

Info Source

Sources of Federal Government and Employee Information

Sahtu Land and Water Board

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General Information

Info Source: Sources of Federal Government and Employee Information provides information about the functions, programs, activities and related information holdings of government institutions subject to the [Access to Information Act](#) and the [Privacy Act](#). It provides individuals and employees of the government (current and former) with relevant information to access personal information about themselves held by government institutions subject to the *Privacy Act* and to exercise their rights under the *Privacy Act*.

The [Introduction](#) and an [index of institutions](#) subject to the *Access to Information Act* and the *Privacy Act* are available centrally.

The *Access to Information Act* and the *Privacy Act* assign overall responsibility to the President of Treasury Board (as the designated Minister) for the government-wide administration of the legislation.

Background

The Sahtu Land and Water Board is a regulatory authority that has its origins from the land claim process in the Sahtu Settlement Area of the Northwest Territories. The Sahtu Settlement Area or Sahtu region as it is commonly referred to as the area where the benefits and terms of the Sahtu Dene and Metis Comprehensive Land Claim Agreement apply. It covers 280,238 square kilometres including Great Bear Lake. The five communities in the region are Colville Lake, Fort Good Hope, Tulita (formerly Fort Norman), Deline (formerly Fort Franklin) and Norman Wells.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) which was proclaimed December 22, 1998, empowers the Sahtu Land and Water Board to regulate the use of land and water by issuing, amending, renewing and suspending land use permits and water licences throughout the Sahtu region. This authority extends to all crown, Sahtu lands and private lands. The MVRMA prescribes the Mackenzie Valley Land Use Regulations, the Northwest Territories Water Act/Regulations as the principal regulatory instruments for the Board to use.

Institutional Functions, Programs and Activities

The Board is composed of five members including, apart from the chairperson, two members appointed on the nomination of the Sahtu Secretariat Incorporated (SSI), one member appointed on the nomination of the GNWT and one member appointed on the nomination of the Federal Government. A Chairperson was appointed after the MVRMA was proclaimed.

The Sahtu Land and Water Board has an office in Fort Good Hope with an Executive Director, Financial Controller, Permit/Licence Clerk, and three Regulatory Specialists.

Internal Services

Internal services constitute 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.

Acquisition Services

Acquisition services involve activities undertaken to acquire a good or service to fulfill 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 Class of Record](#)

Financial Management Services

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 Class of Record](#)

Human Resources Management Services

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 plans.

[Classification of Positions Class of Record](#)

- [Staffing Personal Information Bank](#)

[Compensation and Benefits Class of Record](#)

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- [Internal Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
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- [Employee Assistance Personal Information Bank](#)

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- [Performance Management Reviews Personal Information Bank](#)

[Recruitment and Staffing Class of Record](#)

- [Applications for Employment Personal Information Bank](#)
- [Employee Personnel Record Personal Information Bank](#)
- [Personnel Security Screening Personal Information Bank](#)
- [Staffing Personal Information Bank](#)
- [Values and Ethics Code for the Public Service Personal Information Bank](#)

[Relocation Class of Record](#)

- [Relocation Personal Information Bank](#)

[Training and Development Class of Record](#)

- [Training and Development Personal Information Bank](#)

Information Management Services

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.

[Access to Information and Privacy Class of Record](#)

- [Access to Information and Privacy Requests Personal Information Bank](#)
- [Information Management Class of Record](#)

Information Technology Services

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 Class of Record](#)

- [Electronic Network Monitoring Personal Information Bank](#)

Materiel Services

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 Class of Record](#)

Real Property Services

Real property services involve activities undertaken to ensure that 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 Class of Record](#)

Travel and Other Administrative Services

Travel and other administrative services include Government of Canada travel services, as well as those other internal services that do not smoothly fit with any of the internal services categories.

[Administrative Services Class of Record](#)

[Proactive Disclosure Class of Record](#)

[Security Class of Record](#)

- [Identification and Building-Pass Cards Personal Information Bank](#)
- [Internal Disclosure of Wrongdoing in the Workplace Personal Information Bank](#)
- [Personnel Security Screening Personal Information Bank](#)

[Travel Class of Record](#)

- [Travel Personal Information Bank](#)

Manuals

- Land Use Permit Application Form
- Land Use Permit Process
- Rules for Public Hearings
- Water Licence Application Form
- Water Licence Process

Additional Information

Please see the [Introduction](#) to this publication for information on formal access procedures under the provisions of the *Access to Information Act* and the *Privacy Act*. The following outlines how to make a formal ATIP request.

Mail your letter or [Access to Information Request Form](#) (*Access to Information Act*) or [Personal Information Request Form](#) (*Privacy Act*), along with any necessary documents (such as consent or the \$5.00 application fee for a request under the *Access to Information Act*) to the following address:

Sahtu Land and Water Board
P.O. Box 1
Fort Good Hope, Northwest Territories X0E 0H0

Telephone: 867-598-2413
Facsimile: 867-598-2325
Email: paul.dixon@slwb.com
Internet: www.slwb.com

Please note: Each request made to Sahtu Land and Water Board under the *Access to Information Act* must be accompanied by an application fee of \$5.00, cheque or money order made payable to Sahtu Land and Water Board.

Reading Room

In accordance with the *Access to Information Act* and *Privacy Act*, an area on the premises will be made available should the applicant wish to review materials on site. The address is:

K'asho Gotine Building
Fort Good Hope, Northwest Territories