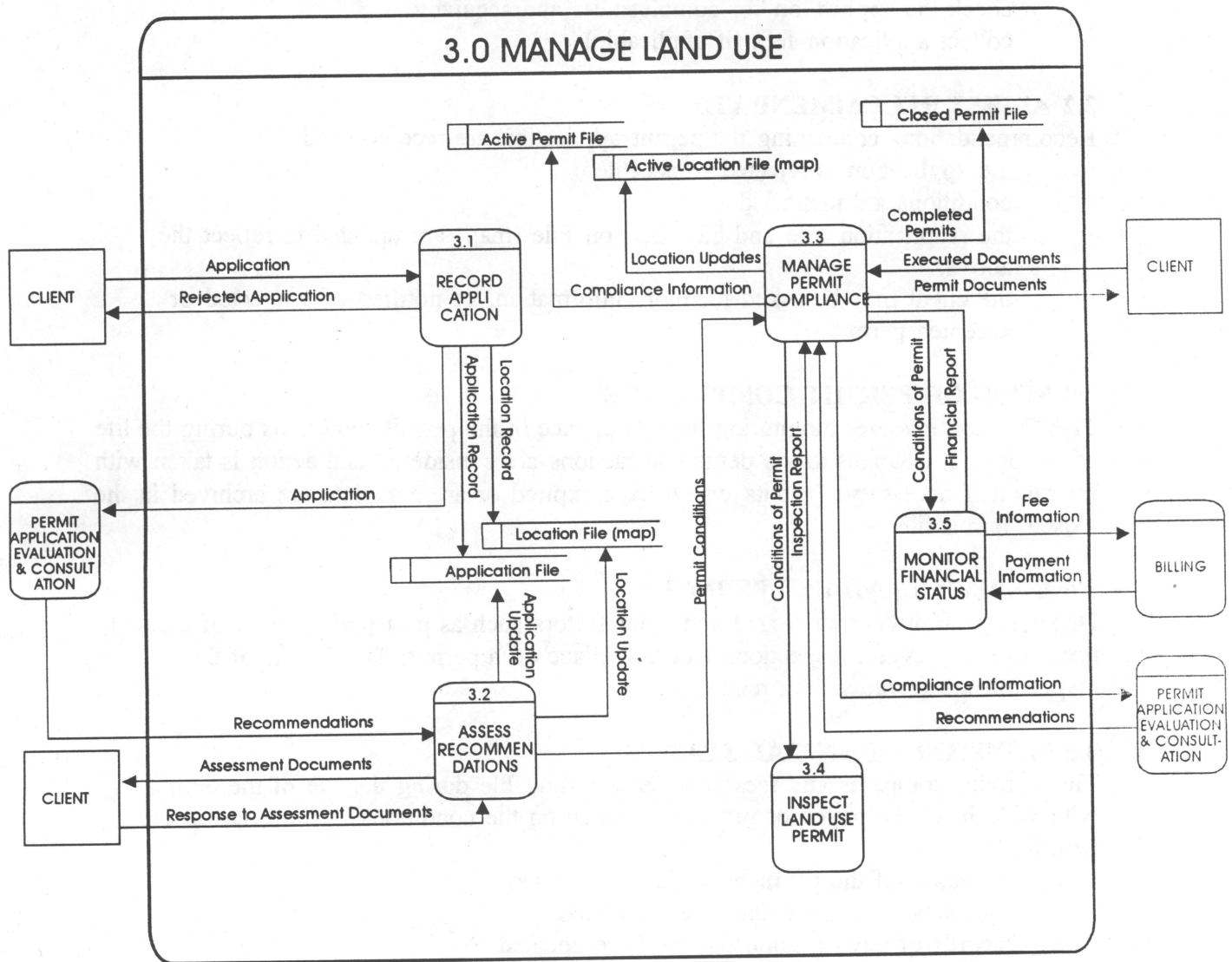


FIGURE F-8

3.0 MANAGE LAND USE (Figure F-8)

3.1 RECORD APPLICATION

This action is triggered by a client wishing to apply for a permit and includes:

- record the application information in the Application File
- record the location of the activity in the Location File (map)
- check the application for completeness and accuracy
- collect application fees (if applicable)

3.2 ASSESS RECOMMENDATIONS

Recommendations concerning the permit application are received and:

- the application is rejected or accepted
- conditions are identified
- the Application File and the Location File (map) are updated to reflect the above.
- the client may be asked for more information, or notified of a rejected or accepted permit.

3.3 MANAGE PERMIT COMPLIANCE

This function involves monitoring the compliance of the permit conditions during the life of the permit. Changes to the permit, infractions are considered and action is taken with the client if necessary. Permits which have expired or are complete are archived in the closed permit file

3.4 INSPECT LAND USE PERMIT

Depending on the permit issued and other factors such as past performance of a client, none, one, or several inspections will take place on a permit. The results of the inspection are recorded in a report.

3.5 MONITOR FINANCIAL STATUS

This activity compares any fees payable or refundable during the life of the permit with what has been paid or refunded. Based on the conditions as indicated in the permit.

- the status of the payment of fees is assessed
- additional fees or refunds are calculated
- records of payment/non payment are updated

4.0 PROCESS QUERY

Each application will have a requirement for a broad range of queries. These are identified in the Unit Process table of Appendix B. Many of the queries at the application level are very similar to those needed for the Cadastral Information System (GIS). For example, "Display all Titles held by Smith", is the same process at the Cadastral level as in the Titles application. The difference is in the amount of information detail that would be provided in each case. The process could be made more general by restating it as, "Display all land interests held by Smith". In this case the process would also apply to the Disposition application.

It is anticipated that an integrated development of the two applications and the cadastral query system will provide extensive opportunity for re-use of query processes and this has been taken into consideration in the development estimates.

UNIT PROCESSES

Each of the processes described in the LIMS Process Models and narratives have been broken down further into sub-processes, or unit processes. These unit processes represent the lowest level of detail for a business function. In Table F-1 the unit processes were determined to be either completely manual, partially automated (using word processing equipment or spreadsheets), or completely automated (part of LIMS). These unit processes will be validated and documented in a diagram format in the next stage of development.

The Unit Processes listed in Table F-1 were used to develop the estimates for the development of LIMS.

UNIT PROCESSES		
	FUNCTION/PROCESS	MODE
1.0	MANAGE LEGAL SURVEY	
1.1	VERIFY SURVEY AUTHORITY	
	Request for signature from appropriate auth	Manual
	Receive Survey Plan with necessary authorities	Manual
1.2	ISSUE SURVEY INSTRUCTION	
	Assign new parcel number designator	LIMS On-line
	Assign UCI (unique cadastral identifier)	LIMS On-line
	Provide instructions to survey	Manual
	Record instructions in project file	LIMS On-line
1.3	UPDATE REFERENCE PLAN	
	Generate Cadastral Reference Plans	LIMS On-line
1.4	EXAMINE SURVEY	
	Examine survey	Manual
	Prepare report	WP On-line
	Distribute to Surveyor	Manual
	Issue Preliminary Plan for signatures	Manual
	Receive signed Preliminary plan	Manual
	Issue approved survey plan	Manual
	Record Survey Plan Data - graphics	LIMS On-line
	Record Survey Plan Data - attributes	LIMS On-line
	Update project file with tech report & approval	Manual
1.5	DEPOSIT IN CLSR	
	Send Survey plan to LTO for registration	Manual
	Receive registered survey plan	Manual
	Generate Graphics Output (survey plan, boundaries)	LIMS On-line
	Distribute original survey plan to Ottawa	Manual
	File hardcopy of survey plan	Manual
	Record Survey information in project file	LIMS On-line
	Distribute hardcopy survey plan to various agencies	Manual
2.0	ADMINISTER LAND INTEREST	
2.1	REGISTER SURVEY	
2.1.1	EXAMINE SURVEY	
	Receive Survey	Manual
	Check compliance to Acts	Manual
	Return rejected surveys	Manual
2.1.2	FILE SURVEY	
	Assign LTO Number	LIMS On-line
	Create new manual files	Manual
	Make blueline prints	Manual
	Maintain transaction log	LIMS On-line
	File Registered Survey Plan	Manual
	Distribute copy/original Reg Survey Plan	Manual
2.2	REGISTER LAND TITLES	
2.2.1	EXAMINE DOCUMENTS	
	Receive Request for Title Transfer	Manual
	Search for existing titles	LIMS On-line
	Search for charges against owner	LIMS On-line
	Locate hardcopy title file	Manual
	locate hardcopy instruments/encumbrances	Manual
	Return rejected documents	Manual
	Maintain Fee Schedule	LIMS On-line
	Calculate transaction fees	LIMS On-line
	Calculate assurance fees	LIMS On-line
	Record fees in billing file	LIMS On-line
2.2.2	REGISTER INSTRUMENTS	
	Review documents for completeness	Manual
	Assign registration number	LIMS On-line
	Record reg number on hardcopy documents	Manual
	Stamp and endorse documents	Manual
	Endorse duplicate copies	Manual
	Discharge existing documents	LIMS On-line
	Apply instrument against owner	LIMS On-line
	Update Encumbrance details	LIMS On-line

Table F-1

2.2.3	CREATE/UPDATE TITLE	
	Update Owners Information	LIMS On-line
	Enter Title Details	LIMS On-line
	Cross reference encumbrances to title	LIMS On-line
	Print Cert of Title, dupl Cert of Title	LIMS On-line
	Endorse Cert of Title, dupl cert of title	Manual
	Print other forms	LIMS On-line
	Distribute to Client/Interest Owner	Manual
	Print Caveat Notices	LIMS On-line
	Distribute to Interest Owner	Manual
	Maintain transaction log	LIMS On-line
	Update Patt System	LIMS On-line
	File copies of Forms	Manual
	Prepare documents for microfilming	Manual
2.2.4	BILL CLIENT	
2.2.4.1	PREPARE INVOICES	
	Calculate Invoices	LIMS On-line
	Maintain Billing File	LIMS On-line
	Print Invoices	LIMS On-line
	Distribute Invoices	Manual
2.2.4.2	APPLY PAYMENT	
	Receive Payment	Manual
	Record Payment Information	LIMS On-line
	Print Receipt	LIMS On-line
	Reconcile Accounts	LIMS On-line
	Prepare Financial Report	LIMS Background
	Distribute Report	Manual
2.3	REGISTER LAND DISPOSITION	
2.3.1	PROCESS APPLICATION	
	Receive Application	Manual
	Collect Fees/prepare receipt	Manual
	Search for land interest conflicts	LIMS On-line
	Check for completeness	Manual
	Return rejected applications	Manual
	Capture application extent/location - graphics	LIMS On-line
	Issue advertisement for review date	Manual
	Forward application to Advisory Agency	Manual
	Record application in Appl Register	LIMS On-line
2.3.2	DEFINE INTEREST PARCEL	
	Receive approval from Advisory Agency	Manual
	Prepare Notification Letter to Client	WP On-line
	Mail Notification letter to Client	Manual
	Update parcel extent/location	LIMS On-line
	Print hardcopy of sketch	LIMS Background
	Prepare letter to Client	WP On-line
	Issue letter and sketch to Client	Manual
	Receive agreement from Client	Manual
	Determine Cost of Interest Parcel	Manual
	Assign Disposition Number	LIMS On-line
	Prepare Account Information	Manual
	Setup Fee Schedule	Manual
	Record Fee Schedule	LIMS On-line
	Update Application Register	LIMS On-line
2.3.3	MANAGE DISPOSITION	
	Record Disposition Information	LIMS On-line
	Record Encumbrances	LIMS On-line
	Prepare document	LIMS On-line
	Print document	LIMS On-line
	Issue to Client for Execution	Manual
	File copy of documents	Manual
2.3.4	RAISE NOTIFICATION OF TITLE	
	Receive Preliminary Survey Plan	Manual
	Provide Authorization for Survey	Manual
	Return Signed Survey Plan to NRCan	Manual
	Prepare/Issue Notification of Title	LIMSS On-line
	Receive Notification of Title Issued	LIMSS On-line
	Update Disposition Information	LIMSS On-line
	File Notification of title Issued Table F-1	Manual

2.3.5	MONITOR DISPOSITION TERMS&COND	
2.3.5.1	REVIEW PAYMENTS	
	Review Fee Schedule	LIMSS On-line
	Review Financial History	Manual
	Prepare Report	WP On-line
	Update Disposition	LIMSS On-line
2.3.5.2	INSPECT LAND PARCEL	
	Review Disposition Terms and Conditions	LIMSS On-line
	Review Compliance	Manual
	Inspect Land Parcel	Manual
	Prepare Report	WP On-line
	Update Disposition	LIMSS On-line
2.3.5.3	EVALUATE DISPOSITION	
	Review Financial Report	LIMS On-line
	Review Compliance Report	LIMS On-line
	Prepare notification of required action	LIMS On-line
	Issue notification to client	Manual
	Receive Request for Action from Client	Manual
	Update Disposition Information	LIMS On-line
	Issue authorization of Survey	Manual
3.0	MANAGE LAND USE	
3.1	RECORD APPLICATION	
	Receive application	Manual
	Record application details	LIMS On-line
	Record location of activity	LIMS On-line
	Check application for completeness/accuracy	Manual
	Collect fees	Manual
	Issue Receipt	Manual
	Distribute application to advisory agencies	Manual
3.2	ASSESS RECOMMENDATIONS	
	Receive recommendation/conditions	Manual
	Prepare notification letter to client	WP On-line
	Distribute assessment documents to Client	Manual
	Receive response from client	
	Update the application details	LIMS On-line
	Update the location of activity	LIMS On-line
3.3	MANAGE PERMIT COMPLIANCE	
	Prepare permit	LIMS On-line
	Issue permit document to client	Manual
	receive executed permit document	Manual
	Monitor compliance to permit conditions	Manual
	File compliance information	Manual
	Take appropriate action	Manual
	Update permit information	LIMS On-line
	File permit information	Manual
	Update the location of activity	LIMS On-line
	Archive inactive permits	LIMS On-line
3.4	INSPECT LAND USE PERMIT	
	Inspect permit location	Manual
	Prepare compliance report	WP On-line
3.5	MONITOR FINANCIAL STATUS	
	Assess payment history	LIMS On-line
	Calculate required fees	LIMS On-line
	update record of payment/nonpayment	LIMS On-line
	Prepare Financial Report	LIMS On-line
4.0	INQUIRY/REPORTING/ANALYSIS	
	Query on Encumbrance Type	LIMS On-line
	Query on Transactions by value	LIMS On-line
	Area calculation and summarization by Interest	LIMS On-line
	Multiple Condition Queries	LIMS On-line
	Similar Names Search	LIMS On-line
	Proximity/buffering retrieval	LIMS On-line
	Query by Type of Interest, geographic area, time frame, historical, jurisdiction	LIMS On-line
	Survey Plan Search	LIMS On-line
	Geographic Location Search	LIMS On-line

Table F-1

Appendix G - Land Use Permit Agencies

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Appendix G - Land Use Permit Agencies

Various permits are required for land use changes. The results are not being tracked. Information is being provided to the public by all agencies. The information is being provided by the Department of Accuracy and Precision. This is a public requirement. The results are being provided to the public.

The registration of land use permits is being tracked by several agencies. The information is being provided to the public by the Department of Accuracy and Precision. This is a public requirement. The results are being provided to the public.

APPENDIX G - LAND USE PERMIT AGENCIES

The following table lists the agencies responsible for issuing land use permits. The information is being provided to the public by the Department of Accuracy and Precision. This is a public requirement. The results are being provided to the public.

In the case of Forestry, two types of uses are administered: burning permits for the purpose of land clearing and wood harvesting permits. The latter again break down into two types, harvesting for wood fuel and harvesting for manufacture or re-sale.

Various degrees of review of applications are carried out depending on use and location, particularly within city boundaries and near First Nations Lands .

Various levels of inspection are carried out to monitor compliance with permit conditions. The level and frequency varies by agency.

Volumes

Forestry:

Approximately 200 timber permits per year.

YTG Land Use:

Approximately 70 quarry permits and 60 land use authorizations per year.

Federal Land Use:

Approximately 350 permits are issued per year (including 125 quarry permits each of which also requires a land use permit)

Objectives

Service objectives for the issuance of permits have not been set except for Federal Land Use, who are governed by time frames in their legislation.

APPENDIX H - NORTHERN ACCORD OFFICE

NA94-023

21 April 1994

To: Land Interest Project Team

From: David Downing
Oil & Gas Analyst
Northern Oil & Gas Accord (NO&GA)
Yukon Economic Development

Subject: LIMS Preliminary Analysis Report - Preliminary Draft Comments

Introduction

Thank you for the copy of this report for review. In general I am very pleased with the report other than the fact the NO&GA functions are missing. I realize that this is through no fault of the project team. I have attempted in this document to provide you with our mandate and functions in a similar framework to that of the report. I do not think anything I have provided would have changed the outcome of the work as currently reported. The addition of petroleum resources to the report does however, increase the level of justification for implementation.

The Northern Oil and Gas Accord was signed in 1993. The document agrees to transfer the jurisdiction for onshore petroleum resources to YTG from INAC - Northern Oil & Gas Directorate (NO&GD) by 1 April 1995. Negotiations on the shared management of the offshore petroleum resources will follow.

Notwithstanding the recent creation of the NO&GA office, the Northern Affairs Program has the responsibility for petroleum resources until the date of transfer and should have identified the land interest components belatedly added below.

The scope of my comments here, only reflect the concerns of administering petroleum resources. They in no way reflect or address the requirements of the Department of Economic Development as a whole or any of the individual branches.

NO&GA System Devolution

Prior to commenting directly on the report, I would like to identify the somewhat unconventional framework envisioned for NO&GA operations and data management. We will inherit responsibility for several areas of administration that individually reside with different federal agencies, in Ottawa, Calgary, Edmonton and Yellowknife. The devolution to YTG of each area of responsibility

(will be handled separately. In some cases the personnel and data now in place will remain as is, with the function sub-contracted back them. In other situations the input and processing of data will be split between the federal and territorial governments. Some functions will be completely moved to Whitehorse. The application of this concept will depend heavily upon effective data communications.

The functions of land administration, and collection of royalties and fees will be moved to NO&GA in Whitehorse with a new local system put in place to handle these functions. Resource management functions will most likely remain in Calgary with the National Energy Board (NEB) and the Geological Survey of Canada (GSC).

Management functions for the Beaufort have not yet been negotiated but could invoke a quantum leap in demand on the NO&GA in the medium to long term

LIMS Preliminary Analysis Report

1.0 Executive Summary

Petroleum Lease and License Management System should be included as one of the modules to LIMS along with the other five systems listed in the recommendations.

3.0 Business Context

NO&GA (YTG) will administer petroleum rights. Unlike the Mining Acts the granting of petroleum rights does not include an surface rights.

Mission: To manage the use and exploitation of petroleum resources within Yukon in compliance with the Yukon Oil and Gas Act. (Currently Canadian Petroleum Resources Act and Canadian Oil and Gas Conservation Act).

Functions: Release and registration of petroleum rights and financial monitoring and inspections associated with granting these rights.

Volumes: Currently static at 10. Prior to 1985 and future projections indicate approximately 0 - 50 leases/licenses granted/expire per year with approximately 50 - 200 leases/licenses in good standing.

Objectives: Meet industry demand for rights in an orderly and timely fashion.

3.2 Driving Forces, Trends, Impacts

The discourse for Land Interest is amplified by the addition of another player.

3.4 External Relationships

NO&GA falls into Class B

4.0 Existing System

Federal Lands Registration System is a PC application developed in DBASE. This system is awkward but functional. It duplicates the information in a legally binding manual system plus includes other land right and petroleum right information. The system does not have spatial capabilities but the data is ported locally to a QuikMap/Corel Draw operator for "one-off" product generation.

The data is also ported from Ottawa to Calgary for use in a Oracle database running on a VAX server with some satellite PC's. Mapping capability is provided by Zycor software. The purpose of this system is for resource management within the NEB. This system is being replaced this year. The anticipated configuration is a mixed Intel/Risc platform running Oracle with a GIS (Arc-Info or Intergraph) for spatial capability.

5.0 New System

5.2 System Context

Context Diagram (Figure 1)

- NO&GA inputs Exploration License.
- NO&GA inputs Exploration Permit.
- NO&GA outputs Exploration License Registration.
- NO&GA outputs Status/Exploration Permit

Manage Land Interest (Figure2)

- NO&GA inputs Exploration License to 2.0 Administer Land Interest
- Client inputs Exploration Permit Application to 3.0 Manage Land Use

6.0 Implementation Alternatives

I am not qualified to comment on the overall solution and thus will restrict myself to items specific to the NO&GA case.

6.1 Package Assessment

Our clientele, much of our resource data, and a copy of our land data will be in Calgary. Thus, for our petroleum purposes the LIAS is an obvious and

natural solution. If we could become a client database on LIAS it would allow industry access locally in Calgary.

6.2 Solution Components

The Petroleum Rights Registration System (currently the Frontier Lands Registration System) should be added as a 6th component.

Synergistic Benefits

The report provides several synergistic benefits:

- Provides an operational reference point
- Is an example framework for similar work within branches
- Includes the basic homework of documenting land rights,

